

**Steering  
 MINUTES  
 November 4<sup>th</sup>, 2016**

**Present:** Cecilia Salvi (CS), Hamad Sindhi (HS), Liza Shapiro (LS), Tellisia Williams (TW), Teresa Ober (TO), Javier Otero Peña (JOP), Alison Parks (AP), Warner Sabio (WS), Carlos Camacho (CC), and Jeremy Randall (JR)

**Absences:** Janet Werther

Plenary

Executive Committee

LS calls the meeting to order at 4:42PM

**Steering Committee**

I. Approval of Agenda

Constitution and Bylaws

CC moves to approve the agenda with emendations, adding New Business: item #4, a discussion on SAD lamps. AP moves to add New Business item #5, the creation of new seat for Music (DMA). JR seconds. The agenda is approved unanimously with emendations.

Grants

Health & Wellness

II. Approval of Minutes of Oct 7, 2016

Outreach

LS moves to approve the minutes by unanimous consent. Seeing no objections, the motion is unanimously approved.

Student Services

III. Executive Committee Reports:

USS Advisory Committee

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

Advocate Advisory Board

a. Chartered Organizations Status: 7 Chartered Orgs are active, and over half the reports are submitted. I've contacted Udaan ISRA that has been inactive for 2 semesters and asked them to vacate the office. No response.

OpenCUNY Board

b. Student Affairs meeting: We discussed the logistics of the referendum, and who would have to petition the President- the VP of SA does. We also provided them with a timeline of the referendum, and checked that the College Association meeting could take place in January before the start of the semester. SA, especially Matt Schoengood and Sharon Lerner, asked about how the DSC campaign will impact the nurse practitioner. We assured them that once we had a sense that the petition was going well, we would reach out to SA, which would begin discussions with the nurse practitioner. They envision a potential reduction in the number of hours worked, although Lerner has to check the actual contract. We discussed continuing fitness classes, and a possible salary increase for the instructors.

Governance Task Force

EDLAB

Student Tech Fee

c. Committee on Committee meeting: Met on 10/18 to discuss faculty and students who have not shown up for Grad Council committee meetings, and nominate replacement candidates. Also discussed whether faculty get course release time for chairing these committees- currently understand that CDR and Structure do.

d. Governance Task Force meeting: We met on 10/24. David Nagy and I were elected co-chairs. We discussed strategies and feasibility for bringing back the EO and student survey that was carried out in 2014. We agreed that this survey could be revamped and sent to programs in early 2017. We also discussed having reps find their program's governance documents (which are available on the website, but many do not know of its existence, or if they are up-to-date). The goal is to increase

awareness that these docs exist. From there, we could discuss which gov documents need to be updated/ reviewed by GTF.

- e. Board of Trustees, Fiscal Affairs Committee: We met on 10/24 to discuss the Consideration of the FY2017-2018 Operating Budget Request. New request includes \$35 mil more (\$235mil total) to implement PSC contractual agreement "Faculty Partnership for Student Success". We asked again about separating tuition increases from the budget, but they are integral to the plan. VC Sapienza said it is "premature" to have a contingency plan because of the way the budget process works. After a lengthy debate, approved with one abstention (Clarke) and one nay (me, obviously).

Questions:

TW gives suggestions for working with Chartered Orgs who do not respond to emails, including change locks and moving items. TW suggests a 2-month response time, similar to the removal of inactive reps.

CC suggests adding signage and notes on doors.

JOP asks what the official deadline for inactivity is (1 semester) and underscores that communication is essential. JOP is in favor of setting a policy.

TO suggests having 2-3 points of contact and a policy.

## 2. Co-Chair for Communications (Hamad Sindhi)

EC Meeting with Provost Connolly Oct 25 2016

- discussed tuition remission; she seems on board and understood our concerns well; will follow-up with Jennifer Kobrin about data which she can then use to calculate the investment in this
- discussed the need for better gender-neutral friendly bathroom signage; she seems on board with this, but following up with former interim provost Lennihan about this
- discussed creating a coat-check like facility in the lobby; may start this as a pilot and see how it goes
- discussed ways to increase diversity at the GC
- Overall appears that Provost Connolly is still getting her bearings on how things work but seems to agree that these are important issues

Grad Council Oct 26 2016

- Chase: welcomes Joy Connolly; Josh Brumberg is now Dean of Sciences; Martin Ruck is senior advisor for diversity and inclusion; Becca Kornfeld left the GC, going to find a replacement, in the meantime Bob Campbell will be in charge of marketing and communications; introduces new faculty appointments; no announcements about the budget; talks about cuts from last year; new salary rates will go into effect in January; update on strategic planning: draft is now being reviewed by strategic planning committee, doc will be posted in next 2-3 weeks for community comments, plan is to publish plan in Jan;
- Granted degrees and certificates to the Sep 2016 candidates
- Passed changes to bulletin language in the French, Comparative Literature, and English programs, and new courses in Psychology.
- Passed resolution to deregister the Physical Therapy program.
- Passed revised Computer Science governance document.

Housekeeping:

- please keep checking emails
- Keep office hours calendar updated
- Communicate communicate communicate
- Passing around sweet plantains please help me eat some

Questions:

JOP talks about the delay when the Google calendar is synced with the DSC website.

TW asks about when changes can be made to a schedule. HS answers that as soon as the person knows, at least 24 hours in advance. TW also suggests that people make these changes and make sure "office hours is selected", and to refresh.

TO suggests inviting yourself to the event. It is good practice to have the student confirm that you will be available by email.

### 3. Co-Chair for Business (Liza Shapiro)

- a. New website: Drupal 8 transition is underway and scheduled to go live by beginning of Spring semester. There will likely be a testing period through December and January; may need feedback from everyone on how system is working.
- b. We brought up the Business Office's suggestion of incorporating the DSC to Student Affairs and SA suggested that this suggestion was ludicrous and that GC could provide us with a separate tax id number. I'll follow up with Sharon about this and ask if they can liaise with the business office to stop this silliness.
- c. Several lockers are available; if you are hear that anyone is need of a locker please ask them to apply via Works and they may have a high chance of receiving a locker.
- d. In process of transferring money from the reserve and special purposes fund (\$25,000 for website, \$5,908 to cover contractual increase).
- e. Urged Provost Connolly to place signage on external doors of bathrooms; reconstituting ad-hoc committee on gender neutral bathrooms at November plenary.
- f. Check requests need to be signed by officers other than the CCB, according to the Fiscal Accountability handbook.
- g. Office supplies can be bought by any officer, but should be under \$10. Receipts should be saved.
- h. If office hours overlap, please coordinate with another officer.
- i. Angelika tickets have increased, and are now \$8.50.

#### Questions:

TW asks about stipends, and LS says that they have been submitted and are being processed.

HS asks how many people applied for the lockers. HS suggests people can apply for lockers while officers are tabling. LS talks about the difficulty of not using the website for locker requests. TW suggests a handout to sign up for lockers.

JR recommends healthier snack options.

TO asks what the procedure is for legal consultations. LS clarifies that only GC students qualify for this service, and the CCB should be emailed, along with a brief description of the issue.

### 4. USS Delegate (Tellisia Williams)

- a. NO NEW BUSINESS TO REPORT
- b. Update from USS shared at last DSC Plenary: The 2nd USS Plenary was held on October 16th at Baruch College from 12:00 PM – 5:30 PM. At this meeting we had officer reports and USS elections for new officer positions
  - i. USS partnership with the CUNY Rising Alliance – a platform for change aimed at meeting the needs of low income minority, immigrant and working-class students
    - 1) Specific interests include 1. keeping CUNY accessible to low income, working class students; 2. provide every city high school graduate with a high quality CUNY education; 3. expanding supports that improve student's ability to transition successfully and maintain progress towards obtaining a degree; 4. increase equity within CUNY by narrowing the race-based differences in the time it takes to graduate; 5. address infrastructure needs and maintenance of building
  - ii. Another resolution that was passed was the CUNY Student Bill of Rights which is in line with the CUNY Rising Alliance goals
    - 1) Calls for free public higher education, quality instruction, support to aid retention and completion, safe and modern learning environments in good repair.

- iii. Important item to note is that we pushed the need to have students voices heard at the Public Hearing of the BOT on October 19th to discuss the proposed tuition increases in the budget request
  - 1) This is in direct opposition to the tuition freeze resolution that was passed unanimously by the USS on September 25th.
  - 2) I sent out blast emails to the DSC listserv and on FB urging GC students to sign up to speak, to be heard and counted
- c. Next USS Plenary is scheduled for November 20th, location TBA
- d. I've been collecting signatures for the Resolution: ten at the Critical Psychology brown bags and six while tabling during my office hours

Questions:

JR asks, "Is diversity going to include white Italians, which is a category in CUNY?" TW answers that diversity is being cooped, and LS adds that academic interests is also used as diversity. HS asks, "Is USS interested in a resolution against the Freedom of Expression policy?" TW answers that there is a Committee on Civic Affairs, and TW will follow up with them.

5. UFS Liaison (Teresa Ober)

- a. Updates from UFS Plenary on October 21
  - i. UNIVERSITY ENROLLMENT UPDATE: Robert Ptachik, University Dean of the Executive Office and Enrollment, and Clare Norton, Director of Admissions were in attendance and spoke about university-wide enrollment trends. Also does all EC searches in addition to enrollment at CUNY.
    - 1) Enrollment trends:
      - a. After peaking at 275,000 students in 2014, enrollment fell slightly in 2015.
      - b. General enrollment growth between 2008 and 2014 due to retention increase, readmittance, transfers. Fall 2015, there were about 37,446 new freshman. Graduate degrees declined due to various trends. There has been a small unit doing master's programs. An increase in the number of new grad students. Slightly less than 30,000 graduates borrowed last year. 80% graduate with 0 debt.
      - c. Final numbers for Fall 2016 will be available shortly but it appears graduate enrollments have risen, while community colleges are down about 2%. Enrollments next year may be impacted by NYC's fee waiver for admissions, as well as recent changes to the SAT and NYS standards.
      - d. The University will be introducing a new application that will allow for more holistic reviews of students.
  - ii. SUNY UFS: Peter Knuepfer, Chair of SUNY's Faculty Senate spoke about the search for the new SUNY Chancellor.
    - 1) SUNY hopes to approve a Freedom of Expression and Expressive Activities Policy similar to the CUNY policy which is still under consideration. SUNY is also examining the diversity of their faculty (see below re CUNY).
    - 2) At SUNY's recent plenary, held at Cortland, which CUNY UFS Chair Conway attended, they passed a number of resolutions, some specific to CUNY and others which we may want to examine. Topics included micro-credentialing, applied (experiential) learning and competency based education.
  - iii. BUDGET: Fiscal Affairs met for the second time in anticipation of the BOT meeting and the vote on the budget. The operating budget includes a request from NYC for more support for the senior colleges, as well as a request for funds to reduce the teaching load. The budget proposal also includes a request to increase tuition by \$250 at the senior colleges and \$100 at the community colleges. [UPDATE: This has since passed as of the latest BoT meeting.]

- iv. COACHE: The UFS Executive Committee is working with the Provost's office to identify another item from the COACHE survey where we can work together to improve faculty satisfaction. The Chair invited comments from the UFS members.
- v. SEARCHES: There is a new the search committee for a new UFS Executive Director and a search for a new University Director of Development. Other searches soon to begin include a vice chancellor of Student Affairs, a vice provost for research, and presidents at City College and for John Jay.
- vi. McKinsey: McKinsey Consulting Group has been hired by the University to identify ways to improve processes and efficiency, The focus is on the non instructional side of the house (IT, Finance, HR, Procurement, Facilities).
- vii. CFSA: One UFS faculty senator announced that the University's Quarterly Report on Employee Diversity will shortly be available on the web. The report focuses on non instructional staffing; a future report will provide detailed faculty information.
- viii. NEW BUSINESS
  - 1) One UFS faculty senator, also an adjunct at another campus, relayed concerns that the new program for two and three year adjunct appointments is not clear or consistent across campuses.
  - 2) One UFS faculty senator sought to bring a motion on opposing tuition; it was suggested that the motion be brought forward by committee; additionally there was a call for quorum. We will provide clearer guidelines for bringing motions to the floor.
  - 3) One UFS faculty senator suggested that the plenary should allow more time earlier in the agenda for discussions. Several of the senators appeared to be in agreement as there had been little time for them to relay concerns.
- ix. UFS Awards/Grants
  - 1) The Lane Cooper Dissertation Fellowship: (Max award \$16,000). Preference given to students in the Humanities. Website: <http://cunyufs.org/academy/Lane-Cooper.html>
- b. Next UFS Plenary: Tuesday, November 29th at 6:30 PM (Agenda forthcoming)

Questions:

CC says that on certain campuses professors are equally concerned about language and want to see CUNY clarify things about reappointments  
 CS adds that we should be careful with how statistics are used.

IV. Steering Officer Reports

1. Officer for Funding (Javier Otero Peña)

- a. Last Grants Committee meeting held on Tuesday, 1 November 2016. We reviewed 5 new grant requests and included the 4 proposals that were asked to review and resubmit.
- b. 5 Grant proposals were approved for a total of \$2,535. Total amount left for future requests 2016-2017: \$10,416.
- c. 1 new proposal was asked to review and resubmit.
- d. No proposals were rejected, however, the question raised concerning the deadline for review & resubmission of grant requests: should it be required that the proposal is resubmitted within the next deadline?
- e. The two new Grant Committee members joined in this meeting (Ana Perry and Emese Ilyes). Emese had trouble accessing her works account.
- f. Next deadline for submissions is November 18. The next meeting is on December 1.

Questions:

TW brings up the recent option for DSC Works.

AP asks if the problem uploading items on DSCWorks has been solved. Additionally, people who have received grants have not received notification. JOP mentions that there is a limit for attachment and LS brings up a solution of file compression. JOP says emails will be sent this week.



TO asks if the date can be changed to allow for funding grants to be turned in after plenary. JOP clarifies that this is set by the DSC constitution.

HS asks that accounts that have a problem be forwarded to the CCC. HS also clarifies that grants should be uploaded in Works for archival purposes, so email attachments are not a solution.

## 2. Officer for Governance & Membership (Alison Parks)

### Governance:

Cecilia and I plan on sending out the constitutional amendments that were approved by the body at the September plenary to the DSO for approval at the same time that we do the vote for the referendum.

The Constitution and Bylaws committee will meet on Monday, primarily to discuss constitutional language regarding the de-chartering of chartered orgs and clarifying the de-chartering process of the organization is in violation of the constitution rather than simply inactive.

### Membership:

New Seat created for Music DMA. Biochemistry had also submitted a petition to create a new seat, but they were short a signature so hopefully by the next steering committee meeting they'll have a completed petition and we will be able to open a new seat for them.

One program representative for philosophy has resigned, so the position is being offered to the runner-up from the Spring DSC elections.

Exact updated numbers coming shortly!

## 3. Officer for Health & Wellness (Warner Sabio)

November 7th re-opening has been pushed to Dec 5th

May 2nd 2017 Wellness Festival date set

### Questions:

There is a general discussion among Steering Officers. WS, TW, CC, TO, HS, JOP, and JR discuss status of the nurse practitioner and potential changes to the Wellness Center if the referendum passes.

WS clarifies that the nurse practitioner is aware of the referendum, the tenuous situation and is supportive of its purpose, but also of dialogue.

## 4. Officer for Outreach (Janet Werther)

Attended meeting w/the childcare center on 10/26. Their budget is being squeezed, too. Bc of universal pre-k they're skewing a little younger (youngest class is 2's now, not 2.5-3, but they only take 10 instead of 12 kids because of the age difference). They are interested in working with us on putting together resources on infant care, but seem uninterested in working to actually advocate for low cost group rates with a particular place. They rejected a proposal to offer slots to faculty (thankfully), but they agreed that tuition will go up in the fall. They also rejected a proposal for financial aid, saying it would be "too complicated" (side eye). They took it personally that we no longer give them funds (from \$10,000 to \$8,000, now \$0), and I said it wasn't personal and they understand that the petition drive/referendum is about giving us agency to make these decisions ourselves. I offered the possibility of non-\$ exchange - skill share, volunteering. They're thinking about it. \*\*They asked if they can be eligible for our DSC grants?? I told them I'd take the request to steering. I think it's an interesting proposal ... they used to get funds, now they don't get funds, they could apply for competitive funds ... but I'm also not sure if they fall within the parameters of what we earmark that funding for. My sense is that a proposal would be for either arts programming for the children or a social worker to supervise an intern and provide support services to parents.

Outreach meeting finally planned!! Monday 4pm!!

Chloe Edmonson & Kyla Bender-Baird have both agreed to re-constitute the gender neutral bathrooms ad-hoc committee with me.

Questions:

CC and LS discuss whether or not the Child care Center can ask for a DSC grant. TO adds that this is similar to Community Improvement grant.

LS moves to call for a break at 6:20pm, which is approved by unanimous consent.  
The meeting resumes at 6:29pm.

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

- a. Website underway
- b. Do you want to write a profile on free cheap stuff? Yes you do
- c. I shared the discount database with you all, could you help fill it out
- d. Setting a date for a Salsa 101 workshop, a Monday afternoon
- e. Do you have any skills you want to share?

Questions:

TW suggests taking a picture of food trucks in the area and using social media to promote them.  
JOP suggests linking the site to different workshops in the GC, like Digital Fellows. HS says that can be done through the DSC social media. HS suggests linking the SLS website to the DSC website.

#### 6. Officer for Technology & Library (Jeremy Randall)

- a. Amnesty of library books between Nov 14-23
- b. Various databases can be accessed through NYPL, while others are coming soon-ish
- c. Major structural changes to the library are locked in CUNY 2020
- d. The hours are possibly a temporary issue
- e. New tech being possible for loaning
- f. Check the library blog for more info!
- g. They are on board with gender neutral bathrooms
- h. the library is severely underfunded.

Questions:

HS discusses gender neutral bathrooms. HS notes the library has bathrooms, and their stance on GNB is complicated. HS also suggests linking our DSC twitter/social media to the library's to easily retweet.  
TO brings up the issue of extended hours during finals week. JR brings up the fact that the library is underfunded, and cuts were started by Lennihan.  
JR, CC, HS and CS discuss issues related to the costs of using space, including security costs, and utilities.

#### V. New Business

##### 1. Steering discretionary allocation

HS moves to allocate up to \$396 for grants. JR seconds.  
After discussion, the motion is approved unanimously.

LS moves to allocate up to \$300 for the Health and Wellness Committee. HS seconds.  
After discussion, the motion is approved unanimously.

LS moves to allocate up to 500 on legal consultations. CC seconds.  
After noting that less than \$600 has been spent on legal consultations so far, the motion is approved unanimously.

LS moves to allocate up to \$100 to Adjunct Project for events. JR seconds.  
After discussion that includes the importance of the adjunct contract and LS mentioning that she is increasing affiliates' budgets after two rounds of cuts "in good faith", the motion is approved unanimously.

LS moves to allocate up to \$50 to the Adjunct Project for supplies. JR seconds.  
After discussion, the motion is approved unanimously.

LS moves to allocate up to \$800 for freelance editors for the Advocate. JR seconds.  
HS moves to amend to allocate up to \$1000. CS seconds. The subsidiary motion does not carry. All officers vote against this motion.  
HS moves to add \$345 to the original \$800 (to allocate up to \$1145). JR seconds. After discussion, the subsidiary motion is approved unanimously.  
After discussion, the original motion is approved unanimously.

LS moves to allocate up to \$50 for supplies for Advocate. WS seconds.  
The motion is approved unanimously.

LS moves to allocate up to \$100 for Open CUNY events by unanimous consent. Seeing no objections, the motion is unanimously approved.

LS moves to allocate up to \$2500 for registered domains and web hosting by unanimous consent. Seeing no objections, the motion is unanimously approved.

LS motions to allocate up to \$300 for supplies by unanimous consent. Seeing no objections, the motion is unanimously approved.

LS motions to allocate up to \$580 for meetings by unanimous consent. Seeing no objections, the motion is unanimously approved.

LS motions to allocate up to \$400 for the Outreach Committee by unanimous consent. Seeing no objections, the motion is unanimously approved.

## 2. Affiliate review

- a. Goals for OpenCUNY are discussed, and feedback provided to LS to share with OpenCUNY Coordinators.
- b. Goals of the Adjunct Project are discussed, and feedback provided to LS to share with Adjunct Project Coordinators.
- c. Goals of the Advocate are discussed, and feedback provided to LS to share with Dadland Maye.

## 3. Resolution on CUNY's proposed 'Freedom of expression and Expressive Conduct' Policy

HS presents resolution; comments that Steering can adopt this but also add any friendly emendations. JR proposes friendly emendation, to add: "Be it resolved that we condemn attacks on student activists from within and outside the CUNY system".

HS moves to adopt resolution with emendations. JR seconds. Motion passes unanimously.



4. SAD lamp rentals

There is discussion about the best way to lend out SAD lamps. It is agreed that they can be lent out for a maximum period of 1 week, and the sign-out sheet used to lend other items can be used for this as well.

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. Creation of Music DMA seat

AP motions to create DSC program representative seat for Leann Osterkamp from Music (DMA). WS seconds. Motions passes unanimously.

VI. Announcements

LS: reminder that petition signatures need to be in ink and legible.

VII. Adjournment

LS moves to adjourn; JR seconds; Motion approved unanimously.

Meeting end time: 8:04PM.

Respectfully submitted,  
Cecilia Salvi