

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 **Kassandra 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 **Volodmyr 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 careful
- 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**