

Steering Committee

Minutes

May 4, 2018

Attendance

Plenary 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), Executive Committee Charlotte Thurston (CT), Tellisia Williams (TW), Anais Wong (AW)

Steering Committee

Constitution and Bylaws

Grants

Health & Wellness

Outreach

Student Services

USS Advisory Committee

Advocate Advisory Board

OpenCUNY Board

Governance Task Force

I. Approval of Agenda

The meeting was called to order at 4:37 PM. The first item on the agenda was the approval of the agenda. AW motioned to approve the agenda. AA seconds. Teresa Ober (TO) made a friendly motion to amend the agenda with N.B. item 3: De-Chartering of Religion and the Sacred in Art and Critical Theory Studies (RSACT). The motion was passed with the friendly emendation.

II. Approval of Minutes of April 13, 2018

NG motions, SB seconds. Minutes approved unanimously.

III. Executive Committee Reports

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

- a. Elections: 8.3% turn-out... A little lower. SERC will need to approve them. CT, TO, and AP will be working on this
- b. Chartered Organizations: Please sign rosters.
- c. Title IX: Please complete this once you have the chance. This may be tied to registration very soon so this must be completed beforehand. Only Part I needs to be completed in the online training. There is some useful information that you might learn from taking it.
- d. Room usage: We asked Laurie Duggan Gold from the Office of Communications and Marketing about weekend room usage.
- e. Transitions: As you start thinking about transitions, you need to start thinking about that. Don't wait until June to have it done.
- f. Board of Trustees Meeting: RK and CT were there. There were a lot of students speaking about SAF. Several students were speaking about the fees.

Questions:

AW: Question about Part II? How do I complete this?

CT: You do not need to complete this.

TO: Reminds steering where to find transition memos

LS: Comments on the importance of having a transition memo and how it has helped provide institutional knowledge.

2. Co-Chair for Communications (Teresa Ober)

Meetings since Plenary:

- a. PB Ad-hoc Committee Meeting (05/03): This meeting was very constructive. Dr. Celina Su was there and helped provide some insights about the broader vision of PB. As a reminder, PB will need to be re-chartered
- b. Meeting with IT (05/04): This meeting occurred earlier today. We will be sending up a follow-up to the meeting as soon as possible.
- c. Tentative meeting with MG: This will most likely happen in mid-to-late May.
- d. Tentative meeting with NYPL Staff: This will happen most likely in early June.

Announcements: Election results will be sent out very soon!

Questions:

None.

3. Co-Chair for Business (Liza Shapiro)

- a. DSC Website: AWM is awaiting confirmation from the GC to move the website to their server. Just performed a critical security update to WordPress and Drupal.
- b. One of the AP coordinators has indicated that he's stepping down from his position, will have to discuss the process of securing a replacement.
- c. Summer office hours: Steering holds office hours in the summer. EC should be doing 2-3, at-large Steering should be doing 1-2
- d. If you are not continuing next year, please return your keys to Diane Rosenblum and let me know. Desk keys to movie ticket desk should be transferred from officer to officer.
- e. If you would like to volunteer to get a gift for an outgoing Steering member, please contact me for the budget.

4. USS Delegate (Tellisia Williams)

- a. Nothing to report
- b. Next USS plenary is scheduled for Sunday, May 6 at 12PM at Guttman Community College
- c. On Wednesday, May 9, there will be a Full Board of Trustees Meeting. An action item recommending the proposed changes to the SAF will be presented. The BOT will be going into executive session.
- d. Board of Trustees Board Meeting will be held on Wednesday, May 9, 2018 4:30 p.m. at **City College**. Great Hall at Shepard Hall Convent Avenue & 139th Street New York, NY 10031. This meeting will be convened and will then move into Executive Session pursuant to Section 105, Article 7 of the Public Officers Law to discuss matters pertaining to investigations, personnel, and litigation. The Public Meeting will reconvene at 6:00 p.m.

Questions;

TO asks about which session the executive session of the committee meeting is pertaining to.

TW: will get back after checking.

TO: E-mail from John A, would it be helpful to submit an additional statement?

TW: links are still open to submit comments. I sent a link to the SAF petition to all of the DSC reps that signed up asking for language about the SAF.

TO: Question about whether it was still timely to send out a statement regarding the SAF?

AA: Clarifies that Ralph Nader is the founding member of NYPIRG .

NG: Asks for clarification on what NYPIRG?

AA: It is a loose entity of student governments centralized in NY. It may be an attempt to monetize power of student governments.

TW: Point of clarification the correct date for the full BOT meeting is May 9. The minutes are being updated to reflect that.

5. UFS Liaison (Nicholas Glastonbury)

- a. Nothing major to report since plenary. There was an update from the CUNY Cloud policy. They are trying to develop a policy to recommend to CUNY. Previously, written to UFS member, Phil Peccorino, to encourage CUNY not to have Cloud computing policies. There was some outrage, but now they are still working to draft a policy. Had expressed adjunct and graduate student concerns about how the Cloud policy would affect us.

Questions:

MNR: Might be related to some confusion; however, based on the meeting with IT now, it is unclear to what extent the information is restricted. Should all student communication happen in a GC platform? What is the restriction pertaining to?

NG: All of the information, even attendance, or student grades. This was the language in the original proposal.

TO: Also, from IT, if campus wants to get license for Google Drive it would likely be prohibited.

NG: Language seems particularly vague. Pertains to FERPA, but also could pertain to anything that the legal term determines to be included as “non-public records.” Want to conclude the work on the advisory group by fall 2018.

RK: Wanted to mention about this. It will be discussed during the Graduate Council IT Committee. Matt Gold had asked us to bring specific use cases about what the policy would likely negatively influence.

TO: Asks what statements would be helpful. RK: Every-day use of Cloud computing

LS: CUNY is not a mandated attendance-taking policy. You cannot factor attendance into your students' grades, but you can enforce participation.

*** The meeting was adjourned around 5:15 PM temporarily for meal. ***

LS called the meeting back to order at 5:22 PM. There was another amendment to the agenda that the Chair was authorized to make as a motion. The Petition for Program Representatives seats was the N.B. item number 4. There was no discussion. SB seconds. The motion passed unanimously.

IV. Steering Officer Reports

1. Officer for Funding (Raj Korpan)

- a. Nothing new to report in regards to grants
- b. RK testified at the BoT hearing on 4/30 against the excellence fees, many others testified against the changes to the SAF.
- c. Graduate Council Curriculum Committee met on 4/17. There were a number of things were approved and will be presented at the May Graduate Council meeting on May 9.

Questions:

TO: Question about curricular changes?

RK: There were several courses that were revised and a few that were changed. The American Studies certificate program had some changes.

2. Officer for Governance & Membership (Alison Parks)

Nothing to report since last plenary.

3. Officer for Health & Wellness (Andrew Alger)

- a. The Wellness Festival was on Tuesday this week. It was a success for the DSC, as far as Health and Wellness is concerned. Of the twenty-six people who received free massages, half were students and half were staff from CUNY TV, the GC administration, and an APO. This would not be the ideal ratio. There was one no show. There were several prizes that were raffled off.
- b. The Health & Wellness Committee also gave away candy and raffled off the following prizes: a ten-dollar gift card to Starbucks, a ten-dollar gift card to Dunkin' Donuts, a set of beach toys, a potpourri bag, and a set of steak knives.
- c. Rachel Bogan, DSC Rep for Sociology, volunteered to handle sign-ins for several hours during the Wellness Festival when I could not be there. She was a great help!
- d. The former nurse practitioner was in contact with the Officer about trying to petition to reinstate the position of the NP. She is currently employed as the student health supervisor.

- e. Meeting of the Middle States Accreditation. They did not really make any effort to recognize that GC students were present. There are a couple of schools that are in the process of losing their accreditation.

Questions:

TO: Charlotte and I are part of the committee--the accreditation process applies to the GC and University Center (Macaulay, Murphy Institute, School of Journalism and SPS) and all the schools have to be aligned. AA confirms.

AP: Was unclear about the phrasing of the last part of that. Is the collective of graduate schools within the Graduate School and University Center?

AA: No, the GSUC is not at risk for losing accreditation, nor are entities within it. These are other schools. You can find out more on Inside Higher Ed.

NG: Wondering about the funding for the Wellness Festival. What amounts of funding came from the DSC and the Wellness Center. Concerned that fully half the people attending were not students.

AA: That was split between DSC Health and Wellness and the DSC discretionary funds.

NG: This was student money then. I wonder if we might specify that the massage therapists are for student money.

AA: There was supposed to be a procedure for staff to pay. One person offered to do that, but AA agreed he should have been clearer. Almost everyone did tip. Next time, the OHW should make sure that this happens. Rachel Bogan volunteered to help the Wellness Festival and said that in the past four slots were set aside for staff, with the rest left for students. Expecting fewer staff members to come in. NG thanks AA.

LS: Wanted to get back to NP issue. The whole issue is that we unearmarked is to control how much money to allocate towards the NP. This was an issue that has come up in previous meetings with administrators. Paying \$98K per year is unreasonable. We pay the bulk of the NP salary. The next CCB can change the budget and propose an allocation to partly fund the NP. Our budget is much smaller, and we are expected to pay more. In speaking with OSA, we might end up paying more money for it since the contract has now been renegotiated. There is also a different cost that has been associated with it. We need to quell this narrative.

TO: Is CUNY TV even a GC entity? AA: noted!

MNR: Do we want to send a statement clarifying our position and do we want to re-iterate our position? Should we clarify a statement to the administration about why the decision was made?

LS: Clarifies that we keep reiterating our position. This seems to be a matter of continually clarifying and it will continually come up in meetings. Also bring up letter that was drafted by Student Services Committee. Patti Myatt sent this on to the Provost and President and there was no response from the GC administration. MNR: we should make this public and make it known that administration had such a response.

RK: Wanted to say that on this topic, if the NP is be funded, even though the earmark has been passed, then the DSC still holds the decision to put funds toward this service. Opinion is that we should function as we are, if there is a decision to put funds towards

that by the body, then we can do that. We should not be moved by the decisions of the GC administration.

CT: Thank you for making massages possible. Wanted to ask if OHW needed help with the Finals Relief Stations during finals week.

AA: We are budgeted with one day of massages for finals week. Would appreciate help with people handling sign-ins, making sure that students are attending and not just staff. We are still settling on a particular date. When we have a more firm date, this will get sent out to the student body. This time, there was no sign-up sheet sent out in advance. It seems that when the date at which you sign-up, then we have fewer no-shows, then we get more of a student response.

CT: Holding sign-in on the day of and allowing for appointments to be made in the library can be very helpful, like a "mirage in the desert."

AA: There was one wrinkle to the NP comment. When he spoke to various other NP at other CUNY colleges, he found that it was difficult to fund the NP because it is not technically something for which tax levied funds can be used. Since the SAF is already not tax levied, it allows the type of flexibility of spending.

LS: Responding directly; stated that Student Affairs would chip in about \$20-30K to supplement, so the funding is there.

SB: First thing is that it is a very weak argument that a NP is not helping you get educated. Secondly, it is already very clear what the DSC's position is on this. It should not need to be clarified so many times. We have been very explicit about what we're doing. It is not a necessary conversation.

TW: Wanted to bring to your attention that the new SAF policy prohibits earmarking. Wouldn't the new policy make it very challenging to institute new earmarks?

LS: The new referendum would require that we have to vote on it every year.

TW: Point of caution is that if they change the SAF policy, there may be a practice of how student fees are being spent, who is say that there will not be other policies about how changes are made.

AP: We have made our position very clear. We do not know what records were kept with the previous meetings. We know that from our meetings, it was on record that the former NP was aware of these changes and perhaps accepting of them. If we went back and checked our minutes prior to the referendum, it would be clear that she was supportive of this. Largely, because she was not physically here for almost two years.

RK: Wanted to reiterate what TW said. Some of the changes that are being made to SAF will give much more control to the administration. It could be that they will start using authority to decide how SAF is being spent.

AA: All of this comes up because of a two minute conversation with the former NP. Could very well be misreading the conversation. Although, I trust my intuitions, that being said, we are only talking about an opinion here. We should be careful in making assumptions about what the student body has said about this issue.

LS: Wanted to respond to SAF question. The DSC is the allocating body of the SAF. The one safeguard that we have is that we have a fairly strong relationship with the College Association, which already functions with the changes that are being proposed. That is

not to say that things will change for the worse, but they certainly can. From what I gather, the university cannot set earmarks for SAF, and I don't believe that is included in the new language. If that does happen, then email LS.

MNR:

Two follow-up questions. Regarding the comment about making the DSC statement on the NP, I understand that our notes are public information; however, the non-response from administration following the statement that was submitted by the GC Committee on Student Affairs is disappointing.

RK: My confusion about changes is that I thought the changes to College Association meant that there would be more administrative and faculty representation on the CA, then they could veto any student decisions. TW: Those changes are there.

LS: There are already more faculty on the CA. A lot of this is contingent on our working relationship.

4. Officer for Outreach (Shoumik Bhattacharya)

- a. Talking to International Student office about I-20s.
- b. Also keep in touch with PSC about 7k for internationals and Science fellowship issues.
- c. Also involved in middle states committee.

Questions:

None.

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

- a. The guided meditation happened at the wellness festival on Tuesday, but I haven't gotten any feedback yet.
- b. I sent an email to Restaurant Associate manager Luis Barillas with a summary of survey responses on dietary options, satisfaction and suggestions for the 8th floor cafeteria.
- c. Board game night is still happening next Tuesday May 8th at 7:15 PM in room 5396.
- d. I have copies of a first draft of the statement in opposition to hiring a "Dean of Master's and New Programs." Let me know if you have any thoughts/ suggestions.

Questions:

SB: Approves of the statement.

AW: Was thinking about having this as a petition to have others sign it. Should this be a resolution?

RK: Approves of the statement. At the Board of Trustees meeting, they proposed the fees as Academic Excellence Fees. What is going on? AW: The Provost mentioned at the Community Meeting was that they are now calling them an Excellence Fee because CUNY Central has specific language.

RK: These will be used for GC wide services. AW: The current conversation around this issue is that the fees are being used per program but are being called Excellence Fees according to BoT.

NG: Reiterates support for statement, we should put these all over the building, maybe put in 8th floor specifically. Offers to circulate. AW: Should we make a petition, should we adopt as a Steering Statement? Should we collect signatures?

CT: I just wanted to say that they are willing to hire this person but not a NP.

AA: Question and comment. Question: is this the final text, or do we have time to amend it? AW responds that there is still time for amendments. Points out wording and spelling changes to incorporate. Suggests stronger language between points on document.

SB: Wanted to talk about another thing, which would involve adding at the bottom a link to a petition so that when people see the statement, they could then go sign the petition online.

RK: Any policy on where and who can flyer the GC? TO responds that facilities will often take down posts.

MNR: Suggests times to consider posting it.

LS: Suggests circulating it electronically on a GoogleDoc for feedback from steering.

6. Officer for Technology & Library (Marlene Nava Ramos)

- a. *DSC Statements:* Library Resources, Library space, and technology statements are underway! Please provide feedback over email once I send out a shared document in the next week.
- b. *IT/Library Blog:* Technology and Library Blog is up and running. I am in the process of adding features in order to increase timeless usability. Please send me any potential updates. We also spoke with IT and discussed linking our social media accounts in order to coordinate and disseminate announcements. I posted my first announcement related to FREE academic passes for the New York Times and Wall Street Journal. Regarding IT, I want to advertise CUNYFirst, CUNY Virtual system and the use of work orders in order to improve this service, as well as the new BlackBoard features considering new external communication platform policy.
- c. *Upcoming meetings:* I will attending the upcoming EC IT meeting next Monday, May 7th, and two potential meetings before the semester's end with Matt Gold (CUNY Cloud Policy, CUNY 2020 Plan) and NYPL staff.
- d. *We met with IT on Friday, May 4th:* we discussed several items, including:
 - i. We discussed budget transparency and asked for the IT budget, discussed the use of STF funds which is supposed to be supplementary, as primary funding line for technology needs.
 - ii. We also asked for internal assessment reports of technology hardware of each floor (student programs and lounges) and the library in order to support our advocacy. I will make sure to indicate that report should reveal technology equipment which is not being replaced.

- We shared the top four tech priorities by survey respondents: 1) functioning printers, which was discussed at the last STF meeting, 2) remote computing system and revamping it by encouraging student to use the formal work order process which will alert to IT how to move the process along (I will also blog about this), 3) more scanners, and laptops.
 - On the note of IT
 - IT is working in a limited sense with Matt Gold and 20/20 plan. They confirmed computers will be transferred to the second floor. IT suggested we ask about the number of laptops and workstations that will be available.
- iii. IT offered to explore the possibility of making available an in-person help desk staff member for the end of the semester (as well as at the beginning of the semester). DSC will support by disseminating this announcement. We also discussed inviting IT for end-of-the-year or beginning-of-the-year presentations in order to answer student questions.
- CUNYfirst accounts and alias
 - GC credentials are only purged once a year, although alumni accounts are available in order to access accounts.
- iv. Legal issues regarding communication platforms such as iCloud, DropBox, Google Drive, etc. They told us the administration is creating a task force to identify potential problems and solutions to the new policy.
- v. New website transition: IT is limitedly involved, they don't know the system that will be used, and shared that the majority of changes seem to be centered on marketing and branding. Moving forward, we should ensure communication changes are effective for current/ existing GC community.
- vi. DSC Website transition: We asked until July to fully transition; they also suggested to look into our host and service providers.

Question:

RK: Graduate Council IT meeting will take place on Monday. The last couple of times, they just haven't gotten around to a proxy. MNR offered to attend.

RK: Also, in terms of transparency, is glad that they have offered to start the process. Did they indicate at all what percentage of IT funding goes to IT services? MNR: They did mention that some funds are going to CUNY Central and that they might not have total control over what services are being used for. Was interested in increasing overall budget towards IT services. There were a lot of services that were met through the IT budget.

Because those students are not demarcated to students, faculty, and staff, they may not be separated in the budget. There was agreement that it would be brought to the Provost.

RK: Commented on the end of semester help-desk. We should have more than one person.

TO: Clarified that it was not outright confirmed. We will need to follow-up.

*** SB: Excused self around 6:26 PM for a previous commitment. ***

V. New Business

1. Steering Discretionary

LS: Presented on steering discretionary. This represents the total amount in steering discretionary that you have left. The amount that you have outlined are if not spent would just go into the surplus funds. We need to propose surplus funds at the May plenary meeting.

SB: Clarified what surplus funds are?

LS: This becomes carry-over revenue which can be used in the following year.

AW: After we had the \$7K or strike resolution. We entertained the idea of having a strike fund in case it happens.

LS: Motioning for a certain amount of funding to be used towards this fund?

AW: Considering it. LS: We would need to review the items on the steering discretionary first.

AP: Clarifying: we are not making motions now? LS: Correct. We are just thinking about the types of things we would want to fund.

LS: One issue is that we cannot give funds directly to students. We cannot simply hand them a check.

AP: Motioned for ... \$230 already allocated for outgoing representatives. Wanted to propose that we allocate another \$270 (amounting to \$500 total) for gifts for outgoing representatives

RK: Proposal was going to be for replacing couches in the lounge. LS: How much money budgeted for? We need to talk to facilities and using tax exemption forms. RK: About \$800

MNR: Comment regarding the strike fund. Could be something to go through the PSC as an arrangement. PSC could then disburse it to students. Proposal was to allocate more funds to the Child Care Center. Wanted to suggest another \$1000 to the Child Care Center.

SB: Wanted to say that during the strike, we could have lunches and meals for strikers or food packaging so that we could give them food if the reimbursement becomes a challenge.

CT: Suggested that we could also allocate more funds towards massage therapist.

SB: Commented that he could transfer funds over to the Health and Wellness

LS: Mentioned list of items that had been used for various office supplies, food, ad-hoc committee work. These suggestions total...

SB: Suggests that we should motion for that and the basic services that we need.

MNR: Add more for supplies is a good suggestion.

RK: Would we need to allocate funds for the party? That would be about \$420. Maybe up to \$500 for receipts.

LS: Going to plug in all numbers and see what amount totals to. Including \$1000 for child care and \$3000 for couches. This still leaves funds in steering discretionary.

MNR: Wonder if there is a way to make monthly pass for participation as DSC members? LS: Commented that we typically give gifts.

MNR: Thinking of people who serve as DSC representatives. We should get them MetroCards/

CT: More of a question, is there anything that could include in this room to make it more pleasant, that could be an idea.

RK: Offered to help in giving gifts. AP: Is giving fits, but LS has offered to pay for them.

AP: Suggested increasing the final amount.

AA: On the issue of MetroPasses, it becomes active when you purchase? MNR: Not necessarily

LS: suggests that we now motion. Suggests that allocate up to an additional \$330 for outgoing rep gifts. AA seconds. The motion passed unanimously.

LS: Next is allocating up to \$800 for couches. MNR seconds. TW: asks how much the couches were? LS: We don't know. This has to go through purchasing. Would need to talk to the Director of the Office of Facilities. TO: Suggested allocating up to \$1000 assuming that the couches may be upwards of \$500. AA: Seconds.

AP: Suggested that we could keep the couches. RK: He had suggested that could not get the couches.

NG: Moves to amend the motion for new couches to not purchase new couches, but rather to purchase new pillows and a cover for \$500. AP seconds. All were in favor.

LS moves to allocate up to \$1000 for the Childcare Center, CT seconds. RK: Wonders if this funding covers until the end of the fiscal year. LS: No, this budget is only until the end of June. MNR: Commented that we should make sure that the funds go towards increasing the number of children they admit. LS: That's an internal decision from the Center.

AA: What is their capacity? MNR: I believe it is 20 children. They have two classes for younger children and one for older children. The younger ones are there from 9AM-4PM and the older ones until 5PM. MNR: There are a lot of student parents in my program. All were in favor.

LS: Moves to spend up to \$400 another for a massage therapist. MNR seconds. RK: Suggested that we try to spread out over several days. AA: Good suggestion. However, we have to take into account the massage therapist's schedule. We could try to find another therapist to take over a slot. AA offered to try that. RK: Usually this is during the day. Could we also have it during the evening? All were in favor.

LS: Moves to allocate up to \$420 to cover party allocation. AW seconds. AP: If we spent in budget, then we should be ok. LS: Commented that we spent about \$420 that we still needed to cover. TW: Would like to hear the concrete numbers in budget for parties; how much money we decided to spend; how much money was spent? LS: Commented that as of last night, we were already over budget. RK: To clarify, this includes both the fall and spring party. LS: That is correct. Right now, the amount spent all year round was \$2401 in the DSC Works. That is already \$400 over the budget. We should add in \$420 to supplement party spending. TW: Wants to make sure that those funds are covering the purchases.

AA: Suggests that we look at the actual spreadsheet and enter in numbers there to approximate the amount of spending.

LS: Amends motion to allocate up to \$1600 to cover the cost of parties. TW seconds the motion. All were in favor. Many thanks to TW for pointing out an accounting error.

LS: Moves to spend up to \$50 on coffee to last us until June. AW seconds. All were in favor.

LS: Moves to approve up to \$80 for snacks, up to \$40 for milk, up to \$38 for door stoppers, up to \$80 for office supplies. AA seconds. All were in favor.

LS: Moves to approve up to \$150 for laundry. RK seconds. All in favor.

LS: Moves to spend up to \$40 on soap. MNR seconds. All in favor.

LS: Right now have budget of \$4308 for steering discretionary.

RK: Moves to approve up to \$350 for gifts for committee members. What is the total amount that you typically spend on gifts for committee members? AP: Commented that it depends. RK: Amended motion to increase spending up to \$400. CT: Seconds. All were in favor.

LS: Now we have \$3532 left in steering discretionary.

AW: Can we allocate these to strike fund? AW motions to allocate up to \$3532 to the strike fund. RK: There was a question about what would happen if the funds are not used.

AW: We could add them to a fund? MNR comments that the likelihood that we would have a strike from now until the end of June is very unlikely. NG: Is it possible to put in the transition memo that this fund be set aside to part of a potential strike fund? If we present this as a surplus to plenary. RK: Brought up SB's idea of supporting strikers with food and other things. Second thing was that we cannot pay people directly unless they pay for a service.

LS: If we are voting for steering discretionary, then we cannot roll it over to the next year. If we vote for it now, it cannot be spent by the next fiscal year. If we want it to roll over to the next year, then we would have to pitch it to plenary as a surplus.

AW: Withdraws the motion in order to have the funds allocated towards surplus funds so that this can be used as a potential projected fund for next year. The negotiations will not happen until next fall, so there is going to be no strike over the summer.

CT: Had an idea to get more ergonomic chairs. Moved to spend up to \$400 for 2 ergonomic chairs to accommodate different bodies/accessibilities. RK: Seconds. All were in favor.

RK: With regards to the MetroCard idea, perhaps next year, maybe we could raffle off the gift card to incentive reps to come to meetings?

2. Surplus Funds Suggestions

LS: Presents surplus funds. Reading from the bylaws, LS clarifies that the DSC Steering may submit a proposal to the DSC plenary if there are surplus funds. If the body does not approve the surplus, then it will just roll over into a general pot for next year.

TO: asks for clarification about the difference between a surplus fund and the general purposes fund.

LS: explains that expenditures cannot exceed revenue

AP: Asks what the total for the surplus is?

LS: If we don't spend it becomes surplus, then it won't carry over.

TO: Can we decide on the PB allocation, if it is not used, during the next steering meeting.

LS: Anticipating some money, about \$100 being left over from the printing and supplies from the Adjunct Project.

MNR: Wonders if we can be more general about where the surplus funds are coming from. LS: Clarifies that this is a projected amount. It is theoretical. RK: Was confused reading the constitution and was under the impression that the proposal needs to occur this year. Consultation over bylaws and looking at previous e-mails leads to decision not to present surplus for potential strike fund because previous CCB e-mails indicated that surplus must fund projects through the end of the current fiscal year.

3. De-Chartering of Religion and the Sacred in Art and Critical Theory Studies (RSACT)

CT: We are initiating the de-chartering process of the organization that has not been active for 3 consecutive semesters. In accordance with the bylaws, we need to bring up the de-chartering. RK: Moves to de-charter. CT: Clarifies that this is just to initiate. This is not the final call. NG: Seconds. AP: Comments that there are many opportunities for them to not be dechartered. All were in favor.

4. Petitions for Program Representative Seats

AP: Stated that the rep of the Women and Gender Studies has graduated. The seat closed as there were no follow-ups. Someone submitted a petition. Moves to create a program representative seat for Women and Gender Studies to be filled by Katia Henrys. CT: Seconds. All were in favor.

AP: Classics did not create a seat through the elections through the nominations process for the 2018-19 academic year. The Current rep has created a petition to create and fill

the seat. Got the correct number of signatures for this. AP moved to create a seat for the classic program for the 2018-19 academic year to be filled by Mary Jean McNamara. CT seconds. All were in favor. Welcome back Mary Jean!

CT: Clarified that if another person wanted to create a seat, could they do it before the transition meeting

RK: Commented on who the people are and that they did not know about elections. AP: Commented that including the program names next to the at-large representatives would be good idea. There was some confusion about clarifying the write-in situation.

5. Scheduling Transition Meeting

RK: Will be back on June 6.

TO: Suggested that we could tentatively schedule around June 7 and June 8.

VI. Announcements

There were no announcements.

VII. Adjournment

The meeting was adjourned at 7:51 PM.