



Senate Meeting Minutes

Southern New Hampshire University Student Government Association
2500 North River Road, Manchester, NH 03106-1045
P: 603.629.4631 | sga@snhu.edu

Meeting Date: Tuesday, February 8th 2022

Call to Order: A meeting of the Senate was on 2/8/2022. The meeting Convened in the Green Center Room 102A at 5:00 PM, with President Barrett presiding.

Absences: Joey Bigos, Justin Kaminski

Approval of Minutes:

- A *Motion* was moved by Senator Menter and seconded by Senator Potts to approve the 1/25/2021 Minutes
 1. Senator Caswell – Approved
 2. Senator Douglas – Approved
 3. Senator Galante – Approved
 4. Senator Menter – Approved
 5. Senator Mock – Approved
 6. Senator Potts – Approved
 7. Senator Shaughnessy – Approved
 8. Senator Silvestre – Approved

Motion passes with a vote of 8-0-0.

Guest Speakers:

- None

Officer Reports:

- President Barrett *
 - Welcome Dr. Meagan Sage
 - Welcome Dr. Meagan Sage
 - Meagan introduces herself and overview of her role and job
 - Started at SNHU by advising SGA, supervisors support groups on campus including res life, etc.



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- Glad to be able to meet and work with SGA for the rest of the semester
 - Senate introduces themselves with name, pronouns, year graduate, degree, fun fact
- Attendance Policy – Notice from Kea
 - Kea is out, Stephanie will have notes from Kea during Kea's turn
- Casino Night Updates
 - Casino night in March 24th Thursday Pub; mark your calendars
 - Big spring event
- Board of Trustees Meeting
 - Virtual due to increase in Covid cases
 - Working on new marketing plan to join the 21st century
 - Student feedback survey
 - Our logo compared to other logos – old
 - Leaf not quill- people don't know- lost meaning
 - Working on deadline for that
- If you want to be on SGA you need to re-run for next year
- Questions / Comments / Concerns
 - Casino night we run and everyone helps to run event including Penmen Pride
 - All hands on deck
 - Will count as office hour that week
 - 5pm-11pm
- EVP of Internal Affairs Lopez +
 - Attendance
 - Attendance warning letters are going out this week in a digital and paper format. We have been very clear about the expectations for attending meetings and office hours. We were extremely lenient with attendances last semester because everyone was understandably getting used to being on campus again after being remote over almost two years. However, there comes a point in time when we have to keep moving forward and stop being as lenient, especially after stating such at our last Senate meeting. These attendance letters pertain to missing Senate and Committee meetings as well as Office Hours.
 - Virtual/Remote Accessibility



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- The executive board has decided to align with what the School of Business, SASE, and SETA are doing for all on campus classes which is only allowing virtual accessibility for those that are actively awaiting Covid test results due to exposure, have Covid symptoms, or are actively isolating/quarantining per the university's guidelines. If you have not checked your email recently, the isolation period has moved down from 10 days to 5 days. *We will be allowing virtual accessibility for other medical needs with some extended parameters.*
 - The virtual accessibility guidelines are what all SNHU on campus classes have been told to follow, so the executive board has decided that this is the best course of action for SGA meetings as well. Everyone who applied for SGA this school year and has been in SGA pre-Covid, were made aware, and agreed to, the meeting commitments and those commitments, with exception to “virtual” Office Hours, are in person.
 - RingCentral is being phased out by the university as of March 1st, so we will no longer have access to an every week link as we do now and will need to switch to Teams as our virtual platform.
- Office Hours
- At the beginning of the academic year, the executive board stated that Senators would be able to have virtual office hours, so these can continue on a "virtual" format, this way we can decrease traffic in the SGA office.
 - When you clock out of an office hour (unless you are scanning at a Penmen Pride Event) on Homebase, please “rate” the shift and then in the comments, write what you did during your office hours this way I can keep track of what tasks are being accomplished and making sure office hours are being used for SGA related purposes.
 - For Senator's Office Hours, you are expected to either scan at a Penmen Pride event, work on a Special Topic and fill out an update, or work on an SGA related task for an hour. If you do not scan at a Penmen Pride event or work on/update me on a Special Topic, you must clock into Homebase and be actively working on SGA related tasks for an hour.
 - If you need help coming up with something to work on, I am more than happy to help you find something.
 - Homebase typically has your shifts scheduled for you but if you are not doing a Penmen Pride event that week, it does not have a scheduled shift for you to clock into. Because of this, you can simply clock in at the beginning of your Office Hour and clock out when you are done.



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- During your Office Hour time that is unrelated to Special Topics or Penmen Pride events, it is expected that when you are “on the clock,” that you are available via Teams and/or Email.
 - Special Topics
 - I have asked several times, both in-person and through announcements, since the end of last semester and beginning of this semester for Special Topic updates to be turned in. I have only received one update and one new Special Topic. If you have not turned yours in and have also not completed either a typical Office Hour or volunteered for a Penmen Pride event within the last two weeks, you have been marked absent for Office Hours.
 - If you have questions, email Kea
 - VP of External Affairs * – Not sure if Ryan is talking about it in his section or here
 - Casino Night
 - VP of Marketing & Publicity Stantial
 - Penmen Pride
 - 8 events next week Check team we won’t go over them today
 - Please try to sign up not fair for someone to be doing all of them
 - If you can’t make it and then can’t please let Kate know and find coverage
 - Events
 - Weekly Bingo [Last Chapter Pub]; 8pm-9pm on Wednesday 2/9
 - Volunteer(s): DJ
 - Valentine's Themed Name that Tune [Last Chapter Pub]; 9pm-10:00pm on Thursday 2/10
 - Volunteer(s):
 - Expectations

If you sign up for an event, please show up early so you can get people that are early and scan everyone
 - Coverage
 - VP of Budget & Finance Matte+
 - ASCD
 - A *Motion* was made to approve the conference allocation request of \$9,929.00 by Senator Potts and seconded by Senator Douglas
1. Senator Caswell – Approved
 2. Senator Douglas – Approved
 3. Senator Galante – Approved
 4. Senator Menter – Abstained
 5. Senator Mock – Approved



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6. Senator Potts – Approved
7. Senator Shaughnessy – Approved
8. Senator Silvestre – Approved

Motion passes with a vote of 7-0-1

- Game Design & Development
 - A *Motion* was made to approve the conference allocation request of \$8,198.00 by Senator Potts and seconded by Senator Menter.
1. Senator Caswell – Approved
 2. Senator Douglas – Approved
 3. Senator Galante – Approved
 4. Senator Menter – Approved
 5. Senator Mock – Approved
 6. Senator Potts – Approved
 7. Senator Shaughnessy – Approved
 8. Senator Silvestre – Approved

Motion passes with a vote of 8-0-0

- SGA has separate bank account from school
 - OSI has had staffing changes
 - Left us with only one OSI signer
 - We need to add more to reflect current staff
 - Remove Gavin, Michell, Colleen
 - Add Meagan and Nicole
 - Voting to add Meagan & Nicole to the bank account
- A *Motion* was made to add Meagan and Nicole to the bank accounts by Senator Potts and seconded by Senator Douglas
1. Senator Caswell – Approved
 2. Senator Douglas – Approved
 3. Senator Galante – Approved
 4. Senator Menter – Approved
 5. Senator Mock – Approved
 6. Senator Potts – Approved
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8. Senator Silvestre – Approved

Motion passes with a vote of 8-0-0

- VP of Student Advocacy Oza
 - Nothing new
 - Working on getting tabling set up for the suggestions set up

Unfinished Business:

- None

New Business:

- None

Committee Reports:

- Budget & Finance
 - Nothing new
- Marketing & Publicity
 - Working on new social media posts
 - Starting to do senator of week
 - Fridays will have game on story
- Student Advocacy
 - Tabling in either DC or SC or Webster
 - QR codes for suggestions
 - Elections
 - Getting schedule

Advisor Comments:

- Next meeting add to agenda to get feedback on academic calendar for next year
- Will be same next year- ways to make it more manageable
- Bringing info from a staff meeting



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Announcements:

- 2 people to sit on committees
- Menter; Faculty of the Year- Friday March 25 10am
- Danny; Advisor of the Year- Wednesday March 23 3:30pm
- Let kea know
- Shameless plug- CAPE next Thursday Ice Castles tickets close next Wednesday on SNHU tickets
- Spring break – pay attention to syllabus for midterms
- If you are struggling contact advisor now
- Be aware that if you have 8 week classes, you may have class during spring break

Snaps:

- Snaps to DJ for first meeting

Adjournment: A *Motion* was moved by Senator Menter and Senator Douglas to adjourn the meeting.

1. Senator Caswell – Approved
2. Senator Douglas – Approved
3. Senator Galante – Approved
4. Senator Menter – Approved
5. Senator Mock – Approved
6. Senator Potts – Approved
7. Senator Shaughnessy – Approved
8. Senator Silvestre – Approved

Motion passes with a vote of 8-0-0

Adjournment: The Senate meeting was adjourned at 5:36 PM



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**** Do not sign unless in presence of a public notary for document to be notarized. ****

Kealoha Lopez
Executive Vice President of Internal Affairs
Student Government Association

Date of Approval

Tarnya Carrier
Business Analyst
Student Government Association

Date of Approval

Public Notary:	
State of New Hampshire	
County of _____	
Signed or attested before me on ____ day of _____ in the year _____ by <i>Kealoha Lopez</i> and <i>Tarnya Carrier</i> .	
_____	_____
(Signature of notarial officer)	(Date)
(Seal, if any)	
Notary Public, State of New Hampshire	
My Commission Expires	
