



# Knights of the Roundtable

Open Meeting

Tuesday, September 29, 2015.

Henke Wing

- I. Call to Order: Manel Atie called the meeting to order at 5:05 p.m. on Tuesday, September 29<sup>th</sup>.
- II. Roll Call:
  - Manel Atie: Public Relations Knight (P)
  - Karina Da Fonseca: Academic Knight (P)
  - Victor Ferreira: International Knight (P)
  - David Gibson: Auxiliary Knight (P)
  - Alisson Haon: Financial Knight (P)
  - Evan Hargrove: Athletic Knight (P)
  - Calvin Jordan: Parliamentarian Knight (P)
  - Briana Randall: Clubs and Organizations Knight (P)
  - Diego Rodriguez: Information Knight (P)
  - Madelyn Russo: Secretary Knight (P)
  - Eloisa Sarmiento: Community Knight (P)
  - Tess Thompson: Student Life Knight (P)
  - Dr. Phil Riordan: Advisor (P)
  - Dr. Theresa Osorio: Advisor (A)
  - Dr. Martin Present
- III. Reports
  - A. Financial Knight
    - i. Open meeting balance: \$3000
    - ii. New budget request form
  - B. Secretary Knight
    - i. Office hours
    - ii. Suggestion box
  - C. Academic Knight
    - i. No report
  - D. Athletics Knight
    - i. Club soccer games this weekend
    - ii. Intramural flag football
    - iii. Mary Ann and Harold Perper Intramural Field dedication on Thursday, October 1<sup>st</sup> at 11 a.m.
  - E. Auxiliary Services Knight
    - i. No report
  - F. Clubs/Organizations Knight
    - i. SMART Goals due
    - ii. 3 strike policy
    - iii. 20 hours of service

**G. Community Knight**

- i. No report

**H. Information Knight**

- i. Office 365: A Microsoft webpage allows you to download all office software like Microsoft Office, Power Point, Excel, Publisher and so on. You are also able to install them on up to five different devices, whether they are iPhones, Macs, androids, Windows Phones, computers, or any other device able to work with this software. The last, and super important fact, is that it allows you to have up to one terabyte of information on the cloud (That's 1000GB of information.). This means that you can access your documents, photos, videos, and music on any device as long as you log into "OneDrive", which is the name of the cloud, using the exact same username and password as myLynn (This will only work once you download Office 365 onto a computer/smartphone.). And the best part of all this is that it comes at no cost for students. All you have to do is access the link on the myLynn page "employee's office 365 portal" (We are aware that it says employees, and that will be changed.).

**I. Parliamentarian Knight**

- ii. No report

**J. Public Relations**

- i. New lawn signs displayed
- ii. September newsletter out: Distributed last Thursday.
- iii. Follow us on Instagram & Twitter: @LynnU\_KOR: Clubs and orgs can email us their flyers

**K. Student Life Knight**

- i. No report

**L. International Knight**

- i. No report

**M. Advisors**

- i. Dr. Phil introduced himself. Dean Martin, Matt Chaloux and Brian Bowser were present. Introduced the Knights and gave our role in student government.

**IV. New Business:**

- i. Victor, member of a fraternity, brought up the topic of recruitment during the drop/add period. Because students are moving from class to class, some are not sure during the first two weeks of class which clubs and organizations they would like to join. In the past, students had two weeks to add and drop classes. Chair recognized Briana, Clubs and Organizations Knight.
- ii. Joe, President of ZBT mentioned that lights in IBC rooms turn off randomly, and the temperature fluctuates in some rooms. David explained that the light situation is because of motion sensors. Matt Chaloux, Director of Facilities, added that the temperature is computerized under an energy management system, and professors should submit work orders for specific situations.

- iii. Steal from SAE brought up the parking situation. Chair recognized Tess, who informed that we are aware of the current situation, and that we are working on it.
  - i. Margui, President of Lynn Zoo Club had budget questions. How much money can they request for each event? Alisson mentioned that we distributed the budget for each event three weeks before the events occur. Organizations should reach out to the financial knight to review funding. Dr. Phil mentioned that KOR usually does not fund conferences or travel expenses.
- V. Announcements
  - ii. NCAAW Announcement (October 12-15) The Counseling Center, in conjunction with the Women's Center and Campus Safety, will hold events for the upcoming National Collegiate Alcohol Awareness Week 2015 (NCAAW). This will take place October 12<sup>th</sup> -15<sup>th</sup> with an event being held on each of the four days.
  - iii. Hispanic Heritage Celebration (October 30<sup>th</sup> from 11 a.m. to 2 p.m.)
- VI. Adjournment
  - i. Calvin, Parliamentarian Knight, made a motion to adjourn the meeting. The motion was seconded by Diego, IT Knight. All in favor. Meeting adjourned at 5:32 pm.