

# WORCESTER POLYTECHNIC INSTITUTE

## 30<sup>th</sup> Student Government Association

1<sup>st</sup> Meeting of the Thirtieth Undergraduate Student Government Association

To be held in Foisie Innovation Studio, Room 105

6:00 p.m. – January 21<sup>st</sup>, 2020

- I. Call to Order
- II. Approval of the Minutes
- III. Public Comments
- IV. Special Orders
  - a. Swearing in of Executives in Foisie 105
    - i. Rebecca Serven was sworn in as Vice-President at 6:01 p.m. by the 29<sup>th</sup> Senate President, Emily Wilson.
    - ii. Renee Gruner-Mitchell was sworn in as Secretary at 6:02 p.m. by the 29<sup>th</sup> Senate President, Emily Wilson.
    - iii. Mara Nunez was sworn in as Treasurer at 6:03 p.m. by the 29<sup>th</sup> Senate President, Emily Wilson.
  - b. Appointment of Interim President and Parliamentarian
    - i. Christopher Tocci was sworn in as Interim President at 6:04 p.m. by the 29<sup>th</sup> Senate President, Emily Wilson.
    - ii. Marisol Sanchez was sworn in as Interim Parliamentarian at 6:06 p.m. by Interim President Tocci.
  - c. Appointment of Cabinet
    - i. Interim President Tocci appointed the following Cabinet members at 6:07 p.m.: Lauryn Hubbard, Marc Rosenthal, Olivia Bell, Ariana Cruz-Rivera, Alex Puhalski, Jameel Gammal, Lauren Guerrero, Matt Moreira, and Christopher Tocci.
  - d. Appointment of Interim Cabinet
    - i. Interim President Tocci appointed the following interim Cabinet members at 6:08 p.m.: Johann Bradely and Safiya Ali.
  - e. Financial Board Secretary
    - i. Interim President Tocci appointed Molly Folino as Financial Board Secretary at 6:08 p.m.
  - f. Interim President Tocci swore in the elected Senators of the 30<sup>th</sup> Senate at 6:09 p.m..
  - g. Interim President Tocci swore in Honorary Senators at 6:10 p.m.
- V. President's Report
  - a. Faculty Committees
    - i. Interim President Tocci informed the Senate about the opportunity to work on faculty committees at WPI. ***If interested, please reach out to him.***
- VI. Vice President's Report
  - a. Welcome Back!
    - i. Vice-President Serven thanked those who were able to come to retreat. She continued with speaking about the importance of being on Slack for

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communication within SGA. She asks that those who have photos from retreat to please share them in the “photos” channel on Slack.

- b. Projects Presentation
  - i. Student Services Cluster
    1. Community Outreach
      - Town Halls
      - Superfans/Ultrafans
    2. Student Life Improvements
      - Go-Green Initiatives
      - Campus Feedback
      - Newsletter
    3. Academic Improvements
      - Printing Stipend
      - Improving Tutoring Services on Campus
  - ii. Internal Services Cluster
    1. Internal Affairs
      - Constitution, Bylaws, and Standing Rules Improvement, Infographic/Poster
      - Project Tracking
      - End of Term Report
    2. Continuous Improvements
      - Internal Audit
      - CI ChitChats
    3. Communications
      - Improving Social Media
      - Website
      - “Weekly Events Email” Format
      - ***Chair Guerrero asks that anyone with CS and/or data science experience to please reach out to her, especially if interested in the Website project.***
  - iii. Financial Board
    1. Appropriations
      - Treasury Minutes
      - SGA Financial Canvas
    2. FRA
      - Fiscal Trends 3 (3 Fast 3 Furious)
      - Financial Transparency
  - iv. At the end of the project presentation, Senators filled out a project preference form.
- VII. Secretary’s Report
  - a. Welcome Back!
    - i. Secretary Gruner-Mitchell welcomed all Senators to the 30<sup>th</sup> Senate, and reminded them the importance of contacting her at least 24 hours prior to Senate if a Senator knows that he/she will be absent.

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- b. Senate Attire
    - i. There are 3 main attires that will be worn in Senate: Formal, Business Casual, and Jean Casual. Required attire will be sent out with the Agenda every Sunday.
  - c. Communication
    - i. It is necessary for all of Senate to be on both Slack and the proper Outlook group aliases. ***If someone is having a problem or has any questions with either of these forms of communication, please reach out to Secretary Gruner-Mitchell, or any members of exec.***
  - d. Office Use
    - i. All members of the 30<sup>th</sup> Senate should have access to the office. ***If you do not have access, please contact Secretary Gruner-Mitchell.***
- VIII. Treasurer's Report
- a. Financial Board
    - i. If a Senator has expressed interest in the Financial Board, you should already have received an email from Treasurer Nunez. ***If you have not previously expressed interest in the Financial Board, but would like to join, please reach out to Treasurer Nunez.***
    - ii. ***Additionally, if you are a Financial Senator and there is a time conflict in terms of meeting times, contact Treasurer Nunez as soon as possible.***
- IX. Parliamentarian's Report
- a. Welcome Back!
  - b. Nameplates
    - i. Interim Parliamentarian Sanchez explained the rules of the nameplate game, which will be played every Senate, and thus the importance of knowing the names of one's fellow Senators. It is also because of this game that it is important to contact Secretary Gruner-Mitchell with a notification of absence at least 24 hours in advanced.
- X. Cluster Reports
- a. Student Services Cluster
    - i. No Report
  - b. Internal Services Cluster
    - i. No Report
  - c. Financials Cluster
    - i. Financials Presentation – Chair Rosenthal (For more detailed information, please see attached presentation).
      1. Financial Board Mission Statement
      2. Purpose of Financial Cluster
      3. Role of Appropriations
      4. Role of FRA
      5. Classifications of Student Organizations (Class I – VI), (Class I-III budgeted)
      6. Financial Bylaws
        - Apparel

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- Banquets
  - Trips, conferences, and competitions
  - Ticket sales displaces any given funding
  - SGA does not reimburse
7. Financial Rules of Thumb (promotional materials, printing, retreats, prizes, etc.)
  8. Funding Requests Basics
  9. Financial Board (CC Morgan Room) Wednesdays at 6 p.m.
    - Financial Senators are obligated to attend Financial Board, and all other Senators are welcome to come and voice their opinions and thoughts but are unable to vote.
    - Additionally, under certain circumstances, requests will be heard in Senate.
  10. Budgeting Basics
    - For the second meeting of the 30<sup>th</sup> Senate (January 29<sup>th</sup>), all Senators are asked to bring their laptop in order to reach out to their constituent clubs and to set a meeting date and time sometime between January 29<sup>th</sup> and February 8<sup>th</sup>. During this meeting between Senator and club representative, Senators will go over their budget and answer any questions that arise. If there is a question you do not know the answer to, help the club get in contact with either Chair Hubbard or Treasurer Nunez, or on the “budgeting” channel on Slack. Additionally, ensure that one’s club submits their budget by February 15<sup>th</sup>. For more information, regard the bylaws, the minutes, and/or reach out to Chair Rosenthal, Chair Hubbard, and/or Treasurer Nunez.
    - ii. Treasurer Nunez reiterated the point that if anyone asks you a financial question, and you are unsure of the answer, direct them to the financial board. Do NOT guess an answer to their question.
  - XI. Faculty, Institute, and Special Committees
  - XII. Old Business
  - XIII. New Business
  - XIV. Questions, Comments and Ideas
  - XV. Announcements
    - a. Bring a laptop to the next Senate meeting for the purpose of reaching out to Senator’s constituent clubs.
    - b. If a Senator did not attend retreat, please see Vice President Serven.
  - XVI. Advisor’s Remarks
  - XVII. President’s Remarks
    - a. Interim President Tocci wished everyone a good first Senate, and reminded everyone that Senate will usually be longer than this first meeting due to the fact that there are more things that the Senate will need to do. In closing, Senators

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should always feel free to reach out to anyone, Exec wants to make this a fun senate where everyone is able to enjoy themselves.

XVIII. Adjournment

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