

To: SU members
From: Libana Geagea, SU secretary
Subject: Minutes of the SU first meeting
Date: December 18, 2009
Ref: SAO/FA09/2

Date of the meeting: December 11, 2009

Time: at 3:05 pm

Place: Conference Room

Excused Absent Members:

**Gilio NEMER
Guinasta AOOUN
Hadi TAWK
Josette GEMAYEL
Toufic MEDAWAR**

The SU Chair, Tony SHAMOON, called the meeting to order at 3:05 p.m. by welcoming Dr. Ziad Fahed, SAO assistant Director and the Student union Members in attendance. He précised that the meeting is to be held, Wednesday, December 16, 2009 due to the fact that Friday is a holiday.

The SU President Roy HADDAD talked about the aim of the current Student Union. He added that each meeting should be ethical, transparent and formal and should carry ideas, plans and aspirations of all the students that elected the current SU and those who abstained. He insisted on the fact that the members of the SU shall attend all the meetings on time and to be depended upon.

The Chair distributed 4 sheets to the SU members:

Sheet 1: minutes of the first meeting

Sheet 2: Agenda of this meeting

Sheet 3: Contact list that contains the number of each member to facilitate the chain contact between us.

Sheet 4: List of all the activities that should be divided to subcommittees and are to be accomplished as mentioned in our Electoral Program.

First Point in the Agenda: Suggesting and taking the approval of the future action plan and activities of the SU as submitted in the Election program: Introduction

The first point in our meeting started by the reading of the previous minutes and by asking for the approval of all the SU members, after correcting the spelling of Ms. Sisilian, we have approved unanimously on the previous minutes.

Fr. Salim RAJJI, SAO Director, entered the meeting room, he encouraged and blessed the Student Union and emphasized on the role of the SAO.

We proceeded by taking a deeper look into the list of activities (as mentioned in the Electoral program) where each person will take the responsibility of one or more activity. The SU President informed the SU members that another list of activities and new activities will be added to this one in the coming meetings. All the sub committees will be visible and accessible on line (through NDU website) for all NDU Community. Any student can suggest ideas to support and help in those sub communities. All the students are allowed to know exactly what is going on in each subcommittee (who those subcommittees are, who is working and who is not).

- I. Activity 1: Financial Aid issue; Increase in the financial aid offered to students and an expansion in the number of benefiting students.

Persons in charge of this: Christian NAWFAL / Louis SAGHBINI/ serge BOUSTANY

Time Due: First week of February.

The SU President Roy HADDAD explained the real meaning of this idea and gives hints to accomplish it like sponsors, events ...

- II. Activity 2: Tuition rates; Working on the increases which happened annually by requesting a conference from the administration to explain the causes and needs for increased tuition fees.

Persons in charge of this: Yara ISSA / Louis SAGHBINI/ Anthony DAOU/ Roy HADDAD

Time Due: First week of February

- III. Activity 3: Malik's bookshop; Decrease in some of its prices.

Persons in charges of this: Raya HILANY/ Milio GHANEM/ Serge BOUSTANY/ Anthonio GEMAYEL/ Ramy SAADEH

Time Due: First week of February

IV. Activity 4: The university's job fair; Working for the organization of a more comprehensive and populated exhibition with additional companies and organizations.

Persons in charge of this: Roy AWAD/ Ramy KHAZEN/ Nadim LAHOUD/ Maritta SISLIAN/ Anthonio GEMAYEL/ Jano SAWMA/ Ramy SAADEH/ Louis SAGHBINI/Raya HILANY

Time Due: First week of February

The members talked about the importance of a successful job fair in our university. Students should be in contact with the highest number of companies to encourage them to participate in our ethical and professional job fair.

V. Activity 5: The shuttle bus; Expanding the route of the bus to include the old campus.

Persons in charge of this: Hanna OBEID/ Hanna ZOUEIN/ Mazen EL HAJJ/ Akram HAJJ

Time Due: First week of February

Before discussing this activity Louis SAGHBINI explains the purpose of the bus. He says that after having the bus on campus we should work on enlarging the region of its circulation to include the DCE and the region near the university. So we should organize a schedule that the bus must respect punctually and if we are in need of another bus we should work to provide it.

The SU President asked the approval of all the SU Members to give authorization to all the sub committees to contact the SAO Director in order to follow up for any problem that occurs while they are completing their mission. The SU members voted unanimously allowing the subcommittees to contact the SAO Director to solve any problem related to their subcommittees.

Yara ISSA asked that each and every memo should be distributed to all the members of the Su in a meeting that follows the fact so our work will remain transparent.

VI. Activity 6: Preregistration; Working on a successful system for this issue.

Persons in charge of this: Fayez MOUFARREJ/ Jad NASR/ reine HANNA/ Milio GHANEM

Time Due: First week of February

VII. Activity 7: Facebook and YouTube; Allowing access to these websites on personal laptops.

Persons in charge of this: Reine HANNA/ Roy HADDAH/ Louis SAGHBINI

Time Due: First week of February

VIII. Activity 8: Comfortable faculties; Working on the creation of lounges inside each faculty for added student convenience.

IX. + Activity 12: Upper cafeteria; Increasing the seating capacity and working on new seating plan.

Persons in charge of this: Anthonio GEMAYEL/ Anthony DAOU/ Serge BOUSTANY/ Jano SAWMA/ Rima NEHME/ Yara ISSA/ Milio GHANEM/ Hanna OBEID/ Chris NAWFAL/ Nadim LAHOUD / Hanna ZOUEIN.

Time Due: First week of February

Here Louis SAGHBINI called the attention of the members that in the FAAD a competition is proposed the administration with the purpose of encouraging the design students and the best design will be taken on by a furniture industry. So this idea can help us in building comfortable faculties.

X. Activity 9: Change of major; Working on reducing the fees charged for the administrative execution of the change of major.

Persons in charge of this: Jad NASR/ Fayez MOUFARREJ/ Milio GHANEM / Roy HADDAD

Time Due: First week of February

XI. Activity 10: On campus catering; 1- Expanding the food availability as the course offering the covers longer hours of the day. 2- Providing the hotel management students with work opportunities.

Persons in charge of this: Fadi BARAKAT/ Akram HAJJ/ Libana GEAGEA/ Jano SAWMA and Guina AOUN is added by Yara ISSA because she was absent.

Time Due: First week of February

Fady discussed the issue of the financial aid students that work in advisors' offices or in the SAO or ... This HTC financial aid student should have the right to work in the cafeteria or faqra catering.

XII. Activity 11: Library; Increasing the library's opening hours, books...

Persons in charge of this: Hanna ZOUEIN/ Hanna OBEID/ Joey KMEID

Time Due: First week of February

XIII. Activity 13: Working on improving the Drop and add processes and on issuing official transcripts and certificates.

Persons in charge of this: Fayez MOUFARREJ/ Jad NASR/ Milio GHANEM

Time Due: First week of February

XIV. Activity 14: Improving details as: addressing instructors who give full, one hour lectures, leading for late student arrivals to other classes and the synchronization of all clocks on campus.

Persons in charge of this: Yara ISSA/ Reine HANNA/ Serge BOUSTANY/ Mazen EL HAJJ

Time Due: First week of February

XV. Activity 15: The entertainment room; a “rebirth” of the entertainment room for various recreational activities.

Persons in charge of this: Hanna ZOUEIN/ Joey KMEID/ Mazen EL HAJJ

Time Due: First week of February

XVI. Activity 16: The music room; Working for the refurbishment of the room and the acquisition of necessary equipment

Persons in charge of this: Akram HAJJ/ Maritta SISLIAN/ Mazen EL HAJJ/ Serge BOUSTANY/ Raya HILANY/ Hanna ZOUEIN/ Jano SAWMA

Time Due: First week of February

XVII. Activity 17: The Armenian community; Organizing an Armenian genocide memorial on the 24th of April in collaboration with the Armenian clubs and societies.

Persons in charge of this: Omar ABI NADER/ Maritta SISLIAN/ Fadi BARAKAT

Time Due: First week of February

The SU President Roy HADDAD suspended on this issue by offering our help to the Armenian clubs during the memorial event and in all their occasions. And he promised that the SU this year will offer great support and all the facilities that might be needed. A series of activities will be launched for this purpose.

XVIII. Activity 18: Armenian community; Working for the incorporation of an Armenian language course.

Persons in charge of this: Maritta SISLIAN/ Omar ABO NADER/ Fadi BARAKAT/ Joey KMEID/ Roy HADDAD.

Time Due: First week of February

XIX. Activity 19: Working on holding a mass every Sunday on campus.

Persons in charge of this: Serge BOUSTANY/ Fady BARAKAT/ Raya HILANY/ Omar ABI NADER

Time Due: First week of February

Second Point in the Agenda Studying the SU Bylaws: Any suggestions?

XX. Activity 20: The bylaws allow for several misinterpretations, we shall work for several amendments. + Activity 21: Working on ensuring the enactment of such laws in collaboration with professional lawmakers and university administrators.

Persons in charge of this: All the members of the student union

Time Due: First week of February

According to these two activities each member can participate by sending his suggestions about editing the bylaws to the email address of Jad NASR: nasr.jad@hotmail.com. The deadline of suggesting ideas will be by the end of the month of January 2010. Any idea shall have the approval of the SU members.

Third point in the Agenda: Discussing the issue of submitting a report and organizing a General Assembly that shall take place at the end of the SU mandate: How can our work be professional, ethical and transparent?

President Roy Haddad asked for the approval of the SU to allow the Executive Committee to organize and prepare at NDU a General Assembly to all the NDU students in October 2010 to submit the list of Activities that have been completed during this year: Report of achievements during this year 2009-2010. The Executive Committee shall find the proper Form (booklet, CD, power point, etc) to explain all what has been completed during this year. The Executive Committee is in charge of submitting the detailed agenda to the SAO on time and takes the SAO approval before printing anything in the report. The Executive Committee is in charge of finding the budget for such project.

All the members voted unanimously in favor of this suggestion.

Fourth point in the Agenda: Informing the SU about our discussion with the administration regarding the SU page on the NDU web site.

After the approval of the SAO a group of students will be in charge of suggesting ideas to the Computer Center to organize a page on the NDU website (Ref. Activity Number 7). Student Reine Hanna will be in charge of following this project.

Fifth point in the Agenda: Information from the SU secretary regarding the notification and call for meetings and agendas (Article 2.2.9 – 2.2.14) of all meetings.

The Secretary of the SU informed the members about the Agenda and the call for meetings will be posted on line (on the NDU website) and in some boards on campus and in the SU Office. An email and SMS could be sent to remind the members about all meetings.

Sixth point in the Agenda: Additional points.

After discussing all the issues concerning the activities, Roy HADDAD ask for the approval of the members about all the mentioned ideas in the agenda, if this meeting has fully covered them and insisted that the subcommittees should start their discussions from this day.

Furthermore he asked for the approval of all the SU members in relation to any contact with the deans and administrators and the officials of NDU. It had been decided that any SU members who wishes to raise an issue with the NDU officials must go with the SU President to the SAO Director informing him about the case and asking for his help to get an appointment with the concerned department.

All the members voted unanimously regarding this issue.

Dr. Ziad FAHED came up with an amount of money (1, 570, 500 L.L.) to the SU committee which is made of all the payment that the candidate made before the elections but the treasurer was not present to he kept them with him until the treasurer go to his office and get them.

Additional points that have been raised:

- 1- Demission of the current secretary and the election of a new one – the Election shall take place in the meeting that will take place in January 2010.
- 2- 5000LL from each student a right of SU – The SAO shall update the SU about the policy, as decided by the Director of Finance, on how the SU can deal with this budget.

- 3- The incidents of November 11, 2009 and the investigations that conducted by the ad-hoc committee.
- 4- Girls restrooms
- 5- Course offering
- 6- Time of the gym
- 7- Time of the construction
- 8- Extinguishers for the cafeteria

There being no further issues to come before the meeting, so the meeting was adjourned at 05:30 pm

Seventh point in the Agenda: Assigning a date for the next meeting.

It has been decided that our next meeting will be on:

January 12, 2009 at 04:30 pm – The meeting will take place in the Friends Hall.