

## Executive Cabinet Meeting

August 21, 2016 at 8:00 PM

Ferguson Center 3110

- I. President – Lillian Roth: Present
  - a. Constitution and Code of Laws need to be updated as soon as possible, including updates on the website.
  - b. Vacancy for Vice President for External Affairs: We will have an application online for 10 school days. This went up Friday morning. Executive Council will then conduct interviews and present nomination to Senate who will then have a majority vote to confirm. Braden is our point person regarding External Affairs for now.
- II. Executive Vice President – Ben Leake: Present
  - a. First Year Council over the next few weeks. Share online and promote in person.
    - i. The application deadline will likely be extended to August 28<sup>th</sup>, 2016 – want to allow time after Get On Board Day.
    - ii. Contact Ben or Cassidy with questions.
    - iii. Mentorship program: not entirely sure if the program will continue, but looking to start program where FYC members will visit Senate sessions on a regular basis
  - b. Interviewers for First Year Council members are listed in Constitution (Article VI, Section IV, Subsection C)
- III. Vice President for Academic Affairs – Emily Cerrina: Present
  - a. Academic Integrity Week: September 6 – 9, 2016
    - i. Tuesday: wall on the quad.
      1. 9 AM – 3 PM (likely)
      2. Greek points, buttons, and SGA giveaways.
      3. Will need to buy more wood for the wall.
    - ii. Wednesday: Academic Resource Day
      1. Will reserve room in the Ferguson Center to have organizations come and set up tables regarding things like Writing Center, Speech Lab, Center for Academic Success, etc.
    - iii. Thursday: President’s List Reception
      1. Potentially adding an event with Graduate School.
    - iv. Friday: Video recap of the past days. Instagram prize?
      1. Puppy play date or other fun event.
  - b. Contact Emily with any hashtag ideas.
- IV. Deputy Vice President for External Affairs – Braden Morell: Present
  - a. Lobby Board application is open right now.

- b. Friday is College Colors Proclamation Day. Lillian, Braden, Dr. Caldwell, and Big All will attend.
  - c. Better Relations Day is October 25<sup>th</sup>. Some money left in budget from last year – will try to allocate before end of fiscal year on October 1.
  - d. Four blood drives are planned for semester. First is August 29 – 31, 2016.
- V. Vice President for Financial Affairs – Jordan Forrest: Present
- a. Budget information
    - i. Everything starts over October 1<sup>st</sup>, 2016.
    - ii. Everyone should meet with VPFA individually to go over remaining budget for this fiscal year as well as planning budget for next year.
    - iii. Will be trying to save money wherever possible and use money more efficiently.
  - b. Purchase request forms
    - i. Executive Cabinet members will need to fill them out before purchasing anything, and also must discuss with Lillian, Jordan, and Mary Lee before purchasing anything.
    - ii. Try to submit financial requests as soon as possible. Executive Cabinet meetings are a great time to do this.
    - iii. Any director who is trying to submit a Purchase Request Form must first go through their respective Executive Cabinet Member.
  - c. Upcoming meeting/event updates
    - i. Military dependent scholarships are also happening soon.
    - ii. Met with many organizations this weekend at Foresight Training.
    - iii. FAC information is being updated on website.
- VI. Vice President for Student Affairs – Dalton Beasley: Present
- a. Student Organization Seating update
    - i. Nine Board of Governors with four alternates. The Board has been selected.
    - ii. First block seating meeting on August 22, 2016 with Board of Governors and representatives from organizations. Interviews will take place on Wednesday, Thursday, and Friday and follow the guidelines set forth in the Constitution.
    - iii. Grading rubric will be created and then seating will be determined.
    - iv. Organizations received an email regarding the meeting over the weekend. Interview sign-ups will take place at meeting on August 22, 2016.
    - v. Top 50% of applicants will receive full allotment of seats (number of members multiplied by 1.5). Bottom 50% will receive lesser number of seats (number of members multiplied by 1.25). This leaves to fewer organizations being left out.
- VII. Executive Secretary – Claire Parker: Present
- a. Office hours start this week.
    - i. Cabinet members: Use website to log hours: [uasgatime.eil-server.cba.ua.edu](http://uasgatime.eil-server.cba.ua.edu). Note: the website only works on University of Alabama Wi-Fi (WPA-2)
    - ii. Other SGA Members: Use the book at the front of the office.
  - b. Open Office times: Will send out a Doodle Poll/request for open office times this week.

- i. These are hours in which we are guaranteed to be in our offices and students can come and visit with us. Make those visible on the calendar.
  - c. Future agenda items due at 10 PM on Fridays.
    - i. Collaborating on a weekly report form to be used in the future.
- VIII. Chief of Staff – Ben Jackson: Present
- IX. Deputy Chief of Staff – Mollie Gillis: Present
- X. Webmaster – Shaun Hogan: Present
  - a. Will be adding a Resources tab to the SGA website with helpful links.
  - b. Working with Jordan to add information about FAC Funding.
  - c. Add meeting minutes as soon as possible.
  - d. Suggestion: try to have a dedicated tab for Senate.
  - e. Touch base with Lillian regarding links to PDF documents instead of having documents linked to separate website pages.
- XI. Treasurer – Tyler Portanova: Present
  - a. Purple Out Day is August 30. Share on social media.
- XII. Director of Communications – Grayson Everett: Present
  - a. Will send out a Doodle Poll for SGA Exec headshots and other photos. These will ideally take place before mid-September.
  - b. Current projects are First Year Council and Academic Integrity.
- XIII. Director of Media Relations – Sara Oswalt: Present
  - a. Will be giving press releases on any major events.
  - b. Sara can help making sure events are advertised on other media outlets (aside from SGA media).
- XIV. Attorney General – Haley Loflin: Absent
- XV. Chief Advisor to the President – Sean Ross: Present
  - a. Be on the lookout for After Action Reports (to be completed after the conclusion of any project).
  - b. Working to create a Project Planning form/report as well.
  - c. Everyone needs to try to meet with their cabinet this week.
- XVI. Chief Implementation Officer – Michael Doehring: Present
  - a. Will meet with Paige and Lillian this week regarding Mental Health Week.
- XVII. Director of Engagement – Jared Hunter: Present
  - a. Get on Board Day: this Thursday.
    - i. We have four tables.
      1. Tables devoted to specific ideas/cabinets (higher education, etc.)
      2. Touch base with Lillian this week regarding table assignments.
      3. Involving engagement ambassadors: there is a work force within the engagement cabinet, and they will be available to help with SGA’s GOBD tables.
    - ii. Register students to vote at SGA tables.
  - b. Want to use ambassadors to have physical presence in organization meetings. Contact Jared with any ideas for organizations that would like to see more SGA involvement or would like to be more personally engaged.
- XVIII. Chief Administrative Officer – Tom Lekai: Present
  - a. Coordinate an SGA work day to clean up the office.

- b. Work on cleaning out closet - contact Emily to find out what still needs to be completed.
  - c. Determine what office supplies SGA need (and fill out the form before purchasing).
    - i. Consider taking inventory.
    - ii. Everyone needs to start by inventorying personal areas. Anything that is communal, please take it to the closet in the front.
  - d. Deadline for office clean up: next weekend (August 28).
- XIX. Director of Programming – Paige Lindgren: Present
- a. First cabinet meeting last week.
  - b. American Foundation for Suicide Prevention hosts Out of Darkness walk on Sunday October 9<sup>th</sup>, 2016. Have mental health awareness week following the Walk - October 10 to 14 (tentative). Tentative ideas include:
    - i. Have a mental health fair: GOBD but with mental health resources on campus.
    - ii. Have Comfort Colors T-shirts donated to represent students who will take their lives this school year.
    - iii. Before start of next semester, they would like to have Faculty and Staff to have Mental Health and Sexual Assault Prevention statements in their syllabi.
  - c. There will just be one week in the spring and fall. Mental Health Week in fall, and Sexual Assault Week in spring to make sure we can concentrate our efforts. Individual events will likely still take place each semester.
- XX. Director of Multicultural Affairs – Shelby Norman: Present
- a. Cabinet Meeting this week.
    - i. Will discuss having 1 – 2 events each month.
    - ii. Brainstorm potential mentorship opportunities.
  - b. Please contact if you have any ideas regarding collaboration (before first cabinet meeting later this week).
- XXI. Director of Environmental Affairs – Cam Smock: Present
- a. Riverwalk Clean-up: September 28<sup>th</sup>, 2016
    - i. Working with Renew Our Rivers.
    - ii. Will likely start around 2 or 3 PM.
    - iii. More details in coming weeks.
- XXII. Speaker of the Senate – Lance McCaskey
- a. Senate Meeting is still happening on Thursday, August 25 at 6:30 PM. Senators will not be available until the end of the meeting for Get On Board Day help.
  - b. Senate Assistant Applications: need to get these up. Consider waiting until after First Year Council application conclusion, so students who are not selected for First Year Council can apply.
    - i. Standing Committee Applications: Let everything wait until after First Year Council, but begin working on now.
  - c. Try to pair up FYC members with Senate members for meetings ( 4 – 5 FYC members per meeting) – Megan and Cassidy have discussed.
  - d. Caucus Reform Bill

- i. Each senator can pick one caucus. There is supposed to be an oversight committee through the Source, but the Source is very busy. The proposal is to have any member from the President's Council whose organization is related to a particular caucus be on the board for that particular caucus. Example: the president of a faith-based organization on campus who joins the President's Council can then serve on the board for the faith-based Senate Caucus.
- e. Budget Legislation: Last year, the budget was put through quickly, and it would be ideal to allow more time for the budget this year. If you have anything to contribute, notify Jordan as soon as possible because the budget needs to be in committee for at least one week. The budget has to be finalized by October 1, 2016. Schedule meetings with Jordan to make sure the legislation will represent the needs of your position and cabinet.

XXIII. Secretary of the Senate – Megan Wingbermuehle

- a. Met with Mr. D'Esposito will be attending an Executive Cabinet meeting within the next few weeks.

XXIV. Chief Justice – Shanikia Young

- a. Parking training on Tuesday, August 23, 2016 to go over any changes on campus and parking appeals.
- b. Judicial training will happen on Saturday, August 27, 2016. Let Shanikia know about any events that Judicial Affairs can help with, so she can notify everyone.
  - i. Will discuss ordering lunch for training with Jordan.
- c. Will be breaking up into committees soon.

XXV. Dr. Mary Lee Caldwell:

- a. We have hired an office manager who will be starting on September 6, and she will try to attend an Executive Cabinet meeting prior to starting.
- b. Schedule standing appointments with Dr. Caldwell. Email her as soon as possible as appointments will be starting this week.