

**Steering
MINUTES
June 1st, 2016**

Present: Amy Martin, Jennifer Prince, Hamad Sindhi, Cecilia Salvi, Liza Shapiro, Theodor Maghrak, Kyla Bender-Baird, Charlotte Thurston, Carlos Camacho, Jeremy Randall, Tellisia Williams, Javier Otero Peña, Alison Parks, Warner Sabio, Janet Werther

Plenary

Absent: Saiful Saleem

Executive Committee

Steering Committee

Liza Shapiro (LS) calls the meeting to order at 6:10pm.

Constitution and Bylaws

I. Approval of Agenda

JP moves to approve. AM seconds. Approved.

Grants

II. Approval of Minutes of May 6 2016

Health & Wellness

Minutes approved by unanimous consent.

Outreach

III. Executive Committee Reports

Student Services

1. Co-Chair for Student Affairs (Amy Martin)

USS Advisory Committee

a) I met with Cecilia already about the most pertinent functions of the CCSA position. Since she is going to be out of town for 2 months, we will be meeting again when she gets back to have a refresher meeting.

Advocate Advisory Board

b) The two hiring committees that took place this semester wrapped up. Lynne Turner was offered the Adjunct Project Co-Coordinator for Organization and Planning position. Paul Hebert was offered the OpenCUNY Coordinator for Education and Support.

OpenCUNY Board

c) After concerns at a previous Steering Meeting, in our meeting with Student Affairs in May, I asked for clarification on who paid for bed bug exterminators. No students had to pay.

Governance Task Force

d) There were 36 active chartered orgs this semester; there were 10 inactive groups, including 2 that had enough roster signatures (usually the problem) but didn't submit reports. A few groups did communicate to me that they just didn't have much interest or time for events this semester, including Mentoring Future Faculty of Color who mentioned to me that they are going to amicably disband, but I informed them of the responsibilities of being inactive, and the opportunity for other students to take over the group before the de-chartering process. Crypto-Math has been inactive for 2 semesters in a row, Frame has been inactive for 2 semesters in a row so could be asked to give up office space in the fall (but Dominique Nisperos hopes to reactivate in the fall), Udaan-Isra has been inactive for 2 semesters in a row so could be asked to give up office space in the fall, and Greek Community Group has been inactive for 3 semesters so the de-chartering process should begin in the fall.

EDLAB

Student Tech Fee

e) Going forward, it would appear that students in the Physical Therapy and Public Health programs will likely no longer be part of the DSC. This will need to be verified in the fall when enrollment information is available.

2. Co-Chair for Communications (Hamad Sindhi)
 - a) Auxiliary Enterprise BOD met last week (5/25)
 - i. Auxiliary Enterprises Corporation BoD meeting:
 - ii. Looked at and discussed revenues and expenditures for the year
 - iii. Voted to approve 10-year contract for the Restaurant Associates; RA will invest \$300,000 in the GC as capital investment
 - iv. Voted to approve \$200,000 ROI Microsite Design and Development 'engagement'; primarily for developing a website to attract and recruit Masters students
 - v. Voted to approve \$500,000 in student fellowship 'insurance' in case money for the dissertation fellowships falls through for any reason
 - b) Housekeeping:
 - i. Transition memos; be sure to store these in your shared folders on the S drive
 - ii. Committee meetings audit continues
 - iii. Will be discontinuing the DSC-Announcements listserv in the summer in 2 steps
3. Co-Chair for Business (Jennifer Prince)
 - a) Meeting w/ Business Office
 - b) Stuart Shor/Sebastian Persico, plus the three Co-Chairs Established DSC needs/procedures vis-à-vis the Business Office. These will not be a problem going forward, according to Sebastian.
 - i. Electronic signatures
 - ii. Sending of mail
 - iii. Process stipends early (except for July)
 - iv. [Of course, we have another problem now]
 - v. They want us to change our bylaws to pay our officers and affiliates less often, but that's not for us to decide (new C&B plus plenary would decide)
 - c) Website stuff
 - i. Server transition next week (website will be down for several hours).
 - ii. Fill out, add input to Google Doc about site. Even if you don't have forms specific to your domain, your input on how you can access/use other forms and your input on how those forms could function better is invaluable
 - d) Transition meetings: \$25 per meeting. This must be spent before June 30th.
 - e) Transitions: Keys
 - i. Outgoing people need to transfer their desk keys to the new people.
 - ii. Outgoing people need to return their door keys to Security.
 - iii. New people, please fill out the key request form.
 - f) Questions: AM: Clarification about meals, it's \$25 per meal? JP: 25 is the total for the meeting
4. USS Delegate (Cecilia Salvi)

CS reports:

 - a) Working with USS legislative director Almonte to either kill or table the expressive policy set to go to Committee on 6/6 and the BOT on 6/27. He confirmed he is against it, and trying to get the fac rep to vote against.

- b) Reviewed scholarship applications. Seems that there are less than 100 this year, or at least COSA hasn't released them all.
- c) Had transition lunch with Tellisia. She's been warned.
- d) The flamingo is in charge while I'm gone.
- e) Questions:
 - i. JW: Is there anything we can do re: expressive actions policy?
 - ii. Keep your eyes peeled for any actions
 - iii. AM: The last time it went around, there were resolutions written against it and the DSC brought a resolution to Grad Council here...it's problematic
 - iv. TW: It's strategic
 - v. AM: dates for the vote?
 - vi. 6/6 for USS, and 6/20 for BoT

5. UFS Liaison (Liza Shapiro)

- a) June 6th meeting will give following to BoT:
 - i. Brooklyn College Student Services building rights and interests and title to CUNY
 - ii. Currently a non-profit, unclear of what this means practically
 - iii. Increase in Student Activity Fees for Medgar Evars, Lehman
 - iv. Amendment to Board Guidelines
- b) JW: Do we know what the recs are?
 - i. LS there is a report circulated to UFS, involved final exams across all math departments, can send the report out, if not discussed with BoT it will be passed, focused on Algebra courses and math in general

IV. New Business

1. Steering discretionary budget

- a) HS: How much do we have?
 - i. JP: ~\$600
- b) HS: move to allocate up to \$100 to launder the yoga blankets
 - i. JP: seconds
 - ii. AM: is that enough?
 - iii. JP: isn't it \$1/lb?
 - iv. Motion passes
- c) AM: I move to allocate up to \$500 for office supplies
 - i. HS seconds
 - ii. CT: are there other things outside of office supplies we need?
 - iii. JP: Office supplies should cover us
 - iv. Motion passes

2. Appointment of new Steering members

- a) New Steering officers approved by unanimous consent:
 - i. Funding – Javier Otero Peña
 - ii. Governance – Alison Parks
 - iii. Health & Wellness - Warner Sabio
 - iv. Outreach - Janet Werther
 - v. Student Life & Services - Carlos M. Camacho
 - vi. Technology & Library - Jeremy Randall

3. Appointment of Executive Committee Officers to Graduate Council
 - a) HS moves to appoint KBB and Co-Chairs to Graduate Council. WS seconds. Approved.

4. Appointment of Co-Chair for Executive Committee of Graduate Council
 - a) HS moves to appoint Cecilia Salvi. JR seconds. Approved.

5. Succession of Steering Officers to Graduate Council
 - a) These are Graduate Council alternatives
 - i. Carlos Camacho
 - ii. Javier Otero Peña
 - iii. Alison Parks
 - iv. Jeremy Randall
 - v. Warner Sabio
 - vi. Janet Werther
 - b) Steering Graduate Council alternates are elected by unanimous consent

LS calls for 5 minute recess

Calls back to order at 7:29PM

6. Appointment to Standing Committees
 - a) Outreach Committee
 - i. Mohamad Hodeib
 - ii. Ahmed Ahmed (Int)
 - iii. Marino Mugayar-Baldocci (Int/Off Campus)
 - iv. Marcelo Nomura (Off-Campus)
 - v. Irena Parvanova (Off-Campus)
 - vi. Jeanette Huamann (Biology)
 - b) Student Life & Services Committee
 - i. Reethee Anthony
 - ii. Irena Parvanova (Off-Campus)
 - iii. Alison Weida
 - iv. Michael Murphy
 - c) Grants Committee
 - i. Teresa Ober
 - ii. Philip Johnson
 - iii. Carol Brathwaite
 - iv. Raj Korpan
 - v. Jen Prince
 - d) Health & Wellness Committee
 - i. Allison Cabana
 - ii. Robert Robinson
 - iii. Matt Stuck
 - iv. Rachel Bogan
 - v. Charlotte Thurston
 - e) University Student Senate Advisory Committee
 - i. Jason Nielsen
 - ii. David Nagy

- f) Governance Task Force
 - i. Kyla Bender-Baird
 - ii. Raj Korpan
 - iii. Amy Martin
 - iv. David Nagy
 - v. Jason Nielson
 - vi. Teresa Ober
 - vii. Alison Parks
 - viii. Jen Prince
 - g) Constitution & Bylaws Committee
 - i. Kyla Bender-Baird
 - h) WS moves to appoint these people to committees provisionally. CC seconds. Motion passes.
7. Approval of the list of acceptable media for 'in-writing' notifications
- a) Postmarked mail
 - b) Electronic mail
 - c) HS moves to approve as is the list of acceptable media for 'in-writing' notifications. WS seconds. Motion passes.
8. 2016-17 Room Reservation Policy
- a) JP: Policy is - Exceptions for programs (with a rep) and chartered orgs (active prior semester) and affiliates (once per year). 2 days in a row for one room. 2 rooms for one day (with steering approval). Can approve requests more than 6-8 weeks in advance of event date.
 - b) LS moves to maintain the policy as is. CC seconds.
 - i. JO: Can we change it later? LS: As steering we can reconsider.
 - ii. Motion passes.
- V. Steering Officer Reports
1. Officer for Funding (Teddy Maghrak)
- a) Nothing to report.
2. Officer for Governance & Membership (Kyla Bender-Baird)
- a) Gender Neutral Bathroom Committee
 - i. Forthcoming language for bathrooms. Everyone who IDs as gender can use space. In terms of new construction, 1st floor. See them in a year perhaps. 2 on 6th floor or 1 on 5th floor possible in future. Provost Lennihan excited to do as last project.
 - a. JW: Legal situation is moving target.
 - b. KBB: announcements coming soon.
 - b) Proxy Requests
 - i. Had a running list of proxy requests
 - ii. Maybe folks want to get on that list
 - iii. Send to OGM
 - iv. Possibility of sending agendas and more to proxies
 - c) Looking for volunteers to help transfer clickers
 - i. CT, HS, JW, LS, AM (maybe AP)
3. Officer for Health & Wellness (Charlotte Thurston)

- a) Finishing touches for WS
 - i. Transition memo
 - ii. Updating contacts
 - iii. Archiving emails
 - iv. Refilling safer sex bowls
 - v. Updating website
- b) Office supplies - more earplugs
- c) Winter break insurance lapse
 - i. Bill McGowan-planning conference call in June
- d) H&W survey finalizations
- e) Mental health narratives finalized and displayed
- f) Nicole Elden from WC-Play it safe workshops about substance use
 - i. Better as student led event
 - ii. Not a cost issue

4. Officer for Outreach (Saiful Saleem)

No report; absent

5. Officer for Student Life & Services (Carlos Camacho)

- a) Finals relief stations
- b) Last meditation session a success
- c) Digital presence forthcoming

6. Officer for Technology & Library (Jeremy Randall)

- a) Nothing to report.

VI. Announcements

- a) JW: Committee reports and reports overall in hand in advance if possible
 - i. AM: slides with info
 - ii. Will continue to have that conversation as an ongoing conversation
 - iii. HS: hope to see a more engaging plenary meeting
 - iv. JW: concern about time-Boycott resolution popular but later issues barely passing because of quorum
 - v. LS: working on that; reports focusing on actionable items
- b) CT: question about report. None.
- c) TW: bathroom signage for all floors? KBB: yes; JW: printed in house to start and then plastic coming
- d) LS: Thank you to all outgoing co-chairs and steering members!

VII. Adjournment

JP moves to adjourn. HS seconds. Motion passes.

Meeting ends at 8:32pm.