

**SUNY Downstate School of Public Health
Student Council Meeting Minutes
Thursday, February 21, 2019, at 1:00 pm
PHAB 4th Floor Library**

Members in Attendance:

Rachel Radigan
Alyson Clarke
Yamina Kezadri
Maya Lloyd

Members not in Attendance:

Emily Bakaj
Syed Bukhari
Uchechukwu Nwokoma
Pui-See Fok
Xhenete Lekperic
Olivia Haile (proxy: Alyson Clarke)

Non-voting Members in Attendance:

Dr. Megan Hall
Dr. Elizabeth Helzner
Dr. Usha Govindarajulu
Kirklyn Escondo

Due to lack of quorum, no voting required decisions were made.

1. We had a brief discussion regarding Olivia's, the SPH Student Council secretary, medical leave of absence. Rachel nominated Alyson as the new secretary. Plan to vote on at the next meeting.
2. National Public Health Week (NPHW):
 - a. Planned for the first week of April (1st-7th)
 - b. Dr. Helzner presented ideas for a sexual violence related presentation for NPHW. Discussed need for support and materials for the event. Maya offered to work with Dr. Helzner on the event. Discussed potential days and times. Requested by Alyson to have on the Tuesday in line with APHA discussion on violence. To be confirmed later by Dr. Helzner.
 - c. Discussed other topics for NPHW. Assigned days to specific people. Remaining days to be assigned to other members.

- i. Planetary Health Panel--Yamina
 - ii. Sexual Health--Maya Lloyd with Dr. Helzner and Dr. Hoepner
 - iii. Health Happy Hour--Alyson
 - iv. Alumni session
 - v. Application Process Workshop--with Dr. Eliasson
 - d. Plan to create 1 flyer for the entire week, and flyers for individual days.
3. Student Council survey:
- a. Rachel checked in with everyone regarding the distribution of paper Student Council survey. Those present reported being able to reach most of their assigned classes, with some people getting left out. Completed surveys to be put in the Student Council Office. Alyson mentioned that the survey was entered into Survey Monkey. Rachel asked for the link to the electronic version to be sent to her. Rachel to send out the link to the student body.
4. Advisement Survey:
- a. Yamina presented advisement survey. Purpose of advisement survey is to assess student body feelings regarding experience with advisors. Discussed with advisors appropriateness and relevance of questions. Yamnia to make edits based on the discussion. Discussed plan for proper dissemination of results. To be further finalized once the final version of the survey is ready.
 - b. Dr. Helzner mentioned all Downstate students and staff have access to Qualtrics. Suggested qualtrics be used for the survey. Advisement survey to be uploaded into qualtrics once ready. Rachel suggested moving the student survey to qualtrics from survey monkey. Alyson to move survey over.
5. Announcements:
- a. Dr. Helzner announced upcoming nutrition conference on March 29th. Also mentioned the existence of a nutrition club in the college of medicine. Mentioned that the staff executive committee would like student representation. Suggested that representative to the executive committee be a part of student council or email reports to the student council. A discussion was had regarding other committees and the need for students on those committees to be in communication with the student council. Rachel volunteered to be present at executive committee meetings.
6. Community service: March of Dimes March for Babies
- a. Plan to participate in March of Dimes event taking place April 18th at 8:30 AM. Rachel created a team. Plan to order shirts from custom ink. Discussed whether to order 30 (\$348.30) or 40 (\$420). Chose 30 shirts at \$348.30. First 30 people to show up to walk and donate a minimum of \$5 get a shirt. Rachel to send out the link to the march of dimes to student body and faculty, first to SPH and staff, then later to rest of Downstate after 1 month.

7. Spring Mixer:

- a. Discussed whether or not to hold a Spring Mixer and whether or not to have it on or off-site. Alyson to assess cost and get quotes from potential venues. The decision to be made at the next meeting.

8. Career Fair Recap:

- a. Discussed organizations that did not show and did not communicate regarding no show. Organizations that did not show included Arab American Family Support, Callen Lorde Community Center, Make the Road NY, NYC DOHMH H RTP program, and Brooklyn Movement. Discussed whether or not to find out why organizations did not show. Decided against.
- b. Ideas for next time: opening the fair to other schools, doing a less formal networking event/mixer, replacing spring mixer with networking event.
- c. Rachel to create a timeline/summary document of how we planned career fair

Respectfully submitted by:

Alyson Clarke

On behalf of Olivia Haile SPH Council Secretary

A handwritten signature in black ink, appearing to be 'Alyson Clarke', written in a cursive style.



**STUDENT COUNCIL MEETING
ATTENDANCE COVER SHEET**

Student Council Name: **School of Public Health Student Council**

Date Meeting Was Held: **February 21, 2019** Time Meeting was Held: **1:00PM**

Place Meeting Was Held: **PHAB 4th Floor Library (4-021)**

Print Name of Member or Guest (can customize to pre-print voting member names)	Present ✓	Voting Member (Yes/No)	Signature (if Bylaws permit, when present by proxy, insert name of person holding proxy)
1 Megan Hall	<input checked="" type="checkbox"/>		Megan Hall
2 Usha Govindarajulu	<input checked="" type="checkbox"/>		Usha Govindarajulu
3 Rachel Radigan	<input checked="" type="checkbox"/>		Rachel Radigan
4 Emily Bakaj	<input type="checkbox"/>		
5 Maya Lloyd	<input checked="" type="checkbox"/>	Yes	MLloyd
6 Alyson Clarke	<input checked="" type="checkbox"/>	Yes	Alyson Clarke
7 Syed Bukhari	<input type="checkbox"/>		
8 Uchechukwu Nwokoma	<input type="checkbox"/>		
9 Pui-See Fok	<input type="checkbox"/>		
10 Yamina Kezadri	<input checked="" type="checkbox"/>		Yamina Kezadri
11 Xhenete Lekperic	<input type="checkbox"/>		
12 Elizabeth Helzer	<input checked="" type="checkbox"/>	no	Elizabeth Helzer
13 KIRKLYN ESCOBEDO	<input checked="" type="checkbox"/>	NO	Kirklyn Escobedo
14	<input type="checkbox"/>		
15	<input type="checkbox"/>		
16	<input type="checkbox"/>		
17	<input type="checkbox"/>		
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