

WORCESTER POLYTECHNIC INSTITUTE

29th Student Government Association

1st Meeting of the Twenty-Ninth Undergraduate Student Government Association
To be held in the Rubin Campus Center, Hagglund Room
6:00 p.m. – January 15th, 2019

- I. Call to Order
- II. Approval of the Minutes
- III. Public Comments
- IV. Special Orders
 - a. Interim Parliamentarian Swearing In
 - i. President Wilson swore in Senator Cataldo as Interim Parliamentarian
 - b. Senator Appointments
 - c. Senator Swearing In
 - d. Cabinet Appointments
- V. President's Report
 - a. Welcome Back
 - b. New Structure
 - i. President Wilson announced new positions that were added into the SGA structure. There are also no more assigned committees to allow for more flexibility and creativity. This new structure is a test for this semester and will be reviewed at the end of D-Term.
 - c. Office Hours
 - i. President Office Hours will be held on Tuesdays from 3PM to 5PM and Thursdays from 5PM to 6PM in the SGA Office.
- VI. Vice President's Report
 - a. Office Hours
 - i. Vice President Toomey will hold office hours in the SGA office on Thursdays from 2PM to 4PM.
 - b. Senator Handbooks
 - i. Senators should get handbooks from Vice President Toomey after Senate.
 - c. Retreat Recap
 - i. Vice President Toomey thanked everyone who attended Winter Retreat.
 - d. New Senator Orientation
 - i. New Senator Orientation will be Sunday, January 20th at 12 PM, but any senator is welcome to come.
 - e. Term Prompt
 - i. Each term will have a question posed for Senate, for each senator to write a response
 - ii. This term's prompt is "What is SGA's duty to campus?"
- VII. Secretary's Report
 - a. Dress Code
 - i. The dress code for Senate may be changing from Business Casual to Jeans Casual. For men, that would be wearing jeans with a button-down shirt or polo. For women, Jeans Casual would be wearing jeans and a blouse or polo shirt
 - b. One-On-Ones

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- i. If any senator would like to talk to Secretary Burack about anything, Senate related or not, he is always accepting one-on-one invitation.
 - VIII. Treasurer's Report
 - a. Financial Bylaws
 - i. Senate will be voting on the Financial Board mission statement during New Business
 - ii. Treasurer Candy presented a summary of changes to the financial bylaws to Senate, specifically changes to Senate Appeals.
 - 1. Senator Trey-Masters thinks a two-third's vote to pass an appeal might not be the best course. Treasurer Candy clarified that this idea is in line with how funding requests are passed
 - 2. Chair Rice and Senator Charles appreciated the idea of bringing a Senate appeal to cabinet, especially if Cabinet stepped out of Senate.
 - 3. Chair Tavares asked if a denied appeal from financial board could be overturned by Senate. Treasurer Candy responded that this is stated in the bylaws.
 - 4. Chair Tavares and Senator Trey-Masters also noted that cabinet members leaving the room during a request would remove their voices from the initial decision.
 - 5. Chair Bimonte noted that any decision in financial board can be questioned within 24 hours of the financial board minutes being released.
 - 6. Senator Hager asked how club treasurers would be informed of new bylaw changes. Treasurer Candy said that this would be done as a financial project.
 - 7. Senator Cannata believes he sees an issue with cabinet leaving, as cabinet members would still hear about the reasoning of the Senate decision.
 - b. Office Hours and Financial Board
 - i. Office hours 12-2 PM on Mondays for senators and club treasurers. This would be a time for financial questions and workday questions. Financial Boards this week is in Stratton Hall 306 on Wednesday at 6PM
- IX. Parliamentarian's Report
 - a. Trivia
 - i. Interim Parliamentarian Cataldo explained the roles of the Parliamentarian
- X. Cluster Reports
 - a. Student Services Cluster
 - i. Welcome Back
 - 1. Student Life Improvements Chair Serven will be holding office hours on Tuesdays 10AM to 12PM and Thursdays from 1PM to 2PM.
 - 2. Community Outreach Chair Tavares will be holding office hours on Thursdays from 2PM to 4PM.
 - b. Internal Services Cluster
 - i. Welcome Back

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1. Communications Chair Coelho will be holding office hours on Tuesdays from 1PM to 2PM.
 2. Continuous Improvements Chair Giacomani will hold office hours on Thursdays from 5PM to 6PM.
 3. Internal Affairs Chair will hold office hours on Thursdays from 2PM to 3PM.
- c. Financials Cluster
- i. Welcome Back
 1. Appropriations Chair LaJeunesse will be holding office hours on Wednesdays from 5PM to 6PM.
 2. Accounting Chair Bimonte is open for One-on-Ones upon request.
 3. Fiscal Responsibility and Assistance Chair Racca will be holding office hours on Wednesdays from 5PM to 6PM.
 - ii. Budgeting Updates – Chair LaJeunesse
 1. There will be a budgeting workshop tonight and Thursday from 8PM to 9PM.
 2. Senators will be assigned club constituents and will meet with them for budgeting review between January 29th and February 8th. Budgets are due on February 15th and no later, and will be sent back to clubs on March 15th. Clubs will have 2 weeks to appeal, with appeals being due on March 29th. Appeals board will be held on the first weekend of April.
 3. Senators are expected to review budgets with clubs, and make sure they are submitted by February 15th.
 4. Senators should check to make sure budgets go along with rules set in the SGA bylaws, and that each line item has details for what the money will be used for. This includes one apparel item per year in each budget.
 5. In Event descriptions senators should look for either campus-wide or internal events, time and location, expected and previous attendance, and purpose.
 6. For purchases, there should be a cost breakdown per item, total cost, and cost per person.
 7. There are other funds that clubs can use, such as department funding, GSG funding, ticket sales and outside sponsors.
 8. Necessary approvals are food through Chartwells, travel through the Student Activities Office, and WPI logos must be approved by marketing.
 9. Senator Tavares asked if senators can request club constituents. Chair Toomey responded that senators can request for club constituents.
 10. Guerrero asked what legacy funds are. Treasurer Candy responded that these are funds from outside sources or fundraisers that are applied to club budgets.
 11. Treasurer Candy commented that senators will be sending out club constituent emails on January 29th in Senate.

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- iii. New Treasury – Chair Bimonte
 - 1. Chair Bimonte will be creating a database that will contain all financial data for organizations and urges anyone with database experience and an interest in this project to talk to him.
- XI. Faculty, Institute, and Special Committees
 - a. Tech Coord mentioned that the Committee on Academic Policy is contemplating bringing a Data Science major to WPI and are working with students and faculty to put this major together. Please reach to Treasurer Candy or Tech Coordinator for information regarding this major.
 - b. Senator Hager is looking for a senator to replace him on the Undergraduates Outcome Assessment Committee.
- XII. Old Business
- XIII. New Business
 - a. Project Announcements
 - i. Chair Serven announced that Student Life Improvements will have a team will be working on projects to bring free printing to campus, creating a newsletter for diversity on campus, and making more efforts to be environmentally friendly on campus.
 - ii. Chair Tavares announced that there will be a Community Outreach team for Superfan shirt management, a team to create and promote campus wide events, and a joint initiative with Chair Coelho to creating a campus newsletter about SGA
 - iii. Chair Coelho announced that there will be a Communications teams to work on managing social media for SGA, and a team to build the SGA website including both gathering information and designing the appearance
 - iv. Chair Giacoman announced that there will be a Continuous Improvement team that will be building a Strategic Plan for SGA that adheres to the WPI strategic plan, and a team to develop metrics to measure improvement in SGA.
 - v. Chair Rice announced that there will be an Internal Affairs team to work on preparing for the Campus Hearing Board, as well as a team to conduct bylaw revisions
 - vi. Chair LaJeunesse announced that there will be an Appropriations to make financial classes on canvas, and a team to give financial information on the SGA website
 - vii. Chair Racca announced that there will be a Fiscal Responsibility and Assistance team to apply internal audits to campus organizations, and a team to analyze fiscal trends in Financial Board.
 - b. Goal Setting
 - i. Vice President Toomey presented about the importance of goal setting and conducted an activity for senators to develop their goals in Senate
 - c. Financial Board Rules of Thumb and Mission Statement
 - i. Treasurer Candy announced that the financial Mission Statement and Rules of Thumb will act as standing rules that will be in place for the year.

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- ii. Chair Bimonte asked if the Rules of Thumb will be distributed with the Financials 101 document. Treasurer Candy wants to publicize the Rules of Thumb and Mission Statement on their own, then incorporate these rules within the bylaws.
- iii. Treasurer Candy made a motion to have the Financial Rules of Thumb and Mission Statement be made as standing rules for this Senate year.
 1. Senator Charles is in favor of this motion as these rules give clubs an idea of our thought process.
 2. Senator Cannata is in favor of this motion because these promote transparency.
 3. Senator Trey-Masters is in favor of this motion because these act as rules that can be changed in the future if they are not successful.
 4. **Motion Passed**
 - Senator Trey-Masters asked how a senator should vote if there is a conflict of interest. Parliamentarian Cataldo responded that a senator should abstain from the vote in the case of a conflict of interest.

XIV. Questions, Comments and Ideas

- a. Chair Tavares asked for ideas to get citizens engaged in SGA.
 - i. Chair LaJeunesse suggested a “Bring a friend to Senate day” to get more people interested in coming to campus.
 - ii. Senator Nieves recommended using posters, both physically and online.
 - iii. Senator Gruner-Mitchell suggested using the campus newsletter.
- b. Chair Bimonte asked for Senate’s opinion if they believe there should be a clause to our Constitution that states that SGA can disregard certain bylaws in specific circumstances.
 - i. Senator Stabile believes that it is okay to look at the constitution with a looser view when looking to improve SGA and campus.
 - ii. Chair Rice is concerned that this policy could create a circumstance where exec or cabinet could make a decision without speaking to students on campus.
 - iii. Chair Giacomani stated that the bylaws are suggestions to show that there are issues in Senate, and not absolute rules that are necessary to follow in certain circumstances.
 - iv. Trey-masters believes that this change would be a bylaw that allows all other bylaws to be disregarded and could undermine the organization. Bylaws should only be suspended in extreme circumstances.
 - v. Senator Cannata stated that it might not be a bad idea to have a written rule in place for a situation when a bylaw should be disregarded.
 - vi. Please reach out to Chair Bimonte with any ideas and suggestions.

XV. Announcements

- a. Chair Tavares announced that new senators can get black Superfans, and they should fill out a form
- b. Senator Starr announced that an SGA apparel item form will be sent to senators. Apparel will cost \$19 and be paid in full by senators. Senators should bring cash,

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or a Check made out to Worcester Polytechnic Institute with Senator Apparel in the memo line.

- c. Vice President Toomey asked for senators to help make a themed basket to Colleges Against Cancer.

XVI. Advisor's Remarks

- a. Advisor Sharry introduced herself and mentioned that she is always willing to talk and assist all senators. She also wanted to congratulate execs and Vice President Toomey for Winter Retreat. The Student Activities Office is sponsoring a leadership academy for people to register. The Student Activities Office Weekend Trip this weekend is to the Blackstone Movie Theater, and costs \$5 or \$10. They also have flex tickets to the Worcester Railers for \$14 sold in the Student Activities Office.

XVII. President's Remarks

- a. President Wilson thanked senators for a great first Senate meeting, loved hearing goals, and urges senators to join Slack. She will be sending out a form for senators to sign up for the projects that were announced.
 - i. Treasurer Candy announced that all senators are welcome to attend club treasurer sessions.

XVIII. Adjournment

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