

Steering Committee Minutes, 10/31/03
Doctoral Students' Council
Secretary: Paul McBreen
Meeting chair: Ceila Braxton

At 2:04 p.m. C. Braxton called the meeting to order. All steering committee members present except Brenda Jenkins.

- I. Approval of agenda
- II. Approval of minutes from prior s/c meeting: this was deferred until the s/c meeting of 12/5 as the official minutes were still in progress.
- III. Discussions/decisions
 - A. Rental of popcorn machine: C. Fisher said that Aella wants to rent the machine for their events. It was decided by all that the DSC needs a policy regarding the use of the machine by groups other than the DSC. The following items were agreed upon:
 1. No "rent" fee but instead a security deposit of \$50 to be returned to renters upon return of the popcorn machine to the DSC. The machine must be clean or the deposit will not be returned. Groups will lose future privileges of this machine if it is returned unclean. Chartered organizations will not pay a deposit but will be penalized \$50 if the machine is borrowed and returned unclean.
 2. Groups must bring their own popcorn and oil.
 3. C. Braxton will write up clear instructions on machine maintenance to be posted on the machine itself.
 - B. Pace University newspaper requested space on the literature table. Questions were raised about specific policies regarding literature tables in hallways. P. McBreen offered to look into GC policies regarding these tables and whether or not the literature tables on the 5th floor in and around the Gillice Center are the domain of the DSC.
 - C. PSC reception sponsorship. C. Fisher: The PSC liaisons asked if the DSC would co-sponsor the reception at the GC to mark the end of Campus Equity Week. This was deferred until the budget update took place (item IV, A below).
 - D. DSC logo contest. It was determined that we must learn legalities surrounding logo ownership, copyright laws, etc. DSC needs rules surrounding the contest written. P. McBreen offered to write up the DSC profile, i.e. a description of the DSC and its goals which would aid an artist in designing a DSC logo. J. Zambrana suggested that an s/c member enquire with the office who does GC design.
 - E. Coffee hour: the date was set for Dec. 10, 2003 from 3:00 to 6:00 p.m. It was agreed that this would suffice as some sort of "end-of-year" or "holiday" type of event in place of the party which DSC held at the end of the Fall semester. M. Egan agreed to contact Java Stop on 35th St. to place an order.
 - F. Fundraising discussions were held off-record.
 - G. Tech fee committee update
 1. C. Fisher enlisted C. Tipton as a member for this committee as C. Fisher felt burdened by numerous obligations of this sort. J. Zambrana gave the general

update beginning with the announcement that we at the GC are fortunate in that we have equal student representation on our tech fee committee whereas other CUNY campuses lack this student input. We are a model for other campuses. C. Fisher, J. Zambrana, and P. McBreen heard at a recent meeting with the Board of Trustees and CUNY student government presidents how underrepresented students felt regarding this matter.

2. I.R. wants feedback regarding a print-allotment per student. They want to know what students consider a fair “cap.” M. Egan asked about the past method I.R. used. They used “Print Manager.”
3. J. Zambrana mentioned the future wireless services to be tested at a few campuses. C. Fisher called it a “useless investment.”
4. Terminal services will make VPN more valuable. The student web server will free web space to allow students to say that they have web experience and to create personal web pages.
5. The tech fee is being used to pay employees now like the one hired to do printer services. S. Gordon suggested that future requirements be set for hires done with tech fee money. T. Lee said that I.R. must justify the use of wireless services before embarking upon expenditures.

IV. Updates

- A. Budget: J. Zambrana began by explaining that the administration’s budget person gave us a figure of \$62,000+ for our reserve fund but the number was mistakenly doubled; the real figure is \$31,000+. We do not have a “Capital Expenditures Fund” which is mandated by the DSC constitution. The “Reserve Fund” is for legal or contracted expenditures. We have been mistakenly using budget surpluses when all along the constitution mandates that a surplus be put away in the Reserve and Capital Expenditures Funds.
 1. The steering committee fund is 1.7% of the budget. J. Zambrana suggested that \$5,100 be allocated to food for meetings, logo contest, constitutional convention and the PSC reception.
 2. P. McBreen brought up the sale of advertisements in the Advocate as a means of regaining expenses for the Advocate. C. Braxton spoke about the necessity of the Advocate selling ads. S. Gordon asked about allotments for cultural affairs grants.
 3. J. Zambrana desires that DSC have its own checking account which would possibly circumvent the CUNY-mandated audit which costs \$8,000.
- B. Party debriefing included J.Z.’s report on the party expenditure: \$2,500. S. Gordon bought cards for facilities and security guards who helped our efforts in throwing the party.
- C. Tuition remission was updated by C. Fisher who spoke about mixed signals regarding the tuition packages of the near future and the supposed remission for ALL GC students who will be teaching at CUNY colleges. The Board of Trustees (specifically Louise Mirrer and Ernesto Mallave) clearly stated that all GC students who teach will get remission although this is NOT what the GC administrators told C. Fisher, P. McBreen, and J. Zambrana at earlier meetings. C. Fisher brought this up at Graduate Council. She

said that the B.O.T. website is not informative regarding this matter.

- D. Student representation on GC committees was taken up by C. Fisher who, a member on the Committee on Structure, suggested in that committee that a system of proxies be introduced allowing more flexibility. The chair of this committee, Professor Baumrin, claims that students do not attend and therefore wants structural changes to lessen students' involvement. This matter is on the agenda for the upcoming meeting of the Committee on Structure. M. Egan suggested that A. Eisenberg be invited to speak at a plenary about matters of student representation.
- E. Constitutional convention met, is working, and may need money for mailings.
- F. Chartered organizations updated by C. Fisher who wants computers in the offices. She mentioned the fair at which s.o's will have literature tables and posters. Aella is now active but the Biology Student Organization seems to have become inactive. There have been no responses to the public notices regarding the de-chartering of the latter organization.
- G. Special events/DSC Awareness/outreach was taken up by C. Braxton who requested a list of which academic programs are located where. She suggested that attention be brought to these off-campus programs on the website.
- H. Health center matters centered first on the budget. The office of Student services is concerned about the shrinking allotment which that office can provide for the nurse practitioner. Schoengood and Frick at an earlier meeting brought up the addition of a health fee and its advantages/disadvantages. The s/c determined that we need more information about the practices at other campuses. C. Fisher stressed the need to force the issue to be a matter of raising the student activity fee not imposing a new fee. We can not allow the B.O.T. to impose a new fee w/o consultation as the B.O.T. did with the tech fee.
- I. Jose spoke of need for a fire warden for 5th floor. It was agreed to send the matter back to Diana Rosenbloom for more information.
- J. A budget matter was revisited. J. Zambrana said that \$400 from the s/c discretionary fund covered food for s/c meetings. \$200 would be allocated to the PSC reception (cf. above, III,C) if the Adjunct Project did not have plans for its allocation.
- K. The December plenary was tentatively agreed upon for an invitation to Graduate Council representatives.
- L. Adjournment: meeting adjourned at 3:47 p.m.