

## Executive Council Minutes July 18-19, 1998

**Attendance:** Stephanie Cosby, Chad Lewis, Carleton Ruminer, Brad Sweatt, Matt Bastin. Also in attendance was SGA advisor Scott Taylor

Executive Council Minutes from the summer retreat at Barren River State Park. The meeting was held in different sessions from 12:00 on Saturday to 11:00 on Sunday.

### Agenda:

Talked about Scott's role as advisor and the role of each executive officer. Scott then went into deeper discussion of Stephanie's role as president and as a regent.

Discussed the constitutional duties of each executive officer under the new constitution. Each officer went over his/her duties and explained how to accomplish that duty.

Discussed in detail office operations which included:

- Not to leave any valuables in executive offices because many people have keys to the office.
- How to deal with confidential information; staying out of Stephanie's office and away from her fax machine, to put everything in a desk or file cabinet when an officer leaves his office, leave conference room and front office clear of confidential information.
- The office shall be open 25-30 hours a week with each individual day being as follows: M 10-4, T 9-5, W 10-4, Th 10-4, F 10-2.
- Maintain a proper working office atmosphere, and for each member to be careful not to let things get out of hand.
- No one should be in the office after 11:00 p.m.
- Copy machine is for student government use not for personal use.
- Executive members should keep up with office keys.
- Keep the conference room and main office clean and everything in order. Scott stressed that a messy room leaves a bad impression of SGA.
- Scott also discussed that when disagreements, occur among Executive members the best thing to do is agree to disagree agreeably.
- Stephanie's phone is the only one that shall carry long distance for business use, it was decided that the fax machine in the front office shall be set up for long

distance student use. A fax log will be kept and the front phone shall not be used for any long distance calls.

Discussed and set many calendar dates for the next year. Some of the important dates set were: Aug. 27 filing deadline for fall elections, Aug. 28 candidate certification, Sept 1 first Congress meeting, Sept 2 Big Red Bash, Sept. 3 Elections, Sept, 11-12 Fall Congressional Retreat, Sept. 15 SGA cookout with President Ransdell, and Jan.19 first Spring Congress meeting.

Each executive officer presented their five goals for the year. Each goal was discussed and objectives were set to accomplish each goal. The following goals were set by each executive officer:

- Stephanie Cosby
  - more out reach to student groups on campus
  - research Dead Week proposal again
  - student seating improvement
  - improvement in Hillraisers
  - extend library hours
- Chad Lewis
  - spring voter turnout goal of 1400
  - every position in Congress be filled
  - double use of Provide-A-Ride
  - increase acceptance use of designated driver card
  - improve student seating
- Carleton Ruminer
  - extend library hours
  - protection of personal property
  - create book exchange program
  - promote and increase school spirit
- Brad Sweatt
  - work to improve football homecoming
  - more Provide-A-Ride advertisement
  - create and update SGA web page
  - keep students more informed
  - increase Hillraisers and student spirit
  - more recognition of Congress members
- Matt Bastin
  - more utilization of email accounts
  - working with Academic Affairs to improve advising system
  - work with Hillraisers to promote school spirit
  - get Judicial Council more involved
  - work to move student parking out of Egypt Lot



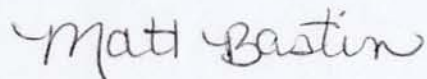
After analyzing each officer's goals four areas of emphasis emerged: improving the academic environment, more Western spirit, advertise and promote SGA, and increased student safety.

Committee chairs and other appointed positions of Congress were also filled. The following committee chairs were appointed: Academic Affairs Larry Murphy, Campus Improvements Laura Hancock, Legislative Research Dwight Campbell, Public Relations Amy France, Student Affairs Tim Hatton, Hillraiser co-chairs Sally Eillerman and Josh Detre. Other positions appointed were: Coordinator of Committees Christoph Miller, Historian Amanda Cole, Parliamentarian Jeff Baynham, Sergeant of Arms Joe Murrell. The Academic Council seats were as follows: Justin Clark Potter College, John Crowe Business College, Mandy Coats Ogden College, Martha Bonds Community College, and the position of College of Education remains open. Judicial Council will consist of the following people: Chief Justice Ryan Morrison, Justices; Drew Harrell, Jenny Stith, Heather Rogers, and Jason Cole.

The Executive Council leadership retreat Aug 7-9 was the last item discussed. The three members travelling to Savannah, GA will be Stephanie, Chad, and Matt.

Meeting was adjourned at 11:00a.m.

Respectfully Submitted



Matthew D. Bastin