

SENATE

NEW JERSEY INSTITUTE OF TECHNOLOGY

MINUTES Student Senate Meeting March 30, 2022, 2:30 PM CC Ballroom B

- Attendance
- Minutes to Approve
 - March 23th, 2022
- Public Forum
 -
- Old Business
 -
- Executive Reports
 -
- Senator Reports
 - Annmary Ibrahim and Janae Anderson
-
- New Business
 - Nominations
 - By-Law Changes
 - Finances- Cameron Guanlao
 - Asset cap increase
 - Student Org By-Laws Point System
 - Purpose and General Requirements - Thomas Nashed
 - Benefits of Being Senate Recognized Organizations and Student Organization Status - Marina Samuel
 - Purpose of Tiering System and New Organization Placements - Lana Gaber
 - Moving Down a Tier and Moving Up a Tier Policies - Kayla Gomez
 - Point System - Janae Anderson
 - Executive Board:
 - **President**
 1. Mark Nashed
 - a. **Accepted**
 2. Mariam Sharobim
 3. Jonathan Clarke
 4. Lara Rios
 5. Gabriel Rapoport
 6. Michael Schober
 - **Vice President of Administration**
 1. Mariam Sharobim
 - a. **Accepted**
 2. Jonathan Clarke
 - a. **Accepted**
 3. Jonathan Martinez
 - **Vice President of Finance**
 1. Lauren Azer
 - a. **Accepted**
 2. Gabriel Rapoport
 - a. **Accepted**
 3. Adithya Rajesekar
 4. Thomas Nashed
 - **Vice President of Student Affairs**
 1. Marina Samuel
 - a. **Accepted**

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2. Thomas Nashed
3. Matthew Torres
4. Vishnavi Budati
 - a. **Accepted**
- **Director of Public Relations**
 1. Nervana Naguib
 - a. **Accepted**
 2. Matthew Torres
 - a. **Accepted**
 3. Vishnavi Budati
 4. Simone Bishara
 5. Marina Samuel
 6. Jonathan Clarke
- **Director of Student Organizations**
 1. Marina Samuel
 2. Thomas Nashed
 - a. **Accepted**
 3. Lana Gaber
 - a. **Accepted**
 4. Janae Anderson
 5. Jonathan Clarke
 6. Jonathan Martinez
 7. Lara Rios
- **Secretary**
 1. Mariam Andrawis
 - a. **Accepted**
 2. Macrina Makar
 3. Michael Schober
 4. Ameera Seetahal
 5. Jonathan Clarke
 6. Lana Gaber
- Senior Class President:
 - **Senior Class President**
 1. Nervana
 2. Ivana Ortiz
 - a. **Accepted**
 3. Jonathan Clarke
 4. Samira Santana
 5. Jon Martinez
 6. Victoria Youssef
 7. Simone Bishara
- College Representatives:
 - **Newark College of Engineering**
 1. Beshoy Sefen
 - a. **Accepted**
 2. Macrina Makar
 - a. **Accepted**
 3. Lana Gaber
 4. Jon Martinez
 - a. **Accepted**
 5. Ameera Seetahal
 6. Ivana Ortiz
 7. Samira Santana
 8. Mariam Sharobim

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- **College of Science & Liberal Arts**
 1. Victoria Youssef
 - a. **Accepted**
 2. Simone Bishara
 - a. **Accepted**
 3. Michael Schober
 4. Adhithya Rajasekar
 5. Mariam Andrawis
 6. Thomas Nashed
- **School of Management**
 1. Nervana Naguib
 2. Fady Demain
 - a. **Accepted**
- **College of Architecture & Design**
 1. Gnaneshwari Palamuthi
 - a. **Accepted**
 2. Annmary Ibrahim
 3. Vishnavi Budati
 4. Gabriel Rapoport
- **College of Computing Sciences**
 1. Rick Kanashiro
 - a. **Accepted**
 2. Moksha Annigeri
 3. Janae Anderson
 - a. **Accepted**
- **Engineering Technology**
 1. Matthew Torres
- Major Representatives:
 - **Applied Physics**
 1. Liam Murray
 - a. **Accepted**
 - **Architecture**
 1. Vishnavi Budati
 2. Gnaneshwari Palamuthi
 - **Biochemistry**
 1. Simone Bishara
 2. David Herz
 - a. **Accepted**
 - **Biology**
 1. Adhithya Rajasekar
 - a. **Accepted**
 2. Thomas Nashed
 3. Victoria Youssef
 4. Mariam Andrawis
 5. Mark Nashed
 - **Biomedical Engineering**
 1. Samira Santana-Saleh
 - a. **Accepted**
 2. Macrina Maker
 3. Beshoy Sefen
 4. Mariam Sharobim
 5. Lauren Azer
 6. Marina Samuel
 - **Biophysics**

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- 1.
- **Business**
 1. Fady Demian
 2. Nervana Naguib
- **Business & Information Systems**
 1. Megha Saju
 - a. Accepted
- **Chemical Engineering**
 1. Ameera Seetahal
- **Chemistry**
 - 1.
- **Civil Engineering**
 1. Jonathan Martinez
 2. Lara Rios
 - a. Accepted
- **Communication and Media**
 - 1.
- **Computer Engineering**
 1. Lana Gaber
- **Computer Science**
 - 1.
- **Computer Technology**
 - 1.
- **Computing & Business**
 - 1.
- **Concrete Industry Management**
 - 1.
- **Construction Engineering Technology**
 - 1.
- **Data Science**
 1. Moksha Annigeri
 - a. Accepted
- **Cyberpsychology**
 - 1.
- **Construction Management Technology**
 - 1.
- **Digital Design**
 1. Annmary Ibrahim
 - a. Accepted
- **Electrical & Computer Eng Technology**
 1. Matthew Torres
- **Electrical Engineering**
 - 1.
- **Financial Technology**
 - 1.
- **Environmental Science**
 - 1.
- **Forensic Science**
 - 1.
- **General Engineering**
 - 1.
- **History**
 - 1.
- **Human-Computer Interaction**

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1.
 - **Industrial Design**
 1. Gabriel Rapoport
 - **Industrial Engineering**
 - 1.
 - **Information Systems**
 - 1.
 - **Information Technology**
 1. Janae Anderson
 - **Interior Design**
 - 1.
 - **Law, Technology & Culture**
 1. Micheal Schober
 - a. Accepted
 - **Manufacturing Engineering Technology**
 - 1.
 - **Mathematical Sciences**
 1. Pakhe Mewani
 - a. Accepted
 - **Mechanical Engineering**
 1. Ivana Baez-Ortiz
 2. Jonathan Clarke
 - **Mechanical Engineering Technology**
 - 1.
 - **Medical Informatics Technology**
 - 1.
 - **Science, Technology & Society**
 - 1.
 - **Surveying Engineering Technology**
 - 1.
 - **Technology Education**
 - 1.
 - **Telecommunications Management Technology**
 - 1.
 - **Theatre Arts and Technology**
 - 1.
 - **Web & Information Systems**
 - 1.
- By-Law Changes
 - Finances- Cameron Guanlao
 - Asset cap increase
 - The finance committee is thinking it going from 200 to 500 dollars.
 - The assets are used for organizations for office supplies.
 - A long period of supplies like a piece of furniture
 - It is based on if they have an office space or not
 - Yes 18
 - No 0
 - Abstain 0
 - Approved!
 - Student Org By-Laws Point System
 - Purpose and General Requirements - Thomas Nashed
 - Benefits of Being Senate Recognized Organizations and Student Organization Status - Marina Samuel
 - Purpose of Tiering System and New Organization Placements - Lana Gaber

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- Moving Down a Tier and Moving Up a Tier Policies - Kayla Gomez
- Point System - Janae Anderson
 - Yes 20
 - No 3
 - Abstain 0
 - Approved!!!
- Announcements
 - Elections
 - Please fill out the 2021-2022 Senator Awards Nominations form on Slack before you leave the meeting. Please Now!!!!
 - Senator of the Month!
 - Fill out the sign up sheets for multicultural fest, check slack

VI. Non-Event Spending:

- A max of 20% of an organization's budget can be used towards the purchase of merchandise for giving out to organization members and the student body
- Assets totaling \$500~~200~~ may be listed under the line budget, but amounts exceeding that should be requested as an asset grant with exceptions given for project based organizations
- Food, outside of events, may only be purchased for general body meetings.
- Membership dues are eligible to be subsidized by the Senate budget if the organization is required to be nationally recognized and the benefits contribute to the entire student organization, not individual members

I. Purpose

The purpose of this document is to inform NJIT Student Senate student organizations of their General Requirements, rules for Good Standing and process of Withdrawal of Organization's recognition. The document also includes the New Student Organization Process, Revival Process and the Tiering System~~and the Parameters of the Point System, which will be used to tier organization.~~

II. General Requirements

To be in good standing, student organizations must re-register each year via Highlander Hub within the timeframe announced by the Office of Student Life (OSL). Student organizations requiring late registrations must be requested to OSL. Re-registration must be done in accordance with the Highlander Hub checklist section.

Each student organization is expected to ~~meet the requirements of the Student Senate Tiering System in both minimum amount of points and minimum amount of events. organize two events each semester.~~ An event is an occasion where all NJIT students are welcome to listen, learn, ask questions, and/or participate. There should be substance to an event, such as having invited guests to speak or teach, providing the students a service, supplying the resources for an activity or competition, and/or fostering discussion for topics beyond a student organization's operations. These gatherings should have some correlation to the organization's purpose. These events and general meetings must be on Highlander Hub and attendance at these events must be taken using the my campus lab software.

Additionally, undergraduate student organizations that receive Student Senate funding must ~~meet the expectations of the Student Senate Tier System regarding events,~~ adhere to the Student Senate Finance By-Laws, ~~comply with the Student Organizations Handbook,~~ and take attendance at ~~all types of gatherings meetings and events~~ using Highlander Hub.



Benefits of being Senate Recognized Organizations

1. Get a yearly line budget, access to grants, and/or other forms of funding
2. Request Space through R25 live
3. Request flyers to be printed
4. Request NJIT website and email domain
5. Ability to apply for a student organization credit card
6. Request advertising on Student Senate social media accounts

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IV. Student Organization Status

For budgeting purposes, student organizations are divided into three categories, as defined by the NJIT Student Senate:

University Serving Organization (USO): Organizations that provide continuous, contracted programs for the total undergraduate student body; chartered and directed by the NJIT Student Senate for the sole purpose of providing general programs or services for all undergraduate students.

Tier 1, Tier 2, Tier 3 and Tier 4: Organizations receive a line budget of \$8000, \$5000, \$3000 and \$1500 respectively based on their tier. Tiers are based on meeting the following minimum requirements per semester on a point system.

	Minimum Events Required	Minimum Points Required
University Serving Organization*	7	800
Tier 1	6	700
Tier 2	4	500
Tier 3	3	200
Tier 4	2	125
New Student Organization 2	2	75
New Student Organization 1	1	50

*Student Senate may require additional conditions for University Serving Organizations

Please refer to Student Organization Tiering System Parameters of Point System section for point breakdown information. The budget must be used in accordance with the Student Senate Finance By-laws.

Selective: Organizations that are recognized by Senate and are capable of hosting gatherings using NJIT resources, such as reserving space and requesting catering and receive some NJIT Student Senate privileges, but are exclusive in nature (i.e. selective, honor societies, greek organizations).

A. Purpose of tiering system

a. Purpose/Goals

- Create a better system that can last so that every year we aren't looking at re-tiering all the organizations. The plan is to only assign the tier for organizations finishing their probationary period, those noticeably doing a poor job, and those wishing to be moved up.
- Make a system that can work well for any type of organization by focusing on awarding organizations for accomplishing their purpose and impacting students, rather than just hosting events.

b. Differences

- ~~We tried to move away from a system that was based on opinions by creating one based solely on the numbers (amount of events or members). Now we are trying to mix the two so that good organizations end up where they belong.~~
- ~~This new tiering system will benefit organizations that don't necessarily focus on holding meetings or typical events~~

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B. New Organization Placements

- a. After an organization has finished its first two semesters of probation, the organization will be placed in Tier 4. ~~student organization committee will take its last mid or end of year report and will vote on which tier they should be placed into.~~ If the organization would like to be moved up a tier, they would need to complete the re-tiering request form. ~~disagrees with the tier they can present to the student organization committee to dispute the original decision.~~
- b. One semester after student organizations are placed into their initial tier, they can fill out the re-tiering request form.

D. Moving down a tier policy

- a. Considerations for moving down a tier
 - i. Based on the information provided in mid year reports, end of year reports, ~~or lack thereof~~, student organizations will be evaluated regarding their impact on campus.
 - ii. Loss of membership, decline in club events or club event participation, along other reductions might warrant a tier re-evaluation.
 - iii. Previous negative mid/end of year reports will likely be considered as a part of this review process.
 - iv. Consistent inability to not follow the Good Standing Policy.
 - v. The student organizations committee will discuss organizations that are suspected of not meeting the above requirements. Their performance will be measured against the Point System and failure to meet the requirements of their tier will result in being moved down a tier. ~~be reviewed by current committee members.~~
- b. NJIT Student Senate Recognition & Tiers
 - i. Organizations can withdraw recognition or move down a tier with a written request.

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E. Moving up a tier policy

- a. Request to be considered for re-tiering
 - i. A form will exist on the student senate's Highlander Hub which will ask questions to understand the organizations impact on campus and how they plan to improve it similar to an end of year feedback, as well as how the organization will improve in their impact on campus. It will ask them to outline short term goals for the semester of evaluation, long term goals if they are moved up a tier, and a description as to why they want to be moved up a tier.
 1. Short term goals can be specific and small regarding that semester, possibly used in conjunction with finance grants. Long term goals should be more lofty, based on if you were to move up, and can be less specific.
 - ii. After the form is filled out, the student organization committee will approve the consideration based upon the goals, and desire to move up a tier.
 - iii. The form must be completed before the first student organizations cabinet meeting if the form is filled out within the first two weeks of the semester, so the organization will be evaluated on that semester's performance.
 - iv. Organizations may fill out this form once every academic year no matter if their tier re-evaluation is granted or not. Organizations can only move up 1 tier at a time.

b. Performance review

- i. In the last month of the semester of evaluation, the organization will meet with the student organization committee and the finance committee to discuss the performance of the organization as it relates to their goals set previously, their spending habits, and their ability to meet the minimum requirements of the tier they wish to join.
- ii. The committee, with members with conflicts of interest abstaining, will then vote as to whether or not the organization should move up a tier.
 1. If the committee votes to move the organization up a tier, that will be reflected in the following semesters budget
 2. If the committee votes to not move the organization up, the organization may request to explain themselves again and request a revote, or re-complete the re-tiering form the following academic year.
 - a. Failure to move up a tier will not result in a tier re-evaluation. Student organizations will not be penalized for not meeting their goals.

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G. Point System

- a. Gatherings: The following point values are multiplied by the factors below based on the attendance recorded via Highlander Hub.
- Host: (30 points) Events where one organization is the sole host and puts the majority of the resources. There may be co-sponsors, but no co-host.
 - Co-Host: (25 points) An event where multiple organizations pool resources and contribute equally to make a single event.
 - Co-Sponsorship: (10 points) An event where an organization plays a smaller role in the event by either contributing resources or funds. The co-sponsoring organization has no part in planning the event.
 - Club Fair/Open House/Fundraising/Tabling: (5 points) Presenting in a visible place on campus to fulfill the purpose of their organization.
 - Meeting: (5 points) A gathering of an organization to plan or discuss how to fulfill the purpose of their organization. [Maximum of 14 meetings]

Attendance	Multiplyer
5 - 24	1
25 - 49	1.5
50 - 99	2
100 - 149	2.5
150 - 199	3
200 - 249	3.5
250 - 299	4
300 +	4.5

- Local Experiences/Volunteering: 10 points + attendance/2 [Maximum 50 points]
- Conference/Competition: 25 points + 1 per person [Maximum 50 points]
- Meeting Your Purpose:
 - Met their purpose: 30 points
 - Almost met their purpose: 15 points
 - Did not meet their purpose: 0 points
- Senate Requirements:
 - Highlander Hub: 2 points each
 - Profile Picture/Logo
 - Description
 - E-Board Members
 - Member List
 - Social Media/Contact
 - Event Pictures
 - Reporting: 5 points each
 - Mid Year Feedback
 - End of Year Report
 - Student Organizations Cabinet Meetings