

## SGA Officers Orientation Meeting

May 13, 2011

Foundation Board Room

### ➤ **Welcome/Introduction of Officers & Advisors**

- The meeting began at 9:00 am with Lisa introducing all the old and new officers that were at attendance. In attendance was Natasha Puente –Sophomore Senator elect, Brandon McArthur – SGA President, Mike Moorman – President elect, Adam Bishop – Vice President, Brian McDonald – Sec/Treasurer, Montee Lopez – Sophomore Senator, Chris Mugabi – VP elect, Ricky Blanton – Sophomore Senator elect, Martin Rodriguez – Sophomore Senator elect, Lisa Kincaid – SGA Advisor, Steve Cornelison – Dean of Student Services

### ➤ **Responsibilities & Expectations**

- Lisa went over the responsibilities of the Advisor to the SGA. Lisa stated that she is always there if any officer is need of help. Lisa handed out SGA binders to all the new officers and folders to the existing officers that included information about their duties and other information concerning SGA. Lisa commented that all new officers needed to read the SGA Handbook and the SGA Constitution and make special note to their specific roles and expectations. All officers should be aware of all the other roles and duties that they require. It was brought to all officers' attention that the primary mode of communication will be through the JSCC email. Every officer has a JSCC email and that will be how contact will be made throughout the year. There will not be any official knowledgement of any personal emails (ex. Yahoo, gmail, or hotmail). Every officer will be required to check their email at least once a day. Brian brought up the subject what if an officer checks their mail in the morning and a urgent email comes out after that time. Lisa brought up that if an officer does not get a reply in a timely manner then the secondary method of communication (i.e. phone) needs to be used. There will be a phone number list that every officer will have to be able to get in contact with another member. It was expressed that if you see a SGA member number come up on your phone to answer it. Lisa informed everyone that all officers will be administrators of the SGA Facebook site. Lisa suggested that all officers that have Facebook pages go to the SGA Facebook page and like it to their site.

### ➤ **Office Conduct**

- Lisa noted that the SGA office was a privilege and not a right at JSCC. The office need to boyfriends/girlfriends or napping in the office. The computers in the office are not to be used for anything inappropriate. Lisa made comment of the hours each officer is to achieve. All executive officers will be required 6 hours a week and senators will be required 4 hours a week. Any SGA business is to take priority before any other personal business while in the office. Adam commented about officers using the reason section on the office timesheets to tell why the person was in the office. Brandon made comment that the timesheets might be changing. Lisa noted that all officers will be issued a key to the office. There will an agreement that every officer will have to sign stating that they will pay the replacement fee if the key is to be lost.
  
- **Duties & Tasks to be assigned**
  - Lisa informed the officers that all officers are required to serve on a committee. Lisa commented that by the next meeting on June 3<sup>rd</sup> that she would have a formal presentation together for every officer to look at and decide. Natasha will be monitoring and updating the JSCC website. Lisa informed that there will be a JSCC Athletics Facebook page created in the future. The campus wide bulletin boards need to be monitored. Anything without the JSCC logo or the red official stamp needs to be pulled down. Lisa made comment that Nancy Hickey would like SGA officers to help in the registration office during the week of August 26<sup>th</sup>. Lisa informed that there will be times in the future that the SGA will be asked to help out in community events with the JSCC clubs or departments. Lisa noted that SGA needs to be involved on campus as well as off campus also.
  
- **Lunch**
  - Meeting was adjourned for lunch
  
- **JSCC Email**
  - Mike clarified that the JSCC email was the primary source of communication and that any information that needs to be known will be through this method. Brian informed all officers that JSCC has an option in on the email to send texts to your cell phone when a message comes into your JSCC inbox.
  
- **Office Hours**
  - No officers should be in the SGA office when there are no students on campus. The SGA office will close at the same time when the last class on campus ends. There will be exceptions occasionally that will be understood. Steve made comment about the weight room closes at the end of the last scheduled class. Brian inquired about if

campus security has the right to tell a person to leave the office. Steve stated that they did have the authority.

➤ **Steve Cornelison**

- Steve introduced himself to all the officers and talked about his expectations of the SGA and his focus on what the SGA will be doing. Steve commented that Lisa and he will be available to help anytime. Steve stated that his vision is to see a partnership between the SGA and the Athletic Department. He sees the clubs at JSCC helping and interacting with the community as well as the teams at JSCC. Steve suggested scheduling different events with the clubs during halftime game during the basketball season. Craig from the bookstore has volunteered to supply prizes at the events. Lisa brought up issue of using Coke Cola at the concessions during games. Steve made a comment about getting clubs interested in running the concessions. One of the concerns that Steve had on this subject was keeping a consistence price for the concessions. Steve agreed that it was in the best interest to stay with the Coke policy for concessions. Lisa read the current policy on running concessions at an event. Adam suggested that a price chart be made for any clubs running concessions. Steve stated that all proceeds will go to the club running the concessions. Steve stressed about the behavior of the officers on campus and off campus reflects back on the SGA and that the officers need to conduct themselves in an appropriate manner.

➤ **Meetings**

- Holly Wood was invited to the meeting to let all officers know how and why minutes needed to be taken. Mrs. Wood gave a presentation on recording and submitting minutes in a proper form. There were a few things that were discussed out of the presentation. One of the items was brought up by Mike about did we need to review the minutes from the previous meeting. Steve made the comment that all officers should read the minutes before the next meeting so that they will be informed and up to date. Also it was confirmed that the minutes should be submitted within two business days after the meeting. Another item was that the agenda needs to be submitted 48 hours before the meeting and the President should send out the completed agenda out 24 hours before the meeting. The President will be responsible for getting the agenda ready for the meeting. Brian suggested approving the minutes online by email. Adam commented that the agenda be followed more time wisely and not stray off onto topics that don't co-inside with the agenda. Natasha volunteered to start taking the minutes at the next meeting for the summer starting June 3<sup>rd</sup>.

➤ **Proposals**

- Lisa will have a packet on how to write and submit a proposal at the next meeting. Lisa suggested a deadline for proposals. The deadline would be the second to last meeting of the term. Brian suggested setting up a class to help people to write a proposal. Mike stated that if anyone needed help that they could come to the older officers. Lisa made a comment on when making a proposal, take in effect how the proposal affects this SGA and future SGAs.

➤ **Student Parking Appeals**

- SGA will hear any appeal that is written by a student that has been cited for a violation at JSCC. The SGA will make a decision on whether the ticket will stand or waived. The president will then send the decision to the VP of Academic Affairs.

➤ **Summer Meetings**

- The meeting locations for the Summer sessions will be changed. The probable location will be the Foundation Board Room.

➤ **Feedback**

- SGA is the voice of the students that help in getting feedback back on certain topics. A great way of getting feedback is with surveys. Beth Stewart has software called Survey Monkey which is a great way to understand what the students think about certain topics. Mike made a comment for officers to get any student that has a issue in writing so that there is documentation to refer to. Brian made a suggestion to make a form that the officers and write the issues down at the time the student states it and how the student might fix the issue.

➤ **Travel**

- Lisa informed the officers of the Leadership retreat at Natchez Trace State Park and what it consisted of. Lisa suggested that all officers try and make plans to attend. Natasha commented that the clubs need to make time to attend the retreat. Lisa informed the officers about TISL and what it would entail. Lisa went over the dates of TISL. Lisa stated that Mike and she were looking at having another TISL workshop schedule at JSCC. These workshops give a person a small taste of how TISL works. Lisa informed about the National Leadership Retreat in St. Louis, MO. Brandon made a commented not to schedule events during these weeks. Lisa commented about doing

off-campus centers visits once a month. Brandon informed the officers of his experience at the TBR Presidents Council in Nashville.

➤ **Stipends**

- Lisa went over the stipends worksheet and described how and what goes into getting money for your time in SGA. These work sheets determine how much the officer will receive. Each officer is judged separately and on their own involvement. Brandon made a comment that the forms will be changing to focus more on the officer and what they are doing for SGA.

➤ **Activities & Projects**

- Lisa stated that if an event is voted on and passed, every SGA member will be expected to attend and interact with the event. Lisa stated that any person that has an issue with the event or proposal needs to voice their opinion in the meeting and discuss it. Mike brought up the events that were planned for this year about how there were officers were in charge and waited till close to event before starting to get event organized. If you are in charge of an event and are having trouble there are other resources that can be used.

➤ **Absences**

- There will be new rules for officers that are late to meetings or leave early. These meetings are scheduled early enough that there is enough time to make plans to be at the meetings. Mike commented that if someone is not going to make the meeting or having to leave early let him know so that he might rearrange urgent issues on agenda. Mike encouraged everyone to try and make the retreat.

➤ **Reprimands**

- Mike made the motion that if an officer gets two reprimands they lose half their stipends. Brian made a comment that it would need to be changed in the handbook. If an officer receives three reprimands that officer will be impeached and removed from office. Mike made the comment that if anyone sees anything in the handbook that needs to be changed it needs to be brought to the next meeting (June 3<sup>rd</sup>). Brian made the suggestion that a page be made that states that they have received the handbook and the officer has to sign.

➤ **Future Projects**

- Mike noted that he was working on a JSCC newsletter and would like to do a trial run in the summer to test it out. Mike commented that the future of the Miss JSCC pageant needs to be discussed. Lisa suggested taking a vote at next meeting. Natasha made a comment that the officers that vote against need to suggest other events to take place.

➤ **Parking Ticket**

- Mike read appeal from student that was cited for a violation at JSCC. A vote was taken and the appeal was denied.

➤ **Adjournment**

- Meeting adjourned at 3:30