



Champlain College | Stephen Mease Photos

Champlain College
Student Government Association
2015-2016 Archives



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SGA 2015-2016

A. Role Descriptions

● **President**

- Chair meetings of the Cabinet.
- Serve as liaison to administration on behalf of the SGA.
- Provide a State of the SGA report to the Champlain College President's Cabinet twice each year.
- Serve as an ex-officio member of all SGA committees.
- Provide a Cabinet report at Senate meetings.
- Serve as Vice-Chair of the College Council.
- Approve expenditures in the absence of the Director of Finance.
- Nominate the offices of Director of Finance, Director of Operations, Director of Clubs, and Director of Communications.
- Authenticate by his/her signature the legislative acts and resolutions approved by the Senate.

● **Vice President**

- Chair meetings of the Senate.
- Chair the Standing Rules Committee.
- Provide the Cabinet with action report following Senate meetings.
- Serve as a member of the College Council.
- Chair Cabinet meetings in the absence of the President.
- Succeed to the office of President should the office be vacated.

● **Director of Clubs**

- Coordinate with SGA funded clubs
- Coordinate with Director of Finance for finance related issues
- Maintain detailed club information (list of approved clubs, approval documents, attendance, rosters, etc.)
- Provide monthly reports to the Cabinet and Senate
- Coordinate training for club leaders

● **Director of Communications**

- Maintain and update the SGA blog and social media pages
- Publicize the actions and procedures of the SGA within and outside the Champlain community
- Promote the elections at the direction of the Elections Committee
- Attend regular Cabinet meetings weekly during the academic year and any special meetings called by the President or any two other members of the Cabinet

● **Director of Finance**

- Chair the Finance Committee
- Propose and manage the SGA budget
- Approve expenditures



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- Provide monthly budget updates to the Cabinet and Senate
- Attend all regular Cabinet meetings and Special meetings called by the President or any two members of the Cabinet
- **Director of Operations**
 - Take detailed minutes at Senate and Cabinet meetings
 - Maintain records of the SGA decisions
 - Manage the SGA email and mailbox
 - Serve as office manager
 - Schedule meetings for the Senate and Cabinet
 - Attend regular weekly Senate and Cabinet meetings during the academic year and special meetings scheduled by the President or any two members of the Cabinet
- **Finance Assistant**
 - Assist Directors of Finance, Clubs and Operations
 - Compile paperwork and filing
 - Scan and archive receipts
 - Attending special meetings when necessary
- **Graphic Design Assistant**
 - Assist President, Vice President, and Director of Communications
 - Design material for, and help publicize the actions and procedures of the SGA
 - within and outside the Champlain community
 - Create promotional material for all SGA sponsored events
 - Take on special projects when necessary
- **Senators**
 - Attends the Senate weekly meeting on Monday from 3:30 PM to 5:30 PM.
 - Sit on at least one committee of the College on behalf of the SGA
 - Be present during office hours
 - Act in a professional manner befitting of a student leader

B. 2015-2016 SGA Members

SGA Cabinet 2015-2016

President - Kirby McThompson '16

Vice President - Lucas Bienvenue '16

Director of Clubs - Mauro Agnellini '18

Director of Communications - Kathryn Young '18

Director of Finance - Kevin Ameden '16



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Director of Operations - Rachel Hatem '16

Finance Assistant - Jeff Diehl '17

SGA Senate 2015-2016

CCM Senators:

Charlie Carucci '18 | Kendall Dinsmore '18 | David Fiddler '17

EHS Senators:

Katherine (Kit) Hansen '16 | Harold (Sam) Hodges '17

First Year Senators:

Sean Keenan '19 | Jared Knepper '19 | Dustin Yost '19

ITS Senators:

Michael (Mike) Albrecht '17 | Hunter Gregal '17

RPS Senators:

Kara Bard '18 | Joshua (Josh) Miller '16

SGA Advisors 2015-2016

Charles (Chuck) Bashaw & Michelle Miller

C. Elections

Fall Elections 2015 - 166 Ballots Cast (%)

First-Year Senators	Jared Knepper	107	Elected
	Dustin Yost	98	Elected
	Nate Adkins	44	
	Sean Keenan	81	Elected

Spring Elections 2015 - 825 Ballots Cast (%)



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President	Kirby McThompson	620	Elected
	Abstain	173	
Vice President	Lucas Bienvenue	461	Elected
	Benjamin Wyatt	266	
	Abstain	266	
CCM Senator	Charlie Carucci	126	Elected
	Kendal Dinsmore	144	Elected
	David Fiddler	136	Elected
	Abstain	31	
EHS Senator	Kit Hansen	84	Elected
	Harold "Sam" Hodges	66	Elected
	Logan Rice	54	
	Abstain	13	
ITS Senator	Michael Albrecht	80	Elected
	Hunter Gregal	77	Elected
	Peter Orzell	69	
	Abstain	17	
SSB Senator	Mauro Agnellini	43	
	Kara Bard	84	Elected
	Josh Miller	96	Elected
	Abstain	9	

Cabinet Appointments 2015

- **Director of Clubs**
 - Mauro Agnellini - **Appointed**
 - Peter Orzell
 - Benjamin Wyatt
- **Director of Communication**
 - Tucker Van Dussen



- Kathryn Young - **Appointed**
- **Director of Finance**
 - Kevin Ameden - **Appointed**
 - Alexandria Ratajczak
- **Director of Operations**
 - Rachel Hatem - **Appointed**

D. Fall Training

2015 SGA Training Agenda

Sunday, September 27th
 11:00am- 5:00pm
 CCM 232

<u>Time:</u>	<u>Topic:</u>	<u>Topic Leader:</u>
11:00-11:15am	Opening Remarks	Kirby
11:15-11:45am	Our Roles	Kirby- Group Activity
11:45-12:15pm	Document Review	Lucas
12:15-12:45	Robert's Rules	Chuck
12:45-1:00pm	Professionalism	Kirby/Lucas
1:00-1:30pm	Lunch - Burlington Bay	
1:30-2:15pm	Traits of a Leader	Kirby- Group Activity
2:15-2:45pm	Goals & Expectations	Kirby - Group Activity
2:45-3:15pm	Diversity & Inclusion	Kirby
3:15-3:30	Title IX	Kirby
3:30-3:45pm	Break Time! :)	
3:45-4:30pm	Finding Our Voice	Kirby- Group Activity
4:30-4:50pm	Questions ???	
4:50-5:00pm	Closing Remarks	Kirby

E. Transition Plans -



All Senators were to work together and create division based transition plans. Along with each cabinet member creating one, this includes Vice President and President.

For Information regarding individual transition plans email sga.champlain.edu

Senate

A. Senator Reports - Fall 2015

a. CCM Division *Coming ASAP*

b. EHS Division

This semester the EHS Senators, have had quite a bit to do. Since the creation of the EHS Signature courses, they have been working with students and faculty to work out the kinks in the course structure. This has involved meeting with both parties as well as research into the intent of the courses. One of the EHS Senators has taken two of the courses as well, and therefore has been using their own experience working diligently to try and correct any problems with the new courses. In terms of making contact with their constituents, they hosted a movie night that only one student attended. They have big plans for a CPR course being taught in the Spring Semester.

c. First Year Division

After fall elections, the First Year Senators met to discuss their ideas to connect with their constituents. They agreed that they would host an event at a coffee shop downtown to both socialize with fellow first-year students and answer any questions they may have about SGA. After selecting New Moon Café as the ideal shop both for its spacious layout and for its menu, then conferring with the Student Activities Programmers' calendar to select a date for their event, they contacted New Moon with the details of the event. They graciously agreed to allow the Senators to use their space, and thus they held their event there on Friday, December 4 from 6PM–8PM. They had hoped to encourage attendance by offering a discount of one dollar on each drink purchase made by the students, yet only ten students* attended. Following the event, a New Moon staff member counted the coupons received, and they reimbursed the café for the corresponding number of discounts they had given.

Improved advertising may have improved attendance. An email was sent to all first-year and transfer students approximately 2 weeks prior to the event to notify them of its existence, and flyers were distributed at the start of the week in which the event was set to occur. Inclusion on the Stall Street Journal would've been wise as well, but this idea presented itself after the deadline had passed. It is recommend to future senators that advertising begin further in advance. Jared Knepper had personally invited all 10 of the event's attendees, so the public



advertising might have been entirely ineffective. However, Jared noted that a handful of his classmates had made mention of the event when talking to him, with one even praising it as a “really cool idea,” yet none of them attended. Whether the problem lied in their advertising, the idea itself, the timing of the event, or the general motivation level of the students at that point in the semester we don’t know, but the best advice they can give for future senators is to plan and prepare in advance as much as possible.

d. ITS Division

Over the past semester (Fall 2015) the ITS Division has ran quite smoothly. The ITS Senators continued to maintain the ITS Division facebook group as a means of easily sharing announcements with their constituents. In addition to this, they set up a Google forms page as a means to allow individuals to contact them directly via the link in case email was not preferred. Some students brought up concerns around the state of the current campus smoking policy and submitted a proposal which has led to a review of the policy to be taking place. The Senators continue to remain in touch with the major professors and division leader to stay on top of the current curriculum and changes happening in the division so that they may share the updates quickly and efficiently. Additionally they would like to add that our major clubs continue to thrive and have seen great numbers at meetings and awesome enthusiasm for the fields! All in all it was a smooth semester with no major concerns that required addressing.

e. RPS Division

As you may be aware, the business division at Champlain has had a pretty significant decrease in total applicants so the Senator's efforts have primarily been focused on figuring out a way to increase the value of the business program for students here. They are currently drafting a proposal for the BYOBIZ program that would sort of revamp the program and add a lot more to it, while making it a more accessible and meaningful tool for students to make use of. They will be submitting the proposal to the SGA for support this coming semester. Unfortunately they didn't plan any major events this semester with the division, nor did they really communicate with one another. They are really excited for their plans to come to fruition this semester though!

Lastly, the creative media division seemed to have some difficulties bringing their divisions together, plus there was the whole film department budgeting issue, so one of the RPS Senators decided to take on the task of fixing all that.

They are drafting up a separate proposal that would essentially create a club similar to the Champlain College Game Developers Association, the club that encompasses all of the game majors, fosters cooperation, and handles all of their budgeting. It would be like that but for the Film, Broadcast & Streaming, and creative media majors of similar natures. The person who runs the film rental house at media services already said he was very interested in acting as an adviser for the group and is helping me establish it. Aside from the BYOBIZ project, setting this up will be their primary focus for the upcoming semester.



Cabinet

A. Cabinet Procedures

I. Cabinet appointments

- A. **Application Requirements** - Students must complete an application in order to apply to run for any office in the Champlain College Student Government Association. That application shall include:
1. Release for one of the Advisors to validate that the student's cumulative GPA and conduct record meet the requirements of the position. The Election Committee Chairperson shall seek this validation through the SGA Advisors. As an alternative, an applicant may choose to provide validation of the GPA qualification from the Registrar's Office and of the conduct qualification from the Office of Student Conduct.
 2. Include a cover letter and resume.
 3. All applications are received by the SGA President, who validates that all requirements have been met.
- B. **Selection Process**
1. Applicants will send in their required documents to the SGA President.
 2. The SGA Advisor will validate their application.
 3. The President & Vice President will review applications and schedule interview times with each candidate.
 4. The President & Vice President will make recommendations to the Senate for each position and the Senate will vote on appointment.
 5. If a candidate is denied by the Senate than the President & Vice President will bring forth a new recommendation.

II. Expectations of Cabinet Members

A. General

1. Outgoing Cabinet Member shall provide a written report containing their suggestions for communication/transition plans to the newly appointed cabinet members. This report shall be submitted to the President at the last Cabinet meeting of their term of office. The President shall distribute such reports to the incoming Cabinet Members.
2. Within the first month of the Fall semester the Cabinet as a whole will design their strategic plan for the academic year.



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3. Prior to the first Senate meeting for Incoming Student Senators, an orientation program shall be conducted by the President or his/her designee that should include the following:—expectations of senators and cabinet, review of the SGA Bylaws, instruction on Robert’s Rules of Order, sharing of prior members recommendations, Diversity & Inclusion and review of the guidelines and expectations for the required communication plans.

B. Attendance

1. Cabinet members are expected to attend:
 - a) Senate meetings relevant to their responsibilities and encouraged to attend all meetings in order to stay informed of current SGA matters,
 - b) Trainings
 - c) Major SGA events (Leadership dinner, election events, and other events at the discretion of the President & Vice President).
Cabinet members anticipating an absence from a Senate meeting (relevant to their position), Cabinet meeting or required event must notify the President through official communication channels 48 hours prior to the meeting unless an emergency occurs.
2. In the first meeting of the fall semester each year, the Cabinet will determine the expectations for Cabinet holding office hours for that academic year.
3. At the discretion of current cabinet if a member is not meeting attendance requirements, said cabinet member shall undergo a review for a disciplinary action plan.

C. Fulfillment of Responsibilities

1. Each cabinet member shall uphold their responsibilities outlined in their position descriptions.
2. If a cabinet member does not meet these expectations the cabinet as a whole will refer to the “Procedures for Sanctions of SGA members” in the Senate Standing Rules to decide further actions.

D. Public Image

1. Cabinet members are Student Leaders and represent SGA at all times and shall exhibit professionalism at all times, this includes on and off campus events as well as online presence.
2. Cabinet members should adhere to all school policies and keep in good standing in regards to conduct.



3. Cabinet members shall adhere to the Behavioral Standards and Values document.

III. Communication Guidelines/ “Best Practice”

A. Agendas

1. Cabinet meeting agendas shall contain the following items
 - a) Approval of the prior meeting’s minutes
 - b) Current Business Updates/items
 - c) New Business
 - d) Cabinet member reports/updates
2. Cabinet meeting agendas shall be developed by the President:
 - a) The President shall solicit agenda items from the members 5 days prior to the Cabinet meeting
 - b) The President shall provide all Cabinet members with the agenda and associated documents at least 24 hours in advance of the meeting.
3. Minutes of Cabinet meetings shall be distributed to members by the Director of Operations at least 24 hours in advance of the meeting.

B. Proper Communication Channels

1. Please refer to the communication channel document to... **COMING Fall 2017.**
2. For professional matters in regards to SGA, it is recommended that members utilize proper channels to keep documentation/record, to minimize confusion and to further develop professionalism.

C. Grants & Clubs

1. **Club Budget Allocations**

- a) Director of Clubs and Director of Finance will get together to collaborate on the communication of approved club budgets. The Director of Finance will send out an email to each of the club heads, cc’ing the Director of Clubs. This will include:
 - Approved Amount
 - Any restrictions on spending on allocated funds
 - Any notes regarding reimbursements, receipts and processes.
 - Information for seeking further funds through the grant process.
 - Information for concerns/questions.
- b) IF there are any appeals to the individual club budgets, the process is outlined in the Senate Standing Rules under “Club Budget appeals”



2. Club Recognition

- a) All clubs that submit an Appendix G for the semester will be considered a SGA recognized club upon review its review, regardless of receiving funding.
- b) By being a recognized SGA club it will enable them to reach out to us and utilize our connections to assist their club.
- c) All recognized clubs will be notified by the Director of Clubs and/or Director of Finance after appendix G has been reviewed.
- d) All recognized SGA clubs will receive an opportunity to be represented on the Champlain college website upon completing necessary marketing information.

3. Grant Allocations

- a) After the Senate votes on the grants, the Vice President will reach out via email within 24 hours of the meeting with the final decision of the Senate. The Vice President will cc the Director of Finance on each email.

- b) The grant allocation email will specify what the allocated amount can be used for (if applicable). If allocations are not used correctly the SGA will not be responsible for reimbursements.

4. Proposals - Post-voting procedures

- a) TBD



Clubs

A. Club Training - *October 7, 2015*

1. Title XI & Consent

- Donna Swartwout - dswartwout@champlain.edu
- [Tea Consent Video](#)
- There are services on campus that are there to HELP you
- SEE something, SAY something, DO something. If you see or hear about someone being sexual harrassed or assaulted you need to tell someone.
- DON'T IGNORE THE ISSUE IF YOU SEE IT

2. Risk & Liability

- Ted Winokur - twinokur@champlain.edu
- Certificates of Insurance
 - Name of Organization & Address
 - NEED Proof of Insurance
- Club/Intramural Sports
 - Covers you if you're injured (serious injuries up to \$10,000)
 - School insurance needs to approve of the sport/intramural
- Safety Planning
 - Out of ordinary events (ie. Bouncey Houses) need special contracts
 - Contracts are needed when hiring non-Champlain companies
- Let SGA know about your events so that we can support your club
- Ted Winokur needs to sign any and all contracts, YOU CANNOT SIGN THEM
- Are you partnering with another school? Those students need to sign activities waivers → get those through Ted
- Transportation
 - Need to be van certified to reserve vans
 - 20 years old
 - No Points on your license
 - [Van Certification](#)
 - College Van → Champlain Insurance
 - Your Own Vehicle → Your Own Insurance

3. Physical Plant

- Tom Bonnette - bonnette@champlain.edu



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- Email with questions regarding: space on campus, chalking, EMS request + physical plant request
- Chalking
 - NOT on stairwells
 - NOT on the side of buildings
 - OK on sidewalks and Hauke Courtyard
 - Use inclusive language
 - NO inappropriate language
- General Respect → CLEAN UP AFTER YOUR EVENTS
- If damages occur, physical plant about all damages. OWN UP to what happens, it's okay if something breaks, it's NOT okay to not tell anyone.
- Champlain Room → \$200 per hour, book through Event Center
- EMS (Event Management System)
 - Book rooms
 - Book Tables in the Atrium for Tabling
 - Van Reservations
 - When filling out the form, put yourself as a "Temporary Contact," put RACHEL HATEM as a second contact and she will forward you the email.
 - If you want tables brought to your event, you need to make a PHYSICAL PLANT request → similar to submitting a work order

4. Public Safety

- Rich Long - rlong@champlain.edu
- NO ALCOHOL OR DRUGS AT YOUR EVENTS
- Please let Public Safety know if you are using a building that's normally locked
- Public Safety does receive an EMS schedule, so they will know about your events.
- If you are experiencing any issues, please call Public Safety (802-865-6465)
- If you are having the public at your event, then you need a fire marshal (specifically using the gym)
- If you're have a 24 hour event, please let Public Safety know
- Safety Concerns
 - Call Public Safety, if serious call 911, Public Safety gets notified either way

5. Student/Residential Life

- Student Handbook → Rules and Regulations of the school. READ IT
- Report harassment issues
- Engagement is the key to success
- Even if you or anyone else at your event is 21, there is NO alcohol allowed
 - Hold people to the Champlain Standard at events
- Consider your music choice, Champlain is in a residential area and next to a school
- Be respectful of Res Halls and Academic Buildings.
- Marketing
 - Flyers → All flyers need to be approved by Jared Cadrette - jcadrette@champlain.edu
 - If you want colored copies you need to print them off yourself and bring them to the work study office, otherwise they will be printed in black ink ONLY



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- Make sure to put → Who, What, When, Where, Why, and who to contact with questions
- When putting events into EMS, put it under the category of “Student Activities - Social”
- Make sure that all social media posts are appropriate. You are representing CHAMPLAIN both on and off campus!
- Campus Compass → another avenue for marketing events.
- Social Media → Facebook (events pages), Instagram. Be Interactive with your social media presence or else NO ONE will see it!
- If you want to look into getting a champlain email for your club (@champlain.edu) talk to Nichole Magoon
- Partner with other clubs to help promote yourselves and them!
- If you want to do events within the ResHalls, you need to contact that Area Coordinator of that building, along with the RA
- DO NOT USE DUCT TAPE TO HANG ANYTHING
- If you want to put flyers in the napkin holders, you need to talk to Kirsty in the dining hall.

6. Finance

- Email Kevin Ameden with money questions - kevin.ameden@mymail.champlain.edu
- Itemized receipts are best when turning them in
- You need W-9 forms for anyone you're paying outside of Champlain, Invoice on anything over \$500. No gift cards over \$75
- Food → \$100 or 10% of the Budget (whichever is greater)
- No reimbursement on gas. But \$.55 per mile

7. Other Club Info

- Club Handbook
- Monthly Newsletter to come that will help with event promotion
- CHECK YOUR EMAILS
- EXTRA LIFE → if you want your club to have a table (selling items, raising money, etc.) Talk to CALLIE BROWNING (callie.browning@mymail.champlain.edu)
- Appendix G for Spring Semester due **DECEMBER 1ST**
- Receipts need to be in by then too so that SGA can determine Spring Semester Budget.
- Rachel Hatem will be setting up WUFOO forms the new Hearthstone space and newsletter signs (stay tuned folks)



Internal Work

A. Grant List

**Fall 2015 Grants
 Requested vs. Approved**

GRANT NAME	REQUESTED	APPROVED
Include Breakfast	\$47.06	\$47.06
Defcon Grant	\$2,000.00	\$1,380/00
AIGA Grant	\$3,350.00	\$2,600.00
Rail Jam Grant	\$4,499.41	\$4,499.41
CCGDA	\$1,300.00	\$300.00
CCGDA (Green Mountain Game Festival)	\$3,750.00	\$3,750.00
Make a Change: Not Alone	\$1,500.00	\$1,500.00
Event Promotion Class Grant	\$70.00	\$70.00
Film Grant (Roland)	\$535.00	\$535.00
See Say Do (Student Life-Carol)	\$3,364.98	\$200.00
Extra Life	\$850.00	\$650.00

B. Resolutions

a. Resolution_Y3R1 - Finance & Graphic Design Assistants



Champlain College Student Government Association

Date: 8/5/2015

Whereas, It is the responsibility of the Champlain College Student Government Association Director of Finance to deal with the finance and the budget of the SGA and;

Whereas, some tasks of the Director of Finance might be overwhelming for one individual to perform and;

Whereas, a finance assistant was appointed during the Spring semester of 2016; therefore

Resolved, that the finance assistant position be brought back for the academic year of 2016-2015.

Date: 8/5/2015

Whereas, It is the responsibility of the Champlain College Student Government Association Director of Finance to deal with the finance and the budget of the SGA and;

Whereas, the finance assistant will work closely with the Director of Finance and; therefore

Resolved, That the Director of Finance will make a recommendation to appoint a finance assistant for approval by the Senate.

Date: 8/5/2015

Whereas, It is the responsibility of the Champlain College Student Government Association Director of Communication to promote and market the SGA and;

Whereas, graphic design is a valuable skills for promoting and marketing an organization and;

Whereas, a graphic design assistant was appointed during the Spring semester of 2016; therefore

Resolved, that the graphic design assistant position be brought back for the academic year of 2016-2015.

Date: 8/5/2015

Whereas, It is the responsibility of the Champlain College Student Government Association Director of Communication to promote and market the SGA and;

Whereas, the graphic design assistant will work closely with the Director of Communication and; therefore

Resolved, That the Director of Communication will make a recommendation to appoint a graphic design for approval by the Senate.

b. Resolution_Y3R2- Finance Assistant Appointment



Champlain College Student Government Association

Date: 9/14/2015

Whereas, It was voted that the Director of Finance make a recommendation to appoint finance assistant for approval by the Senate and;

Whereas, Jeff Diehl fulfilled the position last Spring

Resolved, that Jeff Diehl be appointed Finance Assistant for Fall 2015.

c. Resolution_Y3R3- Archives Version 1

Date: 11/30/2015

Whereas, It is the responsibility of the Champlain College Student Government Association to communicate information to the student body;

Whereas, The SGA does not currently have public documentation available for the students , and;

Whereas, It was decided by the SGA Senate that the elections results and the inventory list should be made available publicly to the student body; therefore

Resolved, That the elections results and the inventory list be made publicly available to the student body by the beginning of the Spring 2016 semester (January 18th, 2015.)

d. Resolution_Y3R4- Archives Version 2

Date: 12/7/2015

Whereas, It is the responsibility of the Champlain College Student Government Association to communicate and document information for the student body;

Whereas, The SGA does not currently have a systematic plan for the creation, execution and publication of the archived materials decided upon by the SGA Senate, and;

Whereas, It was decided by the SGA Senate that the original list should be made available publicly to the student body by January 18th, 2016; therefore



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Resolved, In order to feasibly execute the original resolution, at the recommendation from the the Director of Operations and President, that the archives will be published according to the following breakdown for best practice and logistical reasoning for the SGA.

Documents to be **Executed and Published** by *January 18, 2016*:

- List of SGA Members & Role Descriptions (Fall 2014-Present)
- Elections- Who Ran, Who was elected and Results (Fall 2014-Present)
- Proposals (Fall 2014-Present)
- Resolutions (Fall 2014-Present)
- Grant List (Fall 2014-Present)
- Senator Reports (Fall 2015-Present)
- SGA Training Plans (Fall 2015-Present)
- Clubs Handbook (most recent revision)
- By-Laws (most recent revision)
- Standing Rules (most recent revision)
- SGA Committee List & Committee Appointments (most recent revision)
- Diversity Plans (most recent revision)

Documents to be **Created and Reviewed** by *February 15, 2016* and then **Executed and Published** no later than *March 1, 2016*:

- SGA Transition Plans (Fall 2015-Present)
- Cabinet Procedural Document
- How-To Reference Guide
- Inventory List & Procedures
- Strategic Plans



External Work

A. SGA Committee List

****Please Note that the External Committees often varies semester to semester and year to year.****

I. INTERNAL COMMITTEES

A. Finance Committee (Fall & Spring)

Committee to meet 2x an academic year to discuss and allocate club budgets based upon the Appendix G's submitted each semester.

Committee to be chosen by: 1st Senate meeting of the academic year

Meeting Time: Scheduled by the Director of Finance

Point Person/Chair: Director of Finance - *Kevin Ameden* & SGA Advisor - *Chuck Bashaw*

SGA Members(X): *David Fiddler, Josh Miller*, & Director of Clubs - *Mauro Agnellini*

"Community-Students" (2): *Callie Browning & Peter Cirilli*

B. Fall Elections Committee

To plan and execute the Student Government Association Fall Elections for the following academic year.

Committee to be chosen by: 1st Senate meeting of the newly elected Senate (i.e. April)

Meeting Time: TBD by Point Person/Chair

Point Person/Chair: President - *Kirby McThompson*

SGA Members(X): *David Fiddler, Lucas Bienvenue, & Sam Hodges*

"Community-Students": *Meredith Hansen*

C. Spring Elections Committee

To plan and execute the Student Government Association Spring Elections for the following academic year. Requirements: 3 non-returning SGA members & 2 community-students.

Committee to be chosen by: Last Senate meeting of the Fall Semester

Meeting Time: TBD by Point Person/Chair

Point Person/Chair: President - *Kirby McThompson* (past years - outgoing senior Cabinet member)



SGA Members(3-5): (must be graduating OR not running for an SGA position-Senate, VP, President or Cabinet) *Rachel Hatem, Kevin Ameden, Lucas Bienvenue & Jared Knepper*

“Community-Students”: If needed - 1-2 members

D. Standing Rules

Reviews the SGA standing rules and compensation schedules and recommends changes to the senate. (5 senators) Meeting time TBD.

Committee to be chosen by: 1st Senate meeting AFTER first-years have been elected/sworn in

Meeting Time: TBD by Point Person/Chair

Point Person/Chair: Vice President - *Lucas Bienvenue*

SGA Members(5): *Sam Hodges, Kendall Dinsmore, Hunter Gregal, Dustin Yost & Kara Bard*

“Community-Students”: No outside members needed

II. External Committees

A. Bookstore Committee

Provides advices to the College bookstore operator Follett. :

Note: Free Lunch is included in this committee--meeting in IDX 309

Committee to be chosen by: 1st Senate Meeting handling Committee Placement in.

Meeting Time: 4x throughout the year. Exact details to be specified by Point Person/Chair.

Point Person/Chair: Linda Wheeler

SGA Members(1): *Josh Miller*

“Community-Students”(2): The Point Person/Chair is responsible for the community-students NOT the SGA

B. Calendar Committee

The Calendar Committee will review the academic calendar on an annual basis. The membership of this committee is drawn from Students, Faculty, and Staff. Periodically, data collection from the community will be needed to assess the effectiveness of the calendar in use.

Committee to be chosen by: 1st Senate Meeting handling Committee Placement

Meeting Time: TBD by Point Person/Chair

Point Person/Chair: Kathy Whiting

SGA Members(2): *Kit Hansen & Kirby McThompson*



“Community-Students”(1): *Logan Rice*

C. College Competencies Committee

Reviewing and revising the competencies that each students is expected to have by graduation.

Committee to be chosen by: 1st Senate Meeting handling Committee Placement

Meeting Time: 2x a month - exact details TBD by Point Person/Chair

Point Person/Chair: Ellen Zeman

SGA Members(1): Kendall Dinsmore

“Community-Students”: No outside members needed

D. College Council

Only college committee that includes faculty, staff and students. Committee that recommends policies that impact all members of the Champlain community.(Smoking, pet, college calendar)

Committee to be chosen by: 1st Senate meeting AFTER first-years have been elected/sworn in. 1 week turnaround for community students after SGA members decided upon.

Meeting Time: Once a Month - Friday’s 8:30am

Point Person/Chair: Linda Murphy

SGA Required Seats: President - *Kirby McThompson* & Vice-President - *Lucas Bienvenue*

SGA Members(3): *Jared Knepper, Sean Keenan & Kara Bard*

“Community-Students”(2): *Benjamin Wyatt & Logan Rice*

E. Community Coalition

Champlain College neighborhood group that provide a forum for all members of the neighborhood to discuss issues. (Noise, parking, traffic): UVM group sponsored by Office of Student and Office Relations: (2 person)

Note: All meetings take place at the Office of Student and Community Relations located on the 1st floor of 12 Colchester Ave. in the Pearl House (yellow wood frame building next to John Dewey and across the street from Ira Allen Chapel).

Committee to be chosen by: 1st Senate Meeting handling Committee Placement OR after 1st Years inducted.

Meeting Time: Once a Month - Friday’s 3:00-4:30pm

Point Person/Chair: Community Organization & Sandra Yussen

SGA Members(2): *Rachel Hatem & Kirby McThompson*



“Community-Students”: No outside members needed

F. Curriculum Committee

Responsible for reviewing and approving changes to the College curriculum including new and revised courses, new and revised programs and minors.

Committee to be chosen by: 1st Senate Meeting handling Committee Placement

Meeting Time: **Prescheduled Dates sent at beginning of semester 3:30-5:00 pm on: 9/28, 10/26, 11/23, 2/1, 2/29, 3/28, 4/18

Point Person/Chair: Linda Goodrum

SGA Members(1): *David Fiddler & Kathryn Young**extra by choice*

“Community-Students”: No outside members needed

G. Diversity Council

Group of faculty, staff, administrators and students focused on achievement of the College’s goals for diversity and inclusion.

Committee to be chosen by: 1st Senate Meeting handling Committee Placement OR after 1st Years inducted.

Meeting Time: TBD by Point Person/Chair

Point Person/Chair: Ame Lambert

SGA Members(1): *Charlie Carucci*

“Community-Students”: No outside members needed

H. Student Employee of the Year Committee

The SEOTY Committee is comprised of College employees and a student, typically a member of the SGA. The purpose of the Committee is to formally recognize the contributions Champlain’s student employees make to the College. We have developed a forum for student supervisors to show their appreciation by nominating their student’s for Student Employee of the Year as well as for several other categories. Throughout the year the committee sends out recognition ideas to all student employee supervisors as well as plans and hosts a Student Employee of the Year celebration in April, during National Student Employment Week.

Beginning in 2015-16, we will participate in the Regional competition for Student Employee of the Year. The winner of the Regionals is entered into the Nationals. We appreciate our student employees and want them to feel excited, empowered and engaged while learning important professional skills. We are extremely grateful for their assistance and the hard work they put into making our campus run efficiently and want to ensure that they know how much they are appreciated.



Committee to be chosen by: 1st Senate Meeting handling Committee Placement OR after 1st Years inducted.

Meeting Time: TBD by Point Person/Chair

Point Person/Chair: Kathleen LeClair

SGA Members(1): *Hunter Gregal*

“Community-Students”: No outside members needed

I. Transportation Committee

Handles parking and buses.

https://docs.google.com/forms/d/1-6GuDpxgy_KXlOPxJPmlQ15Hdif0ZaoFRVBqWldVaxw/viewform

Committee to be chosen by: 1st Senate Meeting handling Committee Placement OR after 1st Years inducted.

Meeting Time: TBD by Point Person/Chair

Point Person/Chair: Christina Erickson

SGA Members(1): *Sam Hodges*

“Community-Students”: No outside members needed

J. Ward 6

Burlington city governance organization that includes the city councilman and get updates from school boards, city ordinances, budget and Champlain and UVM are always on their agenda to provide updates when needed.

Committee to be chosen by: 1st Senate Meeting handling Committee Placement OR after 1st Years inducted.

Meeting Time: 3rd Week of the month - Thursdays @7:30pm

Point Person/Chair: Community Organization & Sandra Yussen

SGA Members(1-2): *Kit Hansen*

“Community-Students”: No outside members needed

B. Proposals

No Proposals have been submitted as of January 2016



Miscellaneous

A. How-To Reference Guide *Coming Spring 2016*

B. Inventory List & Procedures *Coming Spring 2016*