**2016-2017 COPH Student Association Meeting Minutes**

**Date:** June 13, 2016

**Location:** MCPH 2009

**Time:** 9:10am – 11:00am

**Attendees:**

President: Kushal Karan

Vice President: Kandy Do

Treasurer: Jessica Semin

Secretary: Shelby Braun

Senator: Tatiana Tchouankam

**Guest Attendees:**

Director of Student Affairs: Jessica Tschirren

Director of Career Services: Brenda Nickol

1. Questions for Brenda and Jessica
   1. Update of capability of selling shirts so we have them for orientation week
      1. Allowed to do fundraiser
         1. Need a cost/budget sheet to ensure profitability
      2. Sit down with Pam for the accounting
      3. Look at UNMC preferred vendors list
      4. Include a way for staff, faculty, and alumni to order
   2. Conference call capabilities in all COPH rooms? – who do we talk to?
      1. Keith Hanson
      2. Many rooms wired for it, but you need the hardware and call number
   3. Concern: have advisor guidelines
      1. Feedback system?
         1. Annual student survey – best way to get things on the record
            1. Give critique critical feedback on comment section
            2. January/February
            3. Encourage students to respond to the survey

Ex. If the student response is a certain percent, then SA will sponsor an ice cream social

* + 1. Idea: Recognizing/awarding the outstanding
    2. Idea: Student panel at advisor training
       1. August or September
       2. Trainings are two times a year
  1. Committees positions and officers
     1. Committees start here through SA, then branch off down the road if the time is right
     2. Process for creating new positions
        1. Review bylaws to make sure it allows, then if want it as a permanent position include it in the bylaws
     3. **ACTION:** review bylaws with Jessica Tschirren before proceeding forward
  2. Who do we talk to about getting signs, etc on the outside of the room to list class times (especially the computer lab)
     1. Keith Hanson
        1. *Contact person: Kandy Do*
     2. Give a variety of options
        1. What would be helpful to students?
        2. At a minimum, can we put up a list for the computer lab?
     3. **ACTION:** add your ideas to the online document by Thursday 6/16
  3. Note from Jessica Tschirren: Alumni councils across campus want more engagement with current students

1. Review Introduction Letter
   1. All agree it looks great!
      1. Include link to website and Facebook
   2. **ACTION:** Kandy finish the final touches and email to Jessica Tschirren
2. Discuss updating the website and blog
   1. **ACTION:** Shelby schedule meeting with IT
   2. Questions for IT:
      1. Events calendar
         1. Can we have our own and update ourselves?
         2. Have up and running by start of school
      2. How to upload minutes
3. New Positions/Committees
   1. Work on more over summer, advertise in fall
   2. Ideas: volunteer/community service chair, PR chair, fundraising
   3. **ACTION:** post ideas for positions on the OneDrive document by **6/27**
      1. Include an outline of possible job descriptions and how often they would meet with the executive board
4. Review survey responses
   1. 3 responses so far
   2. Review it at a later date