

Steering Committee

Minutes

February 2, 2018

Plenary

Executive Committee

Steering Committee

Constitution and Bylaws

Grants

Health & Wellness

Outreach

Student Services

USS Advisory Committee

Advocate Advisory Board

OpenCUNY Board

Governance Task Force

Present: Andrew Alger (AA), Shoumik Bhattacharya (SB), Nick Glastonbury (NG), Raj Korpan (RK) Teresa Ober (TO), Alison Parks (AP), Marlene Nava Ramos (MNR), Liza Shapiro (LS), Charlotte Thurston (CT), Tellisia Williams (TW), Anais Wong (AW)

Chair, Tellisia Williams, calls meeting to order at 4:43PM.

1. Approval of Agenda

Teresa Ober motions to approve agenda with following emendations:

Moving order the Officer Reports: Move the report of the Officer for Library and Technology from last to the first under “Steering Officer Reports” and shift the order down; Addition of New Business item #5: Changing steering meeting schedule this semester; Addition of second room reservation request: Adding to NB item 3 (“Approval of LAILAC Room Reservation for 4/19-4/20 Conference”) “and of “Room Reservation for Graduate Students in Music Conference”; Friendly emendation of changing name of “Payment for Massage Therapy at the Health and Wellness Festival” to “Steering Discretionary” Anais Wong (AW) seconds. Agenda approved with emendations.

2. Approval of Minutes of November 3, 2017

AA moves to approve the minutes.

TW seconds.

The minutes were approved unanimously.

3. Executive Committee Reports

1. Co-Chair for Student Affairs (Charlotte Thurston)

DSC Nominations and Elections: Charlotte Thurston (English) explains that she has set up and opened the ballot for nominations for DSC elections, after having them certified by the Student Election Review Committee. Be sure to nominate yourselves, especially if you want to continue on next year! Nominations are open till March 1. Email reminders have been set up in the Votenet system to periodically remind students to vote.

Please consider nominating fellow students or encouraging them to nominate themselves for DSC representative positions. CT will be trying to reach out to anyone I've heard of organizing events or doing DSC work who is not a rep, to see if they'd be interested.

Chartered orgs: All but 5 chartered orgs were active last semester; one, Crypto-Math, was de-chartered. Have opened rosters for the Spring and contacted chartered orgs about what they need to do to be active. CT has contacted the organizer for the proposed org, GC DREAMers, to see if we can make some changes to the org based on plenary concerns and present it again with a revised constitution. The reason CT is doing this is because some plenary members were uncomfortable that it did not pass, and wanted to work with the organizer to make any necessary changes such that it could be brought up again at plenary. As a result, CT has emailed the organizer as well as those concerned students with details based on the minutes about why it didn't pass. Looking out for a leader for the CUNY Public History Collective, as it is currently leaderless; a group of students active in EcoCrit studies are taking over Nature, Ecology, and Society.

Program Student Associations: PSA info session in December was sparsely attended, but CT had a productive conversation with Jason Nielson about how to get PSAs more involved, including reaching out to remind PSA leaders of some of the benefits they get, like Votenet, or their own money accounts separate from their program.

Accessibility: Contacted OSA about how to make meetings more accessible. The person in charge of disability services is Clare Wilson, and she had some excellent advice about reaching out to students and what to ask them.

Title IX: All student leaders, us included, need to do Title IX. Contacted OSA about setting up in person training this semester. The Haven training online remains an option, too.

Office Hours/Housekeeping: Made some updates to the Room Reservation guide on the wall in 5495, based on your feedback at last steering. Just some overall Room Reservation reminders: You must, must MUST send an email to Matt Schoengood to ask approval for any weekend/off hours event. It does not matter if we approve it internally if it hasn't been approved by Matt, and that approval sent to security. If an event is "on hold" because it's outside the 6-8 week window, do remind organizers that they CAN use their once-a-year program exception, especially, if it looks like a big event or conference where they'll need to verify they have the room. Usually conference organizers know this but sometimes the information slips through the cracks. CT has edited the automatic emails that go out in order to include this information, and it's now more clearly delineated on the Room Reservation page, but it helps if you remind/inform people of

this exception. Finally, do make sure you check Room Reservations, check requests, etc, when on office hours, even if you have some other domain-related tasks you have to do. Or, if two people are there at once, consider delegating who does what. Otherwise, the labor falls on too few people.

Room Reservations: A room reservation policy we've generally held is that DSC rooms are not for dissertation defenses, as it is program's job to do so, not students' (whether the students defending or us as DSC). Additionally, rooms like 5409 and 5414 have student lockers, which means the potential of many people interrupting a defense. However, it seems like in the past there have been some defenses scheduled in 5409/5414, and a recent person making this request seems to be asking for it on the grounds that they want it in order to have a more public defense. Any thoughts on whether this seems a valid reason to have the occasional defense scheduled in DSC rooms, please let CT know.

Student Service Committee: as member and chair of Grad Council's Student Services Committee, CT drafted a letter, with the help of Andy, Raj, and co-chairs, to Provost and President about the need to find funding for NP that is not primarily coming out of student activity fees. That letter was sent to the committee for approval, and some members of the committee replied to approve or make minor edits. CT has sent a follow-up email to ask if this means we can officially send it on as a committee.

Additional committees serving on this semester: Strategic Planning Implementation, Middle States Review.

Questions:

Shoumik Bhattacharya (English): Issue of defense would be different depending on the space that the department could provide, this could be taken into consideration

Liza Shapiro (Comparative Literature): my sense is that the department should be responsible. What Shoumik says seems like the one exception. Absolutely program's decision to schedule defense. What if someone uses exception? Problem. Not on us, on dept.

Nick Glastonbury (Anthropology): Could we have student submit rationale? Students working on public policy and activist work could really benefit from a public defense. But we also have policy of not confirming requests before 8 weeks.

Anais Wong (Anais Wong): perhaps involve a liaison from the student's department?

Teresa Ober (Educational Psychology): Does this happen often? Could be discouraging for a student to not have a room reservation approved once they're about to graduate.

Raj Korpan (Computer Science) enters room at 5:03 PM.

CT answers that there have been a few requests, but this may change if this becomes a system.

Andrew Alger (History): Asks about Public History Collective leadership, mentions that there is a Public History Collective in History but may not necessarily be the same as the chartered org.

2. Co-Chair for Communications (Teresa Ober)

Meeting with NYPL Staff Member (01/09): The Co-Chairs and Officer for Library and Technology met with NYPL Staff Member, Melissa Gasparotto. Topics discussed included the following:

- 1) In light of the closure of SIBL, maintaining the preferential ILL arrangement between NYPL and the GC regardless of the planned closure of SIBL would be a key resource for GC community members.
- 2) We are hoping to touch base towards the end of this semester or even soon as specific concerns arise. We will seek to remind students that the NYPL services are available to them. We also requested to have a report produced in early April or May to provide information changes in usage of NYPL services during our April or May meeting. We generally agreed that it would be good to have such information available on an annual basis to students and may serve as a reminder that these resources exist.
- 3) We requested to know if there was a better process of sending out requests for procurements through the NYPL. In the past, we have sent requests to our GC Library staff.
- 4) We learned about a one-credential log-in at the NYPL which would grant access to all online resources available. We also discussed the possibility of having MaRLI resources available to first-year students as they sign up at OneSTOP during the GC orientation every year in August.
- 5) We discussed the feasibility of incorporating the GC into the existing MaRLI collaborations. We also pointed out that the GC is not a substantially large institution, with less than 4000 students and considerably fewer faculty holding primary appointments. Relative to the size of the other MaRLI institutions, it likely would not expand or considerably change the volume and patterns in usership, at least by my very rough estimate.
- 6) We discussed the possibility of having more workshops at the GC to inform people about NYPL and MaRLI resources.
- 7) We also discussed the possibility of having some type of semi-structured interview and observation to see how students are using and accessing online resources.

Joint meeting with OSA and IT (01/16). We discussed the feasibility of transitioning the website off the GC server. The Co-chairs meet with the OSA and Elaine Montilla of IT. We learned that the cost of maintenance of the DSC Works site in Drupal is difficult to

justify given that it is the only site within the GC web services that operates on Drupal. While unfortunate, we are not taking this as a complete disappointment because it supposedly will contribute to an effort that may open up as much as \$126K in STF funding for other proposals, or so we have been told. In the process of transitioning the DSC website off the GC server, the DSC will need to submit a proposal justifying the request, which will ultimately be reviewed by the STF committee. We will be submitted a proposal by February 16. Please review the draft of it and send feedback.

Meeting of the Ad-hoc Committee on Participatory Budgeting (01/18): Thank you to everyone who took part in the Participatory Budget process by voting. During the Participatory Budget Ad-hoc Committee meeting, we collectively settled on allocating the award money as follows:

Water Bottle Fountain: \$3000

Student Column: \$500

English Lounge Renewal: \$2500

This decision was made based on the rankings, which are listed below. The top two highest ranked project proposals were awarded the full amount requested, while the third was awarded all but \$6 of the total amount requested. Rank points were determined in the voting system based on both the order and number of votes for a particulate project. There were a total of 387 voters, roughly 10% of the entire student body.

Water Bottle Fountain (Rank points: 1569; 27%)

Student Column (Rank points: 1208; 21%)

English Program Lounge Renewal (Rank points: 1161; 20%)

Remembrance is Resistance (Rank points: 985; 17%)

Computer Science Lounge Revitalization (Rank points: 882; 15%)

In general, and perhaps unsurprisingly, projects proposals that were detailed, well-justified, and discernibly interdisciplinary, seemed to be more successful. In the future, these will likely be requirements for proposals. We are also thinking of including a requirement that individuals cannot submit project proposals two years in a row. Any additional feedback about the PB process is welcome, and will also be a discussion topic later in this meeting.

For each successful proposal, project liaisons from the Participatory Budget Ad-hoc Committee have agreed to work specifically with representative(s) of one project to assist them in project implementation. We are now also trying to meet with the Office of Facilities to work out the details of installation and equipment/furniture purchasing.

Library Walk-throughs (01/24 and 01/25): The Director for the Center of the Humanities and staff arranged for two walk-throughs of the first floor library space to discuss some tentative changes to the first floor. In attendance were library staff members and students.

We have attempted to follow-up to schedule a meeting to discuss next-steps for data collection around library renewal interests.

Meeting with Prof. Duncan Faherty (01/30): Steering was invited to a meeting to discuss grant opportunities for students at the GC. The library maintains the library guides; those are the best things to look for. Last year, there was some discussion around coming up with a grants and funding database, but the time and cost labor of maintaining it made this seem challenging. Some of the grants change on a regular basis, and maintaining such a site with limited staffing did not seem feasible.

With regards to external funding, about 65% of students who completed the Doctoral Student Experience survey indicated that they had not or did intend to seek external funding; only 1/3 thought about applying for external funding. The trend seems to be that many students prefer to take up an additional teaching load rather than attempt applying for external funding. At other institutions, such as Columbia University, doctoral students must demonstrate that they are applying for external funding as a requirement for their degree progress.

As part of the CUNY Strategic Plan, programs are required to demonstrate that they are supporting students in seeking external funding sources. The suggestion in this regard was for individual programs to create websites that list external funding opportunities and maintain them separately. This could involve a sort of crowdsourcing, where faculty send the APO or another staff member a list of external funding opportunities that are specific to their discipline and that gets maintained from year to year.

Upcoming Meetings:

EC will be Meeting with Provost Connolly (02/26)

Additional informational items:

Jason Nielsen has been appointed the interim USS Alternate. We will be voting on the position at the next plenary.

We are currently trying to secure a meeting date and time with the Office of Facilities to discussion infrastructural changes or furniture and equipment purchases tied to each project.

MALS program is holding a second information session on 02/06 about the addition fee. During the previous meeting on 02/01, apparently only one person attended. We may need to help them with advertising and dissemination of information about this issue.

The DSC spring party is tentatively set for April 20, after our plenary meeting. the rooms have already been reserved. Please note this in your calendars, especially if you are available. Everyone' s help will be essential.

Questions:

LS asks whether meetings are worthwhile pushing for with NYPL. TO: couldn't meet with the council itself, and we didn't get much commitment, but worth to keep lines of communication open and keep them mindful of us.

SB: Should put pressure on MarLi access, one of the basic things that all disciplines need. Something for the DSC to stay on top of.

TO: we asked about automatic MarLI renewal and were told that usership didn't justify the labor of doing it.

Raj Korpan (RK): Participatory budget question: any contingency plan if we can't work anything out with facilities. TO: there's at least one where we're trying to get the representative to consider the contingency plan, there's no outright refusal, but also difficult to communicate with Facilities. RK: on the ad-hoc gender neutral committee the provost had arranged meeting with Facilities.

LS: There are surplus rules in the bylaws that allow for moving around surplus funds.

AA asks to see breakdown of the submissions, raises questions of how much money is going where via activity fees. TO: clarifies the process of PB advertising

SB: English department advertised the project widely across other humanities departments. Had feedback from people outside English to think about how to open the room for other disciplines. Maybe 30% of attendance is non-English.

NG: Small programs who may not have funds or votes may not have opportunities to do something like lounge revitalization

RK: When we had the town hall meeting we pushed the organizers on this issue to ask them to create a plan of action to give template for a successful revitalization.

Institutional knowledge could be as beneficial.

LS: Safety-net budget line is one avenue. Nature of PB also guarantees that largest number of votes will win.

NG: Wonder if we can push representatives to apply for funds for things like revitalization. Departmental lounges often don't feel like shared spaces.

SB commends ESA organizers for making an effort; use this as template for how to structure requirements.

TO talks about process of fielding proposals, LS suggests people should get more involved if not satisfied with outcomes.

CT: Encouraging more people to get involved would also make the process more competitive. Variety of proposals.

3. Co-Chair for Business (Liza Shapiro)

LS reported on several things, including;

- 1) Legal consultations are available
- 2) Ordering Regal tickets
- 3) SAF fees for the Spring will be transferred

- 4) Office Hours/Housekeeping: please write student id # in memo line for movie tickets as well as have student write their banner ID so that we can reach them if needed.

Questions:

AW: What is meant by “memo line”

LS: Clarifies it is the line on the bottom of the check with “memo” on it.

4. USS Delegate (Tellisia Williams)

The USS Plenary was held on January 21st at Guttman Community College from 12:00 – 4:00 PM. Did not have quorum.

Here is a recap of Student Activities Fee Task Force details: The Task Force consists of 12 members outlined in the USS Resolution 1718-P03 Student Activity Fee Policy Revision:

“RESOLVED, that the CUNY USS calls on the CUNY Board of Trustees to adopt a resolution, which will establish a CUNY Student Activity Fee Taskforce consisting of 12 members, the University Student Senate Chairperson, as co-chair of the taskforce, 4 students appointed by the USS Chairperson, 2 faculty representative appointed by the University Faculty Senate Chairperson, 1 campus student life director, appointed by the council of student life directors, 1 represented appointed by the General Counsel’s Office, 1 representative appointed by the Central Office of Student Affairs, 1 representative appointed by the Office of Budget and Finance and 1 representative from a CUNY College Association appointed by the chancellor that will work with COSA and OGC to achieve all mandates set by the Board.”

Here are the student members and their CUNY affiliation:

1. John Aderounmu, USS Chairperson and Hunter College Delegate
2. Trevor Collins, NYCCT Student
3. Ben Hollander, Brooklyn Class Student Government Deputy Speaker
4. Fernando Araujo, USS Executive Director and Brooklyn Graduate Student Organization Vice President
5. Francesca Royal, USS Vice-Chair for Fiscal Affairs and Hunter College Delegate
6. Kawthar Abdullah, USS Vice-Chair for Disabilities and BMCC Delegate

This Task Force will review student activity fees. The Board of Trustees will vote on any changes to how student activity fees are spent. (Please view the attachment, Notes originally sent on November 19)

Student Activities Fee Initiative: Issue Identification and Milestones

1. Timeline for completion and milestones: notice/guidance/ re: changes in SAF administration in DECEMBER/JANUARY/FEBRUARY IF THESE CHANGES ARE TO BE IMPLEMENTED FOR SPRING 2018
2. College associations: examination of what role they play in SAF infrastructure. Are they necessary and is separate incorporation a benefit, what is their composition, what are their responsibilities, who grants ca authority?
3. Review and revise of fiscal accountability handbook
4. CUNY bylaws xv and xvi
5. Queens College litigation challenging RSO and referendum process
6. Review SGA constitutions
7. Earmarks: purpose authority to earmark SAFS?
8. Extramural bodies: review the appropriateness of allocation student fees to extramural bodies
9. Should SAFS be funding “college services” defining proper use of SAF
10. Surplus of SAF funds issue

There are claims that several college associations have accumulated a surplus of student activity fee funds. These surpluses have accumulated to an amount which could impact the association’s tax exempt status. One of the reasons people believe the surplus exist is because there are earmarks in the SAF which aren’t be spent within the fiscal year they are collected. In addition, these earmarks are connected with purposes that no longer have a significance to the college. Due to the continuous growth of the surplus the college association seeks to find a way to reduce the surplus and mitigate any future occurrences.

CURRENT POLICY:

The CUNY Fiscal Accountability Handbook Article XII

11. Establish a better understanding of the current and proposed allocation process: in what ways do students participate, how much control do students have?
12. Provide education to task force committee members and community: what can we do legally in regard to the use of public dollars? How can the money be spent? What procurement rules must be followed?
13. Hunter case student (hunter does not have a separately-incorporated college association, how does hunter spend funds? What are their procurement processes?)
14. Rental fees for space on campus for student services

15. TASKS:

Prepare executive summary about how the system currently works

Best practices review (other colleges/universities—how money can be spent and the processes used)

Collect all SGA constitutions and bylaws and ca bylaws

Collect all relevant documents that need revision (e.g., board policies and regulations)

Scan copies of colleges SAF budget resolutions (Roberta’s binder)

The SAF Task Force met three times in December to discuss student run referendums, earmarking of funds, and the spending of surplus funds. Here is the unofficial report of preliminary findings:

1. This review of SAF at CUNY is happening because of the Queens College case. Changes will be made by the Board of Trustees for the upcoming semester.
2. The Working Group provides materials for the Task Force to review. This working group is separate from the Task Force; there are only two student reps – Fernando and Francesca.
3. Recommendations from the SAF Task Force will come to the BOT by the March meeting
4. More information on the Queens College case: The SGA failed to recognize the Queens College Student For Life Group. The group filed a lawsuit and CUNY settled the case. As a result there is new oversight for all CUNY campuses. SGA must be viewpoint neutral and avoid discrimination when chartering a student organization. There must be unbiased guidelines to charter new clubs.
 - a. The lawsuit challenges the referenda process and how funds are allocated to organizations or groups. Referendums are also known as earmarked funds
 - b. Now SGA's must have accountability and a paper trail on how organizations are chartered
 - c. BOT now wants everyone at CUNY to follow this process
5. There is now a question if student led referendums are viewpoint neutral? General Council says referendums are not viewpoint neutral.
6. Another question is should students be allowed to run referendums in the spring semester?
 - a. There may now be questions about student led referendums saying that they should not be allowed.
 - b. USS wonders if this is a violation of the first amendment, to restrict referendums in terms of student allocations.
 - c. 90% of SAF goes to student services not student organizations. The money that goes to student services is not in question
7. The issue of Viewpoint Neutrality is the new criteria. The BOT is against the reallocation of earmarked funds and how surpluses are spent.

****POINT OF CLARIFICATION: this is all informal and the slides presented to USS only highlight some of the narratives from the conversations. USS foresees new language around the SAF in future BOT meetings****
8. There is a grey area in the classification of services. Is it a club service or a student service? Viewpoint Neutrality must be maintained.
9. The BOT believes that student led referendums are being brought before the Board with very little student participation due to low voter turnout.

10. Should the SAF be used to fund college services the administration should provide?
11. Should college associations exist? College associations take student activity fee and makes them a separate entity.

Upcoming events: The SAF Task Force will poll student governments to see how changes to the SAF will impact campuses. New language will come to the BOT in March so they can be approved in June. Student governments should be vigilant depending on what the proposed changes are. The Task Force is asking for feedback based on these preliminary findings. The Board is trying to have a universal policy and fee for all campuses.

CUNY Board of Trustees Public Hearing was held on January 29 at 4:30 at CUNY Headquarters. Only three students showed up to testify on Calendar item number 3 E and F. Students also spoke out against changes to the SAF. The meeting was adjourned at 4:45 PM. Here are the students that testified:

1. Smitha Varghese – Chair of New York Public Interest Research Group (NYPIRG)
2. Kathryn Alessi – MALS DSC rep
3. Tellisia Williams – USS Delegate

The next USS Plenary is scheduled for Sunday, February 4 at 12:00 PM at Guttman Community College

CUNY Board Of Trustees Meeting is scheduled for Monday, February 5 at 4:30 PM at Baruch College

CUNY Brooklyn Borough Hearing is scheduled for Monday, March 12, 2018 at 4:30 p.m. This is a joint meeting with the public hearing on the Board's policy calendar.

Questions:

LS asks about what "referendum" means in this case and how it corresponds to what we're doing; suggests that we as steering show up for the public hearing.

TW: information is limited and often doesn't come in timely manner

TO: we should create FAQ about how and why this would affect us. TW: please give feedback in time for plenary

SB-points out that a national group is advocating for a small student group, national group suing a group at a public university is a troublesome trend.

LS: The DSC's Special Purposes Fund thought of as slush fund for possible legal action. Should also contact former co-chairs/members of EDLAB if need help to mobilize for this.

TO raises point that group not being recognized seems okay.

TW: they're claiming that viewpoint neutrality is the thing that was violated.

AW: is there a process that was violated? TW: The group is claiming that process wasn't followed due to bias. Undergraduate student groups don't all operate like DSC with concrete processes--BOT is encouraging everyone to have paper trail. Asks for feedback.

5. UFS Liaison (Nicholas Glastonbury)

Nothing new to report. NG re-contacted Kay Conway last week re: becoming a voting member of UFS. No answer to that email as of yet. The next UFS plenary is this coming Tuesday. The invited guests are Dr. David Crook, University Associate Provost for Academic Affairs and Donna Linderman, University Dean for Student Success Initiatives, who will be talking about "Strategic Plan Initiatives."

IV. Steering Officer Reports

1. Officer for Library and Technology (Marlene Nava Ramos)

GC-NYPL Library Resources:

a. In early January, co-chairs and MNR met with Melissa Gasparotto, the Assistant Director of Research Services at the New York Public Library, the office which oversees areas concerning NYPL Research Libraries and their relationship with the CUNY Graduate Center. In 1968, the NYPL was mandated to work with CUNY Graduate Center and provide resources in exchange for public funding from the state and the city. MNR drafted a statement which summarizes this relation and initial early areas of advocacy, please read here. MNR need update this statement based on initial meeting (B) and next steps (C).

b. During the meeting, various ideas for expanding collaboration and resources for students were discussed. Melissa shared strong hesitation to make electronic resources available through GC library platform, agreed to schedule regular meetings with DSC body, expressed continued commitment to ILL, agreed to look into inviting the GC as a member into MaRLI program (this would increase electronic resources of books), and same log-in credential for NYPL and GC Lib.

c. Next steps: identify whether students use NYPL resources as an extension of GC Library resources, identify NYPL resources which are most pressing to GC students (ie Gale and ProQuest Databases), begin structuring communication lines between NYPL Research Libraries and DSC and identify strategies in order to advocate

Ad-hoc Library Committee:

a. Katya Bezborodko, committee member and proxy from last plenary, compiled all survey results, digitized responses, and provided an initial analysis, see here. The biggest takeaway is that the first floor of the library is underutilized and needs improvement in order to meet student needs.

- b. Also students are strongly satisfied with the Dissertation Reading Reading, strongly dissatisfied with the sculpture, and oppose losing workspace over curated gallery items.
- c. A few of us also participated in an initial walkthrough with Dr. Wilson. Major takeaway points are that he hopes to tear out carpet flooring in the first floor of the library by the summer. He does not have a set budget for improvements but is working to fundraise from private donors, ideally who would be able to see the project until phase 2, which consist of opening up and linking spaces between the library, 34th Street entrance, an cafeteria space. Ultimately, Dr. Wilson hopes to create an open and inviting space similar to the Wellcome Reading Room, but not as exaggerated, see links for before and after. During the walkthrough, we successfully conveyed needs around accessibility and furniture functionality. He also agreed to hold a follow up meeting with DSC/ reps where we hope
- d. Next Steps: 1) Share preliminary survey results in a one-on-one meeting and ask for his commitment to more sophisticated student input process. 2) Hire experts: Consultants such as the Hester Street Collaborative, can help the GC design a planning process which incorporates student (maybe staff) input. These skills are lacking among DSC and it may show commitment from the administration's side. 3) Framing: it would be helpful to convey who we are, as an example, we are working students, who have very few alternative workspaces, and are juggling simultaneous, demanding projects, such as teaching, class, research, and fundraising obligations. within this framework, share/identify our needs around workspace, functionality, and accessibility. Under the same vein, we need clarification on the design vision, ie what is public space, the public, openness, programing, being good hosts? words which were used during the walkthrough.

Student Tech Fee and IT: The Student Tech Fee Committee will be meeting on March 1st. At this meeting, proposals for tech initiatives will be considered. Initial proposals are due February 16th, and MNR encouraged students to submit their proposals via a DSC email announcement earlier this week. We will be asking IT to extend the deadline for a potential proposal from STF representatives and also asking them to share proposals before the meeting. STF committee will meet before March 1st in order to prepare talking points. At plenary, we will distribute a short survey in order to identify tech priorities, see initial ideas here.

Comprehensive Library and Technology Survey: MNR would like to put together an online, needs assessment survey which captures the different conversations above, it would include an assessment of students' needs related to the following areas, see below. MNR would like to solicit input from DSC Steering members on this idea and

commitment from at least two DSC officers in order to execute it. Tentative plan: Draft questions by Friday, Feb. 9th, Distribute by Monday Feb 12th.

- a. physical work space, including 1st floor of the library, 2nd floor, and student lounges
- b. GC Library electronic collections, and specifically related to our relationship to NYPL and MaRLI, and
- c. Software and hardware priorities as they relate to IT and STF.

Questions:

RK: Survey idea is great! Happy to review questions and offer feedback. Deadline for STF proposals as February 16th but have said in the past that members can introduce proposals to the floor at the time of the meeting.

AA also seconds survey idea. There's talk of food service survey, is there perhaps a way of combining the two surveys together? Offers to help.

MNR: If feasible to put together we can blend surveys into one, since people may be less likely to answer multiple surveys, would force us to be concise. Looking over survey from December, the questions students answered may not have been the most useful, so we'd have to reconsider order and framing of questions. May gather more participation with one larger survey.

SB also supports idea of one big survey--could be helpful for Officer for Outreach to extend framing of questions to international students and off-campus students. Volunteers to help. AW also volunteers.

TO: Could be helpful to have core group of people drafting questions, and then open up doc to allow for feedback from others. Also can help out when possible.

MNR: We may possibly push the distribution date back past February 12th.

2. Officer for Funding (Raj Korpan)

An update on grants: 12 new grant requests and 3 revised requests to be reviewed at grants committee meeting on 2/5 at 5 PM for a total of \$9970; total grants approved so far this year is \$7,962; \$12,038 remains. There are 2 start-up grant under review for \$200 each: Critical Sociolinguistics Interviews, Back-to-school Party for Free Tuition + \$7k. The remaining grants deadline is March 16, 2018 (Meeting: April 9, 2018). Thank you to everyone who voted for my participatory budget proposal (water bottle fountain)!

Upcoming meetings:

Grad Council Curriculum Committee - 2/7 (I will be missing this)

Student Tech Fee Committee - 3/1

Funding website: Grants committee discussing this project. After meeting with

Duncan Faherty this project does not seem feasible because of the labor component that Duncan elucidated us on. Universities typically have teams of 15+ people managing labor like this. We may change the project to involve facilitating or crowdsourcing funding sources.

Questions:

CT: Edith Gonzales was at some point interested in centralizing funding resources, not sure if this exists in the GC universe. TO: Edith Gonzales handles faculty grants most of the time and Rachel Sponzo handles student funding opportunities.

AA: Edith Gonzales has come to Middle Eastern studies group to present on funding, so there's historical precedent for her interacting with students.

RK: Sense that there will be no GC-wide effort to create funding website or database, so reaching out to Edith may or may not be helpful.

TO: This is a requirement in the Strategic Plan.

3. Officer for Governance & Membership (Alison Parks)

Membership: Two seats have closed since the last plenary: Nursing and Urban Education. We currently have 46 Active Program Representatives (out of 47 Live Seats) and 16 Active At-Large Representatives (out of 18 Live Seats).

Governance: The last C & B meeting was held on 18 December 2017.

We approved changes to Article III.3.2, Article VI.4, Bylaw 3.2.e, Bylaw 8.2, and Bylaw 6.1.d.

Questions:

There were no questions or comments.

NG leaves at 6:33 PM due to a previous commitment.

4. Officer for Health & Wellness (Andrew Alger)

The finals massage station was a success last semester. Twenty people signed up for Tuesday, of whom fifteen kept their appointments. On Wednesday, twenty-one people signed up, twelve of whom kept their appointments. Thanks to the efforts of the Co-Chair for Business, our massage therapist, Juli Cooper, was paid promptly at the end of the day on Wednesday.

AA will be meeting with Allison Cabana on Tuesday to discuss how the Health & Wellness Committee can assist in putting on the Health & Wellness Festival later this semester.

The Health & Wellness webpage is due for an update, to be accomplished soon.

In collaboration with Student Life & Services Committee, the DSC intends to poll Graduate Students about their use of the dining hall and first-floor cafe in order to better assess how many students want various vegan, kosher, halal, and gluten-free options.

Questions:

RK: What is the Health and Wellness Festival? Is it possible for us to have screenings at the GC? SUNY will typically include screenings from Nursing or Optometry students, works out for free because students practice. AA: The Health and Wellness Festival does involve some measure of testing with things like rapid HIV testing, hearing checked, and other groups come in to present available health resources. Health and Wellness Committee will hand out goodie bags and health related fun things. Happy to take ideas for services that could be made part of the Festival.

SB: Since we have an Audiology department we have hearing tests, but don't have a lot of professionalizing schools. RK has contact with SUNY Optometry offers to connect AA. TO suggests flu shots as useful service. CT: There may have been eye tests in the past. For future reference, if people sign up on the day of they may be more likely to keep their appointments rather than folks who sign up earlier and then forget.

5. Officer for Outreach (Shoumik Bhattacharya)

Nothing major to report yet. Plans for semester POTENTIALLY include 1 party and 2 immigration events (one informal and one more formal/legal oriented). There have been some concerns from students regarding the rapidly changing legal situation and potentially disorienting future. Potentially mid-March: contacting CUNY Clear for formal know-your-rights type workshop. Inviting people with ideas to contact SB.

Questions:

TW: Latchmie Marajh is the contact person: Vice Chair of International Affairs at USS, International Student conference coming up.

AW: Would be nice to have a party, but if it's at the same time as department parties it may draw less people.

CT: Hard to have parties on campus and not limit yourself to those who are not on that campus

SB: Tried to do it on other campuses so the GC becomes the most convenient.

LS: Asks if committee is working out okay or whether we want to encourage more membership. SB says that small number of three person committee is pretty effective

RK: Most students in my program are off-campus, advertised party to all the Hunter students and then nobody showed up; this is really hard unless party is literally in the same room.

6. Officer for Student Life & Services (Anais Wong)

It seems we might be able to schedule meditation sessions this semester, though AW still has to get confirmation of the teacher's availability by our contact person.

Beautiful Trouble has confirmed that they have someone available on Thursday, March 8th, to lead a non-violent direct action training workshop. The SLS committee decided to make it 7:00-8:30 PM. Our BT contact said this would cost \$500. We are asking chartered org leaders for potential sponsorships. Would it be a possibility/ a good idea to apply for a grant (or would there be a conflict of interest)? Or would another possibility be to reallocate some of the discretionary budget?

AW will contact everyone who was involved with Budget Transparency and Democratization actions last semester (which helped organized against the MA "excellence"/ "premium" fee) to see what other steps we want to take this semester, and plan outreach to the student body.

Questions:

TO: If MALS is having an info session maybe we can send someone on the 6th. AW: Meant to contact the group but not sure what they're discussing since fee isn't happening right now, and BoT didn't seem to indicate that this is coming to the GC. TW: Spoke to MALS rep, MALS program EO has said that the fees are happening. At BoT hearing the fee was still happening: discussions over lowering amount.

RK: Reading the exchange it still seems like the Excellence Fee is happening. Re: grants, there wouldn't be a conflict of interest, but Steering Discretionary is a possibility.

SB: Did anyone meet the Deans for Masters Student Wellness? In process of hiring. Met one of the candidates and she was of the opinion that the fees were going through. AW: In waiting out wanting to get a sense of what would be happening at this meeting. We know for sure that the admins are going to move forward with the fee, even if not in form.

AA: If GC is hiring people, without the fee, doesn't it mean that they have the money without the fee?

CT: Never heard calls about any committee.

SB: Message was "there is a black woman who studies modernism here", met her and then found out that she won't be teaching PhD students, but potentially as Dean of Masters Students.

TW: This is concerning. If people are being actively hired then MA students are funding this.

AP: New Dean may be used as justification for the funds--we have a new Dean, so now we'll need a fee.

LS expressed concern that we should be using the Advocate to provide information to a readership that extends beyond plenary. This would be a good way to provide more information to about this master's tuition fee.

AA: Are there mailboxes for MA students that we can send information too?

AW: Email doesn't seem like it generally works, but we can get information to MA students, specifically, via e-mail.

TO: It doesn't seem like much has changed. May think about wording of information.

RK: Schedule of all classes is available. Could go to classes to leave flyers.

LS: Can we organize this? So that we get the ball rolling on this.

SB: Offers more information: job information for the Dean already had plans for fee incorporated with it. An approach could be to approach appropriate people and ask about process of hiring, whether students were involved in committee, could do more information gathering first.

AP: Directly going to classes and handing people things are a good idea, but there's an issue of MA students being pushed out of Doctoral programs and it could be hard to reach MA students directly (which can also be used against anti-fee push).

TO: All student e-mail is a venue. Maybe would also leave out specifics of hire. Rep took a while to contact us, so this is a little concerting.

TW: There was a conversation with the rep, she wants support in helping to push back against administration. AA also reached out to the student.

RK: Curriculum Committee has two faculty members who are in charge of MA programs, both were upset it's happening but were resigned.

LS: Can we send proxy and prep proxy? RK: they told me they assigned one. LS:

Perhaps we know who the proxy is, can we find out and then prep this person. CT: also asks about who contacted RK about proxy

AW: will go to the February meeting. TO: could leave individual's name out of this.

VII. New Business

1. Appointment of At-Large Representatives

We have two vacant seats, could make ranked list to appoint two people. AP explains rationale of appointing a pool of potential at-large representatives

1. Ashna Ali
2. Bernadette Ojukwu
3. Roderick Hurley
4. Katya Bezbododko
5. William Novello
6. Sai Ying Ng
7. Emilia Gambardella
8. Cristina Arroyo Rodriguez
9. Andrea Juarez Mendoza

10. Muhammad Dalhatu

RK: are there program restrictions of who can be at-large. AP: it may not matter, matters if you're Steering.

SB: Rationale of using someone who is SMC would help since attendance would be necessary.

RK: suggests using runners-up from program representatives

AP: Offered to rank and provide justifications for rankings. Discussion of at-large potential candidates.

TW: expresses importance of articulating duties of the position

RK: Asks about terms of service. AP replies that it's only for the Spring semester. TW points out that this should be clarified as well.

AP: Precedence for this in previous year via other OGM

TW: Moves to vote on the ranked appointed list of at-large representatives.

2. Affiliate Review

Affiliate review was accomplished with constructive feedback provided to each of the affiliates.

3. Approval of LAILAC Room Reservation for 4/19-4/20 Conference

CT contextualizes requests for Steering and explains that there are TWO exceptions to discuss today. As you know, the room reservation exception policy allows a group to use 2 rooms on 1 day or 1 room over 2 days. Sometimes, though, groups want to use more than that for a conference or event, in which case steering has to decide case-by-case whether they approve. Here are the two exceptions.

LAILAC is hosting a conference where they are using their exception to use one room, 5409, over two days. They have asked whether they can extend that exception to use a third room--5414--10AM-5PM. According to Room Reservation policy, that's something that Steering needs to approve.

CT: As steering, do we approve?

LS: asks about need for third room

RK: are both for weekends? Music is on a weekend

TO: LAILAC: One room over R, F for 5409 plus addition of another room

AP: Brings up size of conference and attendance

SB: Department has now incorporated a whole new field, so the conference may be getting bigger to celebrate their new iteration

TO: asks about conflicting room reservations for the date

CT: Clarifies the dates for the rooms

SB: motions to approve LAILAC room request for 4/19, AP seconds. Motion approved unanimously.

4. Approval of Room Reservation for Graduate Students in Music Conference

The Grad Students in Music Conference is doing something similar, hosting a conference where they are using their exception to use one room, 5414, over two days. They'd like now to use 5409 on Friday, March 23 from 7-10PM, and 9AM-7PM on Saturday, March 24. Again, this

SB: asks if there are any conflicts with events. CT: responds that this is not an issue

TO: also suggests coordinating with end-times of other events

RK: a lot of these events were approved for grants; so Steering is already supporting them

SB: Don't quite see a reason not to approve. SB motions to approve the request. AA seconds.

RK: Also brings up that organizers are striving for interdisciplinarity

CT: reads from organizers' emails for context

5. Proposals to Student Tech Fee Committee

Please see the Co-Chair for Communications report for background regarding the decision to transition the DSC website off the GC server.

TO presents proposal to ITF

RK--asks about specificity of request, members of STF are working to be more organized on STF issues. Asks Steering for feedback on any STF proposals, this will be brought up to plenary

LS: Asks about timeline for feedback. TO responds that comments should be ready by 2/9.

TW: suggests that we reach out to STF

SB: Shoumik approves!

6. Steering Discretionary

AA Presented the issue of raising the budget for Health and Wellness Festival Massage Therapist. He is requesting funding from the Steering Discretionary. He stated that keeping the rate the same would involve fewer hours and service for fewer students.

AA motions to approve up to \$430 for the Health and Wellness Committee. SB seconds.

LS: asks about what the rest of the \$520 would go toward

CT: Commented that the current LMT deserves a raise as she has been doing this for years. Inquired about whether this was end of the semester or end of the year massages?

AA: Not planning to bring LMT back for both festivals. Whenever she comes in, would like to be able to offer a higher amount.

CT: In the past, where massages have been at the Health and Wellness Festival, there have been two separate stations in the Spring.

TW: calls item to a vote. Funding approved unanimously for up to \$430 for Wellness Festival Massage Therapist.

VI. Announcements

1. Changing Meeting Time

Decision to keep meeting at 4:30 PM.

2. Steering Officer Goal Reports

We discussed meeting on Monday, February 12 or 19 for an Escape Room and goals report at a nearby bar.

3. Participatory Budget Initiative Updates

TO provided a quick update. Most of the information was already mentioned in the CC report.

VII. Adjournment

Meeting adjourned at 9:12 PM.