

Student Senate Activities Timeline and Procedures

The following is an outline of the yearly activities that the Student Senate puts on and the timeline in which they are suppose to be done in.

I. Summer Reorganization and Training:

A. Office Duties

1. Show new officers how to:
 - a. Use key boxes for both the Student Center and Student Senate door.
 - b. Check voice mail on the phone.
 - c. Where to pick up the Student Senate mail.
 - d. Access the Student Senate e-mail, s-drive, and both the Student Senate and MSCSA websites.
 - e. Make copies down at the Connection and send faxes.
 - f. They would go about making copies and sending out mail at Duplication on East Campus.

B. Bylaws

1. Have the new officers take a look at last years Student Senate Bylaws and Addendums to find any areas that look like they need clarification, changes, additions, or be omitted.

C. Meetings

1. Will meet a minimum of five times through out the summer.
2. Will meet the President, Vice Presidents, and Deans of the College.
3. Will also meet all personal that is paid for by Student Life.

II. Student Senate Activities timeline:

All the dates, times, and places of Student Senate Activities need to be determined in time to get into the Daily Planner which goes to print by mid-spring Semester.

A. There will be a minimum of ten fliers per campus posted for each event.

B. Student Activities Fair:

1. The Student Senate will have a table set up promoting itself from 11:00AM to 1:00PM when ever the college has this event.

C. Student Senator Elections:

1. Election packets will be available 2 months before they are due, they will be posted outside the east library bulletin board, the Student Senate office, and on bulletin boards in the east and west cafeterias. The packets can also be handed in at any of the manila envelopes at these sites
2. Election packets will be due the third Wednesday after the semester starts at 12:00PM.
3. Student Senator Elections will be held on the fourth Wednesday after the semester starts from 11:00AM to 1:00PM in both the east and west cafeterias.

D. Speak Out and Be Heard:

1. The first one will be held on the third Tuesday after the semester starts in the East Cafeteria from 11:00AM to 1:00PM.
 2. The second one will be held on Student Success Day in the West Main Commons from 9:00AM to 12:00PM.
- D. Student Senate Executive Elections:
1. Election packets will be available 2 months before they are due, they will be posted outside the east library bulletin board, the Student Senate office, and on bulletin boards in the east and west cafeterias. The packets can also be handed in at any of the manila envelopes at these sites.
 2. Election Packets will be due the last Wednesday in March at 12:00PM.
 3. Student Senate Executive Elections will be held on the first Wednesday meeting in April.
- E. Finals Week Treats:
- a. Will be held the Monday of Finals Week in the East Lincoln Mall and the West Main Commons from 8:00AM till 10:00AM.

III. Officer and Responsibilities for events:

A. President

1. MSCSA

- a. Recruit students from Century College to run for positions in MSCSA Executive Cabinet, Regional Repetitive, and Platform Committee Member.

B. Vice President

1. Long Range Strategic Plan

- a. Look over the old plan and see what timelines have been met and what ones need to be rewritten.
- b. Get the Student Form sheets filled out at Speak Out And Be Heard from the Events Coordinator and use them to help determine what needs to be added or dropped from the old plan
- c. Forward the issues to the appropriate committee or individuals to have action taken on.
- d. Make any amendments to the plan and present it to the Senate to review by the First meeting in October. Ask for input on anything that needs to be changed or altered e-mailed into them by the following Wednesday, so that the meeting before the MSCSA Fall General Assembly it will be voted on by the Senate.
- e. Make sure that for the rest of the year the timelines for the plan will be met.

C. Director of Communications

NOTE: Contact Information refers to Position, First and Last Name, Phone Number, and e-mail.

1. Student Senate Office Duties

- a. Collect officer, Advisor, Director of Campus Activities, and Dean of Student Life contact information for Executive Contact Sheet.
- b. Collect contact information from new Senators and At-large Members Contact Sheet.

2. Student Senate Meetings
 - a. At the first meeting of the fall semester will hand out Club Contact Sheets for Club Representatives to fill out and hand in at the following meeting.
 - b. Use the collected information to fill-in and update the Club Representative and Advisor contact sheet, the club meeting roaster, and the Student Center room usage sheet.
 - c. Enter all e-mail contact information into the Student Senate Century College account as they get it.
 - d. Have clubs turn in officer roasters and e-mail in updated club constitutions, so as to put them on the s-drive.
 - e. Send out an e-mail reminder to club reps, activity directors, Student Senate Officers/Advisor, and Director of Campus Activities a week before reports are due the following Friday.
 - f. Post all reports, minutes, and agendas, on the s-drive for Student Senate meetings in their appropriately named folder and on the bulletin boards inside and outside the Student Center.
 - g. Inform club reps at Student Senate meetings to remove advertisements for events once they are finished.
 - h. Keep a committee list of Students Serving on Committees.
3. Dealing with New Clubs
 - a. At the first meeting get the reps and advisors name and contact information, along with an electronic copy of their constitution.
4. Student Senate Elections
 - a. Maintain at least five election packets at the four designated spots.
 - b. Type the ballot for the elections based on who turned in a packet and making at least 50 copies for each campus.
 - c. Send e-mail, out to the candidates who are running, the day after the packets are due and congratulate them on running. Send them past bios of candidates who have run so that they can use them as a reference for their own bio.
 - d. On Election Day, make sure each polling place has five copies of candidate bios, 50 ballots, a ballot box, and a sign in sheet for students voting where they can record their name and Student ID#.

D. Treasurer

NOTE: In all cases dealing with POs they will be done through either the Dean of Student Life or the Director of Campus Activities.

1. Student Senate Office Duties

The following will be done at the beginning of summer for next falls Senate

- a. Go over what office supplies are needed for the upcoming year and put in a PO to purchase them. Example of past supplies include: pens, pencils, staples, tape, ink pads, scissors, white out, Kleenex, paper towels, paper clips, rubber pans, post it notes, and ink cartridges. Check the amount of business cards, they are gotten in house.
- b. Purchasing t-shirts for the Senate, this involves: deciding on colors, the material they are made out of, sizes, number that is needed for next year and most importantly how much can be spent on them. (Suggestion: before the last

- senate meeting of the year send around a survey asking the color, material, and size questions.)
- c. Set up open PO at Festival Foods for the fiscal year for the amount of \$200 and when ever shopping there make sure to bring a copy of the PO and a tax exempt form.
 - d. Look at any furniture or storage that might be needed in the office.
 - e. Make the Student Senate Budget Request for next year based on last years budget, and current expenditure sheets that you can request form either the Dean of Student Life or the Director of Campus Activities.
 - f. Keep track of the following items to help in decisions of club funding: attendance by club representative, monthly and semester reports, committee reports done by the club sitting on it, putting on one campus wide activity, and participation in one PAC event.
2. Student Activities Fair / Speak Out and Be Heard on Student Success Day
 - a. Set up a PO and purchase an assortment of hard and soft candy from Sam's Club for the Student Senate table.
 3. Finals Week Treats
 - a. Set up PO to purchase two regular coffees, two de-cafe coffee, two ciders, and two hot chocolate from Sirens. Make sure to get cups, stirring sticks, sugar, sweetener, and napkins from them.
 - b. Set up PO to purchase two big boxes of breakfast bars form Sam's Club, along with six boxes of store made cookies, four large and two small.
 4. Student Senate Meetings
 - a. For the first Student Senate meeting of each semester have an assortment of pop, water, juice, and milk on stock from Festival. Also have variety pack of chips form Sam's Club.
 - b. In addition to what is at the first Senate meeting, also at the last one have an assortment of miniature chocolate bars from Sam's Club.
 5. Rally Day
 - a. Buses
 - i Have a PO set up to First Student Bus Company for one or two buses, depending on the amount of students that will be going to the capital.
 - ii Fax the PO to First Student. Type up a cover letter stating that it is for Century College Student Senate and what the fax is about, make sure the office contact info is on it. Also include in it when and where to picked up and drop off and when they should return for you.
 - b. Pizza and pop
 - i Determine how many pizzas are needed for the event based on the fact that there are eight slices per pizza and each person gets two. Also decide on toppings.
 - ii Call Dominos on Wildwood Road and ask for a price total on the order, including tip. Tell them day, time and place to drop it off at.
 - iii Have a PO set up to Dominos for that amount.
 - iv Have a copy of the PO and tax exempt form with you when you sign for the pizza.

- v Turn the receipt in to either the Dean of Student Life or the Director of Campus Activities and make a copy for your records.
 - vi Determine the amount and kind of pop that needs to be purchased at Festival Foods and bring a copy of the PO and tax exempt form there.
6. MSCSA Events
- a. For General Assemblies
 - i Check the MSCSA website in late August/early September and late February/early March for room request information.
 - ii Have the eight students, Advisor, and any student that is holding a MSCSA position fill out the room request form, along with the travel agreement form.
 - iii Fax the room request to the place that the GA is being held at. Type up a cover letter like the one mentioned above in Article III, Section D, Sub-section 5, Part a, Point ii.
 - iv Figure out the cost for all the individuals that Century College is paying to have attend the GA, there should be an amount on the room request form for each individual. NOTE: Any Students that hold a MSCSA position are paid for by them; do not include them in the college's cost.
 - v Have a PO set up to the place that is holding the GA for the amount it will cost.
 - vi Fax the PO to the place and the cover letter.
 - vii Check the Enterprise website to rent two vans for the number of days that the GA goes for the amount. NOTE: You must be 25 to rent or drive.
 - viii Have a PO set up to Enterprise for the amount it will cost.
 - ix Fax the PO fax to Enterprise and the cover letter.
 - b. For General Council meeting everything is the same except that only two students are going at the most, no advisor, usually those going drive their own vehicle and get reimbursed for mileage.
- E. Events Coordinator
- 1. Improve knowledge, marketing and running Senate events.
 - a. Have sign up sheets to get at least 2 volunteers per hour to be at the table for Activities Fair, Student Senator Elections, Speak Out and Be Heard, and Finals Week Treats.
 - b. Designing, posting, and taking down fliers, advertising in the Bridge, website, and other medias for the following events: Student Senator/Executive packets and elections, Speak Out and Be Heard, Finals Week Treats, and Student Senate meetings, etc.
 - c. Make sure that the Student Senate table cloth is at all events and is washed afterwards and returned to the office.
 - d. Each event should have the following items for display: four copies of the Student Senate Bylaws, and pens.
 - 2. Student Activities Fair
 - a. Will have the following amount of items at the table: twenty Student Senator Election packets.
 - 3. Student Senate Elections

- a. Announce the winners in a Bridge, post congratulation fliers on the Student Senate Boards, send out congratulation e-mails to the winner, and condolence e-mails to those you where not chosen.
4. Speak Out and Be Heard
 - a. Have the following amount of items at the table: 30 Student Forum sheets
 - b. Turn in filled in Student Forum sheets to the Vice President so that they can be sent to the appropriate committees and individuals to have action taken on.
 - c. For the first one each semester, have twenty Student Senator Packets and the second one in spring have twenty Student Executive Packets.
 - d. For Student Success Day, coordinate volunteers at the table to sign Student Participation certificates.
- F. Director of Information Technology
 1. Century College Student Senate website
 - a. Take Red Dot Training to maintain the website.
 - b. Update the Student Senate website weekly with minutes and agendas received by the Director of Communications, and event fliers made by the Events Coordinator.
 2. Desire 2 Learn site for Student Senate
 - a. Obtain a D2L site for the Senate to use to increase the opportunities for students to vote in Senator Elections instead of just a 2 hour window on only one day.
 - b. Once the site is obtained keep it up dated with current information.
- G. Director of Legislation
 1. Get Out the Vote
 - a. At all Student Senate and Campus Events from the start of fall semester to mid-October try to get unregistered voters to sign up to vote on the national Election Day.
 - b. At all Get Out the Vote events have voter registration cards, pens, where on the web individuals can go to get information on who is running and where they vote.
 - c. For voter registration cards request them either through MSCSA or the Minnesota Secretary of State Office.
 - d. Mail in voter registration cards to the Minnesota Secretary of State Office when you have gather about fifty or when the registration drive is about to end.
 - e. You can request help from both MSCSA and the League of Women Voters
 - f. Post fliers up reminding students of events that they can go to register to vote and to vote on the national Election Day.
 2. Meeting at the Capital
 - a. The first Student Senate meeting in November is held at the State Capital and you coordinate with capital officials to reserve a room to meet.
 - b. Provide Student Senate members with directions and parking locations to the capital.
 - c. If enough individuals can leave at the same time and want to come back to the college have the Treasurer set up a bus through First Student.

- d. Get a guest lobbyist, senator, representative, or other state official to speak at the meeting.
- 3. Campus Advocacy Days
 - a. Find out from MSCSA when this event is being held at the State Capital in the spring semester.
 - b. Recruit students to meet with state legislatures to talk on higher education.
 - c. Set up appointments with state legislatures for the meeting with students.
 - d. Set up car pooling or directions to the capital.
- 4. Rally Day
 - a. Find out from MSCSA when this event is being held at the State Capital in the spring semester.
 - b. Advertise the event to all college students through the Bridge, website, fliers and any other medias.
 - c. Get students to sign up for Rally Day at all spring Student Senate and campus events that take place beforehand.
- H. Secretary
 - 1. Student Senate Bylaws
 - a. After the master Copy is printed out all additional copies will be copied double sided and three hole punched by the copier.
 - 2. Dealing with New Clubs
 - a. Once the club is official the following has to be done all in alphabetical order in regards to the established clubs: create a mail box for them, make a folder for them in the Student Senate file in the office, give them a bulletin board place with the other club reports, name plate, make them a binder with the Student Senate Bylaws, all related MSCSA documents and the Committee Contact sheets.