

# USG General Assembly Meeting

The Official Agenda of the Undergraduate Student Government General Assembly

On This Day, 11/04/2013

Room 308 BTSU

(Business Casual Attire Meeting)

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
  - a. Minutes stand approved.
- IV. Swearing in of New Officers
- V. Open Forum
  - a. Mr. Patrick Nelson – Director, Bowen Thompson Student Union
    - i. Thanks so much for allowing me to be here. I'm sure you've been in many times to schedule your events.
    - ii. Facility Upgrades
      1. Essentially, we upgraded about \$30,000 in technology. Computers, some of the new meeting spaces. Chairs and tables updated, and the ballroom. New banquet chairs, not bought since renovation 11 years ago. Old chairs sold in the open market to help with that. Will make an investment in Olscamp 101 as well. Excited that Olscamp 101 will remain a space that can be reserved. Will have renovations, new projector and lighting. Audio/Visual upgrades. One thing I've been pushing for is new podiums. We've been looking at so many options for cost-effective podiums. Working with Alex Han, he's going to work with us in a vendor in Bowling Green to build the podiums. In our 3 middle classrooms [BTSU 306, 307, 309] bringing in conference room tables. Adaptors for laptops, board room chairs. All of those facility upgrades are to the tune of \$180,000-200,000. In this first fiscal year, on track to save that same amount of money, in HVAC systems and cleaning.
    - iii. Cost Reductions
      1. What we noticed last year, was that we could be more efficient in terms of the facility. Updated the cleaning schedule, and the air systems for the building. In the first quarter of this year, we're down about 11,000 dollars. Also, this is when we expect the highest amount of costs. Paying for summer air conditioning costs.

Close to 40,50k target. Other 140k is coming through our partnership with Campus Operations. Did not lose any student jobs, any fulltime positions. Some people retired, plus re-allocation. From the utilities side of the house, our television system monitor arrived yesterday. On the sidewall, next to Outtakes, there is a real-time monitor of utilities. Look for ways to combine facilities and services. This graph is to show you an extension of our efforts along side Campus Operations, take this example. How best to use spaces. How buildings line up , who would be concerned about certain spaces. We also looked at each individual building, and how it operates. For some buildings, to adjust temperatures in one room, must turn on system for entire building.

iv. Scheduling for upcoming Events

1. I hope most of you have scheduled your meetings for Spring. On that note, now that we've taken the opportunity to see how it works in other buildings, we will be switching back to scheduling for the entire next academic year, starting next March. Try to look at how we handle those efficiencies. Students schedule first, then faculty march 15<sup>th</sup>. Annual events scheduled 12 months in events. We have your event, review it, get your event on the calendar for the next year, then open the opportunity for the university, and the public, to schedule events that will benefit students.

v. Handout

1. Please see attached.
2. We are working on moving the scheduling to an online format. No longer have to physically come into the office. Using online portion of EMS, a system we've been using a while. I installed it previously, it just takes quite a bit of time to set up. We also are currently drawing diagrams in Media Matrix, an event planning software. Allows you to do 3D scaling modeling. Can give you an exact count of how many tables and chairs. Can look at events in a 3D manner, see what your setup will look like. Talks directly with EMS. Very intuitive. Allows efficiently, allows us to work off of the most recent draft.

3. This is the draft for our office staff to see. They can look at the graph to see when they can schedule the building. If it's not there, myself or Jeff Smith will have to take a look, provide potential exceptions. If you wanted to book Memorial Hall on a Tuesday night, you can book it 7AM-9PM. If you need it past that, we will look to put you in the yellow spaces. If those spaces were used, we'd ask you why you want to use the space. Any time we would adjust the schedule, we'd need to contact Campus Operations. Giving you a graphic on how we can look together to being more efficient on campus. The N/A on Saturday/Sunday is simply looking at demand. After 6PM Friday, most meetings are not taking place. Particular events will be adjusted for. We do have a little more request for Sunday night. Looking at BA as a third space, Education as a fourth.
  4. We don't book recurring meetings in special event spaces. New request will get priority. Old request would get a new space. We treat annual events different. The "new" are new policies we are instituting. Typically, no one is going to schedule an event within 30 days. Need to have a little more of a timeline. If you're going to cancel, we ask that you do it at a 60 day clip. My contact information is there for you. If you have thoughts, questions, suggestions for the next building, do not hesitate to let me know.
- vi. Motion to extend by 10 minutes.
1. So moved by Chair Jukziw
    - a. Seconded by Chair Puccio
- vii. Questions
1. Vice-President Neely- I've heard from some students that there's been a hold on their reservations for classrooms.
    - a. Nelson- Will look into that.
  2. President Solis- You noted the date as March 1, 2014 as the start date. What was the original date?
    - a. Nelson- It was the same last year. Originally, we would schedule in November.
  3. President Solis- Looking at special events, Is there a way you can work with individual organizations as far as H2O and CRU?

- a. Nelson- Already working on that. Also, poster sale. With h2o, they decided they would have an evening space as well. Since they're already set up, we allow them to stay. Unless a new event comes in, they have the space.
- 4. Treasurer Johnson- I was wondering if there were any plans to upgrade the computers at the rental desk.
  - a. Nelson- ITS provides the computers, finds them from other locations. Will make a note of that. Will follow up on a previous request.
- 5. Chair Juzkiw- Is there some sort of repercussions for groups that don't cancel [in time]?
  - a. Nelson- may be charged half of the facility use space. Have not enforced it. Typically, we would warn at the first event, and charge for the second.
- 6. Puccio- Are these fees looking to be enforced?
  - a. Nelson- Want to be communicated. Don't want to increase the number of fees to hold an event. If there's not a potential penalty, don't take it as seriously. Would go through the step process. Opportunities to give you all documentation, as a reminder. We are still currently at 30 days.
- 7. Puccio- Are these potential fees for special events, or student organizations at large?
  - a. Nelson- For special event, or multi-room space. That's the way it currently reads. We e-mail a first offense to the group. We don't see much of it. We don't anticipate needing to do it.
- viii. Motion to extend time by 5 minutes
  - 1. So moved by Chair Puccio
    - a. Seconded by Senator Dudek
- ix. Questions
  - 1. Advisor Webb- Can you clarify the potential charge, does that apply for university events as well?
    - a. Nelson- It does read that way in the policy, for both groups. Usually not an events space charge for student

organizations. Will take it forward to Student Union advisory committee, to understand that charge, and how to enforce it.

2. Senator Darris- If the 30 days rule is not currently enforced, what is the push to 60 days?

a. Nelson- We need to enforce it. Limits the opportunity to use the space. If it's in such a short window, it limits the potential.

3. Senator Darris- What removes the bias, when the rule is not enforced. How do you make sure some groups are forced to pay

a. Nelson- One cancellation in the last 3 months. That's why it's important to establish this fee.

4. Chair Puccio- Are the times in orange just the weekend times?

a. Nelson- Yes. The other things I can note are the yellow buildings without the yellow extending, those are yellow are run on a one-system. We're going to have to turn on the air for the whole building anyway. The numbers represent the large rooms. Gives us a visual representation.

5. President Solis- Last year, you looked into the utilization policy, are you looking

a. Nelson- We are not looking at any direct cost. Looking to have that for the next STAC in two weeks. The draft is a third of this page. We are not looking to change anything.

b. Ms. Barbara Waddell – Chief Equity & Diversity Officer

i. Good evening everyone. Thank you for a few minutes of your time. I wanted to talk to you about Title IX. Some of your rights. Also, will be leaving you with a Title IX compliance brochure.

ii. Many of you may understand Title IX in compliance in athletics. What I want to talk to you about is Title IX outside of athletics. It's important to know your rights under Title IX, not only as individual students, but also as you represent the student body.

iii. Please see attached.

1. A lot of stir happened in 2011. United States Department Of Education sent a dear colleague letter. Doesn't usually feel colleagial because these are unfunded mandates.

2. Irregardless of how you identify as a man or woman, this covers you.
3. The thing I want to talk to you about is the types of violations you need to look out for, both on-campus and off-campus. Extends to sponsored programs away from campus.
4. [Sexual or gender-based harassment]- If you are being singled out based on your gender, whether it's coming from your colleges, or higher ups, that is a title IX violation.
5. [Disability]- Includes pregnancy. Have to be very careful how we move forward, to not deny any rights or benefits.
6. [Intimate Partner and Relationship Violence]- DOESN'T matter the gender. If you are pushing, shoving, preventing from leaving from the classroom, that's a title IX violation.
7. Bullying can take many forms. In this day and age, we are such an instant society. It used to be that that such things didn't exist. If people wanted to talk about me, they had to talk to me face to face. That's not the case anymore. 100's of people can see anything anymore. If you ask someone out, and they say no, do not try to wear down their defenses.
8. If someone complains about your behavior, and you take matters into your own hands, that's both a Title IX violation and a Title VII violation as well. For example If Alex [Solis] sends David [Neely] to retaliate, we'll get both of them.
9. Make sure you're aware of our complaint process, and the student code of conduct. Guard against retaliation.
10. [Deputy Coordinators]- This list is not all-inclusive.

#### iv. Questions

1. Chair Puccio- Is this presentation online?
  - a. Waddell- This is a great question. Our office is in transition. We have an amazing student employee, Eric Juzkiw, who will be helping get these things online.
2. Chair Durkit- What is your current policy on pregnancy in student housing?

- a. Waddell-Depends on the case. If there is a policy through Res Life saying that person can't stay there, they should come to our office. It's definitely a case by case basis. Most of the time, we work through that process. If you know someone who believes they were discriminated against, please let me know.

- VI. Lobby Time
- VII. Old Business
- VIII. New Business
- IX. Executive Branch Reports

- a. President – Alex Solis [asolis@bgsu.edu](mailto:asolis@bgsu.edu)
  - i. Good evening everyone. Wanted to spend my report giving you a few updates. Do some info sharing.
  - ii. Akron Conference
    1. David brought up last week a possibility to send representatives to this conference. Have been conversing with representatives, will be a day long. Will solidify a number of delegates. Professional developments like this provide a good opportunity. Application will look much like COSGA application
  - iii. Green Fund Focus Group
    1. Want to thank Speaker Post, Chair Juzkiw, and Senator Mazur for being a part of that. Senator Mazur is part of the PCC, and the green house gas inventory process. Eric Juzkiw is our rep on the green fund. If you have any issues or projects that are sustainability focused, please let us know.
  - iv. Green Office Certification
    1. Brian completed the green office certification process. We needed a 75% completion rate, reached 84%.
  - v. Provost Rogers
    1. He is coming in next week. He is the vice president of Academic Affairs. Lot going on with academic affairs.
  - vi. Elections
    1. Going on tomorrow. Reminded every day of the importance of BGSU in the community. Voting begins early morning. All issues can be found on the Bowling Green Board of Elections webpage.
- b. Vice President – David Neely [dneely@bgsu.edu](mailto:dneely@bgsu.edu)
  - i. Good evening everyone. Report is very brief.
  - ii. Mike Paulus

1. Followed up about outtakes hours for the week before finals. Will be open the Wednesday and Thursday before finals until midnight. Monday, Tuesday, and Wednesday of finals week until midnight. USG will be collaborating with UAO to setup a snack bar during the Saturday and Sunday evenings when Outtakes is closed.

iii. Chief Administrator

1. All set up to begin appeals. Search is going well for P&A board members.

c. Cabinet Reports

X. Procedures and Appeals Reports

- a. Chief Administrator – Danielle Parker [dnparke@bgsu.edu](mailto:dnparke@bgsu.edu)
  - i. No report.

XI. Treasurer's Report

- a. Treasurer – Ebonee Johnson [eboneej@bgsu.edu](mailto:eboneej@bgsu.edu)
  - i. Hi everybody. Just wanted to talk to you all about a new process for collaborative initiative requests. Core group met today.

1. Will have a form. If an organization wants to request money, they can request the form. The form will be completed by tomorrow evening. From there, I can analyze the request; see if it's something that should be collaborated. If it is over 500, it must be brought to Senate. If it's something I think should be funded, we will go through those procedures. That'll be the process from here on out. Copies will be in the office.

XII. Speaker's Report

- a. Speaker of the Senate – Katie Post [kpost@bgsu.edu](mailto:kpost@bgsu.edu)
  - i. Senator Reports
    1. Due next Friday at 5PM. Kudos to those who already turned them in [Oehler, Timbrook].
  - ii. Provost Rogers
    1. Will be coming into our next meeting on the 18<sup>th</sup>. Will send out questions on the 11<sup>th</sup>. Will be sending out those questions on the 11<sup>th</sup> at 5PM. Will be talking about what the provost does. Should be able to brainstorm questions. Speak to your constituents about concerns, questions.

XIII. Committee Reports

- a. Academic Affairs – Kasie Durkit [durkitk@bgsu.edu](mailto:durkitk@bgsu.edu)
  - i. No report.
- b. Auxiliary Affairs – John Clevenger [johnc@bgsu.edu](mailto:johnc@bgsu.edu)
  - i. Good evening everyone.



- ii. Apologies
  - 1. Had an issue come up in my personal life. If you have any questions, feel free to approach me.
- iii. Committee
  - 1. Been sending e-mails to Andrea Depinet, Director of Campus Services about Offenhauer issues. No response.
- iv. Union Tables
  - 1. Talking to students about any issues that should be addressed. [one] issue was the lack of wifi in the union.
- v. Committee
  - 1. Meeting outside after GA.
- c. Internal Affairs – Eric Juzkiw [ejuzkiw@bgsu.edu](mailto:ejuzkiw@bgsu.edu)
  - i. Senators
    - 1. Please meet me after GA. Combs, Durbin, Henry, Huggins, Myers, St. Peter, Harris, Dettrow, Huber, and O'Brien.
  - ii. Internal Affairs
    - 1. Meeting tonight. Up in the USG office.
  - iii. Office Hours
    - 1. If anybody can give Speaker Post 5 questions, that can be used as an internal office hour.
  - iv. Harry & Charlie
    - 1. Senator Puffenberger- Harry will go to Senator Timbrook for his hard work.
    - 2. Advisor Webb- I'm not really sure that I got Charley last week. I am very pleased to pass this on to our new chief administrator, Danielle Parker. She's making a lot of headway already.
- d. Student Affairs – Nic Puccio [npuccio@bgsu.edu](mailto:npuccio@bgsu.edu)
  - i. Student Affairs Standing Committee
    - 1. Finally met last week. Started talking about possible issues. Senator Banham is with me. Yet to elect a committee chair.
  - ii. Voting
    - 1. Make sure you vote. Better see some "I Voted" Stickers.
  - iii. Student Affairs
    - 1. Meeting in 308 after GA

#### XIV. Senator Reports

- a. Chair Juzkiw
  - i. Office of Equity & Diversity

1. I work there. If there are any possible issues, please direct them to me. If anyone in this room has issues, please talk to me.
  2. Title IX Training- happening soon. That will be December 5<sup>th</sup>, from 2-4 PM, in Rm 208. Great opportunity.
- ii. Not in Our Town Week
1. Senators Darris and Traska and Harris have been working on it. November 18<sup>th</sup>-24<sup>th</sup>. Will send out a list of events. Act upon what we voted on.
- iii. Questions
1. President Solis- IS there any way we can play a role through our collaborative budget?
    - a. Chair Juzkiw- Yes. Buttons, decals, t-shirts. Ways to give people something substantial. Those things would cost about 3,700. Looking for donations. There is a town meeting that OED is putting on, on the 19<sup>th</sup> in the evening. Looking to get a bus to transport students.
  2. Senator Puffenberger-What is the Collective?
    - a. Senator Darris- The Collective is similar to the ex-officio meetings. Brings student leaders together. Better represent the under-represented. Open to anyone.
  3. Senator Huggins- All open as collaborative events?
    - a. Chair Juzkiw-Yes!
- b. Chair Puccio- Meeting upstairs in the USG office.
- c. Senator Darris- Thanks to Eric for mentioning the Collective.
- i. Call to Action Meeting
    1. It felt like when USG came to the meeting, it was almost like they wanted to take over, and the things presented were not the needs of the community, which is hard to say when it's your first meeting. Another fact that was hard to adjust to was that USG came all dressed up, all nice, sat together as a group. Mostly white students. Obviously, there is nothing wrong with that, but you have to understand what message that sends to people. You could say it shows the unity of USG. The USG voice was really valued. I got reports from students that were really impressed with you all being there. The things you had to say caught them off-guard, but it was welcome.
  - ii. Questions
    1. President Solis- Same time tonight?
      - a. Senator Darris- Tonight at 9. Letter writing focus.

2. Chair Juzkiw- Do not need to attend to send a letter.
  - a. Senator Darris- Also have a g-mail account. [Calltoactionbg@gmail.com](mailto:Calltoactionbg@gmail.com)
3. Senator Mazur- Does this group meet every week?
  - a. No. It's whenever we see the need.
  - b. Senator Mazur- Could you let us know in advance when they meet, so we can plan ahead?
    - i. Senator Darris- Yes.

XV. Advisor's Remarks

- a. Open Forum
  - i. This Wednesday the 6<sup>th</sup>, from 11-12:30PM, in BTSU 208. Focuses on BGSU/City relations. City officials will be there, Daniel Gordon.
- b. Exec
  - i. Ryan Wright is with is tonight. Serves on Senate Executive Committee. Ryan and Elizabeth Whitter will periodically come to USG meetings. Shows how closely USG and GSS are working together. It's important to come together on issues. It's been great to see the collaboration.
- c. Title IX Brochures
  - i. We have extras. Take them if you want to.
- d. Questions
  - i. Speaker Post- [Chair] Puccio and Senator Harris will be our liaisons.

XVI. Closing Remarks

- a. Senator Puffenberger- Are there any other veteran students? If you know any student veterans who served during Operation: Enduring Freedom or Operation: Iraqi Freedom, send them to me. Forming a focus group regarding integration. If any of your classmates fit that, pass them on to me. Always interested in meeting more veteran students.
  - i. [apuffen@bgsu.edu](mailto:apuffen@bgsu.edu)
- b. Senator St Peter- Tomorrow, our football team is playing Miami. Falcon Fanatics hosting a viewing party in Olscamp 117. Starts at 7:30
  - i. Next Tuesday is a home game against of U of Ohio. Need everybody there.
- c. Post- Will be sending out my senator report.

XVII. Adjournment

- a. The chair entertains a motion to adjourn.
  - i. So moved by Senator Henry
    1. Seconded by Senator Banham.