



Northern Vermont University – Lyndon

STUDENT GOVERNMENT ASSOCIATION

listening. empowering. changing.

GENERAL BUSINESS MEETING February 12, 2020

I. Motion to Start Meeting

a. Motion: Alexander Dasilva, Ultimate Frisbee

Second: Curtis Bates, Twilight Players

Call: Becca Fauteaux, The Critic

b. All agreed to start the meeting. The meeting started at 8:02PM

II. Approval of Last Meetings Minutes

a. Motion: Curtis Bates, Twilight Players

Second: Vanessa Symonick, Kingdom Crescendos

Call: David Pardy, Gaming Community

b. All approved last meeting's minutes

III. Approval of Agenda Change***

a. Motion: Rob Koenig, Campus Activities Board

Second: Lauren Cornell, Resident Assistants

Call: Alexandra Huff, Model UN

b. All agreed to amend the agenda

IV. Attendance

a. Absent:

i. ALD

ii. Peer Leaders

Meeting paused until 8:10pm, as SGA waited for a video call with Sharron Scott, Dean of Administration

V. **Student Activities Account Update and Discussion with Sharron Scott, Dean of Administration*****

a. In October 2016, accounts payable processing (bill payment) was transferred from each of the colleges in the Vermont State Colleges System (VSCS) to the Office of the Chancellor. Immediately following this change, in November 2016, primary responsibility for general accounting was also transferred from each of the colleges to the Office of the Chancellor. These transfers were the initial implementations of a shared services model developed by the VSCS over the past several years. Currently, the shared services functions at the Office of the Chancellor, include accounts payable, general accounting, grants compliance, payroll, and benefits. These functions are in addition to the historical functions that have resided at the Chancellor's Office for many years before my arrival at the VSC in 2003.

As with any transfer of responsibility, sometimes actions that occurred previously, occur in ways that differ from past practice. These differences can cause unexpected results. When results appear somewhat unusual, we perform a historical analysis of transactions to ensure that everything has posted properly. If the transactions were not posted

correctly, we make corrections where necessary. This process is consistent across all the VSCS institutions and it is considered a standard accounting practice.

An example of somewhat unexpected financial results is the amount of carryover funding associated with the student government accounts. On the surface, it appears these accounts have more money in them than one might expect, based on the projects and activities approved and funded by the student government association.

You may ask why we are bringing this issue to your attention at this late date, after you have spent so much time considering projects this year. The answer is simply that we were missing pieces of the puzzle. Recent questions you had about endowments elicited my involvement and I began asking questions about the source of funds, as well as how funds are allocated and spent by the student government. With this fuller picture, we determined that a historical analysis of the student government accounts would be appropriate given the volume of approved projects and activities.

The objective of this analysis is to verify the student activities account balances and make corrections as required. Additionally, we will assess the adequacy of the controls we have in place regarding the spending of student activities monies to ensure the balance is correct going forward.

We expect that our historical analysis will take several weeks to complete. We should have information to share with you shortly after the February break. There are several possible outcomes of this analysis; these could include: 1.) no change to the balance because all transactions posted properly, 2.) a positive change to the balance, or 3.) a negative change to the balance. We will not know what, if any, changes are necessary until the analysis is complete.

While the analysis is on going, you continue to have access to current year funding. This means that monies brought in this year are still accessible and can be used as you see fit. However, until the analysis is complete, we have temporarily frozen the prior year fund balance. This means that you may not spend any prior year money until the analysis is complete. As soon as we have completed our analysis, and shared our results with you, you will once again have access to prior year funds.

Our primary contacts for this process are Patrick Wickstrom, Michael Secreti, Erin Rossetti, and Jonathan Davis. As soon as we have our final results we will share them first with this group, and then, more broadly with others as requested.

b. Questions

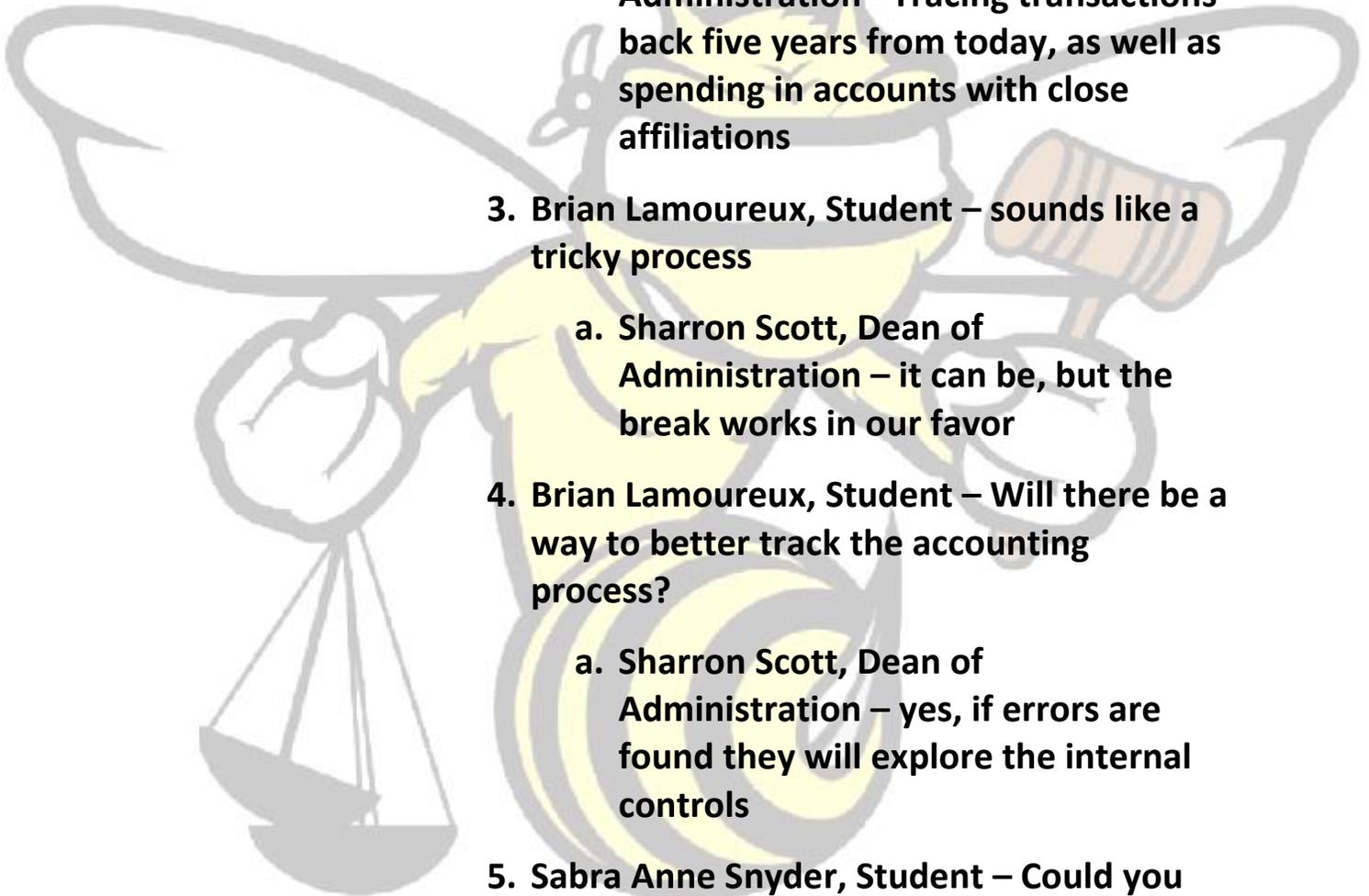
i. Brian Lamoureux, Student – how do you define carryover funds?

1. Sharron Scott, Dean of Administration – funds that are available at the end of the

fiscal year that “rollover”. There are very few accounts like this, however the Student Activities account is one of them

2. Brian Lamoureux, Student – What is the plan for evaluating the accounting process?
 - a. Sharron Scott, Dean of Administration - Tracing transactions back five years from today, as well as spending in accounts with close affiliations
3. Brian Lamoureux, Student – sounds like a tricky process
 - a. Sharron Scott, Dean of Administration – it can be, but the break works in our favor
4. Brian Lamoureux, Student – Will there be a way to better track the accounting process?
 - a. Sharron Scott, Dean of Administration – yes, if errors are found they will explore the internal controls
5. Sabra Anne Snyder, Student – Could you define your idea of what a couple of weeks deadline will look like?

SGA



SGA

a. Sharron Scott, Dean of Administration – the hope is to have an answer the week we return from the February break

b. Sabra Anne Snyder, Student – Are you confident in the deadline?

i. Sharron Scott, Dean of Administration – Unless someone gets very ill, yes

6. Sabra Anne Snyder, Student – After this was brought to your attention, was there any awareness of this happening before?

a. Patrick Wickstrom, SGA Financial Controller– Toby was the one who informed us of the account in October and Sharron recently informed us of this update recently

b. Sharron Scott, Dean of Administration – a lot of this is related to staffing changes

7. Alexander DaSilva, Ultimate Frisbee – where did the \$97,000 come from and how did it get displaced?

a. Sharron Scott, Dean of Administration – This number accounts for rollover money from a period of multiple years. When dealing with multiple accounts, it can

be complicated to make sure all the payments are being charged the proper accounts.

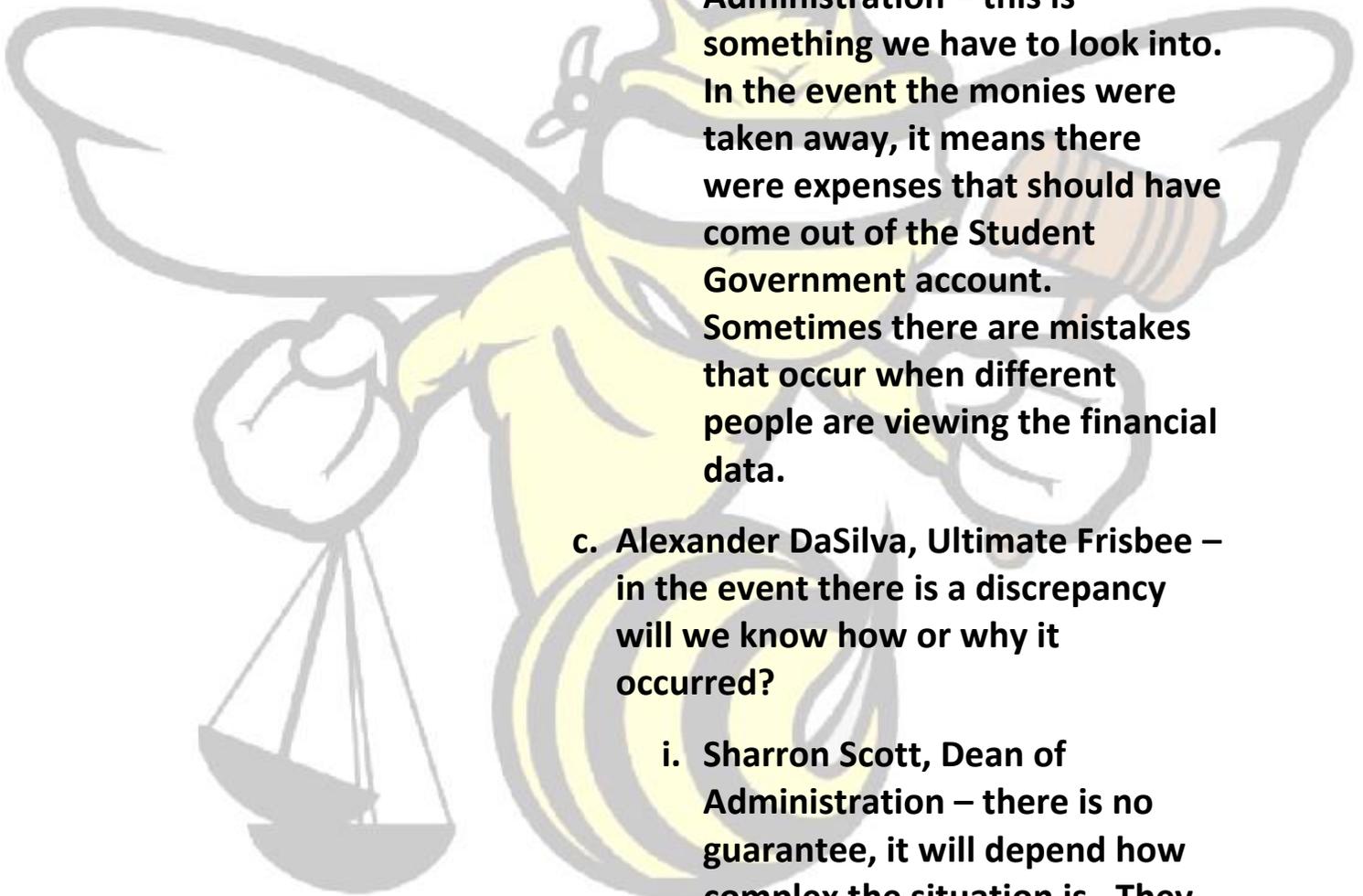
b. Alexander DaSilva, Ultimate Frisbee – do you suspect there will be less money in the account

i. Sharron Scott, Dean of Administration – this is something we have to look into. In the event the monies were taken away, it means there were expenses that should have come out of the Student Government account. Sometimes there are mistakes that occur when different people are viewing the financial data.

c. Alexander DaSilva, Ultimate Frisbee – in the event there is a discrepancy will we know how or why it occurred?

i. Sharron Scott, Dean of Administration – there is no guarantee, it will depend how complex the situation is. They will be able to tell us what account the expense should be coded to.

SGA



d. Alexander DaSilva, Dean of Administration – Will money be dispersed to accounts outside of Student Activities?

i. Sharron Scott, Dean of Administration – only if it was approved by the SGA

c. Patrick Wickstrom, SGA Financial Controller

i. Meeting Debrief

- 1. We can only invest in endowments**
- 2. Creating an endowment**
 - a. Requires a minimum of \$10,000**
 - b. 5% overall value can be spent each year**
 - c. Must follow the VSC policy**
- 3. The donor makes decisions on the account**
- 4. Endowments are pooled for the purpose of investing and is managed by an outside firm**
- 5. It would take approximately three months for the creation of an endowment**
- 6. The account would have no maturity date**
- 7. Statements are made publicly available at the end of each fiscal year and we get a**

“snapshot” of the account at the end of second quarter

8. Questions –

a. Alex DaSilva, Ultimate Frisbee – what is the interest gained?

i. Wickstrom – depends on the year, but up to 5% can be dispersed each year; one area that would have more customization would be investments in fossil fuel interests

b. Brook Gentry, Ski & Ride – how much money could be used each year?

i. Wickstrom – up to 5%

VI. Student Body Comments

a. Curtis Bates, Twilight Players – are we able to put posters up for personal events

i. Kate Henriques, SGA President – any SALC boards need to get approved by the SGA by sending the poster to the SGA e-mail

b. Alex Huff, Model UN – why are there no tissues in classrooms?

i. Jonathan Davis – we can ask maintenance about this

c. Alex Huff, Model UN – it has brought to her attention regarding the allergy station in the Dining Hall. She was speaking was another student regarding that the dessert station has limited options for students with allergies and has in some cases been found contaminated. The Hornet’s Nest has since provided dairy-free Ben & Jerry’s. Her and Jonathan Davis are in contact with Sodexo to find a solution.

d. Rob Koenig, Campus Activities Board – Marketing is requesting clubs and departments to go through them for logo approvals.

i. Mary Fafard, Digital Content Coordinator – because the logo and branding are new, Marketing is still working on marketing the brand. Erin Rossetti and Mike Secreti should have the logos to provide to clubs.

e. Brian Lamoureux, Student – how should the approval process work?

i. Mary Fafard, Digital Content Coordinator - Logos can be created and sent to Communications for approval

f. Elijah Clarke, Lyndon HEIM – If we do not use the NVU logo, do we need to send it to Communications?

i. Mary Fafard, Digital Content Coordinator – If it is being created for the first time, it should go through Communications

g. Peter Cormier, WWLR – with this whole \$97,000, thank you to Erin, Jonathan, Mike, and the SGA

Executive Board for their work. It is not the SGA's job to build campus morale, it is all of our jobs. Please be sure to explain to students that what happened tonight is not the SGA's fault. We need to keep morale high.

h. Curtis Bates, Twilight Players – Is it possible to provide paper towels in the Stonehenge and Wheelock bathrooms?

i. Erin Rossetti, Director of Student Life – due to waste measures, it is suggested students provide their own hand towels

ii. Curtis Bates, Twilight Players – would it be possible for maintenance to provide their own hand towels?

1. Erin Rossetti, Director of Student Life – that is a conversation that can be had.

i. Kate Henriques, SGA President – shared Alex DaSilva's concerns about the diploma fonts to President Collins and e-mailed Sylvia Plumb for a response

i. Mary Fafard, Digital Content Coordinator – Sylvia will contact Kate tomorrow

VII. Reports and Presentations

a. Mary Fafard, Digital Content Coordinator

i. Presentation on NVU Social Media

1. Social Media Accounts

a. We're here to support your student experience and promote your clubs, activities, academics, programs, and events. To do that, we want to be in the loop.

b. Mary can assist with providing content

ii. Brand Accuracy

1. Use: 'Northern Vermont University – Lyndon' or 'NVU-Lyndon'

2. Do not use: 'Lyndon State College' or 'NVU-L'

iii. Looking Ahead

1. We don't want to lose accounts that you have worked hard to establish.

2. Share passwords with the Mike, Erin, or the SGA Executive Board

iv. Sharing Content

1. Tag NVU in your posts

2. Use the location tagging feature on Instagram

3. Add us as co-hosts in all of your Facebook events.

4. Use hashtags - #NVUDoNorth | #ThisIsNVU

v. Our Strategy

1. Each account has a different audience and strategy

a. NVU Instagram – academic experience, profiles, admissions messaging, takeovers, Do North brand, university announcements, cross-campus events

b. Campus-specific Instagram – campus/student life, your content, your events, campus beauty shots, weekly events, campus takeovers

vi. Student Involvement

- 1. Instagram takeovers (student profile or event specific)**
- 2. Student profile posts on NVU accounts**
- 3. Did you take a cool picture? Send it their way!**
- 4. Do you have social media suggestions? Talk to Mary Fafard!**

vii. Questions?

- 1. Jonathan Davis, Dean of Students – does everything sent to Mary get posted?**
 - a. Mary Fafard, Digital Content Coordinator – the photo must be clear and in line with the NVU brand**

2. Mary Berger, Studnet – could clubs do social media takeovers?

a. Mary Fafard, Digital Content Coordinator – yes, it has been done in the past and can happen again

3. Alex DaSilva, Ultimate Frisbee – why do we not have the word ‘Lyndon’ on displays outside of admissions?

a. Mary Fafard, Digital Content Coordinator – social media is very external, whereas other pieces are internal structures

4. Sarah Sickles, Student – the Johnson campus has their name advertised on-campus, whereas the Lyndon campus does not

a. Mary Fafard, Digital Content Coordinator – appreciates the feedback and will relay the information to Sylvia and her team

b. Financial Update

i. Available Balance: \$11,592.11

ii. Total Amount: \$34,393.28

VIII. Discussion and Action Items

a. Disbandment of Alpha Lambda Delta

**i. Motion: Curtis Bates, Twilight Players
Second: Becca Fauteux, The Critic
Call: Brook Gentry, Ski & Ride**

ii. What is it?

1. Erin Rossetti, Director of Student Life – You need a certain GPA to be in it and once there, you can continue forward

**iii. Agreed to disband Alpha Lambda Delta
3 abstained from vote, 2 opposed vote**

b. Voting on SGA Class Representatives

i. Kaitlin Flannigan, Class of 2023

1. Her goal is to represent her graduating class.

2. She is involved with multiple clubs on-campus.

3. Motion to move to discussion

Motion: Alex Huff, Model UN

Second: Vanessa Symonick, Kingdom Crescendos

Call: Dakotah Luebbert, NVUnity

a. David Pardy, Gaming Community – are you part of any clubs on-campus?

i. Kaitlin Flannigan: NVUnity, Critic, Gaming Club, trying to go to Lyndon HEIM, went to a MEISA Meeting, CAB

4. Motion to move to voting

Motion: Elijah Clarke, LyndonHEIM

Second: Curtis Bates, Twilight Players

Call: Vanessa Symonick, Kingdom

Crescendos

5. Vote passes

Elected Representatives: 3 yes (100%)

**Club Representatives: 1 no, 1 blank, 17 yes
(94.4%)**

c. Student Investment Club: New Club Proposal

i. Purpose

1. Reform the club

2. Teach students how to invest

**3. Educate for financial literacy and personal
investing**

ii. What are they doing?

1. Weekly meetings consisting of...

a. Practice with online simulations

**b. Hosting guest speakers with
professional experience in investing**

2. Investing with Edward Jones

**a. SGA budget is separate from their
investing budget**

**b. Real money investments are made
from a separate account**

c. Investments made through broker of Edward Jones

d. All gains and returns go back into the investing account

3. Questions

a. Elijah Clarke, LyndonHEIM – are any of them related to Edward Jones?

i. Student Investment Club: No

b. Mary Berger – meeting times?

**i. Student Investment Club:
Fridays at 3:30pm**

c. Discussion

Motion: Elijah Clarke, LyndonHEIM

**Second: David Pardy, Gaming
Community**

Call: Pete Cormier, WWLR

i. David Pardy, Gaming Club – the online investing component is something he has done and is fun to do

ii. Brian Lamoureux – students were able to increase their account from \$3,000 to \$8,000

d. Voting

**Motion: David Pardy, Gaming
Community**

**Second: Becca Fauteux, The Critic
Call: Elijah Clarke, LyndonHEIM**

e. Vote Passed

Elected Reps: 4 yes (100%)

Club Reps: 19 yes (100%)

IX. Other Business

a. Lyndon Day Recap

- i. Kate Henriques, SGA President: Event went well!
People had a great time! We still have some
'Lyndon Day shirts' left.**

b. Spring Day Updates

- i. Ben Mitchell, SGA Executive Vice President:
Beach theme. Details are coming. We have
someone working on the t-shirt design.**
- ii. Brian Lamoureux: when is Spring Day?**

1. Alex Huff: April 24, 25, & 26

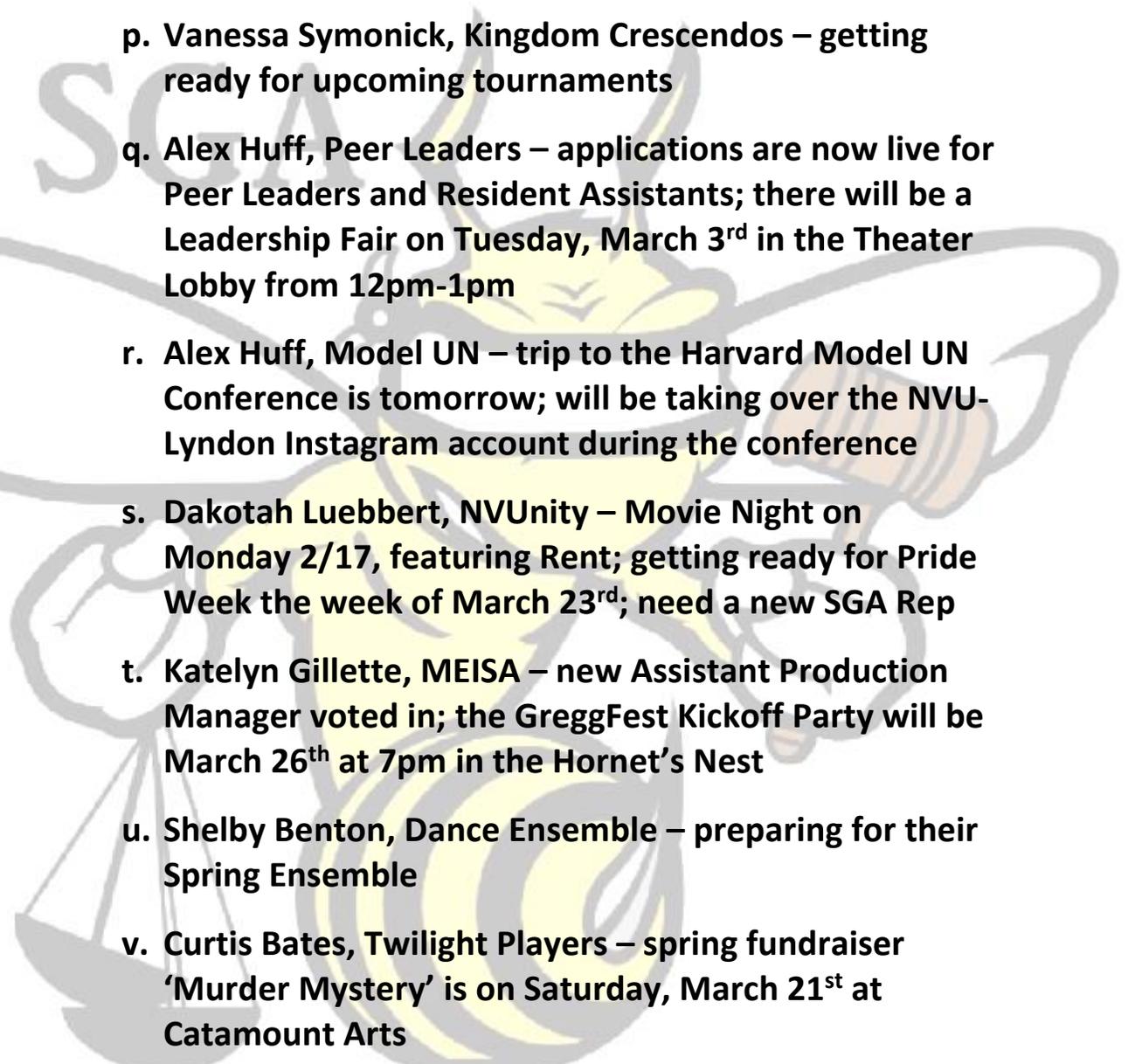
X. Club and Committee Updates

- a. Robert Koenig, Campus Activities Board – Black
History Month Trivia on Thursday, 2/13; Valentine's
Day DJ on Friday 2/14; NH Ice Castle Trip on Saturday,
2/15; Spirit Day on 2/18**

- b. Lauren Cornell, RA's – WinterFest on Thursday, 2/13
at 2pm in Veteran's Park; Sex in the Dark on
Thursday, 2/13 in the Whitelaw/Crevecoeur
breezeway at 7pm; e-mail was sent out today by Cait**

Wilkins for break housing for anyone who needs it, as well as request transportation if needed; residence halls reopen from break on Sunday, March 1st

- c. Faith Poirier, SAAC – Spring athletes are getting ready for their seasons; Men and Women’s Basketball Games are against SUNY Canton this weekend**
- d. Lauryn Brown, Genealogy – is the newest SGA rep for Genealogy Club**
- e. Lauren Hyde, AMS – preparing for the Northeast Storm Conference**
- f. Alex DaSilva, Ultimate – still meeting on Mondays at 7pm; looking to have a tournament during GreggFest; working to schedule practice times**
- g. Cooper Stafford, Sports Medicine – is the new SGA Rep; meets Wednesdays at 8am in ASAC 216**
- h. Radek, Cultural Ambassadors – hosting a ‘Hidden Figures’ Night on Tuesday, 2/18.**
- i. Pete Cormier, WWLR – new executive board; will be helping Radek with his program on April 16th**
- j. Jesse Munroe, Student Investment Club – meets Fridays at 3:30 in the Business Lounge**
- k. Zach Coolbeth, Sports Management – no new updates**
- l. Jayson Perron, Rugby – recruiting new members; getting ready for the Snow Bowl**
- m. Tristan Robison, Outing Club – planning more snowshoeing and hiking activities**

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- The background of the page features a large, faint watermark logo for the Student Government Association (SGA). The logo depicts a yellow and black striped bee with its wings spread, positioned behind a pair of scales of justice. The letters 'SGA' are written in a large, light grey font across the top of the bee's body.
- n. David Pardy, Gaming Club – no new updates**
 - o. Elijah Clarke, Lyndon HEIM – practicing tomorrow, 2/13 in the Bole Gym**
 - p. Vanessa Symonick, Kingdom Crescendos – getting ready for upcoming tournaments**
 - q. Alex Huff, Peer Leaders – applications are now live for Peer Leaders and Resident Assistants; there will be a Leadership Fair on Tuesday, March 3rd in the Theater Lobby from 12pm-1pm**
 - r. Alex Huff, Model UN – trip to the Harvard Model UN Conference is tomorrow; will be taking over the NVU-Lyndon Instagram account during the conference**
 - s. Dakotah Luebbert, NVUnity – Movie Night on Monday 2/17, featuring Rent; getting ready for Pride Week the week of March 23rd; need a new SGA Rep**
 - t. Katelyn Gillette, MEISA – new Assistant Production Manager voted in; the GreggFest Kickoff Party will be March 26th at 7pm in the Hornet’s Nest**
 - u. Shelby Benton, Dance Ensemble – preparing for their Spring Ensemble**
 - v. Curtis Bates, Twilight Players – spring fundraiser ‘Murder Mystery’ is on Saturday, March 21st at Catamount Arts**
 - w. Brook Gentry, Ski & Ride – made over \$100 at their Bake Sale; working to get some backcountry trips happening; in process of planning their Jay overnight trip**

- x. Becca Fauteux, The Critic - meeting was yesterday and members took their pictures for their website; got a headcount for the UVM College Media Conference in April; Alex Huff will be representing The Critic next Wednesday, 2/19 in the Theater
- y. Patrick Wickstrom, 10 Percent Committee – meeting scheduled for tomorrow

XI. Motion to Amend Agenda to vote for Renee Chaples as a Class of 2023 representative

- a. Motion: Alex Huff, Model UN
Second: Dakotah Luebbert, NVUnity
Call: Curtis Bates, Twilight Players
- b. Agreed to amend the agenda

XII. Renee Chaples, Class of 2023 Representative

- a. Seeking to represent everyone on-campus
- b. Is involved with MEISA and the Twilight Players
- c. Motion for Discussion
Motion: Alex Huff, Model UN
Second: David Pardy, Gaming Community
Call: Dakotah Luebbert, NVUnity
Agreed to move to discussion
- d. David Pardy, Gaming Club: what clubs are you apart of?
 - i. Renee Chaples: The Critic, Twilight Players, MEISA, CAB, SGA

e. Curtis Bates, Twilight Players: what are you hoping to accomplish?

i. Renee Chaples: The need to bring back the 24-Hour Lab, giving more attention and recognition to the Adventure Program; access to printing in the Residence Halls

**ii. Motion to move to Voting
Motion: Vanessa Symonick, Kingdom Crescendos
Second: Curtis Bates, Twilight Players
Call: Dakotah Luebbert, NVUnity**

Vote Passed

Elected Reps: 4 yes (100%)

Club Reps: 2 no, 18 yes (90%)

XIII. Adjourn

**a. Motion: Renee Chaples, Class of 2023
Second: Lauren Hyde, American Meteorological Society
Call: Becca Fauteux, The Critic**

b. All agreed to end meeting at 10:16PM

Statement to the NVU-Lyndon Student Government Association

February 12, 2020

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Sincerely,

Sharron R. Scott

Dean of Administration

Northern Vermont University