

## Steering Committee—Minutes February 1st, 2013

Present: Stefanie A Jones (SAJ), Colin P Ashley (CPA), Anne Donlon (AD), Eero Laine (EL), Chrissy Nadler (CN), Monique Whitaker (MW), Dominique Nisperos (DN), Nicole Hanson (NH), Jen Tang (JT), Benjamin Miller (BM)

### Plenary

Absent: None

### Executive Committee

At 6:14pm EL calls the meeting to order

### Steering Committee

### Constitution and Bylaws

I. Approval of the Agenda  
 MW motions to approve, DN seconds.

### Grants

Friendly amendments to the agenda:

EL proposes adding MESO Dechartering is added to New Business (IV.2.)

### Health Issues

BM proposes moving BM's report up to before 6:45pm.

Amended Agenda passes unanimously.

### Media Board

II. Approval of Minutes of December 7th 2012

### Outreach

Minute amendments:

Strike the sentence in 3b. that begins with "CPA recommends...."

### Student Services

In Section 5.3, DM should be changed to DN.

MW moves to approve the minutes as amended. SAJ seconds.

Motion passes; JT and BM abstain.

### III. Executive Committee Reports

#### 1. Co-Chair for Student Affairs (EL)

-At the last meeting we discussed governance extensively, and that EOs/Programs need to follow governance. EL is interested in following up on it with a Governance Task Force to address these problems. This ultimately would be a bylaw (through Constitution & Bylaws committee [C&B]); input welcome.

-I have also been working on elections. Nominations will open soon (expect an email from AD), they are just waiting on SERC. Once approved they'll be open for about a month. Please nominate and encourage other people to nominate folks in your program and other folks you think would be a good fit.

#### 2. Co-Chair for Communications (AD)

-Digital signage: screens going up around the building; DSC has control for three of them on this floor. Communications and marketing will set up a page on the website with submission instructions. Content owners are us, the library, the James Gallery, and Communications. Send suggestions to [signagesuggestions@gc.cuny.edu](mailto:signagesuggestions@gc.cuny.edu). AD is planning on sending this out to students once Communications has put up the page or the template is finalized. The content is fed to the screens

via a Powerpoint file on the S: drive, and anything in that file will show up on the screen (and will remain there until you take it down). AD will manage the file to start but it may need to become a Steering activity. We also need to figure out guidelines for putting up content; general approach is that anything will go up. Possible protocol was proposed.

-Concerning the archiving of email accounts, make sure you follow the proper procedure to archive the outgoing emails from your @cunydisc.org account by either logging in directly or BCCing your @cunydisc.org account when sending emails.

-The Executive Committee (EC) met with Chase Robinson, Polly Thistlethwait, Mike Byers, and Ray Ring about DSC space. They have already made a request for \$1.2 million for a Student Center they are proposing on the C-level. It is claimed to be equal or more footage, the Student Career Center thing was proposed to be housed there, and Polly was excited about having there be librarians having more contact with students. The fifth floor is being envisioned as more of a space for centers and/or retired faculty offices. Issues that arise are about access, control, facilities, light and air, a ton of things; the library is hard to access, the basement is out of the way. Control of the space is also an issue, whether it belongs to the library, us, or the administrative space around us. Going forward we will survey about what current uses we get from our space and what our requirements would be. \$1.2 million doesn't buy much for commercial property in NYC (proposed moveable wall for 5414/5409 was very expensive). This discussion happened without communication with us and we were not part of the capital improvements application. Follow-up meeting with Robinson in the next few weeks. We need to discuss this at more length.

At 6:44, MW motions to pause discussion and move to BM's report. CPA seconds. Motion passes unanimously.

#### V. b. Officer for Governance and Membership (BM)

BM presented a report (attached) regarding attendance, quorum, and an Agenda for the next C&B meeting. Currently missing 6 program seats and 7 at large. Three programs will need special elections. If all these seats are cleared, quorum becomes 32.

BM leaves the meeting at 6:50pm.

#### III. Executive Committee Reports 2. Co-Chair for Communications (AD) resumes.

CN calls for a straw poll regarding our feelings about moving. Results are negative. Provost Robinson stated that if the money doesn't go to a student center, capital improvement money can be slid in anywhere else.

Discussion ensues.

Another meeting to discuss this is desired by straw poll. Doodle poll will be distributed.

-The Parental Leave Working Group was supposed to meet again with Louise Lennihan, Yosette Jones-Johnson, and Matt Schoengood, but it was delayed pending their consultation with CUNY legal.

-We have had email correspondence about the blood drive (there will be an offsite bus drive on Feb. 21); for now the point-people are CPA and CN.

-Evan Misshula resigned as Officer for Library and Technology as well as program representative today. EC will meet and appoint an interim officer, and at plenary we'll have elections for both this and the Officer for Governance & Membership.

#### 3. Co-chair for Business (CPA)

-We received the check that we are supposed to get from Restaurant Associates.

-Send CPA notice if we need movie tickets toner, or paper; anything else you can buy yourself if we need supplies, and submit the receipt for reimbursement.

-Website: our best previous bid is out; they wanted to switch from Drupal to Wordpress which won't work, so CPA is going up to the next-lowest bid.

-Special Steering Meeting 2/15 at 5:00pm re: affiliate goals; reappointments of affiliates occur every February. Steering shall also prepare their own goals for this meeting.

-CPA reviewed committees, ad-hoc committees, and contact people for committees to be distributed to DSC listserv: parental leave, blood drive, health issues, uss, 2 AP projects, the spirit team, gender neutral bathrooms. CPA will also distribute information about Chartered Orgs.

#### 4. USS Delegate (CN)

-#ussfail campaign was not a success. Might order buttons. Might meet with committee to try to take it further. Might time it with MW's article on USS.

-CN received digital records for a FOIL request on a flash drive; they claim that there are no documents other than expenditures and minutes.

-USS audit committee is continuing to not form; Chris Rosa has informed CN that USS audit is only going forward for 2012-2013, they are not going back through the past unaudited decade.

-parental leave survey has ended and CN will analyze that data

#### 5. UFS Liaison (SAJ)

-SAJ contacted Matt Schoengood about the requirements for gender neutral bathrooms. Mike Byers says that the bathroom on the fifth floor (proposed conversion from the custodial closet) cannot be made accessible because of door-swing and "other issues," but the bathroom project on the ground floor (for which we have received capital funding) includes making an accessible, gender-neutral bathroom.

-SAJ met with the Health Services staff re: wellness responses to racism in the academy. The project is moving forward under the Wellness Center.

-SAJ met with James Wilson of CLAGS and discussed the potential of building faculty or staff working with us on the blood drives. SAJ will return to him with more information and discuss the idea of a DSC/CLAGS collaboration, where the DSC retains some control but CLAGS assists with the labor.

-RE: adjunct representation issue on UFS, SAJ began an investigation of how many delegates are contingent faculty, and the election process for contingent faculty at Hunter College (in case SAJ will run). If not run, SAJ will encourage other folks to run on their campuses and gather information about the process.

#### IV. New Business

##### 1. Ad hoc Concert Committee

-NH would like to form this committee to investigate a potential fundraising concert as one of our parties, potentially with LGBT organizations doing mentorship etc. and to plan it for this semester. NH motions to create an ad hoc DSC Events Committee and merge it with DSC Party Committee. SAJ seconds. Discussion ensues. SAJ withdraws second. JT seconds.

Friendly amendment changes the motion to read: Create an ad hoc DSC Exploratory Events Committee. Discussion ensues. JT withdraws second. Friendly amendment changes the motion to read: The party committee is renamed the DSC Events Committee and is charged with considering and planning alternate events. SAJ seconds. CN leaves at 8:14.

Motion carries: JT abstains.

##### 2. Middle Eastern Studies Organization Dechartering (EL)

MESO has been inactive for three semesters. The process of dechartering explained; this would be the first step. CPA moves to initiate the dechartering of the Middle Eastern Studies Organization DSC Chartered Organization. JT seconds.

Motion passes unanimously.

V. Steering Officer Reports

a. Officer for Funding (JT)

JT thanks CPA for filling in for last time. At last grant committee 4 grants were considered and one was approved. We have spent a little over \$6,500 of \$24,000 (14 up for next week, and one start-up). We are also working on some bylaw changes for yearlong submission consistency.

b. Officer for Governance & Membership (BM) [see above]

c. Officer for Health & Wellness (MW)

Health posters are almost ready; will be launched at 2/15 plenary. Talked to Alyson Spurgas from AP about NYSHIP student workshop in collaboration in AP. Wellness Festival is set for 4/15. Launching the Health and Wellness survey and promoting it at the festival.

d. Officer for Outreach (NH)

PSA event in Biology again delayed but still in open communication. Addressed other inquiries about assistance for PSAs. Outreach Committee doodle going out this weekend. Working on how to make the spirit team happen and the best way to organize it. Considering updating/making more user friendly the old DSC organizational chart, also making it online; input appreciated. CPA encourages to reach out to Psych re: PSA formation.

e. Officer for Student Life & Services (DN)

SLS doodle poll going out for first meeting. Comfort stations went well. We accidentally went over by an hour but many people came and were turned away. Lots of positive feedback for it continuing throughout the year. Potential projects: survey on existing and potential student services/demographics, student discounts, service-oriented spring break opportunities. Survey of the DSC reps to figure out food preferences and dietary restrictions is underway.

f. Officer for Technology & Library

-N/A

VI. Announcements

-MW designed possible new logo for DSC.

-Joint AP/DSC/Advocate meeting: please fill out the doodle poll.

-Anything you want mentioned in the Advocate article, let AD know soon.

VII. Adjournment

NH motions to adjourn. AD seconds.

Motion passes unanimously.

**Minutes submitted by Stefanie A Jones.**