

Minutes of the Steering Committee Meeting of August 28, 2009

Approved September 18, 2009

Chair: Shawn Rice (SR)

Members Present: Jill Belli, Anick Boyd, Kyle Ferguson, Allyson Foster (*ex officio*), Kim Libman, Christine Pinnock, Shawn Rice, Jared Simard, Chris Alen Sula, Suzanne Tamang

SR calls the meeting to order at 6:15pm

I. Approval of Agenda

Chris Alen Sula (CS) adds item "E. Appointment of Grants Committee Members" to New Business

Kyle Ferguson (KF) adds "D. Succession of Steering Committee Alternates to Graduate Council"

Suzanne Tamang (ST) motions to approve agenda with these two additions; Jill Belli (JB) seconds motion. Approved by unanimous consent.

II. Approval of Old Minutes

JB motions to approve old minutes; ST seconds motion. Approved by unanimous consent.

III. Old Business

a. Wellness Center Director

Chris Alen Sula (CS) announces that Dr. Terrence Hatcher has been hired as Director of the Wellness Center. He will begin Nov 1, 2009. The former EO of Educational Psychology has been appointed interim director until his arrival.

b. Summer Projects

Jared Simard (JS) presents ongoing work on program governance. Steering Committee discusses the importance of students' awareness of program governance. KL asks about difference between program handbook information and official governance. JS notes that not all handbooks include the full information from the governance document.

CS announces that a student was hired to digitize all existing budgets, which have been added to the website and will be used to conduct an 18-year budget analysis for the DSC. CS seeks Discretionary funds for stipend to pay this student.

CS motions to pay \$250 stipends for Jared Simard and Amanda Favia for summer work from Discretionary account; SR seconds motion. Approved by unanimous consent

c. Health Issues Blog

Kim Libman (KL) discusses role of health issues blog for Health Issues Committee this year.

KL has begun discussion with Anne Ellis regarding dissemination of NYSHIP information. CS asks for clarification of expectation of Provost's office of Health Issues Committee. KL responds this would be informational as a service to students.

KL raises possibility of FAQ, recommendation system, and free health services information in blog.

An informational Health Issues Committee meeting will be held on Sept 1, 2009 at noon in Room 5409.

KF asks about possibility of legal consultations for NYSHIP terms. JB asks about changes in SUNY health insurance and the effect of that on GC insurance.

d. Succession of Steering Committee Alternates to Graduate Council

Kyle Ferguson (KF) announces that he may have his own seat on Graduate Council and he should therefore be moved to the bottom of the order of succession.

JB motions to move Kyle Ferguson to last position in succession of Steering Committee alternates to Graduate Council.

CS asks what seat KF has. KF says he is on the Committee for Research. CS notes that not all committee seats have plenary representation at Graduate Council. SR points out that Kyle can recuse himself from attending if he wishes.

CS motions to postpone item indefinitely; SR seconds. Approved by unanimous consent.

IV. New Business

a. CLRN Partnership

CS reports that the Executive Committee has begun a discussion with the Community Legal Resource Network (CLRN), under the auspices of the CUNY School of Law, to provide free legal services to students. CLRN currently provides services to Baruch and formerly provided services for Queens College paid for with Student Activity Fees. A lawyer will be present once a week for 3 hours at a rate of \$75/hour to provide advice in 30 minute increments. Students can sign up in advance on the website, and CS encourages Steering to publicize this event so that the services are utilized.

CS motions to approve \$3600 in discretionary funds for fall semester consultation; JB seconds. Approved by unanimous consent.

b. Bylaw 1.6

CS explains proposed changes to Bylaw 1.6. CS explains that the current bylaw provides no mechanism for correcting budgets based on projected income that is not received.

KL asks whether we have received Advocate income last year. CS asks to postpone discussion of current issues until agenda item "VII.A. Advocate Budget."

SR asks whether the provision for allocation SC discretionary monies in the amount of surplus advertising applies to any surplus in advertising. CS states that it applies only the case when the budget has been amended, since the proposed bylaw states that if the actual revenue received surpasses the "amended" projected income, then discretionary funds should be allocated, if available. SR asks whether it should apply more generally. CS notes that that would, in fact, give the surplus monies twice: once during the current year, and again in budget allocation for the following year.

ST notes that the proposal will lead to more conservative estimates of income and help avoid cases where the bylaw would be implemented.

c. Bylaw 4

SR explains proposed changes to Bylaw 4, which generalizes representation of subprograms beyond Psychology, changes instances of 'department' and 'departmental' to 'program', and specifies a mechanism for polling programs for representatives.

CP notes that 7 business days may not be enough for students to respond to a call for nominations. SR suggests changing the proposal to 10 business days. CP asks whether DSC should be responsible for conduction special elections for program representatives.

CS states that constitution instructs SC to poll programs for representatives for vacant seats, but this must be clarified. CP states that mechanism for contacting students should be clarified. JS asks whether APOs will forward emails and whether each program has a listserv. CS states that Registrar may be able to provide a list and asks about possibility of posting a flyer, which seems to be compliant with parallel standards for OML regarding meetings. JB discusses online communications strategies for reaching students. Anick Boyd (AB) volunteers to discuss communication channels with Registrar.

d. Bylaw 16

SR explains proposed changes to Bylaw 16, which sets an order of succession of Co-Chairs to Executive Committee of Graduate Council. JB asks whether this would apply this year. CS responds that the bylaw instructs SC to determine the order of succession at its joint May meeting or "as soon as possible thereafter," so as soon as the bylaw passes, SC would vote on an order of succession for this year.

e. Appointment of Grants Committee Members

CS states that Bylaws 3 and 14 require that SC appoint members to Cultural Affairs and Professional Development Committees. CS explains that the names presented have signed up for the committees at May plenary and may be removed later if they do not participate.

CS motions to appoint Gregory Donovan, Boris Duassa-Pastor, Anick Boyd, Kate Broad, Ben Miller, Christine Pinnock, Suzanne Tamang, Margaret Galvan, Jared Simard, Astrid Roldan, Zaida Godoy, and Annie Dell'Aria to the Cultural Affairs Committee and to appoint Gregory Donovan, Boris Duassa-Pastor, Anne Donlon, Ben Miller, Christine Pinnock, Shawn Rice, Carols Penaloza, Jared Simard, Jeremy Rafal, Astrid Roldan, Zaida Godoy, and Kimberly Libman to the Professional Development Committee; JS seconds.

Approved by unanimous consent.

V. Student Affairs Report (Suzanne Tamang)

a. Mac Deployment

ST reports 11 new Macs have been installed in chartered org rooms.

b. VoteNet

ST reports that elections system will be used to create ballots for chartered org rosters. KL asks about whether this will make it more difficult to charter or more difficult to avoid decharterization. ST may allow paper signatures to supplement online ballots.

CS clarifies that rosters no longer require signatures from at least 3 programs, only an interdisciplinary statement at the time of charter.

CP notes that rosters may serve a secondary function by providing members' contact info to organization chairs. SR suggests adding email of organization co-chairs so that they can be contacted by interested students. JB asks about adding email field to ballot for those who sign rosters. ST will follow up on possibilities.

VI. Communication Report (Shawn Rice)

a. Updating Representatives

SR reports that some students have contacted him about vacant seats. SR will follow mechanism in proposed Bylaw 4.5 in the interim.

VII. Business Report (Chris Alen Sula)

a. Advocate Budget

CS reports that no advertising revenue was received for 2008/09 fiscal year. He has since received \$150 from ads from last year. CS presents advertising report presented by Advocate Editor-in-Chief James Hoff at Media Board on February 28, 2009 showing \$800 in obtained revenue and \$800 in projected revenue. CS reports discussion with the Editor regarding ads: \$400 Ikea ad was billed three times but not paid. CS has requested copies of invoices and communication but has not received them. \$200 Queens College ad was billed at \$100 on, and \$100 AK Press ads were billed at \$50 only. The Editor reports that there are outstanding invoices totaling up to \$300, but CS has not gotten confirmation of these yet.

CS presents proposal to revise Advocate budget along the terms of proposed bylaw 1.6. CS notes that SC, Plenary, and College Association have the power to revise budgets regardless of whether the bylaw passes. Proposed budget reduces projected ad revenue for 2009/10 to \$800 and reduces projected expenditures by \$800.

KL asks why the Advocate has not used all of its budgeted expenditures last year, especially for freelance writers. CS reports that Media Board authorized the Editor to pay \$75 for short articles, but check requests were mostly for \$50. KL states that in most organizations, budgets are cut if they are not used. CS responds that DSC is more generous and notes that the senior employee of each DSC medium has

discretion over how to use his/her budget. CS suggests that Media Board can advise the Editor to pay freelance writers more.

CS motions to provisionally approve revised budget pending Media Board's recommendation of revised budget; JB seconds. Approved: 8 yeas, 1 abstention (CP).

KL motions to recommend that Media Board advise the Advocate Editor-in-Chief to increase stipends to freelance writers to fully utilize budget allocation; KF seconds. Approved: 8 yeas, 1 abstention (CP)

b. FSG Conference Monies

CS reports that Feminist Studies Group plans to hold a conference this fall, which will generate income. Under Board of Trustee regulations, all monies received by student organizations receiving Student Activity Funds must be deposited with the DSC. CS says DSC should provide assurance that any monies received will be given back to FSG.

CS motions to provisionally allocate Discretionary funds in the amount of any deposits made on behalf of FSG conference; ST seconds. Approved by unanimous consent.

c. Office Access

CS raises possibility of rekeying office. SR reports excessive use of paper and beverages over the summer. AF recommends monitoring situation through fall. ST suggests signage to caution use.

CS motions to postpone discussion indefinitely; JS seconds motion.
Approved by unanimous consent.

d. Meeting Duties & Signup

CS reminds all SC members to sign up for at least two meeting duties for fall semester (3 for EC members).

VIII. USS Report (Allyson Foster)

AF states that the next meeting of USS will occur on Sept 13, 2009 and she will attend.

IX. Committee Reports

There were no committee reports.

X. Announcements

There were no announcements.

XI. Adjournment

CP motions to adjourn; ST seconds motion.
Approved by unanimous consent

Respectfully submitted by Chris Alen Sula.