



CUNY Graduate Center  
Doctoral Students' Council  
Steering Committee Minutes

October 6<sup>th</sup>, 2006

Members Present: Michael Broder, Ericka Calton, David Golland, Aaron Ibur, Charles Lieberman, Rouzbeh Nazari (by proxy: D. Golland), Brenda Vollman, Chong Wojtkowski (by proxy: E. Calton).

Members Absent: Zeeshan Suhail (non-voting ex-officio), Kate Wilson.

Guest present: James D. Hoff, Editor-in-Chief, Advocate

Sufficient quorum to conduct business.

Chair: EC

Minutes: MB

EC called the meeting to order at 6:12 p.m.

- I. Approval of Agenda
  - A. Advocate Proposal was added to the agenda as item IV; subsequent items renumbered accordingly.
    - 1. BV moved to approve; CL seconded. Agenda approved unanimously as amended.**
- II. Approval of Old Minutes
  - A. Minutes were reviewed and amendments were offered
    - 1. BV moved to approve; AI seconded. Minutes approved unanimously as amended.**
- III. Old Business
  - A. Departmental Reps
    1. We have a new rep from Mathematics; MB sent an email welcoming her as rep.
    2. EC to email volunteer from Medgar Evers program (program name?) and welcome her as rep.
    3. Outreach is ongoing to programs that do not have reps.

IV. Advocate Proposal

A. James Hoff is running an open letter to Attorney General Eliot Spitzer in the October issue of the Advocate, addressing Spitzer as the likely next governor of New York and encouraging him to take certain stances on particular issues of CUNY governance and administration. He is seeking DSC endorsement of the letter and sought SC endorsement as a preliminary step. The letter had previously been circulated to SC members via email and an opportunity had been given for SC input. The current draft reflected that input. The letter was read and suggestions were made for minor revisions.

**1. DG moved to endorse; MB seconded. Endorsement of letter approved unanimously.**

V. Student Affairs Report

A. Coffee Hour and Campus Visit

1. Thanks to all who helped out for the Coffee Hour and the Campus visit to City College. Our next visit will most likely be to Lehman College, TBA.

B. Chartered Organization Update

1. Constitutions are due this semester as well as updated rosters. Two people have contacted CW about possibly chartering new organizations, so we should be prepared for debate.

C. Web Update

1. If you change your office hours, please email CW so she can put them on the website. Also, if you have problems logging onto the intranet or the forums, let CW know.

VI. Communications Report

A. USSERC & BOT.

1. D. Golland has been elected to a second term on the University Student Senate Elections Review Committee, which handles appeals and certifies the election of USS officers. There are several positions where the nominee is running unopposed; he successfully lobbied for the ballots (which are electronic and private, but not subsequently secret) contain provisions for write-in candidates.
2. The Board of Trustees met on September 25, 2006, and took the following actions which may be pertinent to GC students: a) they extended the tenure clock to seven years; b) they awarded an honorary doctorate in humane letters through Lehman College to Tatsuo Tanaka; c) they accepted a gift of \$28 Million from CCNY grad William E. Macauley and his wife for the Honors College; d) they approved the purchase of a building for the Honors College at 35 West 67<sup>th</sup> Street, Manhattan, to be named "William E. Macauley Hall;" e) they renamed the Honors College "The William E. Macauley

Honors College;” f) they gave the Chancellor an annual pay raise of \$15,000 (\$65,000 minus \$50,000 in benefits that have been discontinued); g) they made Executive Vice Chancellor Botman the Executive Vice Chancellor and University Provost; h) they made Senior Vice Chancellor Dobrin Executive Vice Chancellor and Chief Operating Officer; i) they made Vice Chancellor Schaffer Senior Vice Chancellor for Legal Affairs; and j) they made Vice Chancellor Hershenson Senior Vice Chancellor and Secretary of the Board Trustees, permanently merging those two functions.

B. Grad Council IT Committee Student Nomination. Patrina Huff (Urban Ed) and Irene Meisel (History) were presented for nomination.

**1. BV moved to nominate; AI seconded. Motion passed by majority.**

C. Travel & Research Memo. D. Golland presented a memo sent from the Executive Committee to Vice President Schoengood clarifying our request for disbursement rule changes for the Travel & Research fund. Schoengood has replied that it is too late in the year to change the disbursement rules, but that he would like to discuss them with us in the spring in order to implement changes for next year.

## VII. Business Report

### A. English Dept Spring Receipts

1. The English Dept had a party and the two folks who put it on did not submit receipts in a timely fashion. They are also not the reps. Traditionally the dept allocation is blended in with the ESA (English Students Association) budget and they have an annual conference in spring, and the chairs of this group also seem to be connected with putting on other social events. Not clear what is left for the DSC rep to do, and I suggested that they consider making the rep a de-facto member of the ESA board.

Anyway, apparently, the rep last year promised portions of the departmental allocation to new lines. The two folks who were co-chairs of ESA (one of which has submitted a check request) had a bad working relationship with last year’s rep, and they had an argument over the allocation of the funds.

SO, the co-chairs of last year’s ESA Board are asking for monies which will have to come from this year’s budget.

Receipts submitted to date (from Rebekah Sheldon) total \$256.99. The departmental allocation for last year . . .

Fall Enrollment	Allocation	Spring Enrollment	Allocation	Total \$	Requested	Remaining
286	\$572.00	275	\$550.00	\$1,122.00	\$621.46	\$500.54

**My question is:** Should we allocate? How long should I give the other person? If we do allocate, we have \$4000 in the SC discretionary fund.

EC: DSC Rep is responsible for allocations, not ESA.

CL: Since they didn't spend their allocated \$500, we should give them the \$250.

AI: It's opening a can of worms; DSC reps will start coming out of the woodwork.

EC: It doesn't matter; they have \$500 to spend.

MB: People won't come out of the woodwork; how many old receipts are really lying around?

CL: It's important to maintain good relations with large programs.

BV: We're not ready to move this now.

#### B. Movie Tickets

1. I purchased 500 movie tickets, at a cost of \$2700. Last year we raised the price of the movie tickets from \$5.50 to \$6 because wholesale prices were said to be changing or to have changed (Fall 2005). When I purchased these tickets, I was able to get them at \$5.50 + \$11 shipping and handling. I suggest we change movie ticket prices BACK to \$5.50, so we can save students money. We do not do this for profit. We have dipped in to the new batch of tickets (3 sold today).

DG: BV can decide to go back to \$5.50 on her authority as Business Co-Chair. Suggests we put a resolution before the Plenary that we charge the wholesale price for movie tickets.

#### C. Office Duties

1. Movie tickets – how to sell – no cash, tix in order, GC id # on form and Check . . .
2. Forms/Fliers – make sure they are current (on the table) and available (on the wall in the hall next to the main SC office - 5495)
3. Please read the black board in 5495– it has been up all week to make fliers for the fall party and no one had, and also to remove the coffee hours fliers (from glass cases)
4. Call Mailroom when you come in – see if there is anything you can pick up or let them know someone is in to receive deliveries
5. Sign check requests
6. Look in your mailboxes for notices

7. Supplies and room issues – let me know
8. Check in on Rooms [5414,5489,5409] to make sure they are being left clean/organized (especially the day after an event)

EC: Suggested delegating tasks more specifically.

BV: We used to have a coordinator positions.

DG: We haven't abolished the coordinator positions from the by-laws.

BV: This is a very busy SC; we are never all in the same room at the same time; office duties are falling through the cracks.

#### D. Office Hours – update schedule

1. Please review and change (pass current schedule for handwritten changes). I will email those not present.
2. Please keep your office hours or inform via email ASAP and/or call the office or someone's cell to inform. Try to cover or switch when possible.

#### E. Meeting Duties

1. Chair – Responsible for printing and bundling Agendas/meeting fliers, etc – so if you have something to present, please have it ready and available (emailed to the Chair OR uploaded to Intranet by NOON? on the day of the meeting)

DG: Submit items by 5pm day of meeting.

BV: DG will assemble plenary packet but the chair has to make sure all the items get to him.

DG: For SC meetings, the chair will print up minutes and agendas

2. Food – Set up make sure you have all goods or get what is missing
3. Minutes – You can ask the Co-chairs for their reports to fill in the minutes. Please submit minutes within 2 weeks of the meeting. Post to Intranet

#### F. Fall Party Duties(call for volunteers)

1. Music Committee: CL and EC
2. Fliers – Design: MB
3. Booze: AI (order, receive, set up; Big Blue delivers)
4. Food: DG
5. Set Up (décor): CL, ZS, CW
6. Clean Up: KW, RN

CL: Should we have a full bar?

AI: Wants liquor as well as beer and wine.

DG: Suggests chair of Community Building Committee consult his committee and look into purchase of a moving bar

MB: Perhaps we can recruit other DSC members to help with this and other big parties

II. Communications Report Addendum

- F. BOT Correspondence. D. Golland noted that the Advocate already receives a copy of notices from the Board of Trustees; while one DSC copy should be put in his mailbox, the other should be put in Chong's.
- G. DSC Banners. D. Golland reported that he had entered into a discussion with facilities to hang the two banners—one at the entrance to the hallway and the other in room 5414.

III. New Business

- F. Meeting with Bob Campbell – Student Feedback (DG reported)
  - 1. Be on the lookout for white (old) computers; should all be black (new); Discussed how long should email remain in in-box before it is archived. Maybe the DSC should buy a laptop for use at meetings.
  - 2. Questions to be addressed:
    - a. Should student passwords never expire?
    - b. If they must, how long between resets?
    - c. If they must, can they be reset by phone?
    - d. Can students take responsibility for email forwarding?
    - e. Should student printers default to duplex?

IV. Announcements

EC: City College campus visit went well; good attendance, good feedback. EC will not be here for Halloween Party.

V. Adjournment

- F. AI moved to adjourn; CL seconded. EC adjourned the meeting at 8:27 p.m.

Respectfully submitted,  
MB.