

**Plenary
MINUTES
September 18th, 2015**

Plenary

Executive Committee

Steering Committee

Constitution and Bylaws

Grants

Health & Wellness

Outreach

Student Services

USS Advisory Committee

Advocate Advisory Board

OpenCUNY Board

Governance Task Force

Present: Yuval Abrams, Khalid Al Hilli, Fabiana Alceste, Jimiane Ashe, Colin Ashley, Chloe Asselin, Lisa Babel, Cassandra Barnes, Kyla Bender-Baird, Shelley Buchbinder, Carlos Camacho, Kevin Cedeno-Pacheco, Elaine Chang Sandoval, Rachel Chapman, Pablo Crespo, Ernesto Cuba, Chloe Edmondson, Rebecca Fullan, Kishore Gangangari, Ernesto Garcia, Maryam Ghaffari Saadat, Dean Gibson Schafer, Eleanor Goldman, Drew Green, Huw Green, Amelia Greene, Richard Gustavson, Anna Harb, Michael Healy, Joshua Katz-Rosene, Sean Kennedy, Mawia Khogali, Laura Lutgen, Theodor Maghrak, Velina Manolova, Elizabeth Martignetti, Amy Martin, Melissa Marturano, Erin McKinney-Prupis, Jeremiah McMillan, Teresa Ober, Rajat Kumar Pal, Alison Parks, Jennifer Peirce, Ana Perry, Brooke Prashker, Jen Prince, Jeremy Randall, Jacob Russell, China Sajadian, Saiful Saleem, Rebecca Salois, Cecilia Salvi, Cosim Sayid, Liza Shapiro, Gwen Shaw, Hamad Sindhi, Corinna Singleman, Cihan Tekay, Charlotte Thurston, David Topel, Stephanie Vella, Deepti Wadhwa, Tellisia Williams, Jessica Woodson, Allan Zelener

Absent: Ryan Abrahams, Hillel Broder, Brandon Carney, Jennifer Chmielewski, Tonya Foster, Stefanie Jones, Najja Kossally, Dominique Nisperos, Helen Panagiotopoulos, Amy Schiller, Joanna Siwiec

Jen Prince (JP) introduces guest speaker Luke Waltzer (LW), Director of the Teaching and Learning Center, at 6:02pm. Luke discusses his background at CUNY and Baruch. He was the founding director for teaching and learning at Baruch, where he emphasized hybridity and creating spaces for faculty and adjuncts, as well as rewards for it. He talks about how support for teaching is uneven at CUNY, and about opportunities to think about scale and the mission and role of graduate students in being engaged in those issues. He talks about the Center's mission: to bolster and expand support to GC students in their teaching. He says that we don't want to replace existing programs' support for teaching, and talks about finding out where support does not exist - this is bulk of work for this Fall. They will launch website by the end of Fall, which will include resources for learning about teaching. The goals for the Spring are: priority is structuring support for GC students entering classrooms for the first time in next Fall; will target new students, but will be open to all. He announces that GC was awarded a grant from the Mellon Foundation to start a Humanities link with LaGuardia Community College, in terms of teaching fellows appointed to teach there at an intensely supported way (Futures Initiative involved in this as well). He speaks about generating dialog around teaching and learning in the community. He and the TLC Fellows will establish office hours to talk about issues in the classroom or anything related to teaching really; intended to open a path to dialogue between the office and the community.

Questions:

Erin McKinney-Prupis (Pub Health): Will the Mellon program be one to students who do not have GTFs?

LW: don't have an answer to this yet, will be determined by the course LaGuardia wants covered, will work to meet those needs, conversations will start in the next month.

Jacob Russell (Math): Is there a place we can direct questions and ideas? Any support for sciences?

LW: email address for the Center (tlc@gc.cuny.edu; lwaltzer@gc.cuny.edu); Office is 2400.21; will be talking about how to support the STEM sciences; interested in bolstering and broadening access to the methodologies that infuse programs like QRF and WAC.

Matt Chrisler (Anth): You mentioned that tracking trends for adjuncts and teaching fellows, will that include labor conditions?

LW: we should have data on what grad students are teaching where; can't promise that will effectively address it, but can log data on that.

Cecilia Salvi (Anth): How can you address issues of diversity among faculty?

LW: We can ensure there is diversity in fellows for the center.

Jen Prince calls the meeting to order at 6:28pm.

I. Approval of the agenda

- a. David Nagy (Phil) motions to approve the agenda. David Topel (CJ) seconds.
- b. Motion passes unanimously.
- c. Quorum is 40.

II. Approval of the Minutes of May 15, 2015

- a. HS motions to approve the minutes. CS seconds.
- b. Laura Lutgen (CJ) states that she and Jen Peirce (CJ) are listed as absent, but they were not representatives at that time.
- c. Rebecca Fullan (English) asks if representatives who were not at the last meeting can vote. JP answers that they can vote in good faith.
- d. The minutes are approved unanimously with emendations.

III. Executive Committee Repots

- a. Co-Chair for Student Affairs, Amy Martin (AM)
 1. GTF, the Governance Task Force, has members who include Executive Committee, former steering, and other interested students. GTF works with programs whose governance documents need updating or review or are not being followed.
 2. Graduate Council documents, such as minutes, can be found at gc.cuny.edu/graduatecouncil. Program representatives are de facto alternates if the elected Grad Council representatives cannot attend. Email AM if you do not know who your program's Grad Council representative is, or if there isn't one for your program. Programs must hold elections for these representatives.
 3. Student members need to serve on GC committees such as faculty member, admissions and awards, etc. in order to ensure that student voices are heard.

4. GTF also suggests programs to the Graduate Council's Structure Committee who need to update or review their governance documents, which should occur every 3 years. Some have not been updated since the 1970s.
 5. There is a DSC widget for all meeting minutes on the cunydisc.org/works site.
 6. GTF also started a discussion about FERPA, how it does or does not apply to student participation on committees. Admissions committee is covered, since the applicants are not yet students. In contrast, students serve on Executive Committee, but the 1st stage of the academic appeals process goes through the Executive Committee. The Structure Committee is working to get students on that, and thought the conversation with administration was ongoing. However, we found out that the language in the Student Handbook was already changed, which interprets FERPA law in a narrow way. GTF and the student members of Structure Committee will continue to push to change the conversation.
 7. The Eastern European Studies Group has been dechartered. The process started in Spring, and this group or a similar one cannot be rechartered for 3 semesters. T
 8. There are almost 50 student organizations. AM encourages students to sign rosters to show support through the DSC Works page.
 9. A reminder: Student events can be held in 3 rooms: 5409, 5414 and 5489. The form for non-DSC room requests does not work on the DSC Works page, so please email AM directly. For program specific events, please go through your APO.
 10. Colin P. Ashley (Soc) notes that historically the bylaws of Grad Council have represented full student participation. The current measures are a "recent push to erode shared governance".
 11. Erin McKinney-Prupis (PH) asks about the issue of notifying students who have not passed the 1st exam in her program. They are kicked out after not passing a second time, but are notified after they have registered. AM answers that this issue is not the purview of GTF. After speaking with Student Affairs, there is no codification of time limits set by the GC bylaws, and generally limits do not exist in programs either. AM can talk to administration on a program's behalf.
 12. JP adds that programs may have more than one Grad Council representative. Representation is based on the number of enrolled students in a program, similar to DSC representation.
- b. Co-Chair for Communications, Hamad Sindhi (HS)
1. EC has scheduled meetings with Administration- with Chase Robinson on September 24th, and then on November 11th, and with Provost Lennihan on October 8th.
 2. On September 4th, EC met with Duncan Faherty, the new Director of the Early Research Initiative (ERI). He talked about the purpose of the ERI, which is to house all the smaller grants (like summer travel awards) as well as Fellowships that encourage outside GC collaboration and outside funding (like the Schomburg Center). His goals include a "sustainable culture" as well as funding over the summer so students can research and not have to teach.
 3. HS recommended housing all this information on one central website, but it is an issue.
 4. Faherty does want student input on outside funding resources, and so please contact him at dfaherty@gc.cuny.edu.
 5. EC met with Student Affairs on September 17th. The sexual harassment awareness training was not popular last year because it dealt mostly with undergraduate

issues. This year, the GC received a product that is specifically targeted to graduate students, which is mandatory for new students, according to NYC law.

6. Housing on 118th street is under the purview of Student Affairs, which is in the process of or finishing interviewing applicants.
 7. There is not enough registration for fitness classes, and there has been a drop in attendance. The registration fee is \$15 for 6 weeks, and the next registration date is in mid-October.
 8. Student Affairs is working on ways to communicate and integrate information about disability services into the GC newsletter, handouts or pamphlets. A blackboard course website tab is in the works.
 9. Dorothy Hartigan, the new Child Development Center Director, and EC is setting up a meeting with her. She is interested in seeing family support as a service.
 10. Conference support is \$300, and an email will come out soon. There are reports of people who were accepted not receiving the money. Student Affairs is willing to work with them to get them paid.
 11. Student Affairs does not have many updates on a prayer and meditation space, but the EC will bring it up with other administrators.
 12. EC mentioned that one all-gender bathroom is inadequate, and that larger bathrooms are needed.
 13. Convocation was held on September 16th. HS spoke on behalf of the DSC, and hopes that we will be invited back every year.
 14. In terms of internal DSC practices, the agenda will be sent out a week ahead of scheduled meetings, as per OML. Resolutions will be sent out as soon as they are received.
 15. CUNY DSC is on Instagram, and you can geo-tag and regram.
 16. Please let HS know if you are not receiving emails from the CCC.
 17. President's meeting is scheduled for October 21st, please attend.
 18. Rebecca Salois (HLBLL) notes that community emails from the GC community seem to be getting stuck and released a week later. There is an IT meeting next week.
 19. Janet Werther (Theater) notes that the Childcare Center only accepts children 3 years old and older, which does not meet the needs of GC students.
 20. Erin McKinney-Prupis (PH) discusses the restrictions on the conference support. JP mentions that the DSC used to add money to that pot, but stopped because some programs were considered ineligible, and the DSC felt all students should have equal access. Sean Kennedy (Eng) asks about the delay, and AM answers that the money was transferred, but might take a few days to register. JP adds that the call sent to APOs might have been sent out late.
- c. Co-Chair for Business, Jen Prince (JP)
1. Steering met and appointed the following members to EDLAB, which is charged with an advisory role and with preserving institutional memory: Anick Boyd; Dominique Nisperos and Chrissy Nadler. Already on the board: Colin P Ashley; Jen Tang and Jared Simard.
 2. All lockers were awarded and there is a waiting list; there were 95 entrances. The waiting list is still open for interested students. Locker move-out day for 2014-2015 recipients is September 18th.
 3. In terms of program allocations, JP is still waiting for program matriculation numbers. This year program representatives will have access to a Google doc to see spending. Program representatives can spend money now (each program has at least \$200). Money rolls over from the fall semester to the spring, but not from the

spring to next year. This year the DSC is not allowing the purchase of gift cards with a percentage of the total allocation for remaining spring funds for reasons of accountability and transparency. (Representatives can use next year's allocation starting July 1st). Last year, the DSC went \$7000 over budget. Please don't turn in receipts at the last moment.

4. Legal consultations are available alternating Wednesday and Thursday afternoons. Sign up on www.cunydisc.org/works.
 5. Movie tickets are available: \$8.00 for AMC/Loews; \$7.50 for Angelika. Pay with a check or PayPal. Regal tickets might be added this fall.
 6. JP continues to work on making the DSC site better and faster
 7. The VP for External Affairs search will re-open.
- d. University Student Senate Delegate, Cecilia Salvi (CS)
1. The next Board of Trustees meeting is on October 1st, and the Public Hearing is held on September 21st, which will be attended by USS Alternate Rachel Chapman. CS is the Fiscal Affairs student member (voting), and would like to get more students to be on standing committees. Maryam Saadat (Comp Sci) has agreed to serve when a position opens up.
 2. CS met with Chair Joseph Awadjie on June 30th and had a follow up phone call on August 18th. They discussed organizational issues within the USS, and arranged a training for USS Delegates on Robert's Rules during the 2nd Plenary. The Chair will get CS the budget, and mentioned having lots of USS Website issues. The Chair said the 2012 audit will be emailed to USS delegates by beginning of semester. Donovan later mentioned (see below) that they still don't have the updated list of Delegates from CUNY Central, and once they do, they will send it out.
 3. Jen Tang won a USS scholarship.
 4. CS is working on a Resolution in Support of Adjuncts with the Adjunct Project and the USS Advisory Committee.
 5. CS had a phone call with Donovan Borington regarding the 2014-2015 Budget. She brought up a number of preliminary issues, including how money was spent (on magazines, iPads, gala tickets and taxi rides) and he responded. CS requested that applications be made public and samples put on website. They discussed website issues. CS will present a formal letter to the USS regarding the budget.
 6. CS is looking through the USS minutes which she received on September 4th. "We are working to update the website. They will be up within the week." Fernando Araujo, Executive Director. She plans to digitize them and put them on the DSC website.
 7. Laura Lutgen (CJ) suggests that CS look into the policy on IT, because after 3 years it might become personal property. CS will look into the policy.
 8. Michael Healy (Comp Lit) asks about the USS budget. CS responds that it is over \$800,000 a year, with \$500,000 that can be spent and \$300,000 in operational.
 9. Joshua Katz-Rosene (Ethnomusic) asks about the types of events that can be funded, and CS responds that applications should go through her.
 10. Matt Chrisler (Anth) asks about what happens to unspent USS funds. CS responds that they roll over.
- e. University Faculty Senate Liaison, Liza Shapiro (LS)
1. LS hopes to continue the relationship between USS and UFS that was started by her predecessor, Stephanie Vella.
 2. The next UFS meeting is scheduled for September 29th. She hopes to have the UFS chair to a DSC plenary to raise awareness of DSC members as faculty.

3. LS reads the proposed reforms to sexual harassment policies in the Board of Trustees' bylaws (article XV). These include a definition of affirmative consent, alcohol and drug amnesty policies, and notification of confidential campus resources.
4. CUNY received a \$12 million allocation for 2016, which will be matched by senior colleges, community colleges, outside funding (\$1mil) and CUNY centrally managed accounts (\$1mil). This is a non-reoccurring allocation, so colleges will have to apply for the money, with proposals that match the CUNY performance implementation plan. The proposal deadline is in October, with a November 6th notification date.
5. Chloe Edmondson (Theater) asks LS where information on sexual assault is available on the GC website.
6. HS asks if faculty are required to report sexual assault. LS will find out.

III. New Business

a. New Member Ratification

1. Kyla Bender-Baird (KBB) welcomes the following new DSC representatives: Shelley Buchbinder, Chloe Edmondson, Amelia Greene, Ana Perry, Najja Kossally, Corinna Singleman, and Elizabeth Martignetti.
2. Ana Perry asks that her name be corrected from "Anna".
3. KBB motions to ratify these new members. Rebecca Salois seconds.
4. Motion passes unanimously.

b. Search Committee for Provost and Senior VP

1. JP informs plenary that current Provost Lennihan is stepping down. HS and JP both serve on that committee, which met on September 3rd. there are 10 faculty, 1 administrative staff, and 2 student members. The chair is Janet Gornick (Soc and Pol Sci), and has Witt/Keiffer as a consulting firm. They hope to finalize a candidate by spring 2016.
2. If you would like to nominate someone, please speak to HS or JP. The firm will reach out to the potential candidate.

IV. Steering Officer Reports

a. Officer for Funding, Teddy Maghrak (TM)

1. The report is read by Jen Prince.
2. The first grants meeting was held on August 25th. The next meetings will be held October 5th, November 2nd, and December 7th. They are on the DSC calendar.
3. \$19,750 is available for the year. The maximum grant award is for \$750, and Start Up Grants are \$250. Media requirements and grant factors listed on the website are current and updated. DSC grants will not pay for the use of Restaurant Associates this year. We have clarified and changed our publicity requirements to include CUNY Academic Commons and the DSC's Social Media Event Form. We have changed our publicity requirements to ensure applicants understand the need for recognition of DSC sponsorship of events. Six exceptional grant proposals and the DSC logo have been uploaded to the Grants page.
4. Jacob Russell (Math), asks about the grant limit and if the same event can be funded every year. JP responds there is no limit on the times a person can apply, but the committee looks for diversity in applications. Year to year, there are many reoccurring grants, but there should also be other funding sources.
5. Chloe Asselin (Urban Ed) asks about back funding for events that occurred before September 18th. JP notes that the first deadline is an exceptional one, and events can

happen before the grants meeting; for others the committee has to approve before the event takes place.

b. Officer for Governance and Membership, Kyla Bender-Baird (KBB)

1. KBB reminds representatives of the attendance policy, in which they are automatically removed after missing 2 consecutive meetings. KBB will send out a gentle reminder upon the first absence.
2. The DSC constitution was changed to allow standing proxies, which covers representatives who want all responsibilities but cannot physically be present; it can last a term or year. The proxy form is on the DSC website. If in writing or sending an email to KBB, both people need to sign off, and include information about who the proxy is and the duration of their tenure.
3. Programs that are not represented, but can present Pro Tempore petitions to get representation are: Earth and Environmental Science, Social Welfare, Business, Engineering, Nursing, and Physical Therapy.
4. Rebecca Fullan (Eng) asks who is eligible to be a proxy. KBB responds that any matriculated GC student can be, and can only proxy for only one representative at a time.

c. Officer for Health and Wellness, Charlotte Thurston (CT)

1. CT explains the role of the office, including advocating for students, distributing information and liaising with Student Affairs.
2. The Wellness survey reopened for year. 162 people have taken it, 118 completed it. It provides good feedback from students.
3. Elise Perram is the designated person from Student Affairs to talk to if Scott Voorhees is out. Or a better option is to talk to Bill McGowan at University Benefits (CUNY Central).
4. There is not a mechanism for complaints about NYSHIP, but students can submit complaints for carriers at each place or go to the Better Business Bureau.
5. A meeting took place between CT, JP, Jenn Chancellor, Chrissy Nadler, Elise Perram, and Scott Voorhees with people at University Benefits Office, people from the benefits office and from the NYS GOER office. The DSC presented complaints about ValueOptions, and got a commitment to a quarterly meeting with Benefits Office.
6. CT also met with Wellness Center staff about counseling services, and brought up issues of timing, and if alumni can get services. The response was that students do ask before graduating for referrals. These services are covered by title ix, so are completely confidential. CT also requested better and more well advertised information about the services provided, and to clarify issues such as if the limit on counseling sessions is 10 per year or per semester.
7. CT discusses the plans for the upcoming year, which includes asking for a variety of safer sex supplies; asking for weekly menus to be put on the website from Restaurant Associate's new chef; and asking for feedback on the survey. If there are questions you would like to add, please contact CT.
8. Laura Lutgen (CJ) asks about the issue of not having a nurse practitioner available last year.
9. David Topel (CJ) asks about the contact person if Scott Voorhees is not available, and CT responds that it is Elise Perram or Bill McGowan.

d. Officer for Outreach, Saiful Saleem (SS)

1. HS reads SS's report, which is included at the bottom of these minutes.

e. Officer for Student Life and Services, Carlos Camacho (CC)

1. CC has sent out a doodle poll for the committee to meet.

2. CC plans to continue the work and plans of former SLS Officer Ashna Ali, including free meditation workshops.
- f. Officer for Library and Technology, Jeremy Randall (JR)
1. Student Tech Fees: There is a decline in money for STF due to fewer PhD students in the GC. Unlimited printing is not threatened but conservation is advisable. The STF Committee is trying to find out how to make do with what we have to be the most useful for all students.
 2. If your department needs a program, please inform JR so we can look into the logistics of getting a license. For example the STF Committee has explored getting STATA SE and has added ABBYY FineReader (a better OCR program)
 3. @gc.cuny.edu and @gradcenter.cuny.edu Email Updates: Even though all GC accounts for students have been deleted, email will continue to be redirected to the new accounts until you graduate. Automatic redirecting (or "auto-forwarding") of gc.cuny.edu mailboxes to a '.com' or '.net' destination will be discontinued effective October 1st. Students get Office 365 and cloud data on MSOffice through new emails.
 4. Students can now self-manage passwords for the GC network.
 5. CUNYFIRST, which replaces Banner, implementation: it is on track for implementation in the Spring 2016. It might be delayed.
 6. GC Digital Fellows have open office hours Wednesdays 2-3 PM in 7414 for Digital Projects, with no appointment needed. GC Digital Fellows can help with various tech things ranging from cloud storage to 3D printing to coding to website design.
 7. Library Tech Lending Program: The GC library plans to expand the equipment lent out through its circulation desk (Chromebooks possibly). This is being done through grants so it won't burden STF further. If you would like to borrow from them, please see the library circulation desk. Students will be able to borrow equipment for 1 week, and be able to renew (online) three times, unless the equipment has been recalled. Reserve items will be loaned for 10 hours at a time.
 8. The STF has have widened tech available in various rooms (the theatre, hall, etc.) have new sound systems, and the library is replacing 93 broken chairs.
 9. IT has an upcoming meeting that JR will attend.
 10. Brooke Prashker (PH) asks about specific journals that the GC doesn't have current access to. JR will investigate, and ILL should provide a temporary solution.
 11. David Topel (CJ) mentions the difficulties with the elimination of the IT Help Desk. JR is looking for ways to deal with these difficulties, but the budget situation makes difficult. HS notes that this comes directly out of the IT and GC budgets.
 12. Teresa Ober (Ed Psych) asks about software and if replacements will be offered. JP notes that well stocking supplies cuts down on paper waste.

V. Announcements

- a. CS notes that DSC representatives rock.

VI. Adjournment

- a. Tellisia Williams motions to adjourn. LS seconds.
- b. Motion passes unanimously.
- c. The meeting adjourns at 8:27pm.

Respectfully submitted,
Cecilia Salvi

Outreach Report

The Outreach Committee held its first meeting of the year on September 11, 2015 at 6:00 PM-8:00 PM. During the meeting, we discussed our two main, broadly defined goals, which are to reach out to and engage international students and students based at other campuses – two groups that are currently underserved. In order to achieve this goal, the Outreach Committee will focus on two things. 1) Developing and releasing a survey to students at the DSC so that we can learn what they want from the DSC and from the Graduate Center, as well as if they are facing any difficulties or problems at the Graduate Center, or with specific parts of the bureaucracy. 2) Organizing two to three events this semester. On October 9, we will be organizing an informal reception for doctoral students who are either based primarily at or spend a lot of time at City College in order to increase awareness of what the DSC do and how the DSC advocates for and represents them. We are also planning another outreach event at John Jay for this semester. The tentative date for this event is November 13. Finally, we are planning to organize a dinner during the Thanksgiving period for international students and whoever else will not be spending Thanksgiving with family.