

**Steering
 MINUTES
 April 7th, 2017**

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

Absences: Hamad Sindhi

Plenary

Liza Shapiro (LS) calls the meeting to order at 4:45 PM.

Executive Committee

- I. Approval of Agenda
 LS moves to approve agenda; Jeremy Randall (JR) seconds; motion is unanimously approved.

Steering Committee

- II. Approval of Minutes of March 3rd, 2017
 JR moves to approve the minutes; Alison Parks (AP) seconds; motion is approved unanimously.

Constitution and Bylaws

Grants

III. Executive Committee Reports

Health & Wellness

1. Co-Chair for Student Affairs (Cecilia Salvi, ccsa@cunydisc.org)
 - Chartered Organizations: There are 4 active chartered orgs; I've scheduled Title IX trainings with Lynette Phillips, General Counsel at the GC, and will schedule a few more for after spring break; I will follow up on my email to chartered orgs that have not been active for 2 semesters; Both Frame and Crypto-Math Group responded to my email regarding the dechartering process. They are active and holding events. They will not be dechartered this semester; Currently working to get office space to chartered orgs that have a right to it.
 - Program Student Associations: I have 2 requests to hold elections.
 - Room Reservations: Updates to the Room Reservation Handout include - Sundays are difficult to get extensions for, but Matt has agreed to extend until 8pm for one group. Please check if the room request was approved by Matt, or if he asked a follow up question. Also, please simplify emails to Matt; 5396 has been painted, and I've requested furniture; A complaint was made by Facilities about the state of rooms 5414 and 5409 after last weekend's events.
 - Ad-Hoc Committee on Accessibility: We restarted the doorstep campaign, and plan on creating an awareness campaign; I will follow up with Student Affairs and Curriculum and Degrees about adding a paragraph about accessibility to syllabi; The committee is also working on various projects, such as adding language to the DSC website on accessibility, as well as a resolution; Teresa gave a letter about the committee's goals to the Provost.
 - Strategic Plan Implementation Committee: We will meet on 4/19. Students serving are: Raj Korpan, me, and Charlotte Thurston.
 - Committee on Committees: Met on 3/30. I could not attend. They seek student nominees for various Grad Council committee positions.
 - Advocate: The Advocate Hiring Committee selected Bhargav Rani as the new Editor in Chief; There is now a call open until 4/16 to fill the position of Managing Editor.
 - Fiscal Affairs Committee, Board of Trustees: The FAC met on 4/4 to discuss various fee increases within specific programs at Hunter, City and CSI. Baruch College and City College Differential Tuition Schedule for the Master of International Affairs Degree Program; Hunter College Academic Excellence Fee for the Masters of Science in Geoinformatics Graduate Program and Hunter College and College of Staten Island Increase in Differential Tuition for Doctor of Physical Therapy; Donavan Borington, USS Legislative Director, and I, will co-write a letter on consulting SGAs about proposed fee increases; We also discussed acquiring a new vendor for CUNYfirst hosting services.

Outreach

Student Services

USS Advisory Committee

Advocate Advisory Board

OpenCUNY Board

Governance Task Force

EDLAB

Student Tech Fee

- Questions: LS asks about fiscal affairs committee meeting and information about CUNYfirst. Cecilia Salvi (CS) clarifies vendor information, meeting was about service provider. David Nagy (DN) asks when new business can be submitted to CS for review. She says April 12th.
2. Co-Chair for Communications (Hamad Sindhi, ccc@cunydisc.org)
 DSC EC met with Provost Connolly on March 29:
 - Tuition remission: We asked that she advocate with CUNY Central for this as a labor issue specifically, and as something that benefits CUNY overall, given the high number of classes GC students teach.
 - Student access to the building after hours: We explained that expanding the number of hours students can be at the GC will greatly benefit all students and shorten time to degree; students find it difficult to each year have to ask their program APO to put them on a list for after-hours access. We would ideally like 24/7 access for all students, but are willing to think through other solutions.
 - Gender-neutral bathrooms: We said that we look forward to seeing the timeline for the 1st floor bathroom conversion, as well as any advocacy from the GC to convert all bathrooms to gender-neutral designation.
 - Accessibility services at the GC: We said that any efforts to make the GC more accessible are appreciated; the front doors of the building are a major concern; presented a letter about this issue.
 - Space issues: Thanked her for working on getting Masters students a lounge of their own; CCSA will follow up with her about other space issues and especially about the cases where students were asked to pay to use space for conferences.
 Housekeeping:
 - Archive archive archive! (not the drinking hole)
 - Post agendas, and minutes to calendar; I've started doing inventory for all officers, if you get an email from me you're in trouble.
 - Hope you're working on those transition memos!
 3. Co-Chair for Business (Liza Shapiro, ccb@cunydisc.org)
 - Student Affairs advised that we have \$46,236 to re-allocate into the budget from the funds we were supposed to pay the NP. The sum is confirmed by Mt. Sinai's billing department. Since we have to return the money we borrowed to fund stipend increases, we'll have 40K to re-allocate throughout the budget and use for the rest of the year. What we don't use will stay in the DSC account.
 - DSC Website: in the process of getting migrated to GC server. There will be a test site set up and Steering will have opportunity to test functions
 - Since USS approved \$1500 for legal consultations I will touch base with the lawyers to provide consultations at least through the end of June (since new fiscal year/new budget goes into effect in July).
 - Ad-hoc Committee on Gender-Neutral Bathrooms e-mailed Chase Robinson following his visit to plenary asking for a timeline for the first floor all-gender bathrooms. He has not responded.
 - Will be leaving checks in checks folder in 5497 just to be safe.
 Questions:
 DN asks if nurse practitioner will be back. LS responds that we don't have confirmation of when she will be back. Teresa Ober asks if money will be back on a prorated basis. LS responds yes.
 4. USS Delegate (Tellisia Williams, uss@cunydisc.org)
 - USS Funding: No new business for USS; Next plenary is scheduled for Sunday, April 9th @ Guttman Community College; I will follow up on pending USS funding requests - when funds will be distributed; USS Budget Request for Legal Consultations (\$1,500) and CUNY Women in STEM March (\$1,000) approved!
 - Advisory Committee on Diversity and Inclusion: Update on diversity: the GC diversity and inclusion subcommittee will meet during Spring Break on Friday April 14th to organize the planning of student focus groups; Heads up: an outside consultant group charged with documenting diversity CUNY wide will be conducting focus groups at the GC on April 20th centered on issues of diversity and inclusion.
 - Cambridge Hill Partners, Inc. (CHP – pronounced 'CHIP') is partnering with CUNY in a project to assess climate related to diversity and inclusion on CUNY campuses; Contact Jen Tang

(jtang@gradcenter.cuny.edu, tang.jen@gmail.com) for more information. Be on the lookout for a call for participants; DSC folks are knowledgeable about these issues and should participate if available. Questions: LS asks about outside consultant group. TW: CUNY wide initiative and Ruck is doing the GC one. Unclear of the two focus groups are related. We are knowledgeable and we should participate. TO provides more information about this CUNY wide initiative. DN asks about reimbursement with USS funding. LS answers he will know once the funds are transferred and that he should talk to her if there are any questions.

5. UFS Liaison (Teresa Ober, ufs@cunydsd.org)

- The most recent UFS Plenary was held on Tuesday, March 28th. The next plenary meeting of the UFS will be May 16. During the March 28th UFS plenary meeting. The agenda items for March UFS plenary meeting included: A guest presentation from Peter L.K. Knuepfer, President, SUNY University Faculty Senate, Chairman of the Board of Trustees, William C. Thompson, Jr., A discussion of the Student Affairs Committee Resolution, Nominations for Executive Committee members for 2017-18; The minutes from the March UFS plenary meeting and the agenda for the May meeting are still forthcoming.
- In other UFS news: A working group consisting of UFS members and faculty across CUNY was assembled to examine and analyze the data from the COACHE Survey. Their reports can be found online (<http://www2.cuny.edu/academics/faculty-affairs/the-collaborative-on-academic-careers-in-higher-education-coache/>). According to the UFS blog, the Working Group decided to focus on three areas of issue: "Tenure/Promotion; Subgroups (Associate Professors, Faculty of Color, Women); Workload (which encompassed consideration of service, compensation/benefits, and work-life balance issues)." The UFS will be holding a shared governance conference in late April at John Jay.
- In other news, the CUNY Campus Climate Working Group met on Friday, March 10. During the meeting, a person from the Cambridge Consulting Group met with the new Interim VC for Legal Affairs as well as a representative of the UFS and several college presidents and leadership from Bronx CC, Hostos CC, School of Public Health, Queens. Since the meeting, focus groups scribes have been hired to assist in interviewing students at various campuses.

Questions:

LS complains about UFS transparency. TO speaks more about the tension.

IV. Steering Officer Reports

1. Officer for Funding (Javier Otero Peña)

- Last grants committee meeting took place today at 12:00pm. We discussed 7 grants. 2 other grants were not discussed because they did not comply with bylaws (one event had already happened; another one isn't due until next academic year).
- 6 grants were approved for a total of \$4,006. \$2,410 was left in the Grants allocation. One grant for \$650 was asked to review and resubmit. If it is approved for full amount, the leftover will be of \$1,760.
- Coming month, focus on funding website and transition memo.

Question: CS: how much did you fund March for Science. JOP: they were approved for the full amount, \$1,866. We met extensively to discuss this large request and Jen Prince confirmed that a precedent was set earlier and the DSC is now a sponsor for this event. Yay!

2. Officer for Governance & Membership (Alison Parks)

- I've sent the amendment to the Constitution article III.2.3 about electing representatives for new programs to Hamad, so hopefully we'll get it distributed by April 10 and then we'll be able to consider and vote on it at April's plenary giving us plenty of time to have it ratified before the two new MA programs in the pipelines begin in the Fall.
- In membership news, we are currently holding special elections in Biology and MALS to fill those seats and they each have at least one nominee so it is looking very likely that they will be ready to be ratified at the next meeting.

- We had to recall one representative from Economics and another from Urban Education because of attendance I've reached out to the runners-up in their respective programs to get those seats refilled ASAP.
- Finally, we have 68 Live Seats with 64 Active Reps (20 At-Large and 44 Program Representatives).

3. Officer for Health & Wellness (David Nagy)

- The first Navigating NYSHIP workshop was last Friday. Around 10 people attended, and despite some technical issues at the beginning overall it went well. The next one will be on May 4 from 3:30-5pm, again in room 5409. I'll start advertising for it in earnest after the next Plenary.
- I arranged with the Wellness Center to have a "Mental Health Resources" workshop on April 27 from 1:30-2:30pm. Nicole Elden, the assistant director of counseling services, along with three counselors will be there; I'll also talk a bit about how NYSHIP covers mental health counseling. Please email me if you'd like them to cover any particular topics during the workshop. (I will also be providing some food thanks to the increase in funding; if you have any suggestions for this, let me know.)
- Regarding the substance abuse workshop, Eddie Einbinder, who runs these, told me early last month he'd email me later with details, but he hasn't done so yet.
- I hired two massage therapists for the Wellness Festival thanks to the USS funding. I still haven't hired therapists for the end-of-semester relaxation stations because we haven't planned those out yet. Can we decide the basics of them after I finish my report?
- Speaking of the Wellness Festival, they could use as many volunteers as they could get for the following: (a) Arranging the sign-ups for the massage therapists; (b) manning the DSC's table with me; (c) at the entrance to give attendees a survey and some giveaways; (d) sitting at their substance abuse table. If you are able and willing to volunteer for any of these, let me know. Regarding (c) above, with the increase in funding I think I'm able to have some giveaways of my own. Any suggestions for this would be helpful; I'll probably order something, whatever it is, next week.
- The Health & Wellness Committee will have another meeting the week we come back from spring break. The main topic of conversation will be the wellness survey; hopefully we can have a complete version that I'll send out to people the following week.

Questions:

DN asks when finals relaxation stations should occur. TO suggests reading day, week of May 22nd. LS suggests looking at old emails to find past advertisements and giveaways to help DN plan.

4. Officer for Outreach (Nick Glastonbury)

- We hosted our KYR training/workshop on Wednesday 4/5. Approx. 20 people were present and it was very well received. Because of a miscommunication we planned for (and marketed) the event as including information about international travel, airports, etc. but they had not come prepared with that workshop.
- To that end we are organizing another meeting with CUNY CLEAR specifically on airport travel to happen before the end of the semester (5/10), before people go away for the summer. It should be useful for international students who are either leaving for the summer or who are planning long-term research travel in the near future.
- I am in the process of collating information from NAFSA and other sources re: updates on executive orders, travel bans, etc. for the DSC wordpress.

Questions:

LS thanks Nick Glastonbury (NG) for his organizing efforts. FYI HS sent you an instruction manual in the welcome packet on Wordpress, it's super helpful.

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

- Krav Maga went well. Waiting for reply from non-profit about more self defense classes. Further SALSA classes are coming soon. Along with a Bachata class. Flyer forthcoming.
- Reached out to Anti-Violence Coalition for self-defense/upstander training, hope they respond despite the fact that we don't have a lot of money to offer.

6. Officer for Technology & Library (Jeremy Randall)

- CUNYFirst remains officially slated for May, there is a contingency plan. Official day is in May. All processing in Banner and non-tax levy financials stops in Banner and converts over to CUNYFirst - eg: grades this semester. Lots of run-on effects - especially with email - etc.
- Student computers have been upgraded to Windows 10, all that can be up to El Capitan have been done. Those Mac computers that can't support El Capitan, will be decommissioned in approximately December.
- STF authorized some funding for replacing computer - that will not be available for another year. STF makes the Vatican look quick-footed.
- collection of classrooms (40) maybe 10 more with new projectors

Questions:

CS: does turning a year older make you even snarkier? LS: answer yes or no. JR: I don't think CS should bring up questions on snarkiness.

LS calls for a five minute break; meeting reconvenes at 5:57 PM.

IV. New Business

1. Presentation of Draft DSC 2017-18 Budget

- LS: Budget is underestimated for enrollment. All the boxes in green are the increased budget, added lines. Presents the budget.
- JOP: Speaks about grants and safety nets. Asks for clarification. LS: Grants are specifically for events and not day to day operations of departments. If we settle alcohol issue, having additional funds can make things more loose in terms of rules.
- DN: On the same topic of safety net. Presents concerns about how this will work. First come first serve, how will this work exactly? What is the system? Do small programs use all of their allocations, have they complained? LS: I know they are limited just from talking to them. Cites French Department example. They have learned that this is the pot of money they have to live with. Would be nice if DSC could intervene and prioritize requests for safety net funds. Prerequisite is that the programs have to spend allocations before applying for these additional funds.
- TO: Offers suggestions; consider putting leftover money in the reserve fund. LS responds about carry over funds. TO is hesitant to put more funds into smaller programs, want to incentivize organizing activities that build a sense of community. Also this is the work of the grants committee
- NG: I like the idea of the safety net. This money can be used to buy new couches or lockers for the student lounge
- CS: Rules for allocating funds via knowledge grant template exists. Use this as a guide. I think we should give chunk of money to program reps wishlist to let them get to the things they were planning to do.
- TO: Thank you for putting together the budget! Yay! LS accepts the congratulations and discusses the budget further. TO raises the issue of participatory budgeting. Is money being set aside to test this out. LS clarifies that this is the budget for next year. LS says HS threw out \$10K as an amount when we met at EC. TO discusses this proposal further: where is the \$10,000 coming out of? LS: what do you mean? TO: sorry I'm not being clear. LS: this is a new budget, scroll down, some more, right there, scroll down. TO: Oh I see. There it is. No more questions.
- JOP: Could we offer support to students that do not have insurance? This will still be a problem. What can we do for them?
- CS: EC talked about this. We can't in essence pay for people's insurance. The Health and Wellness office is the medium to help. DSC can't do this. LS: there are legal concerns because we are not an insurance provider. Best solution is to coordinate advocacy with student affairs, they have to find a solution because the contract is not going to happen again (won't be a similar arrangement). Maybe we can coordinate an ad hoc committee. The nice thing is we are bringing this budget up to plenary so if the amount seems low then we can increase this. JOP: okay but this has to be a priority. LS: yes we see the same issue with Master's students that come in without insurance. We need continued advocacy.

- DN: How popular are the fitness classes? CS: they fill up. DN: I was asking because I think we should increase the number of fitness classes. LS: We can speak to Elise Perram because she looks at enrollment numbers. CS: I will do a survey with Elise to see the best times. TO: Maybe we can offer vouchers to increase attendance.
- 2. Affiliate Review
LS takes notes on this. Starting with the Advocate, then the Adjunct Project, and ending with OpenCuny.
- 3. Steering discretionary
LS: there is a spreadsheet. We will have a lot of money left over from steering. Look at things closely. Proposes a couple of things:
 - 1.) Unallocate \$300 from Health and Wellness, \$300 from Legal, \$1145 from Advocate and Freelance, and \$400 from Outreach. CS seconds, motion passes unanimously.
 - 2.) \$500 for furniture in DSC office. CC: office is not fat friendly and I think it's good to update the furniture. NG: Proposes to raise this allocation up to \$750. CS: seconds. Motion passes.
 - 3.) LS moves to allocate up to \$300 for discretionary for outgoing reps and officers. AP seconds. CC: as long as we can include Kyla Bender-Baird. Motion passes.
 - 4.) LS moves to allocate up to \$300 for laundry and cleaning supplies for the office. NG seconds. CS: under this we should also include a vacuum. Motion passes.
 - 5.) CS would like to allocate up to \$25 for the ad hoc accessibility committee. LS seconds. Passes unanimously.
 - 6.) CS would like to allocate up to \$50 for 2 retiree gifts. CC seconds. Passes unanimously.
 - 7.) LS moves to allocate up to \$50 for coffee in the office. TW seconds. Passes unanimously.
 - 8.) LS proposes \$300 for supplies. CS: can we use this for snacks? Passes.
 - 9.) JR moves to allocate \$150 for safer sex supplies. LS seconds. Passes unanimously.
 - 10.) AP moves to allocate up to \$80 for sanitary female hygiene products. LS seconds. Passes unanimously.
 - 11.) JR moves to allocate up to \$200 for steering food budget. NG seconds. Passes unanimously.
- 4. Planning for DSC Party
 - CS: Let's finalize the date. May 19th as a date. Let's start advocating for 8:00PM start time. LS: I will look at the bylaws because the preliminary budget has to be presented next year so the plenary that day will be shorter. AP volunteers to make the flyer.
 - Theme of party: spy prom
 - Liza, Alison and Teresa will come up with party name
 - Time: 8:00 - 11:00 PM, so this is a late day. Prepare to help cleanup.
 - Roles: Set up: Everyone; Bartending: Jeremy, Alison, Liza, Cecilia, Nick, donations and BYOB. 5489 alcohol room; Food/Food assist: Teresa and Tellisia \$1,200 budget from USS funds so maybe fancy pizza; DJ: Spotify list; Clean up: Everyone; CS asks for volunteer to look through decorations: AP volunteers

VI. Announcements

DN: moving to LA-selling furniture

TO: Doodle about Steering get together. Maybe after May 5th. SAVE THE DATE

VII. Adjournment

LS motions to adjourn the meeting at 7:53PM by unanimous consent. Happy Spring Break!

Meeting end's at 7:53PM

Minutes submitted by Tellisia Williams.