

Joint DSC Steering Committee Meeting  
5/21/2010

Present: Anick Boyd (AB), Jill Belli (JB), Kyle Ferguson (KF), Eero Laine (EL), Kim Libman (KL), Leigh McCallen (LM), Jared Simard (JS), Chris Sula (CS), Suzanne Tamang (ST)

Absent: Allyson Foster (AF), Boris Daussa Pastor (BDP), Shawn Rice (SR)

KL calls meeting to order at 5:15pm.

**I. Approval of Agenda**

CS adds items VIII g. (discretionary funds for 2009-2010) and VIII h. (discretionary funds for 2010-2011) to agenda. CS motions to approve agenda, JS seconds, motion passes with unanimous consent.

**II. Approval of Old Minutes**

JB raises issue that persons abstaining and/or voting nay is recorded for public record in the minutes from 4/25/2010. Steering discusses the issue. JB motions to approve old minutes with the removal of record of abstentions; JS seconds, motion carries with 7 votes yay, 1 abstention (CS) and 1 vote nay (ST)

**III. Student Affairs Report (ST)**

a. Electronic Rosters

- i. the following chartered orgs need more members to join by 5/30: Japan Studies Group (14), Art History Journal (PART) (16), Turkish Students Association (13)

b. Receipts

- i. Need to be turned in to CS by 6/2

c. Chartered Orgs

- i. Three new orgs were chartered at May plenary: Utopia Studies, Greek Club and Jewish Club. ST reports that the CUNY Americanists has a new charter.

d. AP Hiring Team

- i. Identified 8 applicants for position; 8 interviews were held. Alyson Spurgas (Labor Relations Coordinator) and John Calvin (Advocacy/Education Coordinator) have been hired to the Adjunct Project.

e. Wellness Center Survey

- i. The URLs are now posted.

**IV. Communications Report (SR)**

SR absent; CS reads email from SR in place of in-person report. Email states that the Writing Center proposal is to be completed soon; Steering discusses Writing Center, KL suggests allotting more time to fully flesh out proposal in the 2010-2011 school year, and that the proposal should pass through Steering and Plenary. ST and JB raise concerns about Writing Center. Steering discusses goals, direction and purpose of Writing Center more generally. CS suggests holding a needs assessment of Writing Center as a diagnostic measure. EL points out that the Writing Center should task itself with these needs-oriented issues.

CS motions to refer consideration of issues to Writing Center working group, which is to be dissolved on 6/30/2010. At that time proposal should be submitted to Steering and, time permitting, be presented at September Plenary. JS seconds motion; all approve; motion carries.

**V. Business Report (CS)**

- a. Receipts
  - i. Should be received no later than 6/2/2010.
- b. Budget for 2009-2010
  - i. Seems that cash flow should be sufficient to tie up this year; CS will withhold payment of larger bills if necessary to increase cash flow as the last check requests and receipts come in.
- c. Office Space
  - i. Addition of UFS liason and OpenCUNY causes re-allocation of office space. CS, EL, and ST prepared a new map of the DSC office plan. Office changes will (hopefully) be in effect by Fall 2010.

**VI. USS Report (AF)**

AF absent, JB reports instead. There has been no USS meeting since last Steering meeting; JB to attend upcoming meeting on Sunday 5/23/2010.

JB raises idea of having more significant presence in USS this upcoming year, especially building upon a leadership summit to be held over the summer. CS to request funds to hold student leader summit in advance of first USS of Fall 2010.

**VII. UFS Report (AB)**

AB reports there has been no meeting since last Plenary; nothing new to report.

**VIII. New Business**

- a. Appointment of At-Large Steering Officers to Domains (only SCE vote)
  - i. Funding: KF
  - ii. Government and Membership: JS
  - iii. Health Issues: LM
  - iv. Outreach: BDP
  - v. Student Life: SR
  - vi. Travel and Research: ST

CS motions; JB seconds; unanimous approval, motion carries.

- b. List of Acceptable Media for "In-Writing" Notifications (only SCE vote)

- i. Postmarked mail
- ii. Electronic mail

LM motions; ST seconds; unanimous approval, motion carries.

- c. List of Acceptable Media for Public Advertisement (only SCE vote)

- i. Dedicated emails sent to APOs and DSC programs representatives
- ii. DSC website
- iii. *Advocate* (at minimum in print), deadlines permitting.

- iv. Optional: bulletin boards in common areas and listservs.  
CS motions; JB seconds; unanimous approval, motion carries.
- d. Co-Chair Representative and Succession of Co-Chair Alternates to Executive Committee of Graduate Council (only SCE vote)
  - i. Co-Chair Rep to EC: CS
  - ii. Succession of Alternates: KL, EL
 ST motions; KF seconds; 8 approve, 1 abstention (CS); motion carries.
- e. Succession of At-Large Steering Officer Alternates to Graduate Council (only SCE vote)
  - i. Succession: ST, KF, BDP, LM, JS, SR.
 JB motions, AB seconds; unanimous approval, motion carries.
- f. Standing Committee Appointments (only SCE vote)
  - i. Constitution and Bylaws (1-5)
    - 1. JB motions to appoint Ben Miller (English); ST seconds; unanimous approval, motion carries.
  - ii. Grants (1-7, no more than two from same program)
    - 1. Boris Duassa-Pastor (Theater)
    - 2. Keith Miyake (EES)
    - 3. Anne Donlon (English)
    - 4. Jordan Stokes (Music)
    - 5. Colin Ashley (Sociology)
    - 6. Thierry Abotuoedo (Mathematics)
    - 7. Desi Fields (Psych-Env.)
    - 8. Ben Miller (English)- Alternate.
 LM motions; ST seconds; 8 approve, 1 abstention (JB); motion carries.
  - iii. Health Issues (2-8)
    - 1. Leigh McCallen (Educational Psychology)
    - 2. Colin Ashby (Sociology)
    - 3. Anick Boyd (Comp Lit)
    - 4. Sarah Jordan (Forensic Psych)
    - 5. Desi Fields (Psych- Env.)
    - 6. Valia Mitsou (Comp Sci)
    - 7. Susan Brillhart, NP (Nursing)
    - 8. Chrissy Mitakakis (Business- Marketing)
    - 9. Monique Whitaker (Philosophy)
 CS motions; JB seconds; unanimous approval, motion carries.
  - iv. Outreach (2-4 with at least one international and two campus-based)
    - 1. Jim Rice (EES)

2. Monique Whitaker (Philosophy)
3. Erica Meltzer (Neuro)
4. Nicole Hanson (Crim J)

LM motions; ST seconds; unanimous approval, motion carries.

- v. Student Services (1-3 with at least one campus-based)
  1. Kristin Margelot (Art History)
  2. Desi Fields (Psych- Env.)
  3. Postpone third appointment until next meeting.

CS motions; ST seconds; unanimous approval, motion carries.

g. Discretionary Funds 2009-2010

- i. Allocate up to \$450 of 2009-10 Steering Discretionary funds for CLRN and up to \$250 for Adjunct Project web consulting, with the stipulation that funds be used to build a fully-functioning web framework that complements the functions of the AP and can be henceforth maintained by the AP coordinators and request that the OpenCUNY coordinator post hours on the DSC homepage.

CS motions; JS seconds; 8 yay, 1 nay; motion carries.

- ii. Motion to complete tasks described in proposal, with the exception of the gallery, before June 30, 2010, postponing all incidental requests until they are completed, with additional compensation for new work to be considered by the Executive Committee after their completion.

CS motions; LM seconds; 8 yay, 1 abstention; motion carries.

- iii. Motion to request that OpenCUNY coordinator provide utilization statistics and other information in parity with *Advocate* to Media Board at its next meeting.

ST motions; JS seconds; 7 yay, 1 nay, 1 abstention; motion carries.

h. Discretionary Funds 2010-2011

- i. Motion to recommend 2010/11 co-chairs meet with incoming AP coordinators to plan possible allocation of funds.

CS motions; JS seconds, 8 yay, 1 abstention; motion carries.

- ii. Motion to allocate up to \$1,000 for student leader summit.

CS motions, JS seconds; unanimous approval, motion carries.

**IX. Committee Reports**

a. Media Board (SR)

SR absent; CS reports that SR needs to re-schedule the next meeting, otherwise there will be no OpenCUNY coordinator as of July 1<sup>st</sup>.

b. Health Issues (KL)

KL reports that the Wellness Survey report was sent to Bob Hatcher and Carl.

**X. Announcements**

None

**XI. Adjournment**

JB motions to adjourn; CS seconds; all approve.

Meeting adjourned at 8:24pm.

Minutes respectfully submitted by Leigh McCallen.