



*Student Government Association Executive Cabinet Meeting*

**Friday, January 31<sup>st</sup>, 2020**

Meeting Scheduled: 5:30 - 7:30 pm

**Members Present:** *President* Dontae Thomas, *VP* Emani Carter, *Chief Justice* Jaden Thornton, *Representative* Ashley Hamilton, *Representative* Brandi Hall, *Representative* Marie-Claire Ofoegbu, *Representative* Jalen Reshard, *Director* Gabe Madro, *Director* Marriah Boyd

**Unable to Attend:**

**Call to Order- 5:40pm**

1. Welcome/ Opening Remarks
  - a. Teambuilding Reflective Pieces
2. Position Updates
  - a. *President* Dontae Thomas and *VP* Emani Carter
    - i. Met with President Hirshman today. Now in phase two of the Strategic plan and will need new feedback from the board to gage ideas
    - ii. Feedback will be sent through email and will be due February 20<sup>th</sup> from each member of the cabinet. Each member is expected to give feedback at the meeting.
  - b. *Chief Justice* Jaden Thornton
    - i. Marketing – February 7<sup>th</sup>
    - ii. Apps done - February 14<sup>th</sup>
    - iii. Applicant Apps due – February 21<sup>st</sup>
    - iv. Campaign – February 24/25<sup>th</sup> ?
    - v. Election – March 9<sup>th</sup> and 10<sup>th</sup>
    - vi. New board will be known on the 11<sup>th</sup>
  - c. *Representative* Ashley Hamilton
    - i. First council meeting was yesterday
    - ii. Wants to do a happy hour networking event and started planning

- iii. Started selling long sleeve senior shirts to fundraise and foster school spirit
- iv. Starting to plan for graduation events and grad week
- v. Brainstorming about different fundraisers
- d. *Representative Brandi Hall*
  - i. Pajama movie night at the end of February with BSU and will be planning with them. Still deciding on the movie
  - ii. Active shooter training becoming finalized and preparing a proposal to bring forward
- e. *Representative Marie-Claire Ofoegbu*
  - i. Council has not met yet, wanted to give them the first week off
  - ii. Wants to establish the three councils during first meeting
  - iii. Met with the dean of science and talked about mental health to help stop burnout with students
  - iv. Wants to do a blackout to engage in school spirit and maybe show up to a basketball game color coordinated
  - v. Wants to revisit the idea of the spring fling and thinks this would be a better and more appropriate time to have family weekend as opposed to homecoming
  - vi. Alumni meeting: Next Thursday at 6pm
- f. *Representative Jalen Reshard*
  - i. Unable to attend the Substance Abuse Task Force now due to conflict
    - 1. They are first week of every Friday at 9am
  - ii. Having a hard time communicating with class council and they are not responding back to her
  - iii. Supposed to have first meeting on Monday
  - iv. Started talking to Brittany about events and possible partnerships with other clubs
- g. *Director Gabe Madro*
  - i. Special Funding
    - 1. Bowling night – Financial Management Association
    - 2. Connect students together and brings cultures and backgrounds to learn. Can connect outside the academics and fundraise for their club as well. 40 expected.
    - 3. Asking \$500 and \$0 being put up
  - ii. Wants to start a tailgating initiative for all clubs on campus and not just football. Also maybe separate family weekend and homecoming week, and do a family weekend during the spring semester
  - iii. Wants to update the special funding request form with Brittany and might create an office 365 so that it goes straight to the emails and accounts

- iv. Also wants to check on getting a senate email
  - v. BSU Gospel wants to become their own entity. Unanimous vote for them to start as provisional
  - vi. Q-Group does not have a budget and we need to fix that...
    - 1. Will grant request of \$1,200
      - a. Will go towards coming out monologues, jeopardy, as well as other educational events
  - h. *Director Marriah Boyd*
    - i. Wants to pick a day to meet with the senate committee
    - ii. Wants to choose one Saturday every month to the Boys and Girls club in Westminster for her committee to do
    - iii. Wants to create cards and materials and send to children in hospitals to make them smile and happy. Could make it a school event to make a bigger impact
    - iv. Wants to fundraise so SGA can have a great contribution to relay for life and really support
      - 1. Will do a Krispy Kreme fundraiser
3. Director of Marketing
- a. How should we handle the loss of the position?
    - i. Special Election unreasonable
    - ii. Better to create a marketing team and get rid of the position
      - 1. Should we give that responsibility to a Senate committee or to a E-Cabinet position?
      - 2. Senate marketing would need to have a committee chair
4. Speaker of the Senate
- a. How should we handle the loss?
    - i. Will have election during the first senate meeting.
    - ii. People can run from the floor and then will give speeches
      - 1. Will have questions, pro/cons, and voting
  - b. Senate changes (**February 13<sup>th</sup> is the first senate meeting**)
    - i. Will allow senators to choose the committees that they think are important for the community
    - ii. E-cabinet members will no longer head committees as we will be on two branches and disallows for checks and balances
    - iii. Speaker will choose committee chairs and have a group chat with all the committee chairs to keep communication
    - iv. Chairs need to prepare agendas and tasks to delegate for their group
5. Director of Diversity and Inclusion
- a. How should we handle the loss?
    - i. We will keep the diversity and inclusion committee in the Senate

- ii. There will be no replacement for the position, and we will be transitioning the position out of the cabinet
- iii. Anthony told them their goals and tasks for the spring, and they will be able to be self-functioning. Cristina and KP will help with those initiatives

6. Reminders

- a. Please do your office hours and record progress bi-weekly on the Microsoft form. Dontae will be sending it out
- b. Start working on transition documents for next executive cabinet
- c. Next Senate meeting: February 13<sup>th</sup>, 2020
- d. Do your paperwork for your pay and stipend

**Meeting Adjourned- 7:00pm**

**Retreat Minutes(ish)**  
**Created February 2, 2020**

**Goals\***

**Director of Finance - Gabe**

1. Listing page of fees and fines of all possible fines (May 8)
2. TBD possible club treasurer training (May 8)
3. Updating/creating new special funding form (May 8)

**Director of Philanthropy - Marriah**

1. Relay for Life + fundraising ideas (Apr 25)
  - a. Custom Ink Fundraiser (Apr 25)
  - b. Krispy Crème Fundraiser (Apr 25)
2. Penny Wars (May 8)
3. Card making for hospitalized children (300 cards+) (May 8)
4. Volunteering with the Boys and Girls Club (May 8)
5. High school chat series (May 8)

**All Class Councils**

1. Spring Fair (creating traditional) (Apr 24/May 2 or 3)

**Senior Class Representative – Ashley**

1. Networking Happy Hour (educational) (May 8)

**Junior Class Representative – Brandi**

1. Active Shooter Training (May 8)
2. Seeing about student athlete stoles (May 8)

**Sophomore Class Representative – Marie-Clare**

1. Student Sections for all sporting events (May 8)
2. Council Transparency (May 8)
3. Seeing what departments do for mental health issues of students (May 8)

**Freshman Class Representative – Jalen**

1. Partnering with clubs each month; BSU and WORTH (May 8)

**President and Vice President – Dontae and Emani**

1. Code of Ethics (Apr 1)
2. Space Proposal (Feb 21)
3. Create Executive Commission Foundation (Mar 5)
4. Newsletter (Template Feb 21) (Actual Newsletter Mar 23)
5. Get all orgs at senate meetings (May 8)
6. ECabinet Position Specific Break out during Leaderstang (May 8)
7. Host an event (May 8)

8. Town Hall (Mar 3 or 4)

\*May 8 finish by date for end of semester, all dates are complete by dates

## **Expectations**

... **of Cabinet** (expectations for each other)

1. Communication; especially about absences
2. Keeping and maintaining confidentiality
3. Respectful disagreements
4. Reply to emails within 48 hours
5. Come prepared for meetings; ecab and with advisors
6. Ask for clarification then and there, instead of later after it becomes a problem
7. Respect

... **of Dontae and Emani** (from cabinet and Tiffany)

1. Open and clear communication
2. Timely communication
3. Support
4. Respect
5. Honesty and Transparency
6. Come prepared for meetings specifically with Tiffany and Hirshman
7. Accurate, concrete meeting translation (+ take and send minutes for important meetings with Hirshman and other departments)

... **Advisors** (Maumi, Brittany, Jenna/Tiffany)

1. Be honest
2. Open communication
3. Transparency
4. Don't sugar coat
5. Reasonable response time
6. Mutual Respect
7. Patience

... **from Tiffany** (for the cabinet)

1. Communicate
2. Give her a heads up, early and often
3. Transparency



*Student Government Association Executive Cabinet Meeting*

**Friday, February 7<sup>th</sup>, 2020**

Meeting Scheduled: 5:00 - 7:00 pm

**Members Present:** *President* Dontae Thomas, *VP* Emani Carter, *Chief Justice* Jaden Thornton, *Representative* Ashley Hamilton, *Representative* Brandi Hall, *Representative* Marie-Claire Ofoegbu, *Representative* Jalen Reshard, *Director* Gabe Madro, *Director* Marriah Boyd, *VP* Tiffany Sanchez

**Unable to Attend:**

**Call to Order- 5:10pm**

1. Welcome/ Opening Remarks
  - a. Teambuilding Reflective Pieces
2. Position Updates
  - a. *President* Dontae Thomas and *VP* Emani Carter
    - i. Started working on the space proposal and allocating who will need what space and who will go where.
      1. Will go to Greenspring to calculate for 38 employees to move there (SU Online)
      2. Once that is straightened out then we will have enough space for MAP, Student activities, SGA, CDI, etc.
      3. Would be upstairs garrison and have the club resource room downstairs
      4. Moving club sports and intramural to the cdi location right now
    - ii. Went to the Alumni Board and discussed feedback for the mentor initiative
      1. Discussed their fundraising and will be discussing follow ups to maybe do
  - b. *Chief Justice* Jaden Thornton

- i. Had meeting with the Judicial board this past Monday and discussed the upcoming election.
  - ii. Marketing will go out on Monday and Applications will go out on Friday.
  - iii. Will be finalizing applications and election/ campaign guidelines
  - iv. Possible new ideas for marketing and campaigning
  - v. New regulation..... :)
- c. *Representative Ashley Hamilton*
  - i. Working on a networking happy hour for the senior / 21year olds
    - 1. Tried to email the alumni board president and has had no response
      - a. Anthony Davis is the president so maybe think about him
    - 2. Wants to invite the alumni to teach professionalism and tips about networking and how t conduct yourself in the real world
      - a. March 24<sup>th</sup> is the date of the event
  - ii. Planning with Greene Turtle for another fundraiser night and will confirm dates soon
  - iii. Finalizing events and ideas for grad week this year
- d. *Representative Brandi Hall*
  - i. Talking to BSU about the movie night event tomorrow
    - 1. Starts at 6pm and ends at 12pm tomorrow and will be watching *Moonlight* and *Get Out*
    - 2. Will be having discussions to foster education between the movies and after the final movie
  - ii. Started looking up designs for student athletes and possible pricing to support initiative
- e. *Representative Marie-Claire Ofoegbu*
  - i. Met with council this week and finalized the prices for spring fling
    - 1. \$7,000 – total budget
    - 2. \$5,675 – for rides
  - ii. February 19th will be the blackout night and will be handing out pam-pams for school spirit
  - iii. Will be playing capture the flag and have an Easter egg hunt as social events for the class
- f. *Representative Jalen Reshard*
  - i. Started discussing goals for the council for the rest of the semester
  - ii. Tried to do an educational event and collab with worth and bsu, but to no avail.
    - 1. BSU will be meeting with MILE to talk about the movie night and will be open for any member to join (on Monday)
  - iii. Met with Brittany to have an SU After Dark event in April



- iv. Planned games and ideas for spring fling. Need to get money but thinks the budget might need to be higher than \$7,000 for spring fling
  - 1. Especially because we are catering through entertainment avenue
  - 2. Will have more updates next Friday
- g. *Director Gabe Madro*
  - i. Budgeting for spring fling needs to be included in the bylaws and allocation
    - 1. Thinking about taking the money during the first semester in the fall even though this would be a spring event. (in order to secure the budget for this event)
    - 2. Or take first from the spring budget to solidify
    - 3. Mark as a discretionary budget so that it is ambulatory and able to fluctuate depending on the year. This will allow fluctuation depending on the event, year, and expenses
    - 4. Could do percentages instead of numbers so that we can be consistent no matter the overall budget
  - ii. Special Funding Request
    - 1. REACH
      - a. Snack packs- Feb. 24
        - i. Service event in order to provide food for shelters in Baltimore and will have student bonding while putting these bags together
        - ii. Requesting \$300 for the food
    - 2. ASU
      - a. Feb 27<sup>th</sup> – Black lives matter showcase
        - i. Will be promoting diversity while also educating people. Will specifically talk about violence against women of color
        - ii. Total budget- \$400
    - 3. CJSA
      - a. Self-Defense Seminar – March 13<sup>th</sup>
        - i. Want to help the community
        - ii. Will put up \$450 but wants \$1,037 FOR TEE SHIRTS
    - 4. FMA
      - a. 4/2 – AMC Bowling Fundraiser
        - i. Will be fundraising money for the club while fostering a fun and positive environment
        - ii. Requested \$500 – contributing \$0
      - b. Investment in the Stock Market

- i. Want to have money in order to invest in the stock market which ultimately will benefit the university
      - ii. Have \$1,000 from fundraising and want \$700 for this. We gave them \$2,000 for this same reason, so will follow up on why they need more in near future
    - iii. **Will review special funding for clubs who contribute nothing and for people trying to find loopholes in our rules**
  - h. *Director Marriah Boyd*
    - i. Compiled a list of the card making supplies that would be required for the card service project. Will order supplies next week
    - ii. Made a SGA t-shirt design for the Relay for Life event and will send that out next week.
      - 1. Worried about the pricing about it. Right now, it is \$30 a shirt
      - 2. Will see about getting more in bulk to get a lower price
3. Proposal of Student run newspaper
  - a. Will publish every other week
  - b. Wants to implement through SGA because it will be a student run organization and will be a good way to integrate it
  - c. Would fall under the director of public outreach
    - i. Has access to the website
    - ii. Has the ability to help push the newsletter through social media
    - iii. Will look like a committee format where public outreach would head it
      - 1. Would this be in the Senate
  - d. How would this be different than the villager?
    - i. The scope of the villager is limited because it is based on the class discretion
    - ii. No continuation when class is over
    - iii. Limited to people in the class rather than the students
    - iv. Wants to collaborate with the villager in order to not create a competition with the villager but rather work with them
    - v. Also wants to work with the photo club in order to pair the professional pictures with the stories and cover different events that are sga related as well as around campus
  - e. Want to include all clubs to help create content as well for the newspaper
  - f. Would need \$22 in order to upkeep the website
    - i. Eventually this would create revenue because as we get support, we will be able to post ads to the website and from local businesses
  - g. Information will be checked and screened thoroughly prior to being released to the general student body
  - h. Wants to propose an amendment to the constitution to create a committee with

- i. The name would be – The Boulevard
- 4. Reminders
  - a. First Senate Meeting- Thursday February 13<sup>th</sup>, 4-6pm
  - b. SATF Meeting – Friday February 14<sup>th</sup>, 9-10am (SOB 409)
  - c. Student Services Meeting – February 14<sup>th</sup>, 2:15-4pm (Solve A)
  - d. Meet the SGA - Tuesday February 11<sup>th</sup>, 5-6:30pm
  - e. Strategic Plan Feedback – Due next Friday
  - f. Food Service Committees will be Wednesday from 3-5pm

**Meeting Adjourned- 7:03**



*Student Government Association Executive Cabinet Meeting*

**Friday, February 14<sup>th</sup>, 2020**

Meeting Scheduled: 5:00 - 7:00 pm

**Members Present:** *President Dontaë Thomas, VP Emani Carter, Chief Justice Jaden Thornton, Representative Ashley Hamilton, Representative Brandi Hall, Representative Jalen Reshard, Director Gabe Madro, Director Marriah Boyd,*

**Unable to Attend:** *Representative Marie-Claire Ofoegbu,*

**Call to Order- 5:07pm**

1. Welcome/ Opening Remarks
  - a. Teambuilding Reflective Pieces
2. Position Updates
  - a. *President Dontaë Thomas and VP Emani Carter*
    - i. Transportation wants to meet in order to discuss the schedule for shuttles to Greenspring
    - ii. Security meeting to try and set up the active shooter training, but Brandi might be ahead on that already
    - iii. Space proposal is coming together. Want to update language, and make sure the plan is solid. Took pictures of the space and are forming a report. Will present to President Hirshman once finalized.
    - iv. Went to the Student Services meeting and are wondering if we can push out more information about sexual assault awareness, but reviewed the different policies Stevenson offered
    - v. Emani attended the SATF meeting Friday morning 😊, thank you. Want to have speakers
      1. MADD (mom's against drunk driving), and Tim Webber for opioid addiction to garner awareness
      2. National alcohol abuse awareness day, and unbaked event with Jason to provide awareness to the Stevenson community

3. Campus proposal for Stevenson to become smoke and tobacco
4. Looking to find a way to establish a medical marijuana policy

b. *Chief Justice* Jaden Thornton

- i. Applications are finished and are going to be posted. Also we will be launching the flyer to start advertising. Will be securing a text blast about the election to advertise more.
- ii. Will be doing tabling on Tuesday and Wednesday from 5:30-7 in Rockland. Already talked to Lisa to secure the tables.
- iii. Will be getting the email for communications during the election process
- iv. Will talk to Kathy about sending an email blast to the entire school for marketing. Applications will be due next week and are posted to the sga website
- v. Ran the senate meeting, and elected a new speaker of the senate- Julia Troost

c. *Representative* Ashley Hamilton

- i. Scheduled a fundraiser with Greene Turtle on Thursday, March 5<sup>th</sup>. All day fundraiser but most anticipated participation for the nighttime. Looking to do a second one later this semester (reach out to faculty!)
- ii. Grad week is planned but they are still finalizing events
- iii. Wanted to look for a partner for the networking happy hour due to the high costs and other pre-allocated events. Alumni was unable to assist and collaborate, and will attempt to contact Sue Gordan from the Career connection center

d. *Representative* Brandi Hall

- i. Working on the active shooter training and working with class council on planning
- ii. Collaborating with other class councils to work for Spring Fling

e. *Representative* Jalen Reshard

- i. Talked with Brittany about spring fling and getting the budget together for that event. Waiting to hear back from sodexo and have planned for the spring fling
- ii. Krystal (President of MAP) will be collaborating with the council for hip-hop disco
- iii. Still waiting to hear from WORTH to do educational a event for campus
- iv. Has a new council member - preet

f. *Director* Gabe Madro

- i. Special Funding Request
  1. REACH and ASU special funding was approved at the senate
  2. REACH - Game night

- a. Collaborative event with another club and expect 60 students to attend the meeting
    - b. Contributing \$30, and requesting \$340 for chic fil a nuggets, fruit, and drinks
    - c. Will bring students together
  - 3. NSLS – Induction 2/24
    - a. They tried to finesse and get us to fund the entire event but we realized and we will ask them to submit only one special funding
- g. *Director Marriah Boyd*
  - i. Met with the philanthropy committee in the senate and created solidified events for the semester
  - ii. Relay for life – Fundraising
    - 1. Wednesday of midterms week will have a Krispy Kreme fundraiser
    - 2. March 30<sup>th</sup> will try to book a fundraiser event with chic fil a
  - iii. Goal is to do volunteering once a month. Wants to do the boys and girls in Westminster, but they have not gotten back yet.
  - iv. Will go to My sister's place on March 28<sup>th</sup> from 11-1
  - v. Committee gives t-shirts on the day of the event, so we are looking to do some other item to sell, like pop-sockets. Plus, t-shirts were too expensive, so we are looking to just do that for SGA and represent at the relay for life event
- 3. Spring Fling Budget
  - a. Planning for games and researched prices for activities to do at the Spring Fling
    - i. Without food and without prizes it is 6,000
    - ii. Games are around 300-400 dollars
    - iii. \$5,675 – for rides at the Spring fling
      - 1. Dunk Tank
      - 2. Basketball, etc.
  - b. Estimated to be \$6,000 - \$8,000 for the total event, but will be using all the budgets from the class reps.
  - c. Will have more updates and another plan for next meeting on Friday
  - d. Picked May 2<sup>nd</sup> as the date for the event. Lisa will see if they can have the sound speaker because if the Step team needs it for that day then it won't work. Will think about picking a different date in order to do avoid this issue.
- 4. Concessions
  - a. Will be tomorrow Saturday, February 15<sup>th</sup>, 2020 at 2pm.
    - i. Jalen will go and bring her council mates
    - ii. Will get profits for SGA

- b. Strategic Plan
    - i. Develop our campus - Feedback
      - 1. Sustainability should focus on the things we already have rather than focus on other greenspaces to add
      - 2. Developing for the buildings – add tables around those areas, and pre-set hammocks. Wants to add Ratcliffe to the list of renovation buildings to make it more modern and “communityish”
      - 3. Wants to update the printers and the technology to be efficient for student use
      - 4. Pinball machines, air hockey table, basketball machines?
      - 5. Move security?!?!
      - 6. More recycling, and also divided trashcans and recycling guidelines posted
    - ii. Develop our academics
      - 1. No feedback
      - 2. Professional Minors are a good idea and should be advertised more.
      - 3. Further and develop relationships with other schools and advertise the dual enrollment program to students
    - iii. Develop Student Success
      - 1. Increase scholarships not just for low income, but for all minorities. But for all identities, gender, sex, race, etc.
        - a. Also, for people who are in the surrounding communities
      - 2. More communication between the higher ups to the students in order to have more transparency
    - iv. Student-Life
      - 1. Add and change events to be able to accommodate
      - 2. HVZ COME BACK?
      - 3. Less small events, more medium/large scale events
      - 4. Revisit the event matrix
      - 5. Use spaces like the garrison quad
        - a. Add gazebos?
      - 6. Homecoming and Fall break
        - a. Alumni less involved?
        - b. Move family weekend
        - c. Student Section ☺ !!
      - 7. Update Ratcliffe
  - c. Tiffany Talk
    - i. More service projects and outreach to the outside community
5. Reminders

- a. 2/15: Volleyball tomorrow at 2pm – SGA Concessions Fundraiser
- b. 2/21: Phi Mu will be at our meeting
- c. Application closes on February 21<sup>st</sup> at 4pm
- d. SGA Election tabling on Tuesday and Wednesday from 5:30 – 7:30pm in front of Rockland

**Meeting Adjourned- 7:05pm**





*Student Government Association Executive Cabinet Meeting*

**Friday, February 28<sup>th</sup>, 2020**

Meeting Scheduled: 5:00 - 7:00 pm

**Members Present:** *VP Emani Carter, Chief Justice Jaden Thornton, Speaker Julia Troost, Representative Ashley Hamilton, Representative Brandi Hall, Representative Jalen Reshard, Director Gabe Madro, Director Marriah Boyd, VP Tiffany Sanchez*

**Unable to Attend:** *President Dontae Thomas, Representative Marie-Claire Ofoegbu*

**Call to Order- 5:00pm**

1. Welcome/ Opening Remarks
  - a. Teambuilding Reflective Pieces
2. Position Updates
  - a. *VP Emani Carter*
    - i. Updating the sga website
      1. Constitution
      2. By-Laws
      3. Applications
    - ii. Space Proposal
      1. Will take pictures on Greenspring to finish up the proposal
      2. Plan to be finish this week
    - iii. Be Kind to Your Mind – March 29<sup>th</sup> 1-4pm
      1. Collabing with Student Activities
      2. Topic and theme will be growth
      3. Created flyer
      4. Met with Jenna to plan for the event
      5. Want to get more of a male presence at the event
    - iv. Meeting with Mitch and Sodexo on Monday for a promotional thing
    - v. Eliot Hirshman - Goals

1. Edited the spaces goal to include Ratcliffe and the quads to add feedback we had
  2. Increase sustainability with more green spaces and walking paths. Also, will push more recycling
  3. Will try to implement more medium-large scale events
- b. *Chief Justice* Jaden Thornton
- i. Campaigning has started
  - ii. Slate has been made and is official with valid applications
  - iii. Been approving campaigning materials
  - iv. Got the sga judicial branch email and am doing correspondence through that
  - v. Will look to post on the media pages this week
- c. *Speaker* Julia Troost
- i. Goals
    1. Increase club attendance
      - a. More emails and direct communication
      - b. Recommending a backup senator so there are no excuses for missing the meetings
    2. Change the way we sit at the senate meeting
      - a. E cab members will seat at the front and preside
      - b. Will establish quorum
      - c. Will start special funding
      - d. Voting
      - e. Then committee time
    3. Snacks for the senate meeting
    4. Amending the Quorum from the Constitution
- d. *Representative* Ashley Hamilton
- i. Greene Turtle
    1. Thursday, March 5<sup>th</sup>
    2. Has a flyer and will pass out half sheets to bring to the turtle
    3. Will go toward grad week
  - ii. Networking event is canceled ☹️
- e. *Representative* Brandi Hall
- i. Spring Fling finalization (see below)
    1. Will probably use most of her remaining budget for spring fling
  - ii. Continue to work on active shooter training
- f. *Representative* Jalen Reshard
- i. Spring Fling Logistics
    1. Budgets are pretty much finish
    2. \$9,000

- a. Rides (\$5,000)
      - i. Whirly Bird
      - ii. Zipline
      - iii. Reckless
      - iv. Brittany has an \$800 credit
    - b. Games
    - c. Food
    - d. Not including prizes
  - 3. April 3<sup>rd</sup> – battle of the dorms
    - a. Trying to finalize by spring break
    - b. Will create competition in the freshman area
  - 4. Collabs
    - a. MAP – Brunch 8<sup>th</sup> of March (Sunday)
    - b. WORTH – Still trying to get in contact with them
- g. *Director* Gabe Madro
  - i. SGA Budget
    - 1. Will be meeting with Dontae, Kathy, etc in order to figure out the budget issues
    - 2. Budget request form for the E cabinet that will be approved by Gabe and sent to Kathy in order to streamline the process
    - 3. Similar to special funding
  - ii. No special Funding
  - iii. Suggestion for two separate accounts for fundraising and sga in order to keep fundraised funds and not have them touched by SGA
- h. *Director* Marriah Boyd
  - i. Friday March 27<sup>th</sup> – Boys and Girls Club shift from 6-8
    - 1. Minute to win it themed challenge. Will buy supplies and work details out for this
    - 2. Will be finalized by the next senate meeting after working with the senate
  - ii. Chic Fil A Fundraiser
    - 1. Able to find a contact for the fundraiser coordinator
    - 2. Will reach out and schedule a date
    - 3. Proceeds will go towards the relay for life event
  - iii. Interested in setting up a Facebook page to get fundraising for relay for life
    - 1. Need to find the log in
  - iv. Cards of Hope event
    - 1. Flyer made and will be marketed
    - 2. Will be posted to the portal

3. Will also gain support while sitting at the table and meeting people while they passed by
  4. Will be doing the service project at the next senate as well
3. Tiffany Time
  - a. Sent out an email regarding the safety on campus
  - b. No new information about those incidents
  - c. Security will be doing additional rounds on weekends and late hours
  - d. Will implement more safety policies after spring break
4. Reminders
  - a. Happy Birthday Gabe!!!!!!
  - b. Review Expectations of the SGA Board

**Meeting Adjourned- (time)**



*Student Government Association* Executive Cabinet Meeting

**Friday, March 6<sup>th</sup>, 2020**

Meeting Scheduled: 5:00 - 7:00 pm

**Members Present:** *President* Dontae Thomas, *VP* Emani Carter, *Speaker* Julia Troost, *Chief Justice* Jaden Thornton, *Representative* Ashley Hamilton, *Representative* Marie-Claire Ofoegbu, *Representative* Jalen Reshard, *Director* Gabe Madro, *Director* Marriah Boyd, *VP* Tiffany Sanchez, *Director* Jenna Womack

**Unable to Attend:** *Representative* Brandi Hall

**Call to Order- 5:05pm**

1. Welcome/ Opening Remarks
  - a. Teambuilding Reflective Pieces
2. Position Updates
  - a. *President* Dontae Thomas and *VP* Emani Carter
    - i. Next week's meeting (March 13<sup>th</sup>) CANCELED
    - ii. Both went to greenspring and confirmed that there will be enough space to move SU Online
      1. Will look to updating the floors, paint walls, and budget new furniture
      2. By next meeting, all maps of buildings should be done and ready for preview with all space accounted for and every department done
    - iii. Need to sign slip when doing office hours
    - iv. Need to make sure we are writing everything down so that the future boards can see what we did
    - v. Next week will be finishing SGA's code of ethics
      1. Looked at 7 other schools' code of ethics to maximize our code
      2. Will be finalizing transition and be able to start that with the new board being elected in

3. Possibly transition certain positions for clubs. (Would be during leaderstang?)
- vi. Tuesday – SGA Tuesdays
    1. Sodexo will be doing a survey and will ask people about the food quality
    2. Want us to help table and spread the word with them about the survey
      - a. Will table from 5pm – 6:00pm
      - b. Ask class councils
  - vii. Wellness Center
    1. National Alcohol Screening
      - a. Three Sessions
      - b. April 7<sup>th</sup> 12-2 | 4-7 (Judicial Branch)
      - c. April 8<sup>th</sup> 4-7 (Senate/ Julia)
- b. *Chief Justice* Jaden Thornton
    - i. Still campaigning week and will conclude on Tuesday
    - ii. Voting forms will be sent out (and start) Monday, March 9<sup>th</sup> at 12pm and will end at 4pm on Tuesday March 10<sup>th</sup>
    - iii. Will be bringing amendment to change judicial term
    - iv. Results should be in by Thursday
    - v. Working on the director applications tomorrow
  - c. *Speaker* Julia Troost
    - i. Senators
      1. Set up email to group the senators together to ease communication
        - a. Have back up senators for the case that original senator cannot come
    - ii. Senate
      1. Table added to the front of the senate for e-cabinet people to sit in front
      2. Will be bringing 3 amendments to the senate
        - a. Will be figuring out the balance process
        - b.
  - d. *Representative* Ashley Hamilton
    - i. T- shirt fundraiser to raise money for grad week
    - ii. Had the Greene Turtle fundraiser yesterday! Hope it went well 😊
  - e. *Representative* Marie-Claire Ofoegbu
    - i. Handing out pies for pie day
    - ii. Doing a capture the flag event (see last meeting’s minutes)
  - f. *Representative* Jalen Reshard
    - i. Spring Fling – Should we even do it?

- ii. April 3<sup>rd</sup> – Freshman Field Event
  - 1. event will be open to everyone but kept in the freshman dorm
  - 2. Reached out to wjzr radio and the cow and negotiating for participation for the event
- g. *Director Gabe Madro*
  - i. Spring Fling
    - 1. Budget – \$7,000 total
      - a. \$4,000 budget gift from M.I.L.E.
      - b. Meeting will be held to establish the rest of spring fling details
    - 2. New Process for the SGA E-Cabinet Budget
      - a. O365 Form (P, VP, CJ, S, Directors)
        - i. Name
        - ii. Reason for request
        - iii. When need money by/ when's event
        - iv. Amount
        - v. Which account
        - vi. Who will be the one to get the card from Kathy
      - b. Director will approve it and send to Kathy so that the money is all noted prior during and after spending
      - c. Will compile this information into an excel sheet so that the account books are better kept and easy to understand
      - d. Will avoid ambiguous budgets in the future
    - 3. Possible restriction on the budget allocation
      - a. Set a cap in order to prevent few clubs holding the majority of the budget
      - b. Written guidelines and rules so can say no to different situations where money is requested
    - 4. Special Funding
      - a. Social – Mother's Day Event
        - i. Expecting 30 peeps
        - ii. Club contributing 0
        - iii. Asking for 320 total
          - 1. nail kit
          - 2. Compact brush/ mirror
          - 3. Vaseline
          - 4. Granola Bars
        - iv. Pack medic bags for homeless women and will be a social opportunity to learn about service while having fun

- h. *Director* Marriah Boyd
    - i. Cards Project – Cards for Hospitalized Children
      - 1. Encouraging words but not “Get well Soon”
      - 2. Tabling around campus to encourage participation
      - 3. Completed some at this meeting with the board
    - ii. Relay For Life
      - 1. Chic Fil A Dine in Night
        - a. Got in contact with the fundraise coordinator from Chic fil A to set up the night
        - b. Probably will be a Monday in the next few weeks
      - 2. Will create a Relay for Life Team – 15 dollars for team
        - a. March 25<sup>th</sup> - \$5 individual fee
        - b. \$15 any other day
    - iii. Boys and Girls Club
      - 1. Will be doing the minute to win it event at the service project
      - 2. Got help from NRHA and will be using some of their volunteers
      - 3. Date : March 27<sup>th</sup> 6-8pm (Calendar Invite will be sent) might replace the next event
3. Reminders
- a. May 2<sup>nd</sup> – Spring Fling
  - b. Voting starts Monday, March 9<sup>th</sup>, 12pm – Tuesday, March 10<sup>th</sup> at 4pm
  - c. Congrats to Jenna for transitioning in
  - d. NO MEETING NEXT WEEK
  - e. Tabling with Sodexo on Tuesday (5:00-6:00pm)

**Meeting Adjourned- 6:45pm**



**Student Government Association**  
**Executive Cabinet Meeting**  
**Friday April 12<sup>th</sup>, 2019 | 4:07pm**

**Present Members:** President Dontae Thomas, Vice President Emani Carter, Director of Finance Gabe Madro, Speaker of the Senate Jessie Koch, Junior Class Representative Brandi Hall, Senior Class Representative Ashley Hamilton, Director of Diversity and Inclusion Anthony Plaag, and Secretary/ Parliamentarian Jaden Thornton

**Meeting Times For Next Semester**

Fall 2019 Senate Meetings-

- Thursdays 4pm-6pm
- Required For: Directors and President/ Vice President

Executive Cabinet Meetings-

- TBD, will send a doodle to coordinate times

**Special Election**

- Director of Philanthropy and Director of Public Relation are the two open positions
- Discussion of whether we select people for the vacancies this semester, or want to wait and fill the spots in the fall semester
- Unanimous vote determined we will be having a Special Election this semester
- Application will be open from April 15<sup>th</sup> to April 22<sup>nd</sup>.
- Application will close Monday April 22<sup>nd</sup> at 5pm
- Resume, Cover Letter, and Letter of Recommendation (optional) will be the material requested on the application

**May/ Fall/ Summer Retreat**

- Looking for days and times we are all available to have a Team Retreat
- Looking for a date in May as well as a date in the summer between July 22<sup>nd</sup> and August 9<sup>th</sup>
- Will include Executive Cabinet team bonding, learning about meeting procedure, and learning about the roles and responsibilities of our positions
- First Retreat date will be split between: Friday April 26<sup>th</sup> (4:30pm–7:30pm) and Saturday April 27<sup>th</sup> (4:00pm-7:00pm)
- Summer Retreat date is tentatively: Friday August 2<sup>nd</sup>, Saturday August 3<sup>rd</sup>, and Sunday August 4<sup>th</sup> (ideal)
- Alternative Summer Retreat dates would be: Friday August 30<sup>th</sup> (12pm), Saturday August 31<sup>st</sup>, and Sunday September 1<sup>st</sup>. Would end on Sunday September 1<sup>st</sup> at 4pm.

**Next Meeting: Friday April 26<sup>th</sup>, 2019 from 3pm-4:30pm**

(Reminder that we will stay after from 4:30pm-7:30pm for our May Retreat)

*Student Government Association* Executive Cabinet Meeting  
**Friday, April 26, 2019 (Second Transition Meeting)**  
Scheduled: 4:30 - 7:30 pm

**Members Present (Elected/Appointed):** President-Elect Dontae Thomas, VP-Elect Emani Carter, Speaker-Elect Jessie Koch, Parliamentarian-Elect Jaden Thornton, Representative Marie-Claire Ofoegbu, Director Anthony Plagg, Representative Brandi Hall, Representative Ashley Hamilton

**Unable to Attend:** Director Gabe Madro

Call to Order- 4:40pm

1. New E-Cabinet Special Election Voting
  - a. Majority vote to accept Mariah Boyd as the next Director of Philanthropy. 8 votes to accept, no abstentions
  - b. Majority vote to accept Brandon Stephens as the next Director of Public Relations. 8 votes to accept, no abstentions
  - c. Parliamentarian-Elect Jaden will send an email to invite both of the new elected directors
2. Ice Breaker – Exquisite Corpses
3. Expectations
  - a. Office Hours are mandatory
  - b. Keep side conversations to a minimum during meetings
  - c. Come on time with a good mindset
  - d. Please let us know when you have a conflict with an SGA Responsibility
  - e. Over communicate when there is an issue, don't under communicate
  - f. Respond to emails, calendar invites, and group messages in a timely fashion- 24 to 48 hours or earliest convenience
  - g. Director positions and President and Vice President are required to go to all senate meetings next semester on Thursdays from 4-6
  - h. We will be going over our position responsibilities in depth as well
  - i. Setting reasonable and attainable deadlines for things and keeping the original deadlines
4. Dinner Break
5. Meeting Time for Next Semester
  - a. **Every Friday 5:30pm-7:30pm Dontae will send a calendar invite to confirm with E-Cabinet**
6. Responsibilities of Each Position

- a. President Expectations
  - i. Lead meetings
  - ii. Attend all Senate meetings
  - iii. Face of the SGA (Good Face – Jessie)
  - iv. Delegate tasks and responsibilities
  - v. Follow up with board, be accountable, and help people
  - vi. Make sure everyone’s opinions can be heard and listen to group thoughts
  - vii. Detailed communication
  - viii. Runs floating (food) committee in the Senate
  - ix. Went over actual expectations found in constitution
- b. Vice-President Expectations
  - i. Helps facilitate President with tasks, responsibilities, and assignment
  - ii. Help run some meetings
  - iii. Act as the President in President’s absence
  - iv. Head of Student Affairs committee in the Senate
  - v. Went over actual expectations found in constitution
- c. Secretary/ Parliamentarian expectations
  - i. Take minutes
  - ii. Send minutes and emails and Calendar Invites
  - iii. Judicial stuff
  - iv. Upkeep of constitution, in charge of the constitution committee
  - v. Went over actual expectations found in constitution
- d. Director of Public Relations expectations
  - i. Do press releases
  - ii. Graphic design for event flyers
  - iii. Manage the social media accounts
  - iv. The hype man of SGA (The Flavor Flav- Dan)
  - v. Boosting attendance at the SGA events
  - vi. Heads the Public Relations committee in the Senate
  - vii. Print marketing plans and strategies with how to market to get students to events
  - viii. Alumni Board Member
  - ix. Went over actual expectations found in constitution
- e. Director of Finance expectations
  - i. Budget Allocation
  - ii. Special Funding Requests
  - iii. Head of the finance committee of the Senate
  - iv. Oversee the SGA budget and Handle receipts

- v. Went over actual expectations found in constitution
  - f. Director of Philanthropy expectations
    - i. Organize service projects
    - ii. Head of Service and Philanthropy Committee in the Senate
    - iii. Goal: Reach out to the surrounding community
    - iv. Relay for Life team captain?
    - v. Went over actual expectations found in constitution
  - g. Director of Diversity of Inclusion
    - i. Work with students to make sure diversity is accounted for
    - ii. Liaison between SGA and office of D+I
    - iii. Heads Diversity and Inclusion committee in Senate
    - iv. Work w/ cultural groups
    - v. Went over actual expectations found in constitution
  - h. Freshmen - Sophomore - Junior Class Representatives Expectations
    - i. Represent their class
    - ii. All head a committee for their class with members from their class
    - iii. Plan 2 programs per year, 1 per semester
    - iv. Went over actual expectations found in constitution
  - i. Senior Class Representative
    - i. Head Grad Week
    - ii. Help prepare students for graduation
    - iii. Went over actual expectations found in constitution
  - j. Speaker of the Senate Expectations
    - i. Liaison between club representatives and E-cabinet
    - ii. Run Senate meetings
    - iii. Oversee Senate committees
    - iv. Represent interests of Senate
    - v. Went over actual expectations found in constitution
- 7. **Retreat Tomorrow: Saturday April 27<sup>th</sup>, 2019 (4pm-7pm)**
  - a. Come with possible SGA mission statements and goals and how your positions work with the rest of the E-cabinet

Meeting Adjourned- 6:55pm

*Student Government Association* Executive Cabinet Meeting  
**Friday, April 26, 2019 (Second Transition Meeting)**  
Scheduled: 4:30 - 7:30 pm

**Members Present (Elected/Appointed):** President-Elect Dontae Thomas, VP-Elect Emani Carter, Speaker-Elect Jessie Koch, Parliamentarian-Elect Jaden Thornton, Representative Marie-Claire Ofoegbu, Director Anthony Plagg, Representative Brandi Hall, Representative Ashley Hamilton, Director Gabe Madro, Director Brandon Stephens, Director Marriah Boyd

Meeting Called to Order- 4:10pm

1. S.M.A.R.T. Goals (Specific Manageable Attainable Realistic Timely) / Mission and Goals
  - a. Unify the student population
  - b. Make it easier to for student body to receive updates on SGA (website?)
  - c. Fighting for student's rights, especially in diversity cases
  - d. Get more students engaged and to events, especially athletes
  - e. Work on budget allocation process
  - f. Collaborations between SGA and clubs and organizations
  - g. School Spirit (will help student engagement as well)
  - h. Changing the Food
  - i. More townhall meetings (More transparency between administrators and students)
  - j. Suggestion polls on the website for student feedback
2. Position Specific Goals
  - a. Engagement
    - i. Implementing a feedback system for students to give opinions. Maybe monthly surveys (Engagement)
    - ii. Have a discussion in Senate on how to get students more involved- Jessie
    - iii. Establish Senate requirements- Jaden
    - iv. More late night events for students to go to, maybe 21 or older events- Ashley
    - v. Increase student participation on campus and also taking service off campus and into the community (book/ food drive?)- Marriah
    - vi. Collaborating with service projects on campus and getting students involved- Marriah
    - vii. Creating a student ran newspaper- Anthony
  - b. Unity
    - i. Culture fair to promote diversity- Brandi & Anthony
    - ii. Student Unity Showcase
    - iii. Create a School Spirit initiative- MC

- iv. Creating more class bonding events- Brandi
- v. Finish publication and bylaws for microaggressions on campus- Anthony
- vi. Finalizing all gender housing- Anthony
- c. Transparency
  - i. Student representative on Board of Trustees and other administration committees- Dontae & Emani
  - ii. Create and publish bylaws- Jessie
  - iii. Bring Administration to Senate meetings to discuss important topics such as funding- Jessie
  - iv. Make students (especially freshmen) more aware of the leadership opportunities on campus- MC
  - v. Make sure the SGA constitution is consistent with SGA practices and that the constitution is up to date- Jaden
  - vi. Find a way for students to be aware of the minutes in order to see what SGA does on a daily basis- Jaden (maybe with the senate as well)
  - vii. Update and Standardize the budget allocation and special funding process- Gabe
  - viii. Update forms for financial procedure- Gabe
  - ix. Have more townhall meetings for different issues- Anthony
  - x. Continue tabling in Rockland- Anthony
  - xi. Create bios for each of the E-Cabinet members- Brandon

### 3. SGA Mission Statement

- a. The mission of the Student Government Association (SGA) is to serve as an active representation of the student voice to the faculty, staff, and administration; we advocate for the incorporation of student views and opinions in the formulation of policies and procedures governing Stevenson University. We provide funding and management to student clubs on campus in order to form a sense of community. We strive to improve the quality of students' experience through the exchange and development of ideas of the diverse community of Stevenson University

### 4. Dan Time

- a. Friday 5-7 leadership awards in Rockland Banquets
  - i. Dan will send RSVP link to us sometime this week
- b. Summer SGA Retreat
  - i. Most likely will be happening in September due to lack of housing ability

Reminders: SGA Carnival **Sunday April 28<sup>th</sup>, 2019 - 11:00pm-2:00pm** in SBL Parking Lot  
 Set up a meeting with Dan if you have not and are new to your position. Please bring schedule

Meeting Adjourned- 5:48pm



*Student Government Association Executive Cabinet Meeting*

**Thursday, August 1st, 2019**

Retreat Scheduled: 1:00 – 6:00 pm

**Members Present:** *President* Dontae Thomas, *VP* Emani Carter, *Speaker* Jessie Koch, *Chief Justice* Jaden Thornton, *Representative* Ashley Hamilton, *Representative* Brandi Hall, *Representative* Marie-Claire Ofoegbu, *Director* Anthony Plaag, *Director* Gabe Madro, *Director* Marriah Boyd, *Director* Brandon Stephens

**Unable to Attend:**

**Call to Order- 1:03pm**

1. Welcome/ Opening Remarks
  - a. Ice Breaker
2. Reviewed SGA Expectations and Contract
  - a. Add expectation of attendance
  - b. Vote to specify time period for notice of meeting absence
    - i. Unanimous- Notify President Dontae and VP Emani 48 hours prior to an executive cabinet absence.
  - c. Added verbiage to expectations. “If you cannot attend a senate meeting please notify speaker Jessie 48 hours in advance to meeting.
  - d. Added language to include additional expectations from April transitional meeting
  - e. Specified that all communications regarding absences need to be made through email and carbon copy Dan
3. Signed Expectations contract and confidentiality form
4. Retreat Ground Rulez
  - a. Be respectful
  - b. Communicate
  - c. Be open minded to other ideas (Listen)
  - d. Leave personal issues at the door, in and out of meetings



- e. Don't assume how other people feel
  - f. Do your job! 😊
  - g. Ask for help and offer help when struggling.
  - h. Encourage others!
  - i. Be on time. And if you are running late, please don't disrupt the meeting while you enter
  - j. Have Fun!! 🤪
5. Advisor Student Form
- a. Dan reviewed the Expectations of Advisors
  - b. Additional Expectations (From us to Dan)
    - i. Support the Cabinet
    - ii. Be the voice of reason, and keep us grounded in a way through logic
    - iii. Be honest with us and open. Open line of communications. Constructive criticism
  - c. Reviewed Dan's expectations of us as a cabinet
    - i. Do your job
    - ii. Ask questions!! (??)
    - iii. Be on time, show up to meetings/ events, and stay committed
    - iv. Communicate!!
  - d. Meet with Dan Bi-weekly for 1 on 1's
  - e. Dan will intervene in conflicts based on discretion and request
  - f. Groupme and Email will be means of communication between us and Dan
6. Changed Rooms because it was too hot
7. Good to Great and the Social Sectors- Book Discussion
- a. "Greatness is not a function of circumstance. Greatness it turns out is largely a matter of conscious choice, and discipline." -Jim Collins
  - b. "Not everyone will want to take a seat on the bus" President Dontae
8. Worked in Groups to think about goals and hedgehog principles
- a. Jaden, Gabe, Jessie
  - b. Dontae, Marriah, Brandon, Anthony
  - c. MC, Emani, Ashley, Brandi
9. Reminders
- a. Accept calendar invites for Leaderstang, Collegetown, and other events Dan sent out
  - b. Don't forget to be there bright and early tomorrow at 9am for our second day of the retreat!!!!!! :)

**Meeting Adjourned- 5:35**



*Student Government Association Executive Cabinet Meeting*

**Friday, August 2<sup>nd</sup>, 2019**

Retreat Scheduled: 9:00 - 6:00 pm

**Members Present:** *President* Dontae Thomas, *VP* Emani Carter, *Speaker* Jessie Koch, *Chief Justice* Jaden Thornton, *Representative* Ashley Hamilton, *Representative* Brandi Hall, *Representative* Marie-Claire Ofoegbu, *Director* Anthony Plaag, *Director* Gabe Madro, *Director* Marriah Boyd, *Director* Brandon Stephens

**Unable to Attend:**

**Call to Order- 9:40am**

1. Welcome/ Opening Remarks
  - a. Ice Breaker
2. Programming with Dan
  - a. Requests can be made on the SU Scheduler, and for events must be made three weeks prior to the event (at least)
  - b. Mark whether you need items or equipment you need because you may be able to borrow them
  - c. Be sure to communicate with Lisa if you have any questions or concerns or change regarding the scheduling system/ form.
  - d. Be sure to request a flyer (if needed) at least three weeks ahead of your event
  - e. Text message blasts will NOT be done the day of, so be sure to check deadlines and stay on top of things
  - f. To help boost event engagement, feel free to advertise up to two weeks ahead of time and use social media accounts to help
  - g. For SGA events please fill out the form two weeks before the event (finalized) so you can talk to Dan about your event. Work on the form should be started almost a month before the actual event, and start communications far in advanced
  - h. Send swipe-in information to the student activities account

- i. All event guidelines and information is found on the student activities page in the portal
- 3. Important Date and Event
  - a. Involvement Fair- Aug 25<sup>th</sup> (7:00pm – 8:30pm)
  - b. SGA Senate Meeting- Sept 5<sup>th</sup>
  - c. SGA Senate Meeting- Sept 19<sup>th</sup>
  - d. SGA Senate Meeting- Oct 3<sup>rd</sup>
  - e. Fall Break- Oct 14<sup>th</sup> & 15<sup>th</sup>
  - f. Homecoming- Oct 14<sup>th</sup> – 19<sup>th</sup>
  - g. SGA Senate Meeting- Oct 24<sup>th</sup> (CHANGE FROM THE SCHEDULES!!)
  - h. Leaderstang- Nov 3<sup>rd</sup> (11am – 4pm)
  - i. SGA Senate Meeting- Nov 7<sup>th</sup>
  - j. SGA Senate Meeting- Nov 21<sup>st</sup>
  - k. SGA Senate Meeting- Dec 5<sup>th</sup>
    - i. (SENATE MEETINGS ARE AT 4PM – 6PM)
- 4. Emma Presents on Time Management
  - a. “It’s ok to say NO” -Emma
  - b. Planned our first week of classes
- 5. SGA Organizational Chart
  - a. *Board of Trustees, Faculty Council, Student government* are the three governing bodies for Stevenson
  - b. President’s Cabinet
    - i. President Hirshman
    - ii. Michael Stanton (VP of Financial Affairs CFO)
      - 1. Stevenson Security
      - 2. Athletics
      - 3. School Store
      - 4. Leland Beitel
        - a. Robert Reed (Director of Auxiliary Services)
        - b. Facilities
        - c. IT Department
    - iii. Susan Gorman (VP of Academic Affairs and Provost)
      - 1. Career Services
      - 2. Academic Deans
      - 3. Library
      - 4. Office of Student Success
        - a. Academic Link
    - iv. Dave Jordan (VP of Human Resources)
      - 1. Human Resources
    - v. Christopher Vaughan (VP of University Advancement)

1. Alumni
  2. Donors and Donations
  - vi. Mark Hergan (VP of Enrollment Management)
    1. Admissions
    2. Enrollment Management
    3. Financial Aid
    4. Student Accounts
  - vii. Sue B. Kenney (VP and Chief of Staff)
    1. Conference Services
  - viii. John Buettner (VP of Marketing and Digital Communications)
    1. Marketing and Communications office
  - ix. Tiffany Sanchez (VP of Student Affairs) [VPSA]
    1. Health and Wellness
    2. Res Life
    3. Student Activities
    4. Student Conduct
    5. Dean of Students
    6. Center of Diversity and Inclusion
6. Smart Goal Planning
- a. **President** Dontae Thomas
    - i. Wants to have students sit on committees and councils in order to have more student representatives working with the “higher ups” in order to have more influence, context, and transparency between students and the administrators.
    - ii. Wants to go back multiple years in SGA Executive Cabinet history and view past ideas and initiatives past boards have thought of or tried. Wants to try to push these initiatives again.
  - b. **VP** Emani Carter
    - i. Wants to have a townhall meeting by November 1<sup>st</sup> in order for students to have the ability to voice their concerns about the university so that we can hear their opinions and try to push policies based on their feedback.
  - c. **Speaker** Jessie Koch
    - i. Finish bylaws for the senate and have them approved by the December 5<sup>th</sup> senate meeting.
    - ii. Wants to create more communication between the administrators (president’s cabinet) and the students. Wants to have them come in to the different senate meetings to talk with the SGA body.
  - d. **Chief Justice** Jaden Thornton
    - i. Create a newsletter which includes news from SGA and events to be more transparent with the student body. Would take the minutes and create a

document from that. Wants to start around November and maybe give out these letters during “SGA Tuesdays” or town halls.

- ii. Wants to update the parliamentary and election bylaws by the end of the Fall semester so that it is clear and easy to understand.

e. **Representative** Ashley Hamilton

- i. Wants to have more late-night events and try to push for one by the end of November.
- ii. By the end of September, she wants to talk to the “higher ups” such as Tiffany Sanchez in order to try and create a 21 and over event. Wants maybe a wine tasting or something that would cater to the more aged students and her class.

f. **Representative** Brandi Hall

- i. Wants to have an active shooter training in place during the fall semester
- ii. Wants to have a class event by march of the spring semester.

g. **Representative** Marie-Claire Ofoegbu

- i. Wants to create a student section for each sporting event whether it is football, basketball, etc. Wants to talk to Bret Adams to help create this change. Wants to also have student leaders in these sections to encourage school spirit.
- ii. Wants to create a tradition with the Block Party and have a second one after last year and work with Jenna in order to make it a staple in the Stevenson community.

h. **Director** Anthony Plaag

- i. Create a document and resource in order to talk and educate students on microaggressions. Will address topics on race, ethnicities, gender, and all gender housing to explain why it is important to have diversity and inclusion for all demographics. Wants to work and meet with Cristina to develop these steps.
- ii. Still working on developing that second goal

i. **Director** Gabe Madro

- i. Update and standardize the special funding forms to create more clarity and make it easier for students to use and fill out so that clubs can easily fill it out. Wants to do this by the end of the Fall semester.
- ii. Wants to finish the bylaws with Speaker Jessie in order to make the special funding and budget process uniform and smoother. This will hopefully be done by the Fall semester.

j. **Director** Marriah Boyd

- i. Wants to sell bracelets in order to raise funds and awareness for Latin American countries. Wants to sell 500 bracelets and work with a nonprofit in order to set up the event.

- ii. Wants to collect food donations for the holiday seasons. She wants to create stockings filled with food and resources, and also get students to sign cards for these people. Wants to create 300 stockings and cards by the last day of the semester.
- k. **Director** Brandon Stephens
  - i. Expand SGA outreach so that the students are able to identify SGA members and have a more personalized relationship with them. This will make people more comfortable to reach out to SGA members with concerns.
  - ii. Wants to reshape the image of SGA and help people have a more positive outlook on the organization.
- 7. Jessie Presents on Senate
  - a. Created initiatives for each committee in the Senate
    - i. Presidential Ad Hoc- Dontae
    - ii. Student Services- Emani
    - iii. Club Relations- Jessie
    - iv. Diversity and Inclusion- Anthony
    - v. Service- Marriah
    - vi. Marketing- Brandon
    - vii. Finance- Gabe
- 8. Jaden Presents Robert's Rules and Parliamentary Procedure
  - a. Hope you liked it ;)
- 9. Reminders
  - a. Think about creating a banana peeling debate to practice Robert's rules
  - b. When emailing a staff member include Dan on all emails. Also speak with Dan before reaching out to the "higher ups."

**Meeting Adjourned- 5:30pm**



*Student Government Association Executive Cabinet Meeting*

**Thursday, August 3, 2019**

Retreat Scheduled: 3:30 - 5:00 pm

**Members Present:** *President* Dontae Thomas, *VP* Emani Carter, *Speaker* Jessie Koch, *Chief Justice* Jaden Thornton, *Representative* Ashley Hamilton, *Representative* Brandi Hall, *Representative* Marie-Claire Ofoegbu, *Director* Anthony Plaag, *Director* Gabe Madro, *Director* Marriah Boyd, *Director* Brandon Stephens

**Unable to Attend:**

**Call to Order- 3:40pm**

1. Welcome/ Opening Remarks
  - a. Teambuilding Reflective Pieces
2. Jaden Timeline Presentation
  - a. Freshman Class Rep Timeline
    - i. Applications up: Sunday Aug 25<sup>th</sup>
    - ii. Application closes: Sunday Sep 8<sup>th</sup>
    - iii. Email sent: Monday Sep 9<sup>th</sup>/Tuesday Sep 10<sup>th</sup>
    - iv. Campaigning begins: Wednesday Sep 11<sup>th</sup>
    - v. Election voting: Thursday Sep 19 10AM-Friday Sep 20<sup>th</sup> 4PM
  - b. Judicial Counsel Application
    - i. Application due on Friday, August 30<sup>th</sup> at 11:59 PM
    - ii. Notification sent out no later than Sunday, September 1<sup>st</sup> at 11:59 PM
    - iii. Judicial Council Meetings for Fall 2019 and Spring 2020 will be held on Thursdays from 5:00 PM - 6:00 PM
    - iv. Senate Confirmation: September 5<sup>th</sup> at 4:00pm
    - v. First Judicial Council Meeting: September 5<sup>th</sup> at 5:00pm
3. SU Involvement Fair Planning
  - a. Shifts
    - i. Setup- (6:45pm - 7:30pm)
      1. Dontae

2. Brandon
3. Jaden
4. Anthony
5. Jessie
6. Emani
- ii. Second (7:30pm - 8:00pm)
  1. Brandi
  2. Marriah
  3. Emani
  4. Jessie
- iii. Breakdown (8:00pm - 8:45pm)
  1. Ashley
  2. Gabe
  3. Emani
  4. Jessie
- b. Supplies/ To do by then (*DO THIS BY AUGUST 20<sup>TH</sup>*)
  - i. Judicial Application - **Jaden**
  - ii. Senate Registration- **Jessie**
  - iii. Freshman Class Rep Application- **Jaden**
  - iv. SGA Website- **Brandon**
  - v. Sign-up sheets for the class councils [Name, Email, Phone Number, Commitment Information – **Ashley**
  - vi. Two iPad and 1 Laptop for SGA website and applications/ registration – **Jessie**
  - vii. SGA Trifold – **Brandon**
  - viii. SGA Give outs- pens, business cards, CaNdY (talk to Kathy), Basket, Clipboards- **Set up Crew**
- c. Office Hours
  - i. Email Brandon, copy Dontae your availability for office hours this year
  - ii. Try to choose dates and times where students will actually come to you
  - iii. (*DO THIS BY AUGUST 20<sup>TH</sup>*)
4. Group time for goals!
5. Group Reflection
6. Reminders
  - a. SU Involvement Fair- August 25<sup>th</sup>, 2019 (6:45pm-8:45pm) [see shifts]
  - b. Office Hours due August 20<sup>th</sup>!! to Brandon
  - c. To do list needs to be finished by **August 20<sup>th</sup>** and emails need to be sent to Dontae to confirm completion of tasks
  - d. **Jessie, Gabe, Brandon, MC, Jaden, Dontae** send Dan some times you will be able to meet in the next 1-2 weeks in order to talk about duties
  - e. **Dontae** and **Emani** talk to Dan about scheduling for your 2 on 1 for the first week of classes



- f. EVERYONE, send Dan two to three times during the week (10am-5pm) for your biweekly 1 on 1's. **Gabe** and **Jessie** be aware of your meetings with Phil and shoot Dan a calendar invite to the times.
- g. **Class Reps** still send times to Dan for 1 on 1's OR think about whether you want to have group class rep meetings.

**Meeting Adjourned- 5:45pm**



*Student Government Association Executive Cabinet Meeting*

**Friday, August 30<sup>th</sup>, 2019**

Meeting Scheduled: 5:00 - 7:00 pm

**Members Present:** *President* Dontae Thomas, *VP* Emani Carter, *Speaker* Jessie Koch, *Chief Justice* Jaden Thornton, *Representative* Ashley Hamilton, *Representative* Brandi Hall, *Representative* Marie-Claire Ofoegbu, *Director* Anthony Plaag, *Director* Gabe Madro, *Director* Brandon Stephens

**Unable to Attend:** *Director* Marriah Boyd

**Call to Order- 5:05**

1. Welcome/ Opening Remarks
  - a. Mustang Moments
    - i. Brandi- “Brandon did well on the trifold for the involvement fair.”  
Brandon then shouted out to his helpers as well.
    - ii. Dontae- “Shout out to MC for doing the block party planning with ResLife.” “Shoutout to Gabe for the budget process being established.”
    - iii. Brandon- “Shout out to Dontae and Emani about the alumni board.”
    - iv. MC- “Shoutout to Dontae for the speech at convocation”
    - v. Remember we all love each other <3
2. Position Updates
  - a. *President* Dontae Thomas
    - i. Attended the Alumni Board Meeting. Reviewed what events they do, Stevenson’s design plan for the future, and much more.
    - ii. Meeting with President on 9/13/19 to explain SGA’s goals for this year.
    - iii. Updating Office 365 and transferring all the documents. (In the works).
  - b. *VP* Emani Carter
    - i. Same as Dontae.
  - c. *Speaker* Jessie Koch

- i. Sent an email with Senate Registration. So far, we have 7 registered and need to have them by Thursday 9/5. Reach out to clubs we are involved in to get senators to apply.
  - ii. Meeting with Tiffany Sanchez soon so if you have ideas or want to come then let her know.
- d. *Chief Justice* Jaden Thornton
  - i. Associate Justice application closes today. Associate Justices will be chosen by Sunday September 1<sup>st</sup>. Senate will confirm on 9/5.
  - ii. Priority is on the Constitution and getting that updated.
- e. *Representative* Ashley Hamilton
  - i. Had first meeting with Maumi. Discussed possibly getting t shirts for the senior class.
  - ii. Homecoming committee wants to determine events during that week. Haunted Hallways moved to Halloween weekend, and will try to schedule the Bonfire and Map carnival events.
- f. *Representative* Brandi Hall
  - i. First Class Council meeting is on this Sunday, 9/1. Has a lot of interest right now.
  - ii. Wanted to start working on establishing Active Shooter training. Will contact Sue Kinney to discuss further.
- g. *Representative* Marie-Claire Ofoegbu
  - i. ResLife wanted to do a block party. Class council is set to help and collab with Reslife but the event is scheduled 9/12. Wants to discuss plans for block party.
- h. *Director* Anthony Plaag
  - i. Figured out goals!! Wants to start tabling bi-weekly or monthly. Tabling will try to aim at education and feature a prize with candy, pens, etc. Will regroup with committee to start this.
  - ii. Goal two is working with CDI and Cristina and his committee to start getting publications and education in the center. Goal is to have one publication by spring semester.
- i. *Director* Gabe Madro
  - i. Updates will be covered in other presentations during meeting. 😊
- j. *Director* Brandon Stephens
  - i. Updated the SGA website. Updated with bios, pictures, applications etc. He wants to add other branches and pictures/ bios for them. Wants to also add office hours and publish them around school. (they are on the website and 365).
  - ii. Will start creating designs for the apparel and polos
  - iii. Wants to publish office hours around school. (they are on the website

### 3. Budget Update- Gabe

- a. Available fund for spring semester: \$32,400
- b. E-cabinet budget- \$4,780.65 (not related to class council budgets) (In \$'s)
  - i. Fall retreat- 1,000
  - ii. Checkbook- 400
  - iii. Swag- 250
  - iv. Senate Meetings- 200
  - v. Nametags- 252
- c. Class Councils
  - i. No system or checks or balances for class council taking money out. Prior years, class councils would just go to the e-cabinet and there were no checks or balances on the money being taken out.
  - ii. Amendment-
    1. Each class council will receive 2.50 per student in the class.
    2. Makes it fairer and more balanced for clubs and other clubs and organizations
    3. Will be based on size of class to make it proportional to how many people you have in the class
    4. Will count the amount of people in your class on the first day of classes
    5. Will now require approval from Senate and E-cabinet together so there can be checks and balances (like the budget allocation process)
    6. Can go through special funding and request from senate but they have the right to decline. (Checks and Balances).
  - iii. Debate on Amendment
    1. Wants to know the number of students in each class prior to voting so the budget for each class is clear. Also concerned that as the classes go up in seniority the budget will be smaller because the classes decrease due to transfers and drop outs. Also, freshman class may not need the most money even though they are the biggest, while seniors might need more for things like grad week and other end of the year events.
    2. Rather than focusing on the budget, focus on whether this is a more fair and balanced system of giving class councils a budget.
    3. Could create a system where it is based on size and equality. Give an equal amount as the baseline for each class, and then delegate the left-over budget by size of class but at a lower multiplier.
    4. Could perform the same process as the clubs and orgs for the budget allocation.
    5. We could make the multiplier larger as you move up each class to account for the decrease in size.

### 4. J<sup>2</sup> Amendment

- a. Amendment to add quorum-

- i. Quorum is a required number of members needed in order to conduct voting.
    - ii. Will set a quorum to the executive cabinet (2/3's or 7 members) and the senate (majority or half the members + 1). Quorum will not include non-voting members (ie. Chief Justice or Senate Committee Heads)
  - b. Debate for Amendment
    - i. Suggestion for absentee voting.
      - 1. Jessie and Anthony will make an amendment for this by next Friday, September 6<sup>th</sup>.
  - c. Amendment Vote
    - i. Unanimously Passed by the E-cabinet
- 5. Reminders
  - a. SGA Tuesdays
  - b. Senate Meeting: September 5<sup>th</sup> 4-6pm
    - i. Introductions 4-4:10
    - ii. Judicial Board voting
    - iii. Committee time
    - iv. Position Updates
  - c. Next Executive Cabinet Meeting: September 6<sup>th</sup> 5-7pm
  - d. Freshman Class Representative application closes: Sunday, September 8<sup>th</sup>, 11:59pm

**Meeting Adjourned- 6:30**



*Student Government Association Executive Cabinet Meeting*

**Friday, September 6, 2019**

Scheduled: 5:00 - 7:00 pm

**Members Present:** *President* Dontae Thomas, *VP* Emani Carter, *Speaker* Jessie Koch, *Chief Justice* Jaden Thornton, *Representative* Ashley Hamilton, *Representative* Brandi Hall, *Representative* Marie-Claire Ofoegbu, *Director* Anthony Plaag, *Director* Gabe Madro, *Director* Marriah Boyd, *Director* Brandon Stephens

**Unable to Attend:** *Advisor* Dan ☹️

### **Call to Order- 4:59pm**

1. Welcome/ Opening Remarks
  - a. Roses and Thorns
  - b. Mustang Moments
2. Word Wall Brainstorm
  - a. Passion
  - b. Integrity
  - c. Inclusion
  - d. Leadership
  - e. Community
  - f. Friendships
  - g. Home
  - h. Family
3. Position Updates
  - a. *President* Dontae Thomas- Met with tiffany and is going to meet with President Hirshman. If there is anything that you want them to include in their conversation with the President, let them know. Emani went to Brandi's council meeting which went well. Will have students from each branch on the Faculty Board. Needs someone to take a position at Student Services. Wants to start with the tailgating policy and possibly selling alcohol at the games. Will meet to discuss logistics

and plan on implementation. Culinary council will have an application for students to help out. Redone concessions menu for the games. Wants to create promotion videos that include name, position, goals, and contact. Will work with SUTV. Councils and E-cabinet and Judicial Branch and Senate will be getting apparel and making different things. Wants class reps to meet with Rob Reed, Jenna, and everyone else about tailgate for homecoming.

- b. *VP Emani Carter*- ^^^^
- c. *Speaker Jessie Koch*- 30 clubs represented 12 no shows in the Senate. Great turn out. Sent reminder to clubs that did not attend about the penalty. 3 clubs were excused. Waiting to get all the senators registered in order to send info to Brandon. All special funding got approved. 2/3 senate meetings do not have a guest speaker. Looking for guest speakers for Nov. 7<sup>th</sup> and 21<sup>st</sup>.
- d. *Chief Justice Jaden Thornton*- Updated the campaign guidelines which will go out next week on Wednesday or Thursday. Also got Associate Justices confirmed and their main focus is to update the constitution. Freshman Class rep application closes on Sunday, will send one last email to remind freshman to apply. We have 6 right now.
- e. *Representative Ashley Hamilton*- Created a senior class instagram. Also wants to design t-shirts. Meet with Maumi about 21+ events. Going to work together to build presentation for Tiffany. Wants to do a sip and taste and wine tasting. Both events would have an educational/ classy aspect of events for older audiences of Stevenson. Wants to work with MC on bringing more school spirit to sports on campus. Wants to know if sga wants to have a tailgate/ sponsor a shuttle over to a hockey game to get them more student support. Will Collab with other class reps.
- f. *Representative Brandi Hall*- Emailed Sue Kinney and spoke about active shooter training. Sue Kinney responded that she will be in contact. Oct. 6<sup>th</sup>, Ravens vs. Steelers watch party.
- g. *Representative Marie-Claire Ofoegbu*- Block party is on Thursday September 12<sup>th</sup>, from 6pm-9pm. Helping to plan a tailgate (more details in "MC time") Also working on school spirit initiatives
- h. *Director Anthony Plaag*- Spoke with committee in the Senate. Wants to plan bystander intervention for microaggressions and Cristina is on board and will help set that up.
- i. *Director Gabe Madro*- Will cover many things in budget update. Met with Dan and committee to brainstorm ideas about budgets and finances. (Get well soon)
- j. *Director Marriah Boyd*- Wants to start first fundraising initiative (Pulsera Project). Trying to have cultural awareness facts paired with bracelets to sell to raise money. Will possibly collab with other clubs in order to facilitate this goal. Mission I'm Home wants to know if on Sept 4<sup>th</sup> SGA members can help bring

them to an event or carpool. Sixth Branch in Baltimore. Put out flyers and emails about food pantry which is located in Wooded way in career services.

- k. *Director* Brandon Stephens- Working on designs for apparel, logos, and things to that nature. Updated the website. Wants to add senate members and associate justices to the website.
- 4. Amendment- Jessie and Anthony
  - a. Amendment
    - i. Will allow absentee voting in 2 circumstances.
      - i. If it is a planned absence, members may send their vote to the chief justice as a non-bias member, and they will submit their vote at the meeting.
      - ii. If unplanned quorum occurs, cabinet members are able to invoke absentee voting.
  - b. Vote
    - i. Unanimously accepted. Will go to the Senate along with the quorum amendment.
- 5. Budget Updates
  - a. Budget Updates- Directors
    - i. Anthony- None
    - ii. Brandon- None
    - iii. Marriah- \$600
  - b. Council Budget Discussion
    - i. Numbers for each class
      - i. Freshman- 730
      - ii. Sophomore- 560
      - iii. Juniors- 720
      - iv. Seniors- 560
    - ii. Worried about passing amendment on multiplying class council \* 2.50 per student. Because not evenly dispersed among the classes. Could hurt goals, productions, and ambitious of the class councils.
    - iii. Still will have special funding available.
    - iv. Wants to implement asap so councils will have budget for the year established. If cannot agree then we will table the issue for next year but keep planning a solution.
    - v. Gabe will have a budget for the councils by the next E-cabinet meeting, Friday, September 13<sup>th</sup>. Will also keep thinking on a good policy to implement.
- 6. MC Time
  - a. Tailgate
    - i. Reach out to Alumni and clubs to host vehicles at the tailgate.



- ii. Wants to have food and one team of people grilling
- iii. Also wants tables next to cars
- iv. Special wristbands to get wristbands. Maybe while students enter.
- v. Sodexo could sponsor and have alcohol. They already have a liquor license.
- vi. Tradition
- b. Freshman Class Rep Transition
  - i. Should we have a class council retreat?
    - i. Not enthused reaction from the class councils about having a retreat.
    - ii. Would be used to help transition freshman class rep and their council
    - iii. 3 class reps can transition freshman class rep themselves? Maybe.
    - iv. Maybe do a class retreat for each council so they can bond and become a stronger team. Also could just have a retreat with just the class reps and no councils.
  - c. School Spirit Initiative
    - i. Wants to speak with athletics in order to put a student section in the stadium. Would have section leaders who would hype people up. Get them to be a club in 2020. Would eventually help advertise for all sports.
    - ii. Hopes to do this by basketball season
- 7. Reminders
  - a. Freshman Class Rep Application closes- Sunday, September 8<sup>th</sup> at 11:59pm
  - b. Block Party- Thursday, September 12<sup>th</sup>, 6pm-9pm
  - c. Senate Meeting- Thursday, September 17<sup>th</sup>, 4pm-6pm
  - d. Timesheets- Due Sunday, September 8<sup>th</sup> by 2am
  - e. SGA Tuesday- Dress up! 😊

**Meeting Adjourned- 6:35pm**



*Student Government Association Executive Cabinet Meeting*

**Friday, September 13<sup>th</sup>, 2019**

Meeting Scheduled: 5:00 - 7:00 pm

**Members Present:** *President* Dontae Thomas, *VP* Emani Carter, *Chief Justice* Jaden Thornton, *Representative* Ashley Hamilton, *Representative* Brandi Hall, *Representative* Marie-Claire Ofoegbu, *Director* Anthony Plaag, *Director* Gabe Madro, *Director* Marriah Boyd,

**Unable to Attend:** *Speaker* Jessie Koch, *Director* Brandon Stephens, *Advisor* Dan

**Call to Order- 5:02pm**

1. Welcome/ Opening Remarks

a. Roses and Thorns



- i.
- ii. They do have thorns!!

2. Position Updates

a. *President* Dontae Thomas and *VP* Emani Carter

- i. Met with Tiffany in preparation for meeting with Hirshman.
  - 1. President E loved the ideas and goals we had planed such as townhalls, resource rooms, moving documents to office 365, 21+ events, and the three goals (unity, engagement, and transparency). He basically loved everything.
- ii. Emani and Jessie went to the Faculty Council Student Service meeting and talked about having a commencement speaker.
  - a. Commencement speaker will be chosen from applicants of students.
  - b. Jeff Kelly in charge of having a Hall of Fame for students because recognition is usually for athletics. Only problem is space. Might divide by school.

- c. Not enough spaces on North and commuters are not able to find parking and are being late to classes
    - d. Talked about the reading room hours and library, saying students do not have access to a computer or printer. Might add computers to other locations.
    - e. Tapestry/ flag policy change? Need to talk to Reslife about this.
  - iii. Met with Greg Collson
    - 1. Adding water fountains to dorms as well as AEDs and tunicates to each building
    - 2. Also spoke about tailgates and 21+ events and wanted to get more involved with that.
    - 3. On board with Active Shooter training, and first round will be for faculty and Staff. Will survey RA's and Students to see if this is something that is an interest/ need.
  - iv. Rob Reed meeting
    - 1. Working on the food service committee and culinary counsel and pointing out how they are the same thing. Possibly should merge because they are the same thing.
    - 2. Wants to meet to discuss this.
      - a. Possible meeting days/ time: Wednesday 9/25 and Thursday 9/26 from 3pm-5pm. Send availability in the chat.
  - v. Noah and Lauren's student space program
    - 1. Goal for resource room will be new conference services office to give them more space and help them store their AV supplies
    - 2. SGA office and Resource room moving to Garrison to make this the hub for student collaboration and club meeting spaces.
    - 3. Wants diversity and inclusion to move to Garrison so that each worker has their own office and the boardroom would be use for d&i. Cristina feels secluded in caves. Claire E. Moore will be used for D&I. Also will use space to host BSU and ASU (and other diversity clubs) meetings. Can also host events in these spaces. Needs to meet with Lisa, Phil, and Cristina to start moving it around.
- b. *Chief Justice* Jaden Thornton
  - i. Freshman Class Rep Campaign guidelines were sent out and are being signed. Once signed candidates are cleared to campaign. Must get flyers approved by student activities. Election voting: Thursday Sep 19 10AM-Friday Sep 20th 4PM.
  - ii. Seven Candidates for Freshman Class Rep (\*campaign guidelines are in)

1. Dante a. Marchitelli
2. Janisha Conyers
3. Adam Steiner\*
4. Jonathan Senoga
5. Jalen N. Reshard\*
6. Ruben Amaya\*
7. Kaiya Ariana Evans

c. *Representative* Ashley Hamilton

- i. Got t-shirt design for the senior class. Sent it to the designer and will send the link for purchases after he is done. Should be back by homecoming to foster school spirit.
- ii. Planning 21+ event for a sip and paint. Will paint wine glasses and have someone come in to present on different wines and have wine tasting to have an educational component. Will send info to all people 21+ and will have a list of 21+ students at the Rock so no one can pull. Fast one. Booked Rockland Banquet already for November 15<sup>th</sup> (day before my birthday ☺)
- iii. Met with homecoming committee and wants to plan a possible powder puff (collab with M.I.L.E. !!!) and wants to coordinate with other class councils to bring students to hockey games and foster more school spirit. Will look into sponsoring a shuttle (will have to look at the budget) to get students there. November 1 and 2 are the first games for the women's and men's games respectively.

d. *Representative* Brandi Hall

- i. Meeting with council on Sunday and will brainstorm ideas for haunting hallways.
- ii. Thinking of doing a mixer for the Junior class and have lowkey event with food and music

e. *Representative* Marie-Claire Ofoegbu

- i. Done with the block party!! Good Job ☺
- ii. Met with Alyson and other alumni to plan the homecoming tailgate. Will be a spirit tent for students and more engagement. Will have things like face paint, temp. tattoos, and green and white beads. Moon bounce and few games will be there as well. Carnival theme but not too much, just three or four games. Brought up car idea (see last week minutes) and they said it was kind of already formatted like that.

f. *Director* Anthony Plaag

- i. Has 1 on 1 with Cristina on Wednesday and will be discussing plans for the year. Also wants to see needs of the CDI office and how SGA can help with that. Will be sending a committee email, so they can meet and be introduced. Will begin working on the publications and educations.

- g. *Director* Gabe Madro
    - i. Will talk more in budget column ☺
    - ii. Anime club wants to get status changed back to active and funded. President accidentally made it unfunded. “Oops”- Dontae. Will check bylaws to see if there is a process for this and will try to add one if not.
    - iii. Wants to review the budget allocation process and see if semester by semester funding is better or if we should move towards planning the entire year.
  - h. *Director* Marriah Boyd
    - i. Solidified a November service project in collaboration with REACH. Going to coordinate with My Sister’s Place and make stockings with toiletries and food inside. Only want/ need 75 stockings and will send surplus if applicable. Will be warm socks, filled with fruit snacks, lip balm, and candy canes
    - ii. Looking into Pulsera service project and collaborating with Cristina Gracia and President of Olav. Will follow right after Hispanic heritage month. Also got the snacks for MHS! ☺
3. Constitution and Cones
    - a. Thursday September 19<sup>th</sup>, 2019 6pm-8pm
    - b. SGA Partnering with Legal Society and will be giving out information on constitutional rights.
    - c. Booked the cow truck and class reps/ councils will help work the event with Legal Society
  4. Updated Absentee Voting Amendment- Anthony
    - a. Updated the amendment to solidify the process more for absentee voting.
    - b. Added how Chief Justice will detail the voting matter and will get their vote and any discussion they want to introduce.
    - c. Unanimously Voted in
  5. Updated Quorum Amendment
    - a. Added definition for Quorum
    - b. Unanimously Voted in
  6. Budget Updates
    - a. Option 1: Class Councils will have the summer to plan events and budget needed during the year. Will have allocation period like clubs to ask for the budget. Would do this each semester.
    - b. Option 2: Every council will get a baseline number that is guaranteed regardless of number of students in class. Then will get an additional amount that is based on population of class. Senior class will have a higher multiplier per student due to the needs and events type they have as well as the deflated amounts students in the class.

- i. Councils can also fundraise which was considered for these numbers.
- c. MOTION TO VOTE FOR OPTION 2.
  - i. 7 votes for yes
  - ii. 1 abstention
  - iii. Option 2 will be the way the class councils budget allocation. Will be determined based on a matrix including a baseline for each council that's equal and multiplier will be added which is different for each class. See council budget below: (1,000 is the baseline for each class and budgets are on the right and multiplier is in the middle.)
 

iv. 1000 freshman	\$1.000	\$1,730
	sophomore \$1.300	\$1,728
	junior \$1.000	\$1,720
	senior \$3.571	\$3,000

7. Reminders

- a. Possible meeting days/ time for Rob Reed: Wednesday 9/25 and Thursday 9/26 from 3pm-5pm. **Send availability in the chat.**
- b. Senate Meeting- Thursday September 19<sup>th</sup>, 2019. Business Casual.
- c. SGA Tuesdays!! Dress Up and Nametags!!
- d. Executive Cabinet- September 20<sup>th</sup>, 2019

**Meeting Adjourned- 6:52pm**



*Student Government Association Executive Cabinet Meeting*

**Friday, September 20, 2019**

Meeting Scheduled: 5:00 - 7:00 pm

**Members Present:** *President* Dontae Thomas, *VP* Emani Carter, *Speaker* Jessie Koch, *Representative* Brandi Hall, *Director* Anthony Plaag, *Director* Gabe Madro, *Director* Marriah Boyd, *Director* Brandon Stephens

**Unable to Attend:** *Chief Justice* Jaden Thornton, *Representative* Ashley Hamilton, *Representative* Marie-Claire Ofoegbu,

**Call to Order- (5:05pm)**

1. Welcome/ Opening Remarks
  - a. Roses and Thorns



2. Mustang Moments
3. Position Updates
  - a. *President* Dontae Thomas and *VP* Emani Carter
    - i. Emani- beginning to plan a town hall. Tentatively set for November 13 or 14 from 6-8pm, worked with committee in the senate yesterday to further plan, plans to have everything completed by October 16
    - ii. Meeting Monday with athletics; Brett Adams wants to have athletics more involved in SGA; Brett will come up with designs for student spaces at sporting events; having athletics schedules sent to conference services for more transparency; wants each sport to host a philanthropic event and SGA will partner; Having one student rep from each sport to join SGA

- iii. Preparing for the culinary council first meeting oct 3, opening application for Tuesday's tabling
  - iv. Pricing for SGA Shirts
  - v. Meeting with Cristina to help CDI- next week
  - vi. Meeting with SU Online- Next week
  - vii. Meeting with Greg Hullson- next week (Trauma bags and AED's in res halls)
  - viii. Both- working on student space proposal
- d. *Chief Justice* Jaden Thornton (sent in advance of absence)
- i. It has been a long week but the Freshman Class Rep election is finally done!! First thank you to Emani and Dontae and MC for all their help during this process. It was hard for me because this was my first election, but you guys were there for me to help me learn my role while doing it! And honestly, overall I think it went well. I also want to say thank you to Emani for taking the minutes today in my absence. Like I said last week we had seven candidates and they all completed their signed campaign guidelines. Voting began yesterday at 10am and ended today at 4pm. As I am typing this right now we already have 170 responses from voters, so I anticipate we will have a great turnout for voting. Of course because I am doing this retroactively, I do not know who has won but you all do at this moment! My plan is to send out an email to all the candidates and inform the losers about their loss (lol), and to email the winner. As stated in the application (and what I will say in the email I send to the new class rep), they will attend their first e-cabinet meeting next Friday the 27th! If you all have any questions please don't hesitate to ask or reach out. Thanks for bearing with my absence and I love and appreciate you all! Also shout out to the senior and junior class councils for helping with constitution and cones yesterday, it means a lot! :)
4. *Representative* Brandi Hall
- i. Advertising for the ravens vs steelers watch party, one on one was good today, starting to plan haunted hallways- theme haunted hospital, updating contract and rules list for haunted hallways
- f. *Director* Anthony Plaag
- i. Picked a date for tabling in Rockland- oct 7 from 5-7, with wheel and candy and questions, needs to consult committee more for topic and questions; spoke with cristina about creating for publications for CDI, plans to make this his priority for the rest of the semester
- g. *Director* Gabe Madro
- i. Allocation process- brought up to committee, doesn't like allocating for the whole year instead of the semester; looked at the cons of the process, felt it wasn't fair and balanced because they weren't explaining what the budget was for, wants to have clubs come in and



explain why they want the amount they do; there is confusion with rollover concept

- h. *Director* Marriah Boyd
- i. Stocking project in collab with reach is going well, meeting with reach soon; bracelet project is going well too- collab with Olan and WORTH, possible special Olympics collab with athletics and sga coming in the spring
  - j. *Speaker* Jessie Koch
    - ii. Tiffany came to senate meeting, senators liked talking to her, all amendments were approved, Ravens Flock was approved, 2/3 special funding were approved; really good conversations during senate meeting;
  - k. *Director* Brandon Stephens
    - ii. Going through designs for sga apparel; working with alex sharp and aiga, waiting to hear from photo club senator  
Fundraiser on oct 3 with fundraiser give away
- 5. Special Funding – Gabe
  - i. Working on editing special funding request form
- 6. SGA Tabling
  - i. Meet the Board for first tabling
  - ii. Marie Clare surveying
  - iii. Time for tabling: 5-7
- 7. Town Hall Brainstorm
  - i. Wanting to be able to talk to administration- the students really want to talk to them
  - ii. Having at least a few administrators at them
  - iii. Have an open invite to administration instead of choosing individuals
  - iv. Facilitating Conversation- REALLY IMPORTANT
  - v. Have basic ground rules
  - vi. Have an initial survey- invite administration that is according to the issue (let them know the concerns ahead of time to prepare)
- 8. “\_\_ is...” Activity
- 9. Viewing Complaints
  - i. from anonymous Nursing Student about accepting
  - ii. from anonymous Commuter about parking and not feeling important and valued because of it
- 10. Reminders
  - i. 9/22 2am Sign Timesheet
  - ii. 9/24 SGA Tuesday, Dress up and wear name tags

- iii. If you need time at the next meeting, let Emani know by noon the day of the meeting
- iv. Please keep side conversations to a minimum during meetings
- v. **You are loved, and you matter**

11. Dan Time

**Meeting Adjourned- (6:33pm)**



*Student Government Association* Executive Cabinet Meeting

**Friday, October 4<sup>th</sup>, 2019**

Meeting Scheduled: 5:15 - 7:15 pm

**Members Present:** *President* Dontae Thomas, *VP* Emani Carter, *Chief Justice* Jaden Thornton, *Representative* Ashley Hamilton, *Representative* Brandi Hall, *Representative* Marie-Claire Ofoegbu, *Representative* Jalen Reshard, *Director* Anthony Plaag, *Director* Gabe Madro, *Director* Marriah Boyd, *Director* Brandon Stephens

**Unable to Attend:** *Speaker* Jessie Koch, *Advisor* Dan

**Call to Order- 5:18pm**

1. *Welcome/ Opening Remarks*

a. Pumpkin Drawing

2. *Position Updates*

a. *President* Dontae Thomas and *VP* Emani Carter

- i. Topic of future Town Hall meeting will be student spaces. November 13<sup>th</sup> 6-8pm Rockland A
- ii. Met with Jenna to prepare for Leaderstang presentation
- iii. Met with Transportation to talk about that situation. Two shuttles went down in the summer and Vans are very old. Looking at plans to present to Hirshman to get newer vehicles. Need to check prices at discount vehicle distributions. This improvement will allow for shuttles to go farther and even out of state.
- iv. Will be meeting with IT this week. Will ask about getting separate emails for Judicial Brach, Senate, and finance. Also, phishing incident.
- v. Will be meeting with the first-year experience (Marty) and will reach out to see if any events or resources are needed. Seeking ideas. Also, about to meet with Tess
- vi. Meeting with Hirshman and Tiffany on Friday October 11<sup>th</sup>. Let them know if you want anything to be addressed or asked.

- vii. Food Service Committee meeting is Tuesday October 8<sup>th</sup> from 3-5pm. Food Culinary Wednesday October 9<sup>th</sup> 4-7. Dates will not work and will look to move dates to different times. Will reach out
- viii. Meeting with Cristina and need to email to set up. Will follow up with an email.
- ix. Dan will help get Gregg Coulson to respond back to Dontae.
- x. Sorority and Fraternity life will be allowed to special fund. They will contribute dues to these requests.
- xi. Shuttles will be offering opportunities to stores for students to get resources from Target, Wegmans, and Walmart. If there is more interest, then will become regular. Maybe even taking a trip to Towson Mall.
- b. *Chief Justice* Jaden Thornton
  - i. Wants to get a confidentiality form for each justice to deal with the sensitive information.
  - ii. Received comments from Justices on the Constitution so will be reviewing those and bringing forward possible amendments soon.
- c. *Representative* Ashley Hamilton
  - i. November 1<sup>st</sup> and 2<sup>nd</sup> will have shuttles for the hockey games. Put in a special funding request for this and class councils contributed \$50.
  - ii. Will be working on sip and paint for November 15<sup>th</sup>, 2019. Might submit special funding request.
- d. *Representative* Brandi Hall
  - i. Sent an email to clubs and organizations for haunted hallways. October 18<sup>th</sup> is the deadline to get the ideas in by 5pm. Using all of upstairs Rockland. 6 rooms in banquet and two clubs collabe in rock a and rock b is the voting room.
  - ii. Inventory in basement of rocklands to see leftover materials for haunted hallways. It is a mess, but shes being a trooper. Waiting for clubs to get back to her
  - iii. Watch Party (Ravens Steelers)- Sunday October 6<sup>th</sup> at 12:30pm!!
- e. *Representative* Marie-Claire Ofoegbu
  - i. Working on the tailgate for homecoming on October 19<sup>th</sup>. Set-up starts at 8:30-9am. Starts at 10am. Looking for volunteers to help the event.
  - ii. Gave Anime club a table to help make origami for kids. Has face paint, beads, and other spirit activities.
  - iii. Will be attending the impact meeting at University of Baltimore
- f. *Representative* Jalen Reshard
  - i. Has 10 people on her class council and will have her first meeting on October 21<sup>st</sup>. Will introduce and welcome group and talk about goals.
- g. *Director* Anthony Plaag

- i. Talked with his committee and is bringing back diversity days. Will use a prize wheel and give chips as prizes. Monday October 7<sup>th</sup> from 5-6:30 outside of Rockland.
- ii. Still working on publications and focusing on the big 8 identities of intersectionality. Assigned topics to members of committees
- iii. October 25<sup>th</sup>- attending the d&I meeting and will bring any concerns, just let him know.

h. *Director* Gabe Madro

- i. New Special Funding Request
  - 1. Only will go to the Senate for voting, E-cabinet will only review. Language of “no special funding for swag” rule updated to say “apparel” to specify.
- ii. Special Funding:
  - 1. Ashley, Senior Class Rep
    - a. Requesting 200\$ for shuttles to hockey games. Class councils are matching with 20\$.
      - i. Vote
        - 1. Yes- Unanimous
        - 2. No- 0
        - 3. Abstention- 0
  - 2. National Society for Leadership and Success
    - a. \$400 and will be matching the amount for conference

*Director* Marriah Boyd

- iii. Pulsera project paperwork should be in by Monday and be approved soon and will do the fundraiser from October 21<sup>st</sup>-26<sup>th</sup>. Will confirm soon.
- iv. Reach project is doing well. November 4<sup>th</sup>-November9<sup>th</sup> will do a glove drive.
- v. Will make flyers for both projects and will advertise as well. All contributions going to late November stocking project.

i. *Director* Brandon Stephens

- i. Wants to work with Ashley to get pictures of class councils and events to make updates to the senior page.
- ii. Inquire into ordering shirts

### 3. Goals

a. Changing of Goals?

- i. Anthony
  - 1. Keeps first goal
  - 2. Added Diversity Talk tabling to the goals and will continue to educate the community. Wants to have one publication by the end of the semester.

- ii. Gabe
  - 1. Wants to change the budget allocation process
  - 2. Wants to create by-laws to address class council budgets.
- iii. Marriah
  - 1. Not really doing food drives anymore but rather resource drives
  - 2. Not so sure about cards anymore
  - 3. Wants to establish using funds from budget to help philanthropy groups on campus. Will think about splitting amount and matching clubs rather than giving them away.
- iv. MC
  - 1. Wants to get rid of block party tradition goal
  - 2. Wants to put more effort into meeting with department heads and retaining students after the first year.
- v. Brandi
  - 1. Active Shooter training will be moved or pushed back to the spring
- vi. Jaden
  - 1. Still thinking about the newsletter idea. Looking for other E-Cabinet members to possibly form a committee.
- vii. Jessie
  - 1. Bi laws will finish the Senate Guidelines the 18<sup>th</sup> to solidify those expectations
  - 2. Succeeded to have more administrative presenters in the senate
- viii. Ashley
  - 1. Succeeded in planning a 21+ event on campus!!
- ix. Brandon
  - 1. Market SGA to get a positive brand around the community
- 4. Campus Landmark
  - a. Wants to add a possible landmark to be the spirit of the school. Like other schools have statues of their mascot or logo. Wants us to come up with an idea.
    - i. Fountain with a Mustang in the Center
      - 1. Four horses with the four core values in four directions?
- 5. Concessions
  - a. Will be paying for apparel with Concessions. SGA will sign up for a game and work it to fundraise.
- 6. SATF Meeting
  - a. (Substance Abuse Task Force) Jalen said she will go to the meetings! Dontae also expressed availability for this
  - b. Needs a representative from SGA to commit to all of the following meetings:
    - i. SOBL 404 9 – 10 am
      - 1. 10/11

2. 11/8
3. 12/13
4. 1/10
5. 2/14
6. 3/13
7. 4/3
8. 5/8

7. Reminders

- a. Watch Party (Ravens Steelers)- Sunday October 6<sup>th</sup> at 12:30pm!!
- b. Submit Time Sheet!!
- c. SGA Tuesday- Dress up and wear nametags

**Meeting Adjourned- 6:51pm**



*Student Government Association Executive Cabinet Meeting*

**Friday, October 18<sup>th</sup>, 2019**

Meeting Scheduled: 5:15 - 7:15 pm

**Members Present:** *President* Dontae Thomas, *VP* Emani Carter, *Speaker* Jessie Koch, *Chief Justice* Jaden Thornton, *Representative* Ashley Hamilton, *Representative* Brandi Hall, *Representative* Marie-Claire Ofoegbu, *Representative* Jalen Reshard, *Director* Gabe Madro, *Director* Marriah Boyd, *Director* Brandon Stephens

**Unable to Attend:** *Director* Anthony Plaag

**Call to Order- 5:18pm**

1. Welcome/ Mustang Moments
  - a. Jets over Pats- Monday night football
2. Position Updates
  - a. *President* Dontae Thomas and *VP* Emani Carter
    - i. Met for First Year Experience, focusing on class councils and unifying the class. Will be focusing on transfer students as well and creating an 'adopt a freshman' mentorship like program
    - ii. Meeting with Cristina moved to Monday, also the same day as the IT meeting about the emails for the other branches
  - b. *Speaker* Jessie Koch
    - i. Will be a senate meeting this week and there will be 40 minutes given for committee time so please come with things for the senators to do!!
  - c. *Chief Justice* Jaden Thornton
    - i. I have received bio information for each of my Justices that we will be adding to the SGA website. Will coordinate with Brandon for this
    - ii. Created a new confidentiality agreement for Justices and will get the signatures at the last meeting.
    - iii. Figuring out what works best with the senate schedule and meeting for constitutional updates



- d. *Representative Ashley Hamilton*
    - i. Working on flier for hockey transportation. Sponsoring shuttle for games on November 1<sup>st</sup> and 2<sup>nd</sup>. Shuttles will be rolling and be taking multiple trips back and forth.
  - e. *Representative Brandi Hall*
    - i. Still waiting for clubs to respond and has started to contact groups directly. Responses due today but giving brief extension but don't want to cut it too close.
  - f. *Representative Marie-Claire Ofoegbu*
    - i. Tailgate is tomorrow so all the help is needed and appreciated
    - ii. Register for Leaderstang- will resend the link to everyone
  - g. *Representative Jalen Reshard*
    - i. Talked to Brittany and made first agenda for council meeting on Monday
  - h. *Director Gabe Madro*
    - i. Will be meeting with dan to update the bylaws for the financial side of things. Wants to make the allocation process easier to understand and consistent
    - ii. No special funding requests
  - i. *Director Marriah Boyd*
    - i. Will be tabling with Cristina tomorrow to hand out the Pulsera. The flier has went out for it and a text message blast will be sent during the second week. Will be posting fliers this weekend around the campus. Help spread electronic flier as well. Will have fun facts for latinx heritage month tabling.
    - ii. Glove drive- budget will be confirmed and will buy the items for the drive. REACH has bought their items already.
  - j. *Director Brandon Stephens*
    - i. Marketing Plan together. Goal to do member spotlights on instagram and will start now.
    - ii. Will update senior page on website and take pictures tomorrow at the tailgate. Received the associate justices bio information as well and will be adding that to the site.
    - iii. Need help from committee to help make fliers for Alex Sharpe and student commencement speakers for December. Link for that is in bio of SGA IG.
3. Reminders
- a. SIGN UP FOR LEADERSTANG
    - i. Reach out to MC if you would like to help during the conference
  - b. Tailgate Tomorrow- North Parking Lot at 10am
    - i. Please arrive early and help MC setup and work the spirit tent
  - c. Homecoming football game tomorrow

- i. 1pm
- d. Sign your timesheet!!!
- e. SGA TUESDAY- DRESS YOUR BEST- will be tabling for the rest of the semester
- f. Senate Meeting this Thursday at 4pm in the Claire e. Moore room 10/24
- g. Spring Fling Planning Due- By the last meeting of the semester
- h. Website redesign- end of the semester
- i. Collegetown Underground? 1/17-20
- j. Collegetown SGA Summit @ UMBC 8:30-4pm 2/1
  - i. Summit Recap Garrison Conference 5:30pm – 7pm
- k. Retreat Garrison Conference Room 10 – 5pm

**Meeting Adjourned- 5:45pm**



*Student Government Association Executive Cabinet Meeting*

**Friday, October 25<sup>th</sup>, 2019**

Meeting Scheduled: 5:15 - 7:15 pm

**Members Present:** *President* Dontae Thomas, *VP* Emani Carter, *Speaker* Jessie Koch, *Chief Justice* Jaden Thornton, *Representative* Marie-Claire Ofoegbu, *Representative* Jalen Reshard, *Director* Anthony Plaag, *Director* Gabe Madro, *Director* Marriah Boyd, *Director* Brandon Stephens

**Unable to Attend:** *Representative* Ashley Hamilton, *Representative* Brandi Hall

**Call to Order- 5:26pm**

1. Welcome/ Opening Remarks
  - a. Why did you join SGA? Why did you stay?
    - i. Dan the Man put his cards in the hotel slots of his classmates
      1. Eventually dropped out in Junior year because too much on his plate :’(
2. Position Updates
  - a. *President* Dontae Thomas and *VP* Emani Carter
    - i. Tabling on Tuesday and will be going over different SGA updates. Will be pushing the culinary council surveys with Mitch. Might combine with Marriah and MC to promote their events as well. Will be from 5-7
    - ii. Wants to add more people on the Presidential Ad Hoc committee in the senate as they are pushing and working on the Student Space Proposal. Will be sending information about this. Council will also make plans for Greenspring shuttles and first year experience/ five-year plan.
    - iii. Will be sending a memo to frats and sororities about special funding for them internally, so they have a model. Also possibly making these organizations have representation in the senate.
  - b. *Speaker* Jessie Koch

- i. Senate Committee Heads please pass along messages from members on your councils to Jessie. She wants to keep track of absences and etc. Also need to make the fees and processes of the senate to make sure it is clear, and no one has questions about protocol.
  - ii. If anyone needs time during the senate meetings, please reach out prior to the Monday before Senate meetings.
  - iii. Senate meeting went well but quorum was too close for comfort.
- c. *Chief Justice Jaden Thornton*
  - i. Brought Constitutional changes to the Senate meeting. Went over the changes in depth and explained how this process would go moving forward. Still waiting to hear about the vote about these changes as one took place. Will present today at Executive Cabinet meeting to go over changes as well.
  - ii. Constitution is halfway completed. Goal is to have them completed by the end of the semester and ready to roll out by Thanksgiving Break. Talked to Jessie to think about having the December Senate meeting as it might be required to ensure the Constitution is finished by the end of the semester.
  - iii. Still waiting on the email account for the Judicial Branch
  - iv. As Justices finish the Constitution we will soon be moving to elections. Election Bylaws, applications, timelines, guidelines, and general process.
- d. *Representative Marie-Claire Ofoegbu*
  - i. Class councils working together. Event Planning, Night Life, School Spirit, and Academic Assistance. Created a five-year plan for the projects.
    - 1. November 16<sup>th</sup> Football game will debut the first student section in the stadium. Will have green and white palm palms and will advertise with a flyer. Still have to meet Brett Adams.
    - 2. Want to put a thank you seniors in front of Rockland to commemorate the senior games and last seasons.
  - ii. Will be filing all documents and info from this year to use for future plans and ideas
- e. *Representative Jalen Reshard*
  - i. Will be talking to other class reps to talk about spring fling planning
  - ii. First meeting went really well, everyone was quiet, they came up with three ideas for the fall semester, feels like it is a lot to do
    - 1. Idea 1: Introducing freshman class council with suggestion boxes and refreshments in upstairs Rockland
    - 2. Idea 2: Basketball pep rally
    - 3. Idea 3: Wants to create a social media account for the freshman class

- f. *Director Anthony Plaag*
  - i. Told committee to get research for the publication project by November 21<sup>st</sup>. Working with Cristina for different diversity education initiatives
  - ii. November 11<sup>th</sup> will table again. On the November 7<sup>th</sup> senate meeting the committee will talk about what they will table about.
  - iii. Went to the D&I meeting and saw the logo and Office365 form for D&I representation during events. Created around 4 documents to provide education to students and faculty on D&I information.
- g. *Director Gabe Madro*
  - i. All clubs have been emailed Special Funding updates. Send people to Gabe with any questions related to funding to make sure that clubs are straight on the topic
  - ii. This update was funny, and you had to be there
  - iii. Allocation link opens Monday October 28<sup>th</sup> and will close on November 7<sup>th</sup> at 4pm before the next Senate meeting. Remind clubs to fill out this link. Gabe will also send an email to the clubs informing them of this link.
  - iv. Will email committee to help Crete Financial Bylaws. Will be sending Gabe info on Monday for meeting with Dan
  - v. Special Funding Request
    - 1. SGA Sophomore Class Council
      - a. School Spirit Initiative to endorse school spirit at the November 16<sup>th</sup> football game. Expected 300 students and putting up 250 for palm palms and beads. Wants to use money to buy spirit supplies.
      - b. Everyone will approve the request after MC updates the total budget on the request
- h. *Director Marriah Boyd*
  - i. Pulsera project is doing well. Getting a lot of support on social media and almost sold out of first bag and will be getting another one. Pop up shops on north worked well as well as the tailgate table. Fundraiser will end Monday November 4<sup>th</sup>.
  - ii. Got two tabling sessions on North and OM
  - iii. Will be getting help with WORTH and Olas for Pulsera to be sold at their events/ tabling
  - iv. Glove Drive- will be ordering materials this coming Monday on the 28<sup>th</sup>. Will begin on November 4<sup>th</sup> and will be sending flyers and text blasts out.
  - v. Committee talked about different initiatives for future
- i. *Director Brandon Stephens*
  - i. Monday 10/28 will be ordering the shirts for the class councils.
    - 1. Will need a list with shirt sizes of councils.

- ii. Tuesday 10/29 will be the first member spotlight for the SGA Instagram account
- 3. Constitutional Updates- Jaden
  - a. Motion to Vote to approve changes
    - i. Unanimous to pass changes
  - b. Please review your roles as stated in the constitution and send your changes and edits to Jaden by next Friday Nov 1<sup>st</sup> and he will take it to the Judicial Council.
  - c. Next round will be coming out soon and be voted on at the next Senate meeting.
- 4. Reminders
  - a. Bring edits and ideas about Student Space Proposal by next meeting on Friday November 1<sup>st</sup>
  - b. Please send Jaden your recommendation for your position roles under the constitution
  - c. SIGN UP FOR LEADERSTANG
    - i. Reach out to MC if you would like to help during the conference
  - d. SGA TUESDAY- DRESS YOUR BEST- will be tabling for the rest of the semester
  - e. Spring Fling Planning Due- By the last meeting of the semester
  - f. Website redesign- end of the semester
  - g. Collegetown Underground? 1/17-20
  - h. Collegetown SGA Summit @ UMBC 8:30-4pm 2/1
    - i. Summit Recap Garrison Conference 5:30pm – 7pm
  - i. Retreat Garrison Conference Room 10 – 5pm

**Meeting Adjourned- 6:37pm**



*Student Government Association Executive Cabinet Meeting*

**Friday, November 1<sup>th</sup>, 2019**

Meeting Scheduled: 5:15 - 7:15 pm

**Members Present:** *President* Dontae Thomas, *VP* Emani Carter, *Speaker* Jessie Koch, *Representative* Ashley Hamilton, *Representative* Brandi Hall, *Representative* Marie-Claire Ofoegbu, *Representative* Jalen Reshard, *Director* Anthony Plaag, *Director* Marriah Boyd, *Director* Brandon Stephens

**Unable to Attend:** *Chief Justice* Jaden Thornton, *Director* Gabe Madro

**Call to Order- 5:19pm**

1. Welcome/ Opening Remarks
  - a. Roses and Thorns
2. Position Updates
  - a. *President* Dontae Thomas and *VP* Emani Carter
    - i. Ordered office supplies today, ex: calendar, staples, markers.
    - ii. Marty - email sent to Jalen, and MC
    - iii. Brett Adams- wants to know timeline for student spaces and athletic senators
    - iv. Culinary Council meeting went well, taste tested mac and cheese bites, and monkey bread, and vegan lasagna
    - v. Food Service Committee 11/12 3-5pm Attendees- MC, Anthony, Jalen
    - vi. Desk cleaned out and being scanned to 365, extra papers thrown out
    - vii. Cheaper company found for ordering shirts
  - b. *Speaker* Jessie Koch
    - i. Been working on bylaws
    - ii. Allocation has opened due 11/7 by 4pm
    - iii. Creating a new form for special funding request on 365, coming soon
  - c. *Representative* Ashley Hamilton
    - i. Sip and Paint budget and flyer approved

- ii. Tickets are available soon
    - iii. Glasses, and paint are ordered
    - iv. Need to find someone to do tasting- Maumi's fiancé is the back-up person
    - v. Jose tequila fundraiser in dec maybe
  - d. *Representative* Brandi Hall
    - i. Council are thinking about another event after thanksgiving before winter break: a mug or ornament decorating
    - ii. Possible Spring event- Pajama movie night with cereal bar
  - e. *Representative* Marie-Claire Ofoegbu
    - i. Still need to get in contact with Bret Adams about black out game
    - ii. Mug decorating event wed 12/4 in ratcliffe with performances from students, Christmas movie, and a story version of gift exchange. Collab with CDI
  - f. *Representative* Jalen Reshard
    - i. Reserved mustang meet up event (introducing her council to the community), in ratcliffe 21<sup>st</sup> 6-8pm, with chickfila
    - ii. Wants to have student section at basketball game
  - g. *Director* Anthony Plaa
    - i. Scheduled diversity day tabling on the 11<sup>th</sup>
    - ii. Going to do more research at the senate meeting
    - iii. Research deadline 11/21 – for the big 8 identities + publication on intent vs impact, brochure or half sheet?
  - h. *Director* Marriah Boyd
    - i. Pulsera project ends on Monday
    - ii. Selling them tonight at dia de los muertos event, and tabling on Monday too
    - iii. Planning spring service projects
  - i. *Director* Brandon Stephens
    - i. Shirts going to be ordered on Monday
3. Student Space Proposal Comments/Edits
- a. SGA and conference services moving first-phase 1 submitted before winter break
  - b. CDI, SA, SU Online moving- phase 2 submitted spring semester
  - c. Statistically Lynn Duncan is not used by students. Should be used as a student space. [Anthony will personally move the portraits if that if it is a problem.](#)
  - d. CDI moving to Garrison for exposure- the center is used mostly by athletes as a study hall so it need more traffic
  - e. Check student number for EGaming room (not the esports team room) – possibly using that space as something else
  - f. Check the usage of the TV room- use that space for something else



- g. Surveys for location and use of CDI and Egaming room, do student know about these spaces and actually use them?
  - h. Moving Campus Rec to athletics space into lower level Caves
  - i. If CDI moves, the office will be open
  - j. Dan- difficulty is created if the resource room is moved to garrison
  - k. Moving SU Online to Greenspring
  - l. Sodexo Jackie moving to current conference services space
  - m. Conference Services moving to current Resource Room
4. Reviewing Finance Bylaws
- a. Change reclaimed by SGA to “taken and put back into the budget allocation pool”
  - b. Change Director of SA and Assistance Director to “Advisors of SGA”
  - c. Change approved by cabinet to “reviewed by cabinet” (for errors and unallowed requests)
  - d. Take away point 2v.
5. Reviewing Senate Bylaws – [Good Stuff](#)
- a. Check created purpose statements – directors and P & VP
6. Reminders
- a. **President Hirshman will be attending the next meeting to discuss the strategic plan- Meeting will be in GARRISON CONFERENCE ROOM!!**
  - b. Sign up to attend York Conference by Nov. 4. Open to class councils too
  - c. SGA TUESDAY- DRESS YOUR BEST- will be tabling for the rest of the semester
  - d. Spring Fling Planning Due- By the last meeting of the semester
  - e. Website redesign- end of the semester
  - f. Collegetown Underground? 1/17-20
  - g. Collegetown SGA Summit @ UMBC 8:30-4pm 2/1
    - i. Summit Recap Garrison Conference 5:30pm – 7pm
  - h. Retreat Garrison Conference Room 10 – 5pm

**Meeting Adjourned- 6:36pm**



*Student Government Association Executive Cabinet Meeting*

**Friday, November 16<sup>th</sup>, 2019**

Meeting Scheduled: 5:15 - 7:15 pm

**Members Present:** *President* Dontae Thomas, *VP* Emani Carter, *Speaker* Jessie Koch, *Chief Justice* Jaden Thornton, *Representative* Ashley Hamilton, *Representative* Brandi Hall, *Representative* Marie-Claire Ofoegbu, *Representative* Jalen Reshard, *Director* Anthony Plaag, *Director* Gabe Madro, *Director* Marriah Boyd, *President* [Hirshman!!!](#)

**Unable to Attend:** *Director* Brandon Stephens, *Advisor* Dan Schwartz

**Call to Order- 5:16pm**

1. Welcome/ Opening Remarks
  - a. Teambuilding Reflective Pieces
2. Strategic Plan
  - a. Develop Campus
    - i. Rosewood
      1. Outdoor track and field and multi-purpose athletic field
      2. Turf field
      3. Supports athletics and club sports
    - ii. North Campus
      1. Library and Theater Creation
      2. Create a quad on North Campus with a possible café
  - b. Develop Academic Programs
    - i. Development of Majors
      1. Addition of three new majors
      2. Create recruiting pipelines
  - c. Supporting Student Success
    - i. Finish in four initiative
    - ii. Help prevent students from facing academic challenges
      1. FYS needs to be more structure

- d. Developing Student Life
    - i. Integrate the first-year experience
    - ii. Add more clubs and become more active in event planning
  - e. Focus on Outreach and Student Recruitment
    - i. Add and enhance the admissions process and tours to encourage application
  - f. Focus on Student's Professional Success and Career Development
    - i. Integrated professional minors
    - ii. Each major requires an internship
      - 1. Office of Career Services- More of a push
  - g. Build Community on Campus
    - i. Enhance diversity on campus and education on these issues
      - 1. Change of the statement in the proposal to recognize that it is a continuing process
  - h. Enhance Financial Strength and Stability
    - i. Helping cut expenditures and increase revenue to fund and support the opportunities on campus
  - i. Enhance administrative efficiency and productivity using information technology and process innovation
    - i. Modernize the IT department, and implement industry standard software
      - 1. The wifi!!
      - 2. Printers and Student Activities laptops
3. ResLife Solutions
- a. New policy states that you cannot be an RA and hold any executive board position for any clubs. Because this directly effects student life, we can bring a policy resolution. We will go to ResLife, if they do not cooperate or agree (or at least open to an agreed compromise), we will go to Tiffany Sanchez, then to whoever we need to. We have received multiple concerns from prospective RA candidates as well as current RA's and executive board members.
    - i. Possible Solutions:
      - 1. Let's try to tell them to limit it to 1-2 e-board positions.
    - ii. Committee- Will bring final edits on Friday November 15<sup>th</sup>, 2019
      - 1. Jessie
      - 2. MC
      - 3. Jalen
4. Position Updates
- a. *President* Dontae Thomas and *VP* Emani Carter
    - i. Emani will focus on commuter issues for the rest of the semester, especially the parking situation and shortage

- ii. Townhall on Wednesday November 13<sup>th</sup>, 2019- Need to promote the townhall
  - iii. Faculty Council meeting was today and winter graduation commencement speaker has been chosen but not announced
  - iv. Rosewood construction has started and trees are being cut down and piping is being made
  - v. Talked to sodexo about the concessions and we will be getting paid!!
  - vi. Met with Mitch and Darius from admissions to help plan homecoming and the process/ structure
  - vii. Space Proposal will be able to be implemented because Greenspring is not being sold. SU online will be there and only administrative offices and no classes
  - viii. McDaniel wants to meet with our SGA to compare and make improvements to each school's organization. Will provide insight and alternate perspectives. Will need to select a time and date for that.
  - ix. Alumni mentor and mentee program will start soon. You will be able to sign up for it and have someone to help guiding them. Flash mentor will be available for quick questions not relating for jobs. Something to keep in mind for Election bylaws
- b. *Speaker* Jessie Koch
- i. Meeting with Dan resulted in the Bylaws being finished during next semester, as research will be made in order to make the best possible bylaws.
  - ii. All special funding request and Constitutional edits passed during the November 7<sup>th</sup> meeting
- c. *Chief Justice* Jaden Thornton
- i. Brought Constitutional Edits before the senate and will present them at the e-cabinet meeting next Friday on the 15<sup>th</sup>. Will meet with Judicial Board this week to try and finish the Constitutional updates
  - ii. Will start election bylaws and applications soon and will report info back to the e-cabinet
- d. *Representative* Ashley Hamilton
- i. Paint and Sip on Friday November 15<sup>th</sup>, 2019- bring id's
- e. *Representative* Marie-Claire Ofoegbu
- i. Black out will be postponed due to Brett Adams not responding. We will look to reschedule to another date and reuse the supplies for another event. Might still do Nov. 16<sup>th</sup> but not with a sophomore class council overtone.
- f. *Representative* Jalen Reshard
- i. Got social media for the class and trying to connect with the freshman students

- ii. Gave her group goals so that the pages can be ran well
  - iii. Wants to do a mustang meet and greet (will revisit name to avoid ResLife confusion). Will have flyers by tomorrow and advertise around campus. Need to get food and the banner.
  - iv. Planning events for next semester and will maybe collaborate with Brittney.
  - v. SATF Meeting was nice and had conversations about different views and partnerships with SGA in the future
  - g. *Director Gabe Madro*
    - i. Bylaws not well received by senate such as the \$50 fine for missing meetings and fundraised funds clarification. Will revisit the process and bylaws to make updates and bring to the senate again.
  - h. *Director Marriah Boyd*
    - i. \$615 made from the pulsera project and it has been sent in the mail!! Organization will receive the check from Kathy on Monday. Sold 150ish bracelets
    - ii. Glove Drive is in effect!! Created a card signing that will be brought to the senate and through tabling
5. Reminders
- a. SGA TUESDAY- DRESS YOUR BEST- will be tabling for the rest of the semester
  - b. Spring Fling Planning Due- By the last meeting of the semester
  - c. Website redesign- end of the semester
  - d. Collegetown Underground? 1/17-20
  - e. Collegetown SGA Summit @ UMBC 8:30-4pm 2/1
    - i. Summit Recap Garrison Conference 5:30pm – 7pm
  - f. Retreat Garrison Conference Room 10 – 5pm

**Meeting Adjourned- (time)**



*Student Government Association Executive Cabinet Meeting*

**Wednesday, December 11<sup>th</sup>, 2019**

Meeting Scheduled: 6:00 - 7:00 pm

**Members Present:** *President* Dontae Thomas, *VP* Emani Carter, *Speaker* Jessie Koch, *Chief Justice* Jaden Thornton, *Representative* Ashley Hamilton, *Representative* Brandi Hall, *Representative* Marie-Claire Ofoegbu, *Representative* Jalen Reshard, *Director* Anthony Plaag, *Director* Gabe Madro, *Director* Marriah Boyd

**Unable to Attend:** *Director* Brandon Stephens

**Call to Order- 6:04pm**

1. Welcome/ Opening Remarks
  - a. Teambuilding Reflective Pieces
2. Position Updates
  - a. *President* Dontae Thomas and *VP* Emani Carter
    - i. Discount with the bookstore. Sold a lot of merchandise and will be increasing toiletries stocked in the starting gate
    - ii. Jazzman's will be a full "corner store" and we will be looking to add Stevenson gift cards for the coffee shop. Will be increasing items available for swipes at coffee house. Corner store will sell a wider range of items.
    - iii. Greg Cullson and Brett Adams responded and will meet during the first week of the next semester to help implement goals.
    - iv. Off campus shuttle schedule is complete and will launch the first week of the next semester.
    - v. Planning and executing more programming events with MAP and CSA and partner with SGA to be more present on campus.
    - vi. Hopes that special funding will be ready by the next semester and now special funding requests will be put in the office 365 folder so there is no confusion.
  - b. *Speaker* Jessie Koch
    - i. (See Gabe's position update)
    - ii. Will send out calendar updates for the spring senate meetings

- c. *Chief Justice* Jaden Thornton
  - i. Finished Constitution and e cabinet will vote on it during this meeting.
  - ii. Associate Justices will create an election timeline and will have one for each position by the beginning of the next semester
  - iii. Main focus of next semester is to start the election guidelines and get the applications ready for each position
  - iv. Will be looking for a new associate justice as Norman graduates in the winter
- d. *Representative* Ashley Hamilton
  - i. Still working on t-shirts to get the link sent out to seniors over the winter break
  - ii. Noodles and company fundraiser were successful and raised about 300\$ for the class budget.
  - iii. Want to plan a networking happy hour as the 21+ event for the spring semester.
- e. *Representative* Brandi Hall
  - i. Council collabed with WORTH and Phi Mu to have an ugly Christmas sweater. Event was successful and went smoothly.
  - ii. Planning first events for the spring. Thinking about a pajama and movie night (collab with CDI?) during black history month on a Friday
- f. *Representative* Marie-Claire Ofoegbu
  - i. Just had an event, and is now planning for next semester and different event ideas
- g. *Representative* Jalen Reshard
  - i. Met with class council and described different ideas for events next semester and will try to do one each month next semester whether big or small.
- h. *Director* Anthony Plaag
  - i. Nothing to report
- i. *Director* Gabe Madro
  - i. Emailed NSLS about meeting to explain the process about special funding. Also, will explain new Office365 implementation to mediate the past situation.
  - ii. Will be sending budget allocation emails this week so clubs are aware of their budgets
- j. SGA
  - i. Will have position evaluations and office hour assessments to see how effective we are being as an SGA in aiding the students
  - ii. Focus on managing goals for each position during next semester

- iii. Will be rolling out more SGA advertisement and videos to get our messages out there. Will roll-out in the beginning of the spring semester to address students and get off to a great start.
  - iv. For the retreat bring 3-4 pairs of dress clothes so we can take pictures all over campus together
  - v. Will be putting together a way for students to put their input in to improve campus. Will be doing this based on dorms.
  - vi. Senate meetings will be advertised to be open to general student body to get more students to raise concerns.
- 3. Spring Semester E-Cabinet Meeting Times
  - a. Fridays from 5-7pm AGAIN!!! ☺
- 4. Spring Fling
  - a. Zipline in the quad and have the cow outside. Will give each club a table like during the Involvement Fair
  - b. Clubs would be required to go
  - c. Class Councils would all work together equally
  - d. Will give clubs opportunity to make proposals to get funding so they can purchase things for the event
  - e. March/April-ish
- 5. Constitution Updates
  - a. Voting on the last section of the Constitutional Update:
  - b. Article VI – To End
    - i. Motion to Vote:
      - 1. Yes: Unanimous
      - 2. No: 0
      - 3. Abstention: 0
  - c. Vote was **passed!!**
  - d. Constitution is officially fully updated!!! Thank you all so much for your help during this time period.
- 6. Transition Email
  - a. Email all people you are supposed to connect with. Copy Emani and Dontae to these emails.
  - b. Send all dates for next semester so that we can keep a master calendar for everyone's events
- 7. Reminders
  - a. Please send the emails for new 1on1's in order to transition for next semester. Copy Emani and Dontae.
  - b. 2/1- Collegetown SGA Summit @ UMBC
  - c. 2/1- SGA Retreat and McDaniel Visit

**Meeting Adjourned- 6:50pm**