Record Of Meeting
Student Government Association
City Tech SGA Meeting #0

Date: June 28th 2015
Time: 1:30 PM EST
Venue: SGA Conference Room
  General Building (G-400)
  New York City College of Technology
  300 Jay Street

Attendees: SGA President Elect H. Emile Reid (Chair), SGA Treasurer Elect Josue Kersaint, SGA Social Director Elect Janay Batts-Akinwunmi, SGA Part-Time Evening Representative Elect Cassandra Rodriguez-Urbas, SGA Senator - School of Professional Studies Elect Radaisy Ramirez, College Council Student Representative Elect Steven Velez, SGA Senator vacancy Filler Mike Charles.

Apologies: SGA Vice President Elect Jennifer Fortunato, SGA Senator - At Large Elect Sylwester Dombrowski, SGA Senators - School of Technology and Design Elects Volodymyr Komendyak and Marlon Myers.

Agenda Topics:
  Introduction / Announcements
  Recap – Student Life Orientation / CUNY Leadership Challenge
  New Business:
    Office and meeting protocol / Standards
    Business Cards
    USS
    Open Table
    Next Meeting Date

I. Announcement(s):
Official Start of SGA term begins July 1st

II. Discussion:
  • Recap of Student Life orientation

  • Social director responsibilities
    ◦ Student outreach
    ◦ PN 60 Forms
    ◦ Vendor Selection Procedure

  • Club Hours
    ◦ Ideal time for SGA members to be available to students
    ◦ Ideal time for events to be held for students

  • Budget Committee
    ◦ Requesting Payment
• Items will be decided via voting system

• Office and Meeting Protocol
  ◦ Conduct and behavior
  ◦ Guests / Sign In Sheet
  ◦ Equipment Responsibilities
  ◦ Food conduct
  ◦ Cleaning Schedules TBA
  ◦ Office to be closed 15 minutes prior to school closing (9:45)
  ◦ Whether or not to dress in business attire should be observed carefully

• Desk Implications
  ◦ Senators will share a desk section within the office
  ◦ Executives (Treasurer, P. Time Evening Rep, President ect.) will have their own desks
  ◦ The space that belongs to the individual must be respected by him or herself

• Keys to the office
  ◦ Executives will have keys to SGA's front door (G- 400) non exec. (senators ect) will not
  ◦ Key to the supply room and other doors are also provided only to executives

• Business cards
  ◦ All SGA members must posses one
  ◦ Vista Print Deal
  ◦ “Expansive” / General business card will be provided to all members however one may invest in a personal business card if desired.

• USS: University Student Senate
  ◦ CUNY Wide Organization
  ◦ Addresses CUNY wide affairs
  ◦ Two delegates to be selected One of which must be SGA president and another volunteer
  ◦ Two other delegates must volunteer, these two will be alternates

• NYPRIG
  ◦ New York Public Research Interest Group
  ◦ Cooperates with CUNY
  ◦ Involves self with various public interest topics spanning from political to environmental

• Knowledge
  ◦ Knowing our surroundings

• Robert's Rule of Conduct
  ◦ How meetings are to be held
    ▪ Call to order
    ▪ Approval of Minutes
- Committee Reports
- Unfinished Business
- Good and Welfare
- Next Date Meeting
- Meeting Adjournment
  - All motions to be recorded
    - All votes in regard to motions to be recorded (all in favor, all unready)
    - Record all in attendance as well as absent

- Future Event (Planning)
  - To take place Between July second and August 6th (None in Disagreement)
  - Contents of Event TBA (Theme, duration, vendors)
  - Will even be held in house or at an off campus location?
  - Will giveaways be taken place?

- National Society of Leadership and Success
  - Orientation taking place July 8th 10th, and 11th

- Next meeting coordination
  - Availabilities include but are not limited to
    - Late weekday afternoons
    - Sunday afternoons
  - To take place shortly after July 7th
  - Ways of communication
    - Via Email
    - Via Text message

- Contact exchange
  - Group Me message system to be implemented

- **Meeting Adjourned 3:21 Pm EST All in agreement**