

Steering MINUTES October 7th, 2016

Present: Cecilia Salvi, Liza Shapiro, Hamad Sindhi, Tellisia Williams, Teresa Ober, Javier Otero Pena, Alison Parks, Janet Werther, Carlos Camacho, Jeremy Randall

Absences: Warner Sabio

Plenary

Cecilia Salvi (CS) calls the meeting to order at 4:35 p.m.

Executive Committee

I. Approval of Agenda

Steering Committee

Liza Shapiro (LS) moves to approve agenda with emendations to add NB item #8 - Ratification of new standing committee members. Jeremy Randall (JR) seconds. Approved unanimously.

Constitution and Bylaws

Grants

II. Approval of Minutes of Sep 2, 2016

Health & Wellness

Javier Otero Pena (JOP) moves to approve minutes. Carlos Camacho (CC) seconds. Approved unanimously.

Outreach

III. Executive Committee Reports:

Student Services

1. Co-Chair for Student Affairs (Cecilia Salvi)

USS Advisory Committee

Chartered Organizations

Advocate Advisory Board

- The meet and greet event for Chartered Org leaders on Sept 23 went well. I continue to solicit feedback and consult with chartered org leaders in person.
- I've received one application from the Collective of Critical Transport Scholars. I've verified their signatures and constitution.
- Status: 3 Chartered Orgs are active, and

OpenCUNY Board

Governance Task Force

Room Reservations and Office Space

EDLAB

- I am presenting a plan tonight to Steering to make room reservations easier to manage.
- I am working on a plan to reorganize some of the chartered org offices so that it is more efficient.

Student Tech Fee

Internal DSC

- OGM and I worked on the elections for BioChemistry and Anthropology.

Structure Committee, Graduate Council

- Structure Committee met on 9/12 and 9/27 to review proposed governance documents for Computer Science and HLBLL. We ensured that the Computer Science document removed language that only "students in good academic standing" were members of the program and that students' right to voice and vote on committees were clearly spelled out. HLBLL's document was sent back because it does not follow the recommended format and was missing critical information.
- We also reviewed the language on Presidential Search Committees. Instead of having only mainline faculty from 3 disciplines serve, 1 seat will be guaranteed for a GC-based faculty member, 1 seat for a college-based faculty member, and the last will be open (determined by who gets the most votes.)

Board of Trustees, Fiscal Affairs Committee

- Consideration of the FY2017-2018 Operating Budget Request
 - i. This is a 1-year proposed budget, as well as a 4-year financial plan in line with the 4-year Master Plan that was recently presented to the BoT.
 - ii. VC Sapienza noted that CUNY has 3 sources of revenue- state, city and tuition, and that "tuition increases are critical" to supporting this plan & proposed budget. The request for rational tuition will be \$250 for the SC and \$100 for the CC, but CUNY will freeze CC tuition if it gets enough funding. They can't commit to a SC tuition freeze.
 1. This money will be used to fund faculty salary increases (contractual). When asked, VC Sapienza stated that student tuition already goes to pay faculty salaries, and that's how we've been able to grow the faculty by 1,000 new positions. Chair Onyejiukwa noted "We've heard that story before" and UFS Chair Conway noted that when rational tuition was implemented in 2011, the goal was to have 70% of courses taught by tenured faculty, and we haven't "even come close" to that. Now, that goal is not in the new plan.
 - iii. CUNY will seek \$200.6 in additional investment- \$159.4 mil for SC and \$43.3 mil for CC. \$23.4 is currently coming from the City, and \$14.2 from the Administrative Efficiencies Action Plan. CUNY's baseline needs will increase by \$55.8 million in FY 2017, and CUNY will continue to ask the State and City to fund these mandatory costs of operation. A 4-year request of predictable tuition is included.
 - iv. The plan is solid, and has the goal of growing programs that are beneficial to students: ASAP, Online Education especially for Adult Learners, Single Stop and CUNY Connects (CUNY students working as mentors in high schools). CUNY also hired a firm to find cost-cutting measures in CUNY Central ("business process redesign" and changes to services provided). However, it continues the worrisome trend of state disinvestment from public education, which then results in students having to foot the bill.
 1. A few of the questions Chika and I asked: Can we separate the tuition increases, which we oppose, from the rest of the budget? VC Sapienza said he would strongly recommend against that.
 2. What alternatives have been explored to increasing tuition?
 3. This year there was no tuition increase, what is the contingency plan if there is no increase in FY 2017? Both 2 and 3 were answered by VC Sapienza, stating that CUNY doesn't have other resources to cover growing costs.
 4. How much money is going to hire and retain faculty of color? VC Sapienza answered that we don't have exact numbers. EVC Rabinowitz noted that of the 1/3 diverse faculty at CUNY, we've had a 1% increase in diversity. They also depend on older, generally white, faculty retiring and being replaced, and she mentioned plans to higher graduates from within CUNY's "diverse" doctoral programs.
 - v. Other Considerations
 1. I asked for statistics on the correlation between enrollment and race/ethnicity & gender. I was told those # are not yet available, but the committee will get them.
- We're meeting again on 10/24 at the request of Chair Schwartz to come to a consensus.

Questions:

Janet Werther (JW): at Baruch, told that because of budget cuts have no money to fund the library; reducing BlackBoard space; but still touting \$10 million gift

Tellisia Williams (TW): did they provide a timeline of when they would hire the graduate students of color to replace the dying white faculty? CS: no, it was only lip-service

Carlos Camacho (CC): what did 'diversity' mean?; CS: asked for correlation between enrollment of students and race, gender and ethnicity, but was not provided with the data yet

2. Co-Chair for Communications (Hamad Sindhi)

EC meetings:

- Discussed (9/23) advocacy goals for DSC, and EC members who would take a lead on these goals: office of accessibility services (Cecilia Salvi and Tellisia Williams lead); tuition remission (Hamad

Sindhi and Teresa Ober lead); diversity initiatives (Tellisia Williams lead); gender-neutral bathrooms (Liza Shapiro lead)

- Discussed timeline and next steps for the student activity fee change referendum (will discuss more during that new business item tonight)
- Discussed strategies to combat the proposed policy on 'Freedom of Expression and Expressive Conduct'; how to mobilize DSC and CUNY students and faculty to oppose this proposed policy
- Discussed request by GC-chapter of the PSC for an office space; decided to deny request due to space constraints, but to advocate with admin on their behalf
- Discussed constraints on using the DSC reserve funds for budget deficits (more on this from Liza)

Upcoming meetings:

- EC will meet with President Robinson on 10/11/16
- Co-Chairs and OLT will meet with IT on 10/17/16
- Co-Chairs will meet with Student Affairs on 10/21/16
- EC will meet with Provost Connolly on 10/25/16
- EC will meet with Senior Advisor to the President for Diversity and Inclusion, Martin Ruck, on 10/27/16

Housekeeping:

- Please keep 5495 open whenever you are on office hours, even if you are not using that space; thinking about ways we can keep this open as a lounge all day everyday
- Reminder: please keep using only your DSC email accounts to communicate about DSC business
- Committee meeting reminders: keep cc'ing me on all committee meeting communications; always save minutes to your domain folders on the S drive, and add them to the calendar on our website
- Social media: try to communicate about what you're doing through Facebook, even if its just that you're on office hours and students can come up to buy movie tickets and get coffee

Questions:

TW: meeting locale?; HS: forthcoming, usually in his office

3. Co-Chair for Business (Liza Shapiro)

Updates:

- Movie tickets: Regals tix are in; AMC tix are in too; will reorder Angelika tix soon
- Mail: please check mail whenever you come into office hours
- Legal consultations: going smoothly; many people asking; clearly need for service
- Business office: CUNY is being audited by the IRS; as a result we've been contacted about a possible problem: DSC leadership receiving stipends also receive a 1099 form (in addition to the W2s for other work as 'employees'); Business Office proposed processing our stipends through payroll, but we resisted because we run this more efficiently; also suggested that we incorporate the DSC as a 501c3 non-profit; will bring this up with EDLAB and weigh the costs and benefits of this incorporation
- Budget: enrollment is lower, so we are down \$9000 more; no more money.

Questions:

Teresa Ober (TO): website needs to be updated about instructions for getting legal consultations; LS: I will update this and make posts on social media; basically contact ccb@cunydisc.org

JW: talk to me about 501c3, have info on this; questions about what it would look like to process stipends through payroll; how does it conflict with workload reporting, timesheets etc.; LS: we are opposing this on these grounds

CC: CUNY apartment lease - can legal consultations deal with this? LS: yes

TW: reason why the DSC has not been incorporated? LS: not sure, will check with EDLAB

Javier Otero Pena (JOP): as international students, this may have negative ramifications if stipends go through payroll; if there is a stipend that does not involve 'work', then international students can receive it, but it will affect their limits if it becomes 'work'; LS: there is a 1099 form for this purpose

4. USS Delegate (Tellisia Williams)

The USS Plenary was held on Sunday, September 25th at Guttman Community College from 12:00 PM - 8:00 PM. At this meeting the USS received a briefing on policy items: The Freedom of Expression Policy, travel policy guidelines prohibiting alcohol consumption, and the Tuition Freeze Resolution.

- Many of the delegates present at the meeting expressed concern around the Freedom of Expression Policy and the lack of transparency and communication regarding the drafts of this document.
- The interim chairperson apologized for this lapse in communication and explained that the USS is transitioning leadership and the email listservs need to be updated.
- The student reps felt that they need the most up to date information regarding these policies so they can report back to their campuses and also rally students to push back and speak at the Board of Trustees Public Hearings.
 - i. It was suggested that the USS delegates' research dates online so they can be aware of these meetings. However, they were supposed to receive an email notification and a mailed copy.
- At this meeting two USF faculty reps were present and tried to argue that increased tuition was a necessary evil. USS delegates immediately pushed back and asked for stronger language; the USS unanimously passed the tuition freeze resolution.
- The rest of the plenary was spent on the nomination of USS Officer positions. Candidates were nominated and then two speeches were given for each candidate: a two minute introduction speech followed by a five minute acceptance speech.
 - i. Once all of the candidates were nominated and spoke we had a question and answer session.
 - ii. This was the longest meeting I ever attended. I stayed until the very end. I asked questions of each candidate.
- We will have elections at the next USS Plenary on October 16th at noon at Baruch College.

Update on USS and the Freedom of Expression Policy:

- The Interim Chairperson, Chika received word from the General Counsel's office that the Freedom of Expression policy is not coming to the BOT October meeting. It is not on the agenda.
- The draft sent out to USS Delegates via the googlegroups listserv is dated 9/21/16 and it's the latest version.
 - i. Per our discussion at the plenary meeting, the policy will be referred to the USS Committee on Civic Affairs.
 - ii. Donovan will work with the committee to meet ASAP. The committee will meet and have an update for the USS delegation by next week.
 - iii. It is unclear if this policy will be brought up in November, or next year, but the USS plans to be informed and prepared.
- A report from the Chairperson with an update on this and a couple of more items is forthcoming.

Questions:

HS: November BoT is cancelled. Next in Feb. Was meeting longer than steering?; TW: Maybe since they told us to get there early. Sandwiches (<6"). Bad with Roberts Rules. Cassandra my alternate is DOPE :)

5. UFS Liaison (Teresa Ober)

The first plenary of the University Faculty Senate was held on Tuesday, September 20th. During the meeting, three invited speakers addressed the faculty senators, including Chancellor Milliken, Vice Chancellor for Legal Affairs Schaffer, and Executive Vice Chancellor and University Provost Rabinowitz. Chancellor Milliken discussed the development of the University Strategic Plan. The initial draft of the strategic plan was circulated in May and was approved by Board of Trustees. Over the summer, he mentioned, that settling labor contract was priority of the university. As of late, senior administrators are working closely with the NYS Comptroller and City Payroll Officer. University employees can expect a salary increase 22-24 month after ratification of the new contract. The Chancellor also spoke about the Policy on Freedom of Expression and Expressive Conduct, which was developed at request of Chancellor.

He had heard that colleges were making own statement and the initial goal of this policy is to unify university. Finally, he concluded by speaking about demands of the university and the need for more online courses. Several faculty senators made comments in response, including a comment that freezing tuition should be priority and that the university administrators have been ineffective in advocating on behalf of the university to the state.

Provost Rabinowitz spoke about developmental/remedial courses and how such course requirements appeared to be having a detrimental impact on the educational outcomes of students who needed to take them. What do we know: mere assignment to remediation is problematic. In addition, it forces students to consume financial aid without earning credits. She expressed that able students will be placed into remediation. Students may be underprepared to take tests; a problem that is particularly acute with adult students.

Vice Chancellor Schaffer spoke about the Policy on Freedom of Expression and Expressive Conduct. Referring to objections starting with those from last June, he mentioned that some comments were specific, others were more general. To a large extent, the opposition was that any kind of constraint of freedom of expression is unacceptable and not consistent with first amendment rights. Some speakers equated the right to free expression to the right to disrupt. Never had a lawsuit on restrictions to demonstrate. Several faculty senators posed questions and commented, with a few voicing that a policy on freedom of expression was a contradiction, and furthermore, possibly unnecessary.

The next UFS plenary meeting will take place on October 25.

IV. Steering Officer Reports

1. Officer for Funding (Javier Otero Peña)

- Last Grants Committee meeting held on Tuesday, 4 October 2016. We reviewed 12 grant requests, for \$7,373.
- 8 Grant proposals were approved for a total of \$4,599. Amounts were reduced by \$497 from original requests.
- 4 proposals for \$2,277 were asked to review and resubmit.
- No proposals were rejected.
- Total amount left for future requests 2016-2017: \$12,951.
- Two new Grants Committee members were nominated: Ana Perry from Art History and Emese Ilyes from Critical Social Psychology, for a total of 7 Grants Committee members. They will be incorporated for our next meeting, November 1, 2016.

2. Officer for Governance & Membership (Alison Parks)

- Membership
 - i. In terms of at-large representatives we currently have 20 live seats and 20 active representatives.
 - ii. Cecilia and I completed the special elections for Anthropology and Biochemistry. The nomination for anthropology was Nicolas Glastonbury and he has accepted his nomination. The nomination for Biochemistry, Rajat Pal, has not gotten back to me. He still has four business left days to respond if he does not respond that seat will be dissolved.
 - iii. We have 67 live seats and 65 active reps in good standing, but we'll be approving the opening of a new seat for Audiology in new business.
- Governance
 - i. Constitution and Bylaws Committee hasn't met since our last steering meeting.
 - ii. Reminder: At the October plenary we'll be voting on the changes made to the language of Article III.2.1 and III.2.2 and bylaw 6.1.c.

3. Officer for Health & Wellness (Warner Sabio)

Nurse Practitioner will be on medical leave from September 26 through November 5, 2016. "Stop-gap" primary medical care services will be made available at selected Institute for Family Health (IFH) clinics to uninsured and under-insured registered Graduate Center students.

Committee meeting to be scheduled this month.

Time to refresh safe sex supplies. Aiming to have bowls refreshed before plenary meeting. Will once again ask for reps to assist with distribution and upkeep.

4. Officer for Outreach (Janet Werther)

- I have a committee!!! :-D We're in the planning stages for our first meeting. Hoping to immediately tackle a "what I wish I knew then" event. My department has been slow to get on board with doing a prototype, so it may be that we just do one school-wide event.
- Question from my department about the DSC display box on the 3rd fl.
- Question about ad-hoc committees ... wanting to update bathroom signage to be on the *outside* of the bathrooms; can we reconstitute last year's committee or do we have to start from scratch?
 - i. HS: Must be reconstituted for the year; see Liza
- Question about beginning to pursue relationship w/childcare center and look for "stop gap" measures for parents of newborns & babies younger than 3.
 - i. Need help finding the point people for this measure,
 - ii. HS: schedule meeting with Child Care Director; use committee and others for help as well; Carlos will help push info through discount page

Questions:

JR: no to signage as it could encourage further encroachment; DSC should preserve its spaces.

HS: Have windows on half of floors, not all floors CCC should be using them more, will try harder to use them this year; would suggest denying departmental use; would be open for YOUR use but not departments

LS: See bylaws info for more information about committee specifics; JW: not consistent language across platforms; HS: Will see about clarifying that

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

- Committee met
- Website forthcoming with OpenCUNY, will need testers
- Going to be setting dates with Edward once he confirms the monastics' schedule
- Need help: if anyone has student/CUNY discounts please send them to me to add to a database
- Also please send me profile pieces on free/cheap events in the city

6. Officer for Technology & Library (Jeremy Randall)

- Library has instituted group study with low-noise requests near the entrance
- Library is aware of the limited hours but at this stage can't do much
- U Drive is going away, instructions for on-campus GC computers to be circulated
- Upcoming meetings with Library and IT

Questions:

CC: will U drive still be FOILable after it is discontinued? JR: yes, because it will still be in the system for students who don't pull out their files in time

TO: Are we losing Citrix?; JR: Not currently.

HS: Can you communicate to students what is happening with Tech?; JR: Once I have better information I can share

CS calls for a break at 5:45pm.

CS calls meeting to order again at 6:05pm.

V. New Business

1. Audiology Representative seat

AP: Audiology submitted petition to create a seat; CS and AP verified that there are enough signatures and they are all students in the program; Rep will be Kerri-Leigh Heeseman.

AP moves to create a new seat for Audiology; TO seconds; approved unanimously.

2. CCTS Chartered Org application

CS updates on new org seeking to be chartered; will present in Oct Plenary, with a vote in November; please make sure that you show up to the Nov Plenary.

3. Room reservation policy

CS: passes out handout with policy suggestion: "Chartered orgs active in the previous semester, affiliates and programs that have all reps: For event at the request of their leaders, they can reserve one room over 2 days. For one event at the request of their leaders, they can reserve 2 rooms over 1 day. If cancelled two weeks before the scheduled event, the exception can be returned to the group. Executive Committee will have case-by-case review of groups' requests via email about any other requests. CCSA will be the contact person, and will have to first confirm that other alternatives have been considered"; explains changes

Discussion: JW asks about whether we should specify the policy more and about general confusion about room reservations; CS says can look into creating a guide for room reservations; HS asks about the consequence of using exceptions for 2 rooms over 1 day; JW adds that this makes it more streamlined and less confusing while doing room reservations; JOP asks about how to keep track of who used their exceptions; CS says there is a chart in the office with this; HS comments about whether this should be dealt with by EC (via email) or by Steering at a regular meeting; CC asks if we can discuss by email beforehand; HS says because of recording minutes this is inadvisable; AP asks clarification question about what falls under exception and what falls under more than exception;

CS moves to accept the following language: "Chartered orgs active in the previous semester, affiliates and programs that have all reps: For event at the request of their leaders, they can reserve one **DSC** room over 2 days. For one event at the request of their leaders, they can reserve 2 **DSC** rooms over 1 day. If cancelled two weeks before the scheduled event, the exception can be returned to the group. **Steering** Committee will have case-by-case review of groups' requests at **Steering meetings** about any other requests. CCSA will be the contact person, and will have to first confirm that other alternatives have been considered"; JR seconds; approved unanimously.

4. Changes to 2016-2017 DSC budget

LS: presents budget; enrollment has decreased even from the projected enrollment; so the decrease in revenue is \$8,500 less; even if we use reserve funds, because of bylaw constraints, we still need to cut ~\$8,000. LS already made cuts amounting to ~\$4,000: Wellness Committee by \$200; Legal consultations by \$400; AP printing supplies by \$50; Advocate freelance writers by \$1000; OpenCUNY events by \$100; postage is eliminated; Supplies by \$250; leadership development by \$500; Meetings by \$1480; Outreach committee by \$200; need to cut an additional \$8,000; there is discussion about whether to cut printing for

the Advocate and have it become a completely online publication with small printed issues; there is discussion about further cutting legal consultations; there is discussion about cutting food for plenaries; point is made about whether it's best use of time to do this now or if we can do this via Google docs; LS will share this via Google docs and everyone is encouraged to make recommendations for further cuts.

5. Steering retreat

HS informs that Steering retreat has been scheduled for Sun Oct 23 and presents various ideas for the retreat; Steering consensus is to do the following: potluck luncheon and mini golf if the weather is nice or an indoor game night if the weather is not so nice.

6. Student activity fees and Wellness Center funding referendum

CS presents the draft petition language and updates on procedures for the referendum; petition doesn't need to go through BoT, but will go to College Association; however President Robinson will need to ok a vote that is done outside regular student elections timeframe; HS reads language of petition for committee; language has gone out to Student Affairs and has been simplified from last year's referendum petition; JOP expresses concern that students will take language of referenda to mean that Wellness Center services will be eliminated; suggests emphasizing that Wellness services will not be eliminated to avoid misinterpretation of policy; HS responds: we can attach an FAQ; JW suggests changing title of the petition to "Petition to allow re-allocation" of Student Activity Fee rather than "Petition to allow an increase." HS responds that that is a typo and will fix ASAP; HS clarifies that petition does not depend on college president's approval of a referenda prior to elections; TO suggests having system in place of giving students a place to access healthcare if nurse practitioner is gone; HS: we're not in the position to insure this, the purpose is rather to democratically re-allocate the money; AP asks whether Banner ID's are needed for the petition; HS answers that this is not necessary.

7. Resolution on CUNY's proposed 'Freedom of Expression & Expressive Conduct Policy'

HS moves to table this item to the next Steering meeting; CC seconds; approved unanimously.

8. Ratifying new members on standing committees

JOP moves to ratify Ana Perry from Art History and Emese Ilyes from Psychology for the Grants Committee; TW seconds; approved unanimously.

JW moves to ratify Jeannette Huaman from Biology for the Outreach committee; JR seconds; approved unanimously.

VI. Announcements

Please communicate all locker issues to CCB.

VII. Adjournment

JR moves to adjourn; JW seconds; Motion approved, with one nay (HS).

Meeting end time: 7:36PM