

Assembly Meeting
October 17th, 2007
7:37PM-9:50PM

Call to Order

Roll Call

Approval of Minutes

- I. Senator Miller motions to approve the minutes.
 - a. Senator Decker seconds.
 - b. Motion passes unanimously.

Presentations

- I. Presentation on the Career Center's Service and Programs by Adam Riegle.

Administrative Reports

- I. President Horstein's report:
 - a. He is still negotiating a time to meet with Dr. Longfellow to discuss the dress code.
 - i. He sent an email to all MKT and BTE students.
 1. This email had 5 questions on it to gauge how those students feel about the dress code.
 - b. He met with Dr. Bowman yesterday.
 - i. They talked about the dress code.
 - ii. They talked about the off-campus survey.
 - iii. They also talked about the official recognition of SGA from the University, and Dr. Bowman does not think it will happen this year.
 - c. There will soon be a written charge for the Constitution Commission.
 - i. We could hope to receive a Memorandum of Understanding, which is how Academic Senate currently functions.
 - d. The ASGA Regional Conference is coming up this weekend, and they need one more female to attend.
- II. Vice President Martin's report:
 - a. Any interested in being an ELP mentor should have received an email from him with information to go over with the mentee.
 - i. There is a binder on the front desk for the ELP members to sign in.
 - ii. They can also use any CaTS computer by logging in with their ULID and password.

- iii. The SGA laptop with internet will be installed at the front desk shortly for the ELP members to use.
 - iv. Please ask him any questions about the ELP program.
 - b. Some people may have received an email stating that their account will be expiring soon.
 - i. He has talked to the people in the CaTS office and they said not to be alarmed because it is something the Institution does on an annual basis.
 - ii. Everyone will be fine.
 - iii. He is handing around a piece of paper, and everyone should write their name and email address on it to ensure that they received the email.
 - iv. They want to make sure they have everyone's name.
 - v. Senator Ruscitti asks if he is talking about the ilstu email or the other one.
 - 1. Vice President Martin says that it is not the ilstu email.
 - c. He has been working very hard on the SGA website over the past two weeks.
 - i. He has been uploading information and getting it up to date so it is current when it goes live.
 - ii. They are still on target to go live on November 1st and an SGA website bill will be brought forward at the October 31st Assembly Meeting.
 - iii. Some people have received information he needs for the website to go live by November 1st.
 - 1. He would like that information to him by Monday, October 22nd.
 - iv. If there is anything people would like to go on the website, let him know.
 - v. He has meetings next week to finish some final touches.
 - vi. People can check out the website at www26.iwss.ilstu.edu.
 - d. Everyone should have a memo from him in their folders about the updated status on University and External Committees.
 - i. If people get emails with interest in any of these committees, forward them to him.
 - ii. Everyone should personally look at the committees, and see if they are interested, especially in the general university ones.
 - iii. Ask him if there are any questions.
 - e. People should find a sample Committee Update report form in their folders.
 - i. He wants people to fill out this report form for any committee they attend not part of their original duties.
 - ii. People do not have to fill out the form for meetings such as: Area Campus Meetings, RSO meetings for Underreps, etc.
 - iii. The forms will be on the website.

- iv. He wants the forms filled out and handed back to him within 48 hours.
- v. This will allow the Association to be informed on what is happening in these meetings.
- f. He appreciates everyone who put in a lot of work on our third place float, and a special thanks to everyone who did more than their three hours.
 - i. The bell ringing was fun, and he was happy we could participate in the teams competition.
- g. He does not want people going into his office, unless it is unlocked.
 - i. People can go in if the office is unlocked.
 - ii. He has things kept in a certain order, and he wants people to ask before entering the office.
 - iii. He also has supplies he has obtained from other departments, and people should ask before the use them.

III. Chief of Staff Neville's report:

- a. She would like to give a special thanks to Programs Director McKenna for orchestrating our prize-winning float.
 - i. She also thanks Speaker Cassata and Senator Thorgesen for putting in several more hours than was required.
- b. She thanks everyone that helped with the Off-Campus Housing Fair.
- c. External Relations Director Ryan Cullen resigned amidst the planning of the fair.
 - i. Several promises were also made to Off-Campus Services that were not conveyed to the Association until the last minute.
- d. If people worked more than one hour at the Fair, they should fill out a timecard, unless they were swiped in.
 - i. She only took attendance, she did not record the amount of time each person was there.
- e. She has already been approached with several promising candidates for the External relations position.
 - i. The current staff is doing an amazing job and the Association should expect great things coming from this branch throughout the rest of the year.
 - ii. She thinks we will have a full staff, including External Relations Director and Technology Director, by the next Assembly Meeting.
 - iii. If anyone has any other candidates, please let her know.
- f. She wanted to remind everyone that the Executive Staff Office is to be used by the Executive Staff.
 - i. Association members have been using Staff computers when Staff needs them, or using the computers and then failing to logout.
 - ii. Please remember to sign out if you use these computers.

- iii. There should be a laptop at the front desk with Internet connection soon, so this should help to solve some of these problems.
 - g. Senator Miller asks what computers Chief of Staff Neville is talking about.
 - i. She means the computers in the Executive Staff's office.
 - h. Advisor Zompetti says that the laptop is going to be locked very soon at the front desk.
 - i. Senators can also use the Executive Staff computers if they are not occupied.

- IV. Speaker Cassata's report:
 - a. He reminds committee chairs that they have a meeting this Friday at 3pm.
 - i. They need to bring anything they want to go on the next agenda.
 - b. He would also like to see more goals and descriptions on the calendars instead of only set dates.
 - i. People can have Chief of Staff Neville put their individual stuff on the calendars.

- V. Deputy Speaker's Graham's report:
 - a. She wants to let everyone know that they should be checking their Junk Mail on Outlook.
 - i. She found a constituent email in her Junk Mail that was sent within the last two weeks.
 - ii. If people have messages in their Junk Mail, they should respond to these.
 - 1. People should apologize and make sure the constituent understand that you still want to hear what they have to say.
 - b. She has created instructions for Senators to create their own PDF for the constituent emails, which will be explained later in the Information Items.
 - c. The constituent email is ready, and should be sent out Thursday, but not later than Friday at 4:30.
 - i. Make sure to "CC" it to her.
 - d. She would also like to thank everyone for all of their hard work during Homecoming.

- VI. Secretary Mason's report:
 - a. He has the honor to present the award for Senator of the Month for September.
 - i. The person has stepped up to not only complete their tasks, but go above and beyond what is expected.

- ii. The person has already met with at least 7 of the RSOs they represent, even before they received the listserv.
- iii. The person is helping Deputy Speaker Graham with a parking event.
- iv. For their Civic Engagement Committee, they are planning the Voter Education week.
- v. The person mentioned that they will be working on helping the library.
- vi. If anyone has not seen it, they put up a “Show Some SGA Love” board yesterday.
- vii. With this person’s outstanding SGA performance and demanding class schedule, he gladly presents Senator of the Month to Senator Emily Griswold.

- VII. Finance Director Osolin’s report (read by Chief of Staff Neville):
- a. There was a problem last week with a few BRC representatives being in consistent contact with their business managers.
 - i. Everything has now been fixed and all representatives are now in contact with their managers.
 - b. Ryan Cullen has decided to still be the BRC representative for the Rec Services.
 - c. He is having a meeting with all of the representatives and Wendy Bates on Wednesday, November 7th.
 - i. They will go over any issues that anyone may have.

- VIII. Programs Director McKenna’s report:
- a. She is very happy with Homecoming week being over.
 - i. She thought everyone did a good job attending their events, and they should make sure to fill out a timecard for Chief of Staff Neville.
 - ii. People should also fill out timecards for working on the float.
 - 1. She is very happy we got third place on the float, and we received \$300 as a reward.
 - iii. She thought bell ringing was fun.
 - b. All of the Community Clean-Up spots have been filled.
 - c. Care packages are coming along.
 - d. She is now starting to plan two of the Pack the Place programs for next semester.
 - i. If you are interested in working on them, please let her know.
 - 1. She will be forming a committee for this later in the semester.
 - e. Senator Anders asks how much was spent of the float.
 - i. She does not know, but it is under budget.

- IX. Public Relations Director Rotz’s report:

- a. She has been acclimating herself this week with the office, and she is really enjoying it so far.
- b. She has been designing some electronic advertisements for the website that will be going live very soon.
 - i. These will advertise events such as Pack the Place and programs such as the Emerging Leader Program.
- c. She will also be creating some honorary pieces like RSO of the Month and Redbird of the Month.
 - i. This way anyone visiting the website will have access to more specific information.
- d. Next week she plans to meet with Programs Director McKenna to discuss ways of promoting the upcoming “Pack the Place” event.
- e. She will also be making a contact sheet for representatives of different media outlets in order to start a good relationship with them.

X. Advisor Zompetti’s report:

- a. Mid-Term One-on-Ones
 - i. People should be expecting an email from her the middle of next week with more specific information.
 - ii. This is the time for the advisors to do a quick check-in to see how people are doing in their positions, as well as an opportunity for them to give feedback about how their officers & advisement team staff are doing.
 - iii. There will be a half hour appointment with either Advisor Olshak or herself and they will start October 29th – November 9th.
 - iv. Every member, including Ex-Officios, are asked to sign up for an appointment.
 - v. Sign up will begin October 25th.
- b. ASGA National Attendees
 - i. Please make sure you have your Outlook schedules updated by Friday.
 - 1. On Monday, Tammy will be scheduling a meeting for all of them to gather.
 - ii. She asks that they review their notes to determine what they would like to present to the entire Association for the purpose of bringing that information in order.
 - iii. Additionally, she asks that they type up any notes that they have from your sessions.
 - 1. She asks that they bring any handouts and typed notes into Tammy.
 - 2. Tammy will then create a binder for the SGA resource area in the Senator’s Office so that everyone may benefit from the ASGA National Conference Resources.
- c. Operations Manuals

- i. Now that life has settled down a bit, she will be re-formatting and printing the Operations Manual.
 - ii. If anyone has any items that they want to see in that manual, please let her know.
 - iv. They will be printed and delivered to everyone at the October 31st Meeting.
 - c. Recognition
 - i. She thanks those that showed positivity and love by participating in Homecoming, the Off-Campus Housing Fair, and helping out here and there.
 - ii. She would also like to thank those that expressed birthfay wishes to her last week.
- II. Advisor Olshak's report:
 - a. No report.

Committee Reports

- I. Civic Engagement- Senator Nippa
 - a. They will continue to look into the Readership Program by bringing it to the Room and Board Fee Review.
 - b. Secretary Mason is meeting with ex-officios, and he is looking into making a four-day Diversity Week.
 - c. Senator Broderick is coming up with community service ideas and working on a lot of options.
 - d. Senator Griswold is working on Voter Education.
 - i. She is working on a possible debate.
- II. Finance and Allocation- Senator Tom Krug
 - a. They had three scheduled groups for the Fee Board meeting tonight.
 - b. They also talked about the issue of RSOs that were reallocated money, but did not reregister this year.
 - i. They are making a form for these RSOs to fill out and then they will review them on a case by case basis.
- III. Programs and Recognition- Senator Bixby
 - a. They are working on nominations for RSO and Redbird of the Month through constituent, faculty, and RSO emails.
 - b. They will be recognizing the steering committee for Homecoming and the gala committee with certificates.
 - c. They are meeting tomorrow to put together emails and finish their budget.
 - d. They decided to recognize RSO and Redbird of the Month in semester ads.
 - i. They are working hard to get winners recognized.

- IV. Policies and Procedures- Senator Moore
 - a. The Student Elections Code is finished and will be handed in next week.
 - b. Next, they will be looking at Executive Officer By-Laws.

Senator Coordinator Reports

- I. On-Campus Senators- Senator Jackie Krug
 - a. They are talking about ways to get contact with constituents.
 - b. They are working on an event to set up the gazebo outside and around the dorms to make their faces seen.
 - c. Vice President Martin asks what they plan on doing outside the dorms.
 - i. Deputy Speaker Graham says they will just be doing meet and greets and seeing what issues people have.
- II. Off-Campus Senators- Senator Thorgesen
 - a. On Monday, October 19th there will be a constituent contact event.
 - i. He wants anyone that can help to be there.
 - ii. They will hand out hot chocolate.
 - b. Next week the Off-Campus Housing Survey will be ready.
 - c. Programs Director McKenna asks where they will get the hot chocolate from.
 - i. Senator Thorgesen says through Campus Dining.
 - ii. Programs Director McKenna says that that is expensive.
 - iii. Senator Thorgesen says that Senator Cail is taking care of the hot chocolate.
 - iv. Advisor Zompetti says going off-campus to get the hot chocolate may work.
- III. Underrepresented Senators- Senator Long
 - a. They will make a board in the Student Involvement Center to show RSOs who they are and what they are there for.
 - b. They are also trying to contact their RSO constituents.
- IV. Graduate Senators- Senator Miller
 - a. Their goal is to find out how to get in contact with graduate students.
 - b. Vice President Martin wants them to find a representative for the external committee.
 - i. He wants them to put the opening in their constituent email.

Ex-Officio Member Reports & Updates

- I. Asian Pacific American Coalition (APAC)
 - a. They had a successful pot luck dinner at their meeting yesterday.
 - i. They had about 19 new people come.

- b. They will be carving pumpkins at their next meeting.
- II. Association of Latin American Students (ALAS)
- a. Not present.
- III. Association of Residence Halls (ARH)
- a. Room and Board Fee Review has started and they are working on compiling lists of things that the students feel need improvement.
 - i. If anyone has any suggestions, let her know.
 - b. They are starting a co-rec soccer league.
 - i. Their listserv email was supposed to go out today for people to create teams.
 - ii. This will begin in two weeks and go to the end of the semester.
 - c. They are in the process of planning two events right now.
 - i. Scary-oke night is a program with karaoke and free food.
 - 1. It will be on October 29th from 8-10pm in the Fell Private Dining.
 - d. They are hosting a movie screening in downtown Normal.
 - i. The tentative date is on November 6th.
 - ii. The movie will be “Lions for Lambs.”
 - iii. It will be free to everyone, and ARH will be getting tickets to pass out later this month.
 - iv. The next Blood Drive is October 31st from 1-7pm in West Campus, located in the Shawnee Room.
- IV. Black Student Union (BSU)
- a. They are co-sponsoring an event with UPB for Racism in the Town.
 - i. It is October 23rd from 5-7pm.
 - b. Fall Fest is now October 30th.
 - i. Turn candy in to the office by October 26th.
- V. People Realizing Individuality and Diversity through Education (PRIDE)
- a. They had their Poetry Night with a Def Poet speaker at their meeting.
 - i. They had a good turn out.
 - b. They are looking for more co-sponsors for their “Gay...Fine by Me” shirts.
 - c. Advisor Zompetti says that they can submit a co-sponsorship form for their shirts.
- VI. Student Trustee Cekander
- a. He still can not get into his office.
 - b. He met with the Parking and Transportation and discussed plans for the next 5 to 10 years.
 - c. October 26th is the second Board of Trustees meeting for the fiscal year.
 - d. Advisor Zompetti says his office will be open by noon tomorrow.

Event Planning 101 Presentation- Vice President Martin

Information Items

- A) Senator Thorgesen motions to add Information Item D for Redbird of the Month to the agenda.
 - a. Senator Nippa seconds.
 - b. Motion approved unanimously.

- B) Underrepresented Senator Appointment- President Horstein
 - a. Brandi is the candidate for the position.
 - b. Secretary Mason asks if she will have the time commitment to do this job.
 - i. Brandi says that she has nothing but time right now.
 - c. Senator J. Krug motions to move this into Action Item A.
 - i. Senator Broderick seconds.
 - ii. Motion passes unanimously.

- C) Habitat for Humanity Resolution- Senator Nippa
 - a. Senator Nippa motions to move this into Action Item B.
 - i. Senator Thorgesen seconds.
 - ii. Motion passes unanimously.

- D) Constituent Contact- Deputy Speaker Graham
 - a. She goes over and explains the “Constituent Email Instructions” sheet she handed out.
 - b. Senator Nippa asks what approval must happen before the email gets sent out.
 - i. Deputy Speaker Graham says the advisors read over what was typed before they allow it to go out.

- E) Resolution Authorizing Jill Camper as Redbird of the Month for August
 - a. Senator Thorgesen says there were application issues, which is why the resolution is so late.
 - b. Senator T. Krug motions to move into Action Item C.
 - i. Senator Miller seconds.
 - ii. Motion passes unanimously.

Action Items

- I. Underrepresented Senator Appointment
 - a. Vice President Martin motions to move into Executive Session.
 - i. Speaker Cassata seconds.
 - ii. Vote passes with 9 yays, 6 nays, and 1 abstention.
 - b. Senator T. Krug motion to move out of Executive Session.

- i. Senator Miller seconds.
 - ii. Motion passes.

- II. Habitat for Humanity
 - a. Senator Miller motions to bring the Resolution to a vote.
 - i. Deputy Speaker Graham seconds.
 - b. Senator Nippa reads the resolution.
 - c. Senator Nippa says that people will meet in the back of the Campus Religious Center.
 - i. People will be carpooling.
 - ii. People need to dress appropriately for working outdoors.
 - d. Senator Cail strongly recommends the program.
 - e. There appears to be a lot of people interested in helping out.
 - f. Programs Director McKenna asks if people can come and leave early.
 - i. Senator Nippa says that is ok, as long as enough people attend.
 - g. Speaker Cassata wants the resolution to make the event mandatory for anyone who signs up to help.
 - i. He makes a friendly amendment.
 - ii. Senator Nippa accepts.
 - h. Senator J. Krug asks what will happen to those who can only be there for a little bit.
 - i. Senator Nippa says not to come late because they will already have taught people how to do the work.
 - ii. Speaker Cassata says that anyone that can come at any time should come.
 - iii. Deputy Speaker Graham says that it will only be mandatory for the time a person signed up.
 - i. Senator Anders motions to approve.
 - i. Senator Moore accepts.
 - ii. Motion passes unanimously.

- III. Redbird of the Month
 - a. Senator Thorgesen reads the resolution.
 - b. Speaker Cassata offers a friendly amendment to take out the last “Be it Further Resolved.”
 - i. Senator Thorgesen accepts.
 - c. Senator Long motions to debate.
 - ii. Senator Bixby seconds.
 - iii. Senator Nippa says that Kill Camper deserves the award.
 - D Senator Broderick motions to approve.
 - i. Senator Anders seconds.
 - ii. Motion passes unanimously.

Passing of the Gavel

- I. President Horstein asks people to look for College of Applied Science and Technology Underrepresented Senator.
- II. President Horstein mentions that he is available to help write resolutions.
- III. Advisor Zompetti does not want people to be having side conversations or texting during the meetings.
- IV. Senator Miller says to join the committee for changing the Constitution if they are interested.

Adjournment