

Joint Steering Committee
Minutes
May 20th, 2013

Present: Colin Ashley (CPA), Brandon Aultman (BA), Anne Donlon (AD), Stefanie A. Jones (SAJ), Madhuri Karak (MK), Eero Laine (EL), Amy Martin (AM), Ben Miller (BM), Christina Nadler (CN), Jen Prince (JP), Rebecca Salois (RS), Patrick Sweeney (PS), Jen Tang (JT), Monique Whitaker (MW),

- Plenary Absent: Nicole Hanson, Kristin Moriah, Dominique Nisperos, Kristofer Peterson-Overton (KPO)
- Executive Committee CPA calls the meeting to order at 6:14pm.
- Steering Committee**
- Constitution and Bylaws I. Approval of Agenda (All vote)
JT adds h. Discretionary Spending to New Business.
JT motions to approve the agenda; BA seconds; the motion passes unanimously.
- Grants
- Health & Wellness II. Approval of Minutes of May 3rd, 2013 (Only SC votes)
EL amends to his report to say "Chase Robinson reported his ideas for the presidency."
- Outreach MW motions to approve the minutes; JT seconds; the motion passes with one abstention, Ben Miller.
- Student Services
- Governance Task Force III. Executive Committee Reports
a. Co-Chair for Student Affairs (Eero Laine)
EL reports that OpenCUNY, the Advocate, and the Adjunct Project are all hiring. The OpenCUNY hiring team met, and elected Gregory Donovan chair. The call for Advocate Editor applicants just closed. The call for Adjunct Project coordinators is about to go out.

b. Co-Chair for Communications (Anne Donlon)

c. Co-Chair for Business (Colin Ashley)
CPA reminds outgoing officers to pass on a transition memo and take the incoming officer to dinner, at which you can review the responsibilities of the role, goals for the year. CPA also notes that he will train officers in the office duties. CPA reminds officers that they'll do office gours, about three a week, CPA reports that Chris Sula send a proposal for a joint Wordpress and Drupal website that is within the budget. The check request, room reservations, and similar requests would remain in Drupal, and more communications material would be in Wordpress. CPA requests that anyone on Steering interested in working on this get in touch with him, and he will convene the website committee.
MW asks about the time line. CPA responds that Chris's proposal would be finished by the summer. CPA says that he will contact everyone with information on how to request the stipend. BM notes that the term is July 1st to June 30th.

MK notes that she will be away.

d. University Student Senate Delegate (Christina Nadler)

CN reports that USS passed the resolution to increase the USS fee. CN says that she has met with Dominique Nisperos, the 2013-2014 USS delegate, to discuss USS. CN notes that there was only one no vote. CN notes that the rhetoric used was that they need more money.

BN asks for clarification on their quorum number.

e. University Faculty Senate Liaison (Stefanie A Jones)

SAJ reports that UFS met and elected the at-large members of the executive committee. Kathleen Barker, Kay Conway, Manfred Philip, Emily Tai, and Jay Weiser were elected. SAJ notes that Chancellor Goldstein was the guest, and the tone was celebratory. He plans to have the president of Medgar Evers

The new Community College will be named for Stella and Charles Guttman, with a 25 million dollar endowment.

BM asks for clarification on why you don't have a vote; SAJ responds that the DSC has campaigned for representation but it has not been successful.

JT reminds SAJ of her offer to visit the Senate office at Hunter.

IV. New Business (Only SCE votes)

a. Appointment of At-Large Steering Officers to domains.

The elected Steering officers state their top choices.

BA asks for information on the Outreach position. Colin responds. SAJ reads the bylaw.

BM presents on the responsibilities of the Officer for Governance & Membership. SAJ reads the bylaw and notes that it is one of the more social and practical task oriented positions. BM says that there are two hats: managing the clickers and taking attendance. BM notes that he's gone into the bowels of the clicker system and made excel spreadsheets that are automated. BM notes that the governance hat consists of knowing the constitution and bylaws and seeing room for improvement.

CPA notes that the Officer for Governance & Membership has worked with Outreach to get representatives from the off-campus programs.

SAJ notes that it is not only the OGM's job to know and look how to improve the bylaws and constitution, all of Steering should also

CN seconds SAJ's comment on the task of handing out clickers, that it is a nice way to meet people on plenary and learn names.

MK asks for information on the Officer for Library & Technology responsibilities. SAJ cites the responsibility in the bylaw.

EL notes that Funding and Governance & Membership are similar in being detail oriented and

EL notes that this was the first year that people had not easily slotted into the domains, and this is something that the Officer for Governance and Membership may want to clarify the procedure in the future.

SAJ steps out at 6:59 p.m. SAJ returns at 7:01 p.m.

JP motions to appoint the following Steering officers in the following domains

Health and Wellness: Jen Prince

Outreach: Brandon Aultman

Governance and Membership: Kristofer Petersen Overton

Student Life and Services: Patrick Sweeney

Funding: Rebecca Salois

Library & Technology: Madhuri Karak

; BA seconds; the motion passes unanimously.

b. Appointment of Executive Officers to Grad Council

SAJ motions to appoint the three co-chairs and the UFS liaison; RS seconds.

JP asks for clarification on the number of people who can serve; SAJ notes that the USS delegate has a place on the Executive Committee of the Graduate Council, and leaves a strong case for advocating for a fifth position on Graduate Council.

The motion passes unanimously.

c. Co-Chair Representative and Succession of Co-Chair Alternates to Executive Committee of Graduate Council

CN notes that she followed up with Bill Kelly about the scheduling

SAJ nominates AD as the representative, and as alternates AM and CPA; BA seconds. The motion passes unanimously.

d. Succession of At-Large Steering Officers to Grad Council

SAJ motions to approve the following list for succession of At-Large Steering Officers as alternates to Grad Council:

MK
BA
PS
RS
JP
KPO

BA seconds; the motion passes unanimously.

e. Standing Committee Appointments

i. Constitution & Bylaws (1-5)

AM motions to appoint Eero Laine and Claire Sommers; PS seconds; the motion passes unanimously.

ii. Grants (1-7 no more than two per program)

CPA motions to appoint Fanny Lauby, Jen Tang, Melissa Phruksachart, Claire Sommers, Andreina Torres, Patricia Gonzalez, Drew Bucilla; RS seconds; the motion passes with one abstention, SAJ.

iii. Health and Wellness (2-8)

AM motions to appoint Charlotte Thurston, Kelly Eckenrode, Drew Bucilla; JP seconds; the motion passes unanimously.

iv. Outreach (2-4 with at least one international student and two off campus students)

SAJ motions to appoint Patricia Gonzales, Gagandeep Singh, Drew Green; BA seconds; the motion passes unanimously.

v. Student Services (1-3 at least one campus-based student)

SAJ motions to appoint Ashna Ali and Andreina Torres; AM seconds. The motion passes unanimously.

SAJ notes that there is room for one more person to serve.

vi. University Student Senate Advisory (2-6)

CPA motions to appoint AM, PS, CPA, KPO, Kimberly Belmonte to the USS Advisory committee; JP seconds; the motion passes unanimously.

vii. Governance Task Force ("any and all interested")

AM motions to appoint Stephanie Vella, Jen Tang, Kristin Moriah, Dominique Nisperos, Eero Laine, Stefanie A. Jones; JP seconds; the motion passes unanimously.

[note--inform Nicole about it - DSC only]

f. Approve the list of acceptable media for "in-writing" notifications

SAJ motions to approve the list "Post-marked mail or Electronic mail;" BA seconds; the motion passes unanimously.

g. Approve the list of acceptable media for advertising open positions.

EL notes that he has read this as the minimum list that could be built upon.

SAJ motions to approve this list:

- Dedicated email to APOs and DSC representatives
- Notification on the DSC Website
- Publication in Advocate at minimum in print, deadlines permitting, and optionally,
- Postings on bulletin boards, digital signage in common areas and on listservs.

RS seconds. The motion passes unanimously.

h. Steering Discretionary Budget (SC votes)

MW says that she liked the suggestion of art supplies. JT says that she suggested putting some financial symbolic support JT motions; SAJ seconds.

EL makes a friendly amendment to motion \$500 in support of Cooper Union Students.

JT will be the liaison.

The motion passes unanimously.

JT reports that she has researched and found a photograph of Bill Kelly from undergraduate studies and his thesis.

CN reports that at last Steering the committee discussed allocating money for a facilitation training for next year, but didn't want to decide something for you.

JP asks for information on the facilitation training. CN describes the AORTA training, and her ideas for extending that to plenary.

AD notes that at the last Steering meeting the committee voted to "strongly recommend to incoming Steering Committee to support facilitation training for Steering and Plenary 2013-2014." AD suggests that SCE could decide in the future how to

CPA clarifies the distinction between discretionary and surplus.

RS expresses support for facilitation.

MK expresses

V. Steering Officer Reports

a. Officer for Funding (Jen Tang)

JT reports she's been reminding grantees to submit receipts. JT reports she has revised the handbook for the Officer for Funding.

JT reports that she's sent out a survey to grantees to report on where they've gotten good valued catering. JT says that she may send it out to chartered organizations.

JP suggests sending out the survey more broadly.

b. Officer for Governance & Membership (Ben Miller)

BM reports that he's been working on the excel templates and notes future items:

- formalize the Emeritus DSC Leadership Advisory Board (EDLAB)
- extend invitation to Governance Task Force members to "any and all interested members of the DSO" (vs. the DSC, as it currently stands)
- determine who convenes the first meeting of the Governance Task Force (CCSA?)
- AP / DSC coordination, communication, and other considerations, incl. a possible AP Advisory Board and/or scheduled in-person check-ins: one of many conversations that will need to happen
- clarify election process for academic appeals officers
- clarify process for assigning At-Large Steering domains during Joint Steering meeting? (may not be necessary)

c. Officer for Health & Wellness (Monique Whitaker)

MW notes she may have one more coffee hour. MW reports that she is finalizing the survey responses.

CN asks about the timeline for the USS article; MW reports that she was supposed to meet Michael Busch today, but he missed the meeting.

d. Officer for Outreach (Nicole Hanson)

None.

e. Officer for Student Life & Services (Dominique Nisperos)

None.

f. Officer for Technology & Library (Kristin Moriah)

None.

VI. Announcements

SAJ announces that outgoing steering officers make sure to keep the office hours calendar accurate.

CPA thanks the outgoing Steering officers and USS delegate on behalf of Steering.

VII. Adjournment

EL motions to adjourn; JP seconds; the motion passes unanimously.