

**Steering
 MINUTES
 March 3rd, 2017**

Present: Hamad Sindhi, Liza Shapiro, Tellisia Williams, Teresa Ober, Javier Otero Peña, Alison Parks, David Nagy, Nicholas Glastonbury, Carlos Camacho, Jeremy Randall

Absences: Cecilia Salvi

Plenary

Hamad Sindhi (HS) calls the meeting to order at 4:40 PM.

Executive Committee

I. Approval of Agenda

Allison Parks (AP) moves to approve agenda with emendation, removing New Business item #4 and adding a new #4, "petition for new program representatives"; Javier Otero Peña (JOP) seconds; motion is unanimously approved.

Steering Committee

Constitution and Bylaws

II. Approval of Minutes of February 3rd, 2017

Grants

Nicholas Glastonbury (NG) moves to approve the minutes; AP seconds; motion is approved unanimously.

Health & Wellness

III. Executive Committee Reports

Outreach

1. Co-Chair for Student Affairs (Cecilia Salvi, ccsa@cunydisc.org)

Student Services

-Chartered Orgs: All chartered orgs have been moved. Waiting on OpenCUNY to move so 5395 can become available. Found an old email mentioning that 5395 was scheduled to be painted last year, so I will follow up with the Provost.

USS Advisory Committee

-Chrissy Nadler and I created a chartered org website to help advertise orgs and their events.

Advocate Advisory Board

-PSAs: Liza and I drafted a memo to PSAs regarding issues that include fiscal responsibility and representation.

OpenCUNY Board

-Student Affairs: Liza and I met with Student Affairs on 2/24. We received information concerning 3 adjuncts at Hostos, who can't be transferred to the GC's payroll like other community college employees (appx 45 a semester). Hostos' finances are managed by CUNY Central, which lists them as "persons of interest". Scott Voorhees says he is in contact with CUNY Central and Hostos HR. He doesn't know if this will become a troubling trend.

Governance Task Force

-1095 forms will be mailed out beginning of March, and this affects only those who didn't have medical coverage for the full 12 months.

EDLAB

-SA hired Paula Fletcher as SA deputy director to replace Bob Nelson.

Student Tech Fee

-Linda Asaro from OIS and Matt Schoengood spoke of the work OIS has done. The details were relayed to the Officer for Outreach.

-Fitness classes continue to do well even with the fee increased, except Hatha. However, even Pilates is not filling up, as faculty and staff are dropping out. Elise Perram and I will work to see if changing the day or time increases enrollment.

-I relayed concerns about students using 5487 after hours. Matt replied that students with off hours access from their programs should only use student lounges. (Hamad adds that we will fight this.)

-It is possible that, apart from the referendum, the nurse practitioner may not return, and Mt. Sinai will no longer provide a nurse practitioner. The GC can't directly hire an NP.

-Matt said rent will not increase next year in the GC apartments. About 35-40 vacancies a year.

-There are different procedures for change of name and preferred name. A student mentioned that they were not allowed to do the latter by the Registrar's office, so Matt said for them to follow up with Vin DeLuca.

- Matt said that students who win Travel Support will not be reimbursed if they did not purchase travel insurance for an international conference.
- Liza followed up on budget and alcohol purchasing questions.
- I sent SA the list so current officers can be certified.
- I am scheduling the Title 9 trainings, and Matt has agreed to ask Lynette Phillips to do them.
- Advocate Editor-in-Chief hiring committee: We received 3-4 applications. The committee will meet on 3/7 to review, and tentatively on 3/10 to hire.
- Executive Committee of Grad Council: met on one fateful Tuesday, Feb 28. I asked that paragraph that, in part, uses a chartered org as justification for creating a Master's degree program to be removed. The Provost objected. Words were exchanged. It is not about the GC using student resources such as funding for this MA, but the way student-initiated projects are often appropriated by GC admin for its own purposes.
- 2 Masters programs are proposed, International Migration Studies and an MS in Data Science. Both claim that few resources are needed, as they draw from existing faculty and classes, and state they'll pay for themselves and bring in revenue. I asked that we think about why so many Master's degree programs are being proposed. The Provost objected, saying it's not just about money. We need more students because the number of doctoral students has declined. Classes have had to be cancelled, and faculty are eager to work with students. It's also about bringing in more CUNY students from the colleges to eventually do/think about PhDs, and responding to the needs of students who prefer entering a profession. I reminded the provost that President Robinson made clear at last year's Grad Council that these Master's programs are about funding the GC. I finally asked that we think about student needs, such as lounge space. The Provost responded that it's a bit like putting the cart before the horse, we can't anticipate all their needs. More back and forth.
- The BoT's Fiscal Affairs committee also met in February. We discussed the revised procurement procedures policy, which was updated after 22 years. It's a mix of best practices and mandated changes. We also approved a contract for a search firm for Pres and VPs, with the addition of a clause stipulating the firm must provide a diverse pool of candidates.
- Request and reminder: I am chairing next plenary. Please keep your reports minimal, under 3 minutes. I will time people.

Questions:

David Nagy (DN) asks why the nurse practitioner might not come back. Liza Shapiro (LS) says it's due to health issues; if she doesn't come back, it has nothing to do w/ the referendum; Carlos Camacho (CC) asks what "diversity" means; That is something only CCSA knows; LS: in meeting w/ Student Affairs Matt S. informed us that permission for 24-hour access limits students to particular spaces that the permission is given for. For instance, DSC 24 hour access permissions theoretically mean that a student will be using DSC spaces and not other spaces in the school.

2. Co-Chair for Communications (Hamad Sindhi, ccc@cunydisc.org)
 - Requests to document all our activities on the shared drive. Since some of us will not be returning next year, we should use our folders to archive the things we've done (flyers, emails, etc) so the next person in the role will have an easier transition.
 - Please post the meeting agendas and minutes in the calendar events as well as in our folders on the shared drives. HS will do audits this month.
 - Start looking at and updating the transition memos. If you don't have them, email the person who gave you them (or create a new one if you have to).
3. Co-Chair for Business (Liza Shapiro, ccb@cunydisc.org)
 - Business office transferred over money so we will definitely get paid.
 - Enrollment is down 200 from the fall projection, so we have \$8,000 less in revenues than we thought we had; so the proposed increases can't be implemented, and had to cut an additional \$4,000 out of the budget.

- SA says, if the nurse practitioner comes back, she'll be back in April; however, we might not have to pay the contribution to Mt Sinai. If it's unused we may lose the \$40,000, so Liza is trying to figure out a way to make that roll over to next year.
- Matt says he hasn't gotten a call back from his friend in CUNY Central re: alcohol. Said he'll call him again.
- We should have a new website by March 27-29. The Wordpress and DSC Works sites will become one, and there will be one login. (This is taking a very long time.) Asks for feedback about the website. The old website will be archived on a Google Doc.
- No legal consults since February. If not enough come up we can un-allocate the money.
- Receipts for grant deadline: May 25. Program allocation receipts: June 1. Chartered orgs: June 8. Steering spend before and provide receipts very soon June 30.
- We have paper! But print in moderation. Tidy the office a little during office hours (e.g. rinse out the coffee pots). A lot of people have been commenting on how welcoming the office is looking. Also feel free to write a note if someone took food.

Questions:

Tellisia Williams (TW) asks to repeat the receipt deadlines; JOP asks for clarification that these are for everything to be submitted; LS confirms; NG asks if the new platform will make things faster. LS says yes, in theory; Teresa Ober (TO) asks for details about Works; LS says that Works should indeed run more efficiently.

4. USS Delegate (Tellisia Williams, uss@cunydisc.org)
 - a. USS Scholarship: On February 27 I sent a follow up email to the USS Scholarship Committee and Steering; This was a follow up to the questions Cecilia raised at plenary regarding the credit limit of 24 credits total for Graduate applicants; Rationale raised is that this will unfairly prevent Graduate Center applicants from applying because many students reach this credit limit by year 3; Last April Cecilia fought for this change in language on the scholarship packet and won. However, this year the old language unfairly targeting/discriminating against GC applicants is still on the packet; Another issue is that all GC applications should be accepted, even incomplete ones; In the past USS has granted this request; The USS Scholarship Committee responded saying that the number of applicants was reduced to streamline the selection process for the committee; so only four applicants per campus; Also claimed the language of the packet has not changed; Still waiting for clarification regarding the credit limit placed on Grad students; rationale for why this is needed
 - b. Advisory Committee on Diversity and Inclusion met on January 28th: Guest speaker, Provost Connolly spoke on faculty recruitment and hiring; There are currently no hires at the GC because of budget constraints; They are developing a hybrid hire post doc for Urban Ed and Jen in the Provost Office; Primary responsibilities will be to work on student support services for assessment and Middle States; Will work with Luke Waltzer from the Teaching and Learning Center; Ideally new hires at the GC will be interdisciplinary; in this case the post doc will work for the administrative office and an academic office; Hiring at the full professor rank in Economics. Difficult to make this a diversity hire because of lack of qualified applicants at this level; Selection criteria looks at international and stature of applicant; Next time around will look at lower rank to find hires of color; In Anthropology there are two searches underway. In Urban Education and History there are soft searches – meet potential candidates but no current offers given; GC is looking to hire more Junior Level faculty; By junior level she is referring to people coming up for Tenure; Q: Ofelia, Urban Ed. When new hires happen how do lines become authorized? There is currently a budget hold because of the contract increases. A tuition increase can fill this hold. If we want money for student fellowships then we can't fund new hires with the upcoming budget. EO's will submit AORR report on where programs are: detailing hiring request, ideal number of students, state of curriculum. Budget becomes authorized in the Fall. Based on strength of programs – time to degree of students, placement of jobs once students graduate. Curriculum – how needy the programs are, how rigid the programs are, if the programs are serving students best interest; Q: Michelle, Critical Psych. What about the consortium faculty,

bringing in faculty of color from other CUNY campuses to teach GC students? There is a pipeline pushback. Provost at other campuses respond to this idea with "Don't poach my people." Provost at other campuses may change their tune but each case is different. Herman Bennett, History, later adds that this is almost impossible for History because all of the consortium faculty at other campuses are white except for Queens college where the professor of color is his wife's former student; Q: Ruthie, EES. Let's dispel this myth around the GC being unable to afford full faculty hires. The real issue is the GC's inability to make an offer in a timely manner, not that full hires are too expensive. (Alludes to the failed McKittrick hire); Q: Tellisia, Psych. Who makes these hiring decisions? Who decides what a good fit is? Is there bias with the selection committees that claim there are no qualified applicants of color? Hiring committees are "diverse." Students are involved and sit on committees. Letters from the field are solicited for evaluations; Q: Colin, Sociology. There is a larger issue of structural racism at play. May need to look at faculty of color hires differently. Look at student evaluations; Q: Herman, History. What's happening here is an embarrassment compared to places like NYU and Columbia. The GC is far behind in diversity hires; Q: Allison, EES. How can we ensure that our faculty of color are not overworked? There is no quick fix. The GC is increasing diversity searches; Q: Allison, EES. How are we defining need? Every department expressed needs. Budget cuts are to blame. Needs criteria: losses suffered (number of faculty retirements), curriculum (number of courses that aren't staffed); Q: Ruthie, EES. Students need mentors, support, time to degree, research with faculty. There are students of color here now and they need help; Q: Ofelia, Urban Ed., Michelle, Critical Psych. Let's work on finding solutions so we aren't pitting programs against each other. Look at the strategic plan. The diversity commitment is there; Q: Tellisia, Psych. We need action steps. How long will it take to see change or will this committee just reconvene next year? (Action and less talk). Look beyond hiring. We need diversity with the shape of dissertations so the same things aren't reproduced. We need diverse curriculum. By fall we might have action steps; Q: Colin, Sociology. We need outside funding to spearhead diversity. Forget about revamping the website. This is just a mask and it does nothing to change the day to day experience of students here. Outside grants are only start up grants for three years then the cost goes right back to the institution. We have a budget hold; Diversity Audit with student input: Martin will sit on each one; Will include a climate survey with some "tea", intergroup relations survey; Responses will be anonymous but with markers by race; Provost cautions that we will run into legal risk because we are obligated to report instances of harassment that arise with climate survey; These actions require follow ups and anonymized responses makes that impossible; James Gallery: Need to work on a Black History Month Display for February 2018. What's there now is completely unrelated

- c. Next USS Plenary is scheduled for March 12th at 12:00 PM at Guttman Community College

Questions:

TO: Do faculty who are being interviewed fill out Climate Surveys or do they extend to larger CUNY community? TW: CUNY community; NG: asks clarity on post-doc. TW: the only way Provost will see through new hires is if hire is inter-disciplinary; they'll work with admins and a department. Jeremy Randall (JR): Was there pushback against the postdoc because it continues to overburden people of color? Provost didn't answer question; TO: This seems to be a trend of them hiring people that fall between doctoral students and faculty--might not be beneficial to community. Mends gap but has wider implications; LS expresses that "interdisciplinary" does not mean working for both the admin and in a department; TW says that might not be an exact quote; CC: anonymity in climate survey is crucial and should be worked with. TW: The response seems to be a tactic to discourage people from reporting; DN expresses that a legal obligation to investigate is not a good reason to not do a survey; TO says that taking a survey is often helpful to the person taking them; TW agrees and says surveys are useful for pressing admin to make changes; HS says they should include info on the survey for who students should contact to report harassment; CC says there's always going to be a fear of retaliation from reporting on big names in the field; TW responds that we might focus on microaggressions instead, which aren't necessarily a legal issue.

5. UFS Liaison (Teresa Ober, ufs@cunydisc.org)
 - a. The UFS Plenary was held on Tuesday, February 7th. The next plenary meeting of the UFS will be (March 28). During the February 7th UFS plenary meeting, there was quite a bit of discussion centering around the proposed NYS budget. There was also some discussion of the Excelsior Scholarship. Both the Chancellor and the Vice Chancellor for Finance appeared largely approving of both. The agenda for the March plenary is forthcoming.
 - b. The most current CUNY Faculty Diversity Report is now available. It shows changes in the composition of the entire faculty body at CUNY between 2010-2015. This might provide information useful to the current UFS with regards to faculty hiring processes throughout CUNY.
 - c. The CUNY Campus Climate Focus Group Subcommittee is meeting next week. The meeting will provide an opportunity for stakeholders to meet with the consulting group, who will provide an overview of the focus group process and an opportunity to ask questions and discuss. (They should be open to new members if anyone wants to join.)
 - d. The CUNY Enrollment Management Council held on meeting and the minutes from the meeting were distributed today. Some highlights directly from the report: Goals include on-time completion and increased graduation, reduced tuition student costs and debt, etc. It is for CUNY and SUNY students only and is expected to cost the State approximately \$163 million. Colleges will have to fund any gaps caused by tuition increases. A briefing call clarified that remedial credits would not count towards the 30 credits/year that students must take to qualify—this might require a change in NYS education law, nor would summer and winter credits or College Now credits. Transfer students can qualify but must be on track, though unclear what 'on-track' means exactly. Deferments and official leaves of absence count, though there is no clear definition of 'official'. Tax credits will be included in the calculation of aid the student has received and thus deducted from the ES award. CUNY's analysis is that less than 5K current students would meet all qualifications. Currently, the Assembly and Senate are considering counter-proposals, mostly to increase eligibility and the amount of TAP available; Challenges: CUNY would need to drastically expand its available classes by some 800 new sections. This would involve more classrooms, online courses, and changes in college scheduling grids. Freshmen would need to be block programmed with 15 credits, which could raise issues especially at the community colleges where such loads are not always appropriate. Questions that remain to be answered: How will winter be counted (as its attached to the spring semester at many colleges)? How will CUNY waivers be applied? Will they count as scholarship money (e.g. the support that ASAP provides, e.g. metrocards)? It appears that the answer will depend on whether the money in questions is tied to tuition. How will summer be counted? Students would need to maintain a 2.0 GPA to qualify.
 - e. Executive Order: The Presidential Executive Order on immigration was stayed by the courts. Any requests for information on non-F-1 visa students would first have to go through a court; so not an immediate issue for CUNY.

Questions:

LS asks if we know how much Campus Climate is paying the consulting group; TO does not know, but thinks it is not insubstantial. LS mentions they routinely hire these outside groups.

IV. Steering Officer Reports

1. Officer for Funding (Javier Otero Peña)
 - a. As stated in the last Plenary, last Grants Committee meeting held Friday 10 February 2017. We reviewed 6 grants requests. 5 grant proposals were approved, for a total of \$2,100. One was asked to review. Total amount left for future requests in 2017: \$6,416. Next deadline for submissions is March 17 at 11:59pm.
 - b. Concerning the Funding section of the page, I thought that a model similar to the new Student Life and Services site. Perhaps a system in which people can share whatever they find, and the Officer for Funding's role is to channel and manage the offers.

- c. One student, Jason Nielsen (English Program), asked if it was possible to replace Emese Ilyes for the next and last grants committee meeting. CCB says that while there's enough to constitute the committee, a 7th is useful to break ties.
 - d. JOP says he'll send an email to work out the website details.
- 2. Officer for Governance & Membership (Alison Parks)
 - a. There are 66 live seats, 65 active seats. Biology lost a rep after Feb 24 plenary and I am working to fill that seat with runner-ups.
 - b. I am still working on a timeline that makes the most sense for ratifying the language addition to III.2.3 "Nomination and Election of Representatives" that was approved by Constitution and Bylaws Committee on February 15.
- 3. Officer for Health & Wellness (David Nagy)

Met with committee on March 3 at 10am. We discussed the following: I said that, despite earlier complaints that the 8th floor cafeteria was not properly labeling items as vegetarian or allergenic, when I checked the issue appeared to be fine. I also said that I'd look into getting a larger variety of safer sex materials. Wellness Festival. If we didn't receive USS funding, we'd only hire one massage therapist. We also thought of some other ways to attract students to the wellness festival, such as providing fruit or goodie bags. Setting up some "Navigating NYSHIP" workshops run by Scott Voorhees and Elise Perram. Tentative dates and times were set for March 31 2-3:30pm and May 4 6:30-8pm or 3:30-5pm. Sending out a new Wellness Survey this semester. We decided we'd work on it via a Google Doc over the next month and vote on a final version at our next committee meeting. Come up with ideas for workshops. The ideas we had were: (i) Jen Tang's idea of an ergonomics workshop; (ii) A mental health info/resources workshop; (iii) A substance abuse workshop [I will follow up with the Wellness Center about these]; (iv) A health eating/cooking workshop [one of the committee members will look into this one].

Questions:

LS: Talk to Amy Martin, she informs us about mislabeling vegetarian things; HS: could make it into a fun campaign online; DN: Will bring it up at Plenary; HS: RA has a twitter; LS: proposed workshops sound awesome. People will be interested; TW: Will follow up with USS re: request for funds. DN: Thanks. Folks are asking me and I want to be able to answer that; JR: @RACommissary is the Twitter account

- 4. Officer for Outreach (Nick Glastonbury)
 - a. Emailed Linda Asaro about concerns over the complacency of OIS in addressing issues related to executive orders, etc., and frustration that more wasn't being done. Set up a meeting with Asaro and also is contacting Joy Connolly. The GC website only has one statement regarding ICE and deportations with not much information; will bring up that other campuses are doing much better. It's not so much a matter of changing the laws as it is about making international students at the GC feel that the university stands with & behind them. Apparently Linda says a lot is being done behind the scenes, but that is not satisfactory for the students.
 - b. Reached out to members of the Outreach Committee to do other-campus events, though this is difficult because there are only two active members, one of whom hasn't answered emails ever. Asks if it's possible to re-invigorate the Outreach Committee e.g. at the next plenary. NG doesn't know any non-graduate students at other campuses so doesn't know how to take those steps.
 - c. Doesn't think it's a good idea to do a Climate Survey since all the results from the previous one say "We want more money."

Questions:

DN: I have met a lot of folks at Queens College, part of DSoA and helped to table at Brooklyn College...know lots of undergrads but also faculty. Let me know if you want to do something there and I can connect you with folks; AP: You can reconstitute the committee if you ask for more members. You are currently not in compliance since you need (at least) two students based at senior college campuses and (at least) one international student; NG: We nominally have two that fit those descriptions, but again one is not responding to emails; TO: Given that political spirits are low, we might need to do something to bolster outreach within our own campus. To be sure enrollment is also down, but it's concerning for the legacy of the DSC; AP: The alcohol issue is also part of it because that's how we garnered members in the past. (People want to be on the DSC in my department now!) The alcohol issue does genuinely damage community-building; NG: I'm concerned about meeting the expectations of my position and doing the work of building community at other campuses, and I don't feel able to do that with my current Outreach Committee; JOP: This seems to be a recurring issue with Outreach. We need to reform something because it's not working correctly. HS: sometimes the issue is the officer, sometimes the issue is the committee. We've also thought about reforming some of the officer roles and positions, but what we have now is more-or-less a good balance; TO: If you know of any former Outreach Committee members (such as Dean Schafer), reach out to them; JOP: suggests Iris Strangmann; HS says we need to think about this alcohol situation because it's been a year now and something has to be done.

5. Officer for Student Life & Services (Carlos Camacho)
 - a. Website is live (opencuny.org/services)...please submit discounts
 - b. Origami on 3/10 and 4/21 at 2PM Thinking of making an origami flyer!
 - c. Emailed one self defense instructor, need to follow up with Salsa instructor ; has money for the event even if the budget doesn't work out in favor.
6. Officer for Technology & Library (Jeremy Randall)
 - a. IT Meeting on March 1st; couldn't attend but CS and LS complied notes which repeat what we heard at STF.
 - b. Webprinting is on its way (after rebranding).
 - c. For the new computers, it is bills then library then new computers (though us getting two new computers is higher on the list than the other computers).
 - d. CUNY1st is still coming in May. Though rather than saying "May 15," he's now saying "May" vaguely.

Questions:

HS says that CUNYFirst has a column that says whether someone is undocumented or not, and certain people have access to that information depending on the school; JR will follow up with Bob Campbell; LS adds that they said they're only "temporarily" hosting the DSC website on the GC server and that we should petition the STF committee for funding, which would not be good because we can't have contingent funding.

HS calls for a five minute break; meeting reconvenes at 6:15 PM.

IV. New Business

1. Presentation of YTD 2016-2017 Budget

LS: Since we have lower enrollment, we have \$8000 less than expected. This requires changes in the budget, though since it's less than 10% it doesn't need to be voted on by Plenary. Will send an all-rep email encouraging programs to spend their allocations and giving suggestions for how to do so.

JOP: Can we change the amount programs get? LS: We'd have to change the bylaws. AP: One issue with changing the bylaws is that it would be taking away student control of funds. CC: What happens to the

money if it's not spent? LS: I don't know. This is a question for Jen and Colin. Furthermore, programs with PSAs can roll over their money. JR: I don't want to take away allocations. DN: It would be better to take money out of the Nurse Practitioners budget. LS: Then it would be voted on in the May Plenary. CC: Wouldn't the college association have to approve? HS: Due to the referendum it no longer rests with the college association. LS: Note that these cuts are only symbolic; they're not actually being cut. I'm not taking away allocations from programs; I'm just adjusting the budget so when we do our bookkeeping we can say we balanced the budget. The number in the budget never actually reflects the amount of program allocations since they never spend all of their money. JOP: So basically, it's not a problem because they haven't spent so much money? LS: Yes, this is sort of decorative. JOP: Will there be another email? LS: No, the number's the same.

There was then a long discussion between LS, DN, and HS about possibly taking out additional money from the wellness center's allocation.

2. Presentation of Draft DSC 2017-2018 Budget

LS: presents budget, and notes that we are obligated to pay back some of the money we took out of the reserve fund, preferably all at once

HS: What type of feedback do you want? LS: If you think that other services would benefit from the increases that were made, that would be the most helpful. HS: I can imagine this going for a very long time. Since we can get feedback online, is there something in particular you need guidance on right now? LS: One option would be, if you want to burden the DSC with returning the reserve fund to the mandated level over the years, we can transfer less money into the fund. JR: Please let's not have a long discussion of that during Plenary.

CC: 1) Can we have a more conservative estimate in case there's a higher drop in attendance than anticipated, given what happened this year? 2) When are we going to know what the alternative post-nurse practitioner is, so we can know if we can use that \$30,000 for other things? HS: I agree with Carlos (mostly). Instead of "Wellness Center" just say "Health Services" (like it was supposed to be), so we can cut it even more. We can also talk about it at the EC meeting. DN: If changing the name means we have more flexibility with how to spend that money, I am 100% in favor of it.

LS: I want to be on one page in Steering so that, if questions come up, we can all speak about the process. Part of this will also involve negotiations with student affairs. HS: "Negotiation" only if we make it one; the referendum allows us to use that money however we want. TO: Since the referendum has passed, has Student Affairs acknowledged they won't hold us accountable for paying this money to the NP? (LS & HS: Yes.) So is there discussion regarding them paying for a NP, or will there just be none? LS: The deal they made with Mt Sinai will not come again, so if we lose the current NP they will have to look for another way to provide services. TO: Can we push them to consider setting up a system that's not so cumbersome--maybe more of an as-needed basis? LS: I think that's a good idea.

LS: It's probably a good idea to underestimate enrollment, but it's terrifying because there are very few lines that can be cut.

3. Affiliate probation

HS: Paul Hebert, currently appointed for education support at OpenCUNY, has displayed a lack of appropriate work expected from his position (as observed on quarterly reports from OpenCUNY). There was discussion about the details of this. LS also shares an email from Paul, responding to the Co-Chairs' communication with him about this issue. HS and LS will follow up with him.

JO: Might we be further disrupting the working relationship between the coordinators? Is the question here whether he'll be put into probation or not? DN: What exactly does being put on probation entail?

TW: I'm happy he sent that document because it shows the issue may be more miscommunication than lack of work on his part, if his contributions were indeed not added to the report.

HS: The probation itself is an oversight measure--basically, he documents his progress to let us know what's going on. So if we frame it right he won't see it as an attack on him. As for the process of probation, we would do a motion for probation, which would outline exactly what he's not meeting in terms of expectations but also what we want him to do in a one-month period and what specifically he should document. The probation term will expire at the next Steering meeting, where we may (or may not) choose to withdraw his appointment.

JR: It sounds like if we frame probation the way you put it, it seems like a completely reasonable thing to do as he would have a set list of objectives he could fulfill, and if he clearly fulfills those we could just let it die at the next Steering meeting (or not, if he doesn't fulfill them).

LS: To clarify, he would still be getting paid--he'd just be placed "on notice." When it came to affiliate feedback, I don't recall seeing specific feedback about his role or questions about what he was doing. (Our feedback for OpenCUNY has been largely very positive.) So if there's a feeling that something isn't going right, that needs to be addressed.

TW: It does sound like this person is being blindsided? HS: From what I know, he wasn't blindsided, at least not from us since we contacted him on Wednesday; apparently the other coordinators had been in communication with him also. Also, as Steering, we don't need any pre-established reasons for probation.

TO: In his email, he says he is actually meeting the goals he's expected to. So in the process of doing his probation, are we going to stress that he outlines more goals? HS: One of the things we can include is contributions to quarterly reporting. The other expectation would be feedback from the other coordinators. DN: Probation makes sense as a way for Paul to prove his case, if indeed he is doing good work.

JR makes the following motion:

I move to put Paul Hebert, currently appointed as Coordinator for Education & Support at OpenCUNY, on probation due to inadequate fulfillment of the position's expectations. If, by the next Steering meeting, Paul has not met the following expectations, with documentation in the form of a report and feedback from the other OpenCUNY Coordinators, the Steering Committee may consider a motion to withdraw appointment: serve as primary liaison to OpenCUNY participants, including intake of requests; conduct workshops, create support materials, and identify relevant external support materials; promote OpenCUNY; analyze existing usage of OpenCUNY, with the aim of improving participant experience; participation and contribution to quarterly goal reporting.

AP seconds. 7 Ayes. 0 Nays. JOP, CC, and TW abstain. Motion does not pass as it does not achieve $\frac{2}{3}$ majority (8 members) with 10 members present.

4. Approval of Petitions for New Representatives

AP presents the petitions for new representatives for the Classics Program and the Women and Gender Studies Masters' Program.

AP: Classics lost their representatives a couple months back. A special election was held and there were no nominations so the seat was closed. They submitted a petition to assign Frederico D Pastua as their rep. On March 3rd, Women and Gender Studies submitted their own petition.

AP moves to open two new seats: one for the Classics Program and one for the Women and Gender Studies Masters' Program; JOP seconds; Motion passes unanimously.

HS moves to add new business item 5: appointing a new Grants Committee member with unanimous consent; no objections recorded.

5. Appointment of Grants Committee member

NG moves to appoint Jason Nielson to the Grants Committee; LS seconds; motion passes unanimously.

VI. Announcements

DN asks if Steering would be willing to fund massage therapists for the Wellness Festival. LS says we'd have to either use executive discretionary funds or de-allocate some funds. Also suggests to get money from programs who haven't used their funds.

DN: If your program has not used much of their funds, please contact me.

CC: Please contact me about discounts or if you know how to do origami for flyers.

TO: Tell me if you want to be added to the Task Force.

LS: If you submitted your check requests early, they are in your mailboxes.

VII. Adjournment

HS moves to adjourn meeting; CC seconds; the motion passes unanimously. The meeting is adjourned at 7:15 PM.

Minutes submitted by David Nagy.