



Northern Essex Community College Student Government Association

Meeting called to order by President, Samantha Cook

Date | Time: 10/17/2019 4:00 PM Total Voting Members: 10 Quorum: Yes

Roll Call: Secretary, Chloe Upham conducted the roll call. The following individuals were present:

Executive Board Attendance

- ✓ President: Samantha Cook
- ✓ Vice President of the Lawrence Campus: Hannah Benning
- ✓ Secretary: Chloe Upham
- ✓ Treasurer: Mehali Patel
- ✓ Programming Chair of the Lawrence Campus: Scarlett Santos
- ✓ Programming Chair of the Haverhill Campus: (Vacant)
- ✓ Marketing Chair: (Vacant)
- ✓ Parliamentarian: Sofia Fedele

General Member Attendance

- ✓ Joe Paquin
- ✓ Keyla Santos
- ✓ Peter Rodriguez
- ✓ Rosielis Herrera Berroa
- ✓ Victor Van

Non-Voting Board Attendance (1)

Guests In Attendance

- ✓ Advisor: Stephanie Haskell

The following members were absent:

- ✓ Courtney Morin

Guests

Sheila Muller

smuller@necc.mass.edu

1. Wanted to thank SGA for taking action on the public transportation issue.
2. The Executive Committee has taken over transportation and public safety collectively. They are trying to gain information from all committees on campus by talking to students, riding the shuttles, etc. They want a collective effort in order to resolve this issue, after hearing from Isabelle Gagne, so that there is an impact made rather than individual emails being sent out.
3. Administration has had complaints, so Sheila would like everyone to come up with some solutions.

Open Forum

1. Joe Paquin:
 - a. Courtney and Joe will be attending the OER Legislative event. If anyone has any stories that they would like them to share at the meeting, contact either Joe or Courtney.



Approval of Minutes

Motion to approve the minutes from the 10/10/2019 meeting.

Moved by: Chloe Upham **Seconded by:** Mehali Patel

Voting results: 8-0 in favor

Minutes for all meetings are posted on Blackboard.

Executive Committee Reports: *(Briefly State in 1 minute or less)*

President: Samantha Cook

00310966@student.necc.edu

1. Mike McCarthy will be coming to next week's meeting (Oct. 24th). She stressed the importance of advertising this event and informed Sofia that she will need to be more aware of allowing everybody the chance to speak during the open forum.
2. She sent a proposal to Dr. Mezquita concerning signage for the Dimitry lower-level student lounge, as she and Dr. Neomi Custodia-Lara are in charge of it right now.
3. Please respond to the doodle about the photoshoot by Friday, October 18th. Based on whichever time has the most people available is when she will be conducting the photoshoot.

Vice President of the Haverhill Campus: Courtney Morin

00300162@student.necc.edu

1. **ABSENT;** Her report was relayed by Samantha.
2. Courtney is currently working on a survey for this year's class gift. The survey will be both electronic and paper. Paper copies will be printed and brought to our events, while the electronic version will be promoted on social media. She will collect this data by the end of the fall semester and present it to SGA at the beginning of the spring semester. Then, she will narrow down the options and conduct a second survey that includes the most common/realistic options for the gift. Please let Courtney know if you have any questions or would like to help.
3. She will be attending the OER Legislative event on October 18th. If anyone has any story or something regarding OER that they would like Courtney to bring up to the legislatures, let her know as soon as possible. Other SGA members and students are welcome to attend, however they are unable to contribute to the discussion until the end.

Vice President of the Lawrence Campus: Hannah Benning

00281446@student.necc.edu

1. Transportation committee:
 - a. Hannah sent out a poll to everyone in the committee's group message. She would like the responses by Oct. 18th.
2. She would like to start collaborating with Scarlette to work on events together.

Treasurer: Mehali Patel

00306578@student.necc.edu

1. The finance committee will be meeting after SGA's meeting today.

Secretary: Chloe Upham

00310660@student.necc.edu

1. Chloe spoke with Allison Gouveia regarding the hazing form. Allison was under the impression that SGA has not completed the form in the past, and suggested looking into SGA's bylaws.
2. Chloe looked through both the old bylaws and the new one that is in the process of being ratified, and could not find any information regarding the hazing form or filling out the club/organization paperwork.



Programming Chair of Lawrence: Scarlett Santos

00319300@student.necc.edu

1. Scarlett spoke with Hannah about holding a Knight's Night day event in Lawrence.

Programming Chair of Haverhill: VACANT

00000000@student.necc.edu

- 1.

Marketing Chair: VACANT

00000000@student.necc.edu

- 1.

Parliamentarian: Sofia Fedele

00310677@student.necc.edu

1. Sofia wanted to think about ways of making the campus greener, while looking into long term goals of doing this.

Committee Reports

Constitution Committee

1. The committee did not meet this past week.
2. If anyone wants to add any topics for the committee to discuss, please do so as soon as possible. There is a document in Teams under the Constitution Committee where you can add comments or suggestions.
 - a. Samantha suggested that the committee look into adding an appendix about the Hazing form.

Finance Committee

1. The committee will be meeting after this meeting, and hopes to have something concrete to present for next week's meeting.
2. The goal of the meeting is to give each event a general amount from our budget and to create an emergency fund. Additionally, it will be discussed how much money should be going into each section of SGA.
3. A set budget for each area of SGA will be created for our shopping lists for the future.

Transportation Committee

1. Hannah has created a tab in Teams for the Transportation Committee where data, suggestions, pictures of the shuttles, and other documentation will be stored.
2. Hannah stated that it is important that pictures are taken of the crowded shuttle buses, in order to have documented proof.
3. Samantha suggested looking at past minutes to see previous comments made about transportation during SGA meetings. She thinks we should look at not only the MVRTA buses but also the NECC shuttles. She suggests that the committee should focus on if the number of students who can't get on the shuttle is being documented. Samantha also suggests that the committee invites the owner of the NECC shuttles to a Transportation Committee meeting, and if not, then to attend a Student Government meeting.
4. Rosielis will look into getting a copy of the documentation that is kept regarding the number of students taking the shuttles.



5. The blue NECC shuttles are currently out of commission, sitting in the TC Building parking lot, and are more expensive to be fixed than it is to use the MVRTA company.
6. Sheila asked to be CC'd on any emails that regard meeting times for the transportation committee.

Tabled Business

1. Student Lounge
 - a. Samantha reminds Hannah to email Katelynn Donnelly from Procurement.
 - b. SGA is getting the board games and foosball table placed into the Dimitry atrium. The student lounge space on the first floor will be used as more of a quiet area.
 - c. Student Life purchased EXPO markers and an eraser for the white board in the student lounge.
2. Halloween Extravaganza
 - a. Hannah moves to pull \$70 from the SGA budget for the Halloween extravaganza, specifically for fundraising purposes, Rosielis seconds, 6 approved, 1 abstained, motion passed.
 - b. Rough budget of fundraising items for both campuses:
 - i. Sugar Cookies -- \$20
 - ii. Frosting -- \$10
 - iii. Sprinkles -- \$10
 - iv. Skittles -- \$20
 - v. Marshmallows --\$10
 - c. Although SGA cannot sell each cookie for a set price, we can advertise that we accept donations that will go towards the SGA Scholarship. However, this matter will be further researched prior to the event.
 - d. Allison Gouveia will be doing tarot card readings.
 - e. It was noted that on Oct. 22nd Hannah will be decorating the Knight's Nook in Haverhill for the Late Night Midterm study session.
3. CCSLA
 - a. Fifteen Massachusetts community colleges, 1 community college from New Hampshire, and 1 community college from Rhode Island were invited.
 - b. Conference Details:
 - i. Nov. 7-8th in Southbridge, MA at Southbridge Hotel & Conference Center.
 - ii. NECC van is leaving campus Nov. 7th at 7:00am and return around 5:00pm on Nov. 8th.
 - iii. The conference, hotel, and food is paid for from Student Life.
 - iv. Six student leaders were chosen by Kirsten Kortz and Stephanie Haskell:
 1. Samantha Cook
 2. Joe Paquin
 3. Courtney Morin
 4. Jessica Jamie
 5. Alyssa Millington
 6. Kirmy Ramos
 - v. Other SGA members who want to attend will need to come from the SGA budget.
 - vi. Hotel room prices:
 1. 2 people to a room = 216.81 per person
 2. 3 people to a room = 242.81 per person
 3. 4 people to a room = 237.81 per person



4. 1 person to a room = 327.81 per person
- c. Sofia Fedele, Rosielis Herrera Berroa, and Victor Van are interested in attending the conference as well, which would come out of the SGA budget.
- d. Stephanie is willing to write a letter to the professors, for each of the students going, as an absent note.
- e. Joe suggests that SGA pulls out money from its budget to pay for the SGA members who were not selected to go, who want to go.
- f. Stephanie will receive an invoice on October 30th for the final cost of the event.
- g. Joe moves to allocate \$800 in the event everyone who showed interest will be covered to go, Sofia seconds, 6 approved, motion passed.
- h. Samantha will be sending emails to Sofia, Victor, and Rosielis on Oct. 18th to confirm that they will be attending CCSLA.

New Business

1. Fall/Spring Events
 - a. Hannah is looking at either Nov. 12th or Nov. 19th for Knight's Night Appreciation event on the Lawrence campus. She is also looking into items that may be purchased for the event. Hannah will send a message in the SGA group message with further information on fall events.
 - b. Samantha discussed winter fundraising with Stephanie, and they discussed possibly implementing this during the January Weeks of Welcome.
 - c. Samantha will start working with Scarlette, for this semester, to hold an end of the semester dinner.
 - d. Dr. Mezquita wants SGA to help with a student appreciation event. It was suggested that professors can be contacted to attend the event, in order to bring their students.
 - e. It will be discussed if SGA will do another Sexual Assault forum.
2. Haverhill Class Gift
 - a. Samantha reminded SGA to brainstorm ideas of what they would want to place on the Haverhill campus.
3. Club Process
 - a. A game development club gave SGA papers to start a club on campus. Samantha tables Club Process to the Executive Board meeting.

Advisors Report

1. CCSLA Conference registration closes tomorrow.
 - a. November 7-8th in Southbridge, MA at Southbridge Hotel & Conference Center.
 - b. NECC van is leaving the campus on Nov. 7th at 7:00am and returning around 5:00pm on November 8th.
 - c. Conference, hotel, and food is paid for from Student Life.
 - d. Six student leaders who are chosen from Kirsten & Stephanie:
 - i. Samantha Cook; past conference attendee mentor
 - ii. Joe Paquin; past conference attendee mentor
 - iii. Courtney Morin; past conference attendee mentor
 - iv. Jessica Jamie
 - v. Alyssa Millington; Early College Peer Mentor/promise student
 - vi. Kirmy Ramos; Early College Peer Mentor/promise student
 - e. If any other SGA members want to attend it will need to come from the SGA budget.



2. Dr. Joe Sestak, former U.S. Navy Admiral and Pennsylvania Congressman, who is one of 19 candidates seeking the 2020 Democratic Presidential nomination, will appear on campus on Thursday, Oct. 24th from 9:30am to 10:30am in the Chester W. Hawrylcw (Top Notch) Theater. This will be a “meet and greet” format that includes a brief presentation and a Q & A. A college-wide announcement will be requested for next Tuesday.
3. Wednesday, November 6th from 12:30pm-1:30pm, as a part of First Generation College Student Week, dr. Jennifer Mezquita will share her experience as a first generation college student in Lecture Hall A. Stephanie wants SGA to spread the word by telling friends, share on social media, ask your professor to make an announcement in class.
4. A meeting will be held on Monday Oct. 21st with Allison Dolan-Wilson regarding fundraising for clubs and SGA.
5. Student leaders will be in the bubble at the Dimitry Entrance, where campus safety usually is, beginning Monday, Oct. 21st to greet students and answer questions.
6. Stephanie recommends that SGA fills out the Hazing form in order to keep SGA out of any liability issues.
7. Stephanie looked into epipens on campus, and will report further information next week.

Trustee Report

1. Courtney has sent an email with a link to the agenda from the October Board meeting and the minutes from the September Board meeting. As the minutes are up for the October meeting, she will present them and send them to all SGA members.
2. Courtney will continue to post agendas/minutes in Microsoft Teams as she gets them, and will be posting the 2018-2019 agendas/minutes soon.
3. Please let Courtney know if you have any questions or concerns regarding what is discussed at Board meetings.
4. As a reminder, if there is a topic that you think that the Board of Trustees should be made aware of, please let Courtney know so that she can help work on it and reach out to the right people with any questions or concerns before she brings the topics to the Board.

Announcements

1. Respond to the Doodle regarding the photoshoot.
2. Email Joe or Courtney with OER stories.
3. There will be no SGA meeting on Oct. 31st.

Next Meeting / Adjournment

The next SGA meeting will be on Thursday, October 24th at 4:00 P.M. in Haverhill, SC 106 & in Lawrence in Dimitry 143

Motion to adjourn was made at 5:22 P.M. and was passed 5-0 in favor.