

Steering Committee Meeting Minutes September 12, 2003

Attendance: All members of the steering and executive committee were present except Brenda Jenkins and Tina Lee.

Started: 6:10pm

Ended: 9:10 pm

Steering Committee Chair: Carrie Fisher

Steering Committee Minutes: Camille Tipton

I. Approval of Agenda

Approved unanimously with a few additions as noted below.

II. New Business

aa. James Trimarco - came to the steering committee meeting to request money for Advocate, in particular money for the web page. He described his vision of the new web site as a "hub for gc students" and wants to have a classified section for students, archived articles and issues, and possibly a forum where students can speak out on issues relating to GSUC life.

Celia thought the advocate should have its own bulletin board, and a place to link to more articles and issues. Paul said the only items to get posted on Inside 365, are things that come across the public affairs office. Moira liked the idea of it being student run, and being a clearing house for student interests, which she stated would be the best case scenario. At the minimum, though she thought the Advocate should have at least the current newspapers on line. She thought it should be user friendly and be compliant for users who may have special needs.

Camille said we need to know how much can be spent on the Advocate web page before she can determine how much of these items can be incorporated onto the web site.

A. Setting DSC goals for the 2003-2004

(Carrie asked to hold this item until after new steering committee orientation)

carrie - explained that steering committee members work on a project each year and she said that she was hoping to have additional committees formed to complete the projects; Sheryl asked if there is a list of past projects that have been done.

She also said she wanted a certain set of goals set and that can be accomplished this year. involvement of the student body, she explained her ideas and asked for suggestions.

GOALS FROM MEMBERS

PAUL'S GOALS

What the DSC wants to do in a nutshell is strengthen the networks that are already in place. "We don't need to build anything new but basically breathe life into the already existing programs." Other goals include striving for full representation at the plenary to have all programs represented, all the at-large spots to be filled, and for all the programs to use their allotted funds.

1. full representation
2. departments to use all their money
3. get to know their reps

MOIRA & CAMILLE GOALS

Improve the student lounge

CELIA said do something about 365 space downstairs (maybe have a halloween part?)
Organizing more social events in lounge or 365 space.

JOSE GOALS

Transfer all the old DSC records to the new pc's and redo all the old accounts.

If every department used their money it would be \$20,000 but we only put aside \$10,000 so we should be putting more aside and get people to use it.

The DSC will be getting its own checking account at a different bank, the only down side is that GSUC will not front us the student services funds, we should revisit and revamp the constitution.

CARRIE GOALS

5 main goals to address:

1. increase awareness about the DSC among the student body in general, including improving communications to students, via website, advocate (can we increase circulation?), and we need to tell people what we have accomplished (goes hand in hand with #3 being a strong voice)
2. improve participation among DSC reps - holding all reps responsible for certain jobs
3. to be a strong voice - CUNY, local, state, federal issues that affect students in general, targeting issues and lobbying for things
4. addressing student quality of life issues - health care, insurance, daycare, etc
5. rationalizing how the DSC works (manuals for each position), copies of the bylaws in each steering committee member/executive officer member's hands; constitutional convention

B. Orientation

1. office procedures, hours, keys - Jose had new members fill out key request forms for the DSC office
2. responsibilities - 3 hours a week (extra time during election gets paid more);
3. projects and forming working committees

Tina 2-3:30 pm mon; 2-3:30 pm tues
Sheryl 10-1 am mon
Moirra wed 9-10 am; 4-6pm
Celia 10 am -1pm thur
Camille fri 3-6 pm
Brenda probably in the afternoon
Jose ?
Paul Mon, Tues., Wed 10 am - noon
Carrie Wednesday 2:30 - 6; Thursday 2:30 - 6; Friday 1 - 4

Jose explained to the new reps that we need to be available to the student body, especially to sell discounted movie tickets (have check and student id # to purchase the tickets). Other duties include checking the phone to see if anyone has called (x1699 dial password on the telephone) and writing down any messages and forwarding them to whoever can take care of it best. Everyone's gc email should be updated to access the computers in the office (login and password). We should get a webmaster email for the DSC website (webmaster@dc.gc.cuny.edu), since only the executive officers can now check the DSC email and Camille needs to be able to access an email to check for comments/suggestions/corrections concerning the website.

Additionally, there will be master files available to all committee members which will be stored on the server in a general file. Jose will forward the exact address and how to access these files in the near future.

Another duty of steering committee members is to handle room requests. There are 3 rooms that they may request including the conference room, the lounge or the study room. Students wishing to reserve the room must fill out the appropriate forms (available in the office) and the steering committee member should check to make sure there is no date/time conflict according to the calendar posted near the door of the office. If there is any kind of conflict or any questions about reserving the room, tell them they will be contacted by email regarding the scheduling. One idea for the room scheduling is to convert the scheduling to Microsoft Outlook (who is looking into this?).

If you need to order new supplies contact Jose or Tracey who will order them for you.

For departmental or chartered organization check requests - Check requests should be made out to Jose, either put in his box or slip under his door. Be sure and make 2 copies - one copy to the requesting representative and the other copy put with the original which goes to Jose.

Chartered organizations will get \$250 per semester while departments receive \$150 (for small departments) or \$2 x each person in the program. Jose will post the total enrollments for each department when they become available at the end of the month.

MAIL - if you are working in the office when the mail is received then you should distribute it accordingly to the chartered organizations or to member mailboxes. Or you can put it in a pile on the desk with a note if you don't know where it goes.

Unsigned checks - there will be a box on the main desk where check requests need to be signed for Jose to process them.

All steering committee members should try to keep their office hours and perform the many of the above outlined duties during that time. If there is a emergency or a conflict, weekly hours can be rescheduled but you should email the steering committee list serve to let everyone know you won't be in on that day.

SCHEDULE OF PLENARY AND STEERING COMMITTEE MEETINGS

SC (sept 12): chair - carrie, minutes - camille, food - paul

PL (sept 19): chair - carrie, minutes - jose, food - paul

SC (oct 3): chair - moira, minutes - sheryl, food - celia

PL (oct 17): chair - paul, minutes - carrie, food - celia

SC (oct 31, 2-4pm): chair - celia, minutes - paul, food - tina

PL (nov 14): chair - sheryl, minutes - celia, food - carrie

SC (dec 5): chair - jose, minutes - moira, food - sheryl

PL (dec 12): chair - camille, minutes - jose, food - ?

C. committees -- Committees- have an email discussion about duties and responsibilities,
paul is getting pressured for names
Information resources - camille
Student services - carrie
Library committee - celia braxton
Curriculum and degree requirements - tina lee

D. uss rep

george martinez - is he doing his representative job? He's the rep and charlyn is the rep alt.

E. Dsc budget

(talked about this last)

Jose went over a few items on the proposed budget that need to be examined including the audit; cultural affairs; departmental allocations; health care/nurse; advocate web page; travel and research funds; DSC webmaster assistant.

F. Changing date of the Halloween (tentative hours for 2-4pm?) Carrie will send out an email asking what works for everyone since Brenda and Tina weren't at the meeting.

G. New computers - Moira wanted IR to put out instructions to make Microsoft Outlook more usable and user friendly; have IR put out something that tells us what we can do on this new revision of outlook; Jose said they will try to get the regular Microsoft Outlook on a steering committee computer

H. Rep ties - the way these ties are done is that you put all the names in a hat and the first one that is drawn is the rep; hispanic and luzo brazilian literature - Mario Pozada-Burga (rep) Alejandro Alonso (alt); Sociology - Stephen Sheets (rep), Ervin Kosta (alt)

I. Miguel Malo - student at Hostos Community College, tues 9/16 6:30pm Thomas Hunter building, forum to learn about the issue surrounding this student who was mistreated - paul is going to the forum

Carrie said the GSUC said this was originally meant to be a place where non certificate programs were given, professional training, a place where the city could react with the university. Moira said we need to go to the plenary with a resolution to either condemn the mistreatment of miguel or decide not to get involved. Carrie said she will draft a resolution regarding this issue.

III. announcements

A. tuition remission (carrie/paul) - article on front page of the advocate that explains what is going on; new program that is providing tuition relief for some students science fellows, gtf's, ? but the students coming in 2005 they will have their in state tuition waived for 5 years, first and fifth year won't teach but will teach 2,3,4 year

atfs - new students can get atf's with tuition remission but gtf's won't get it and of course current students won't get it

Bottom Line - we have to keep fighting for tuition remission for current students.