

Steering Minutes December 7, 2018

Plenary	<i>Attendance:</i> Andrew Alger (AA), Elena Chávez (EC), Rod Hurley (RH), Raj Korpan (RK), Teresa Ober (TO), Alison Parks (AP), Marlene Nava Ramos (MNR), Jason Nielsen (JN) Anaïs Wong (AW)
Executive Committee	
Steering Committee	Absent: Shoumik Bhattacharya (SB), Ana C. Perry (ACP)
Constitution and Bylaws	RK calls the meeting to order at 4:48 PM.
Grants	I.Approval of Agenda
Health Issues	AW moves to approve the agenda. AP seconds. There is no discussion. The motion passes unanimously.
Media Board	
Outreach	II.Approval of Minutes of A. November 2, 2018
Student Services	TO moves to approve the minutes. AW seconds. There is no discussion. The motion passes unanimously.
Participatory Budget	

III.Executive Committee Reports

A. Co-Chair for Student Affairs (Alison Parks)

Chartered Orgs

- We currently have 14 chartered orgs with active status. There are 10 that have reports in, but no signatures, so if you have a moment on office hours please sign some rosters so that these groups can get money.
- OSA floated the idea of hosting a second student organization fair in the spring semester. I'll be considering the logistics of this, asking active orgs at the end of the semester about their willingness to participate.

Room Reservations: All the reservations for fitness classes have been made so you may resume approving them as usual.

Title IX

- Only 19 of the 99 required to take the SPARC training have completed it. If you know that you're someone who has not done the training, please make sure to do so

ASAP otherwise you are at risk of losing your seat on the body and, therefore, your position on steering. You have until the end of the semester.

- Additionally, once you've completed the training, make sure that you send the certificate to Eric Brown in the OSA.

Office Hours

- Just a reminder that you should be posting your office hours on the calendar at least 24-hours in advance. Cancellations should also be made at least 24-hours in advance and attempts should be made to notify other members of steering of the cancellation and the student body via social media.
- Additionally, although not required, it is preferred that you hold your office hours at a regular time each week and that if you holding them irregularly that you check the calendar to make sure there aren't already office hours scheduled at those times.
- Finally, as a reminder, if you're going out of town for break and will be away from your email make sure to set an out of office reply that directs people to the co-chairs/other steering officers who can help them out and you do have to make up hours that you miss by being away.

International Students

- The office of student affairs contacted the bursar and was told that there are only two international students with balances due to the Grad Center. We have emphasized to them that this will be an issue again and we want them to provide support for the students who find themselves in this situation and they're going to reach out again to the bursar's office and try to come up with solutions.

Discussion:

AW: Do we get a confirmation email from OSA when we submit our certificate?

AP: Not that I'm aware, but you can email him for confirmation.

AW: If not all members of a chartered organization take the training, will that effect active status?

AP: The office of student affairs has not told us that this will be enforced, so I won't be enforcing it as of right now.

RK: How do we get our certificates? And it should be emphasized in the email that it needs to be sent to Eric because it wasn't clear in the email and more people may have taken it than have submitted to him.

AP: It is available on Blackboard after you finish and noted!

TO: If you have any further questions about the SPARC Training, email Elise.

B. Co-Chair for Communications (Teresa Ober)

Recent Past Meetings

- Executive Committee of Graduate Council (November 27): During the meeting the proposed agenda, with a few curricula changes, was reviewed. A resolution affirming CUNY's policy of an open hiring process was presented and determined to be germane to Graduate Council. It is now on the agenda for the for the upcoming Graduate Council meeting.

- DSC Co-Chair Meeting with Office of Student Affairs (December 7): The following items were discussed:
 - SPARC Training: It must be completed by December 21. If you have not yet completed it, you must do so as soon as possible.
 - Participatory Budget: The proposals will be shared with the Office of Student Affairs.
 - Email communication: Changes to permissions of sending all-student emails
 - Spring Chartered Org Fair and Open House: Holding the event was raised as a possibility. It would be good to gauge interest.
- *Upcoming Meetings:*
 - December 12 at 10:00 AM: DSC EC Meeting with the CUNY Interim Chancellor
 - December 12 at 3:00 PM: Graduate Council meeting (USS need not attend)
 - December 14 at 1:00 PM: DSC Meeting with Dean Xiang
 - Any DSC Steering Committee member or DSC representative is welcome to join the meeting to talk about assessment issues on campus. It may also be an opportunity to request data.
 - December 14 at 3:00 PM: DSC EC and OLT will have a Meeting with Library

Reminders/Updates:

- The Advocate is still accepting submissions. The DSC is guaranteed at least one page. If there is anything related to recent DSC initiatives that you would like to have posted in the Advocate, please let me know
- The DSC Steering (dsc@cunydisc.org and dsc.steering.committee@gmail.com) passwords will be changed. Please note that the updated password is being circulated during this meeting and will be sent as an email to follow.
- Make sure that you completed the SPARC training!
- Any photos you have that you're willing to share from past DSC activities or events, please add them to the DSC photos share drive. There is a folder for "DSC Photos." It would be great to start archiving these for the sake of provenance.
- In light of the announcement and response from CUNY administrators about the forthcoming HQ for Amazon in Long Island City, several members of the DSC EC are interested in putting together a statement or resolution on the issue. If you would like to pitch in, please let us know.
- I will be serving on the committee that reviews RFPs for the new GC website. I will be reporting back on that after our first meeting.

Discussion:

AA: What is an RFP?

TO: Request for Proposals. Anytime you hire an outside vendor, you must publicize it. This is a first review of the proposals.

AA: I think that I'm the person causing the computer/email issues.

JN: It has happened to me as well.

RK: Whose phone number is linked to these accounts?

TO: I think it's mine. I get texts and emails every time this happens.

MNR: Can you elaborate on the email communication changes that are happening?
TO: They've instituted a new "All Student Community Notice" listserv that we have access to, but from which students can unsubscribe. OSA also cannot send emails to this new listserv.
JN: Do you know the numbers?
TO: I do not, but I should get them.
AW: Was there any reason given for this?
TO: Technical changes.
MNR: Who is responsible for this change?
TO: The new group taking over is the Office of Communication and Marketing.

C. Co-Chair for Business (Raj Korpan)

College Association: We will be meeting later this month where the approved DSC budget will be presented for CA's review and approval

DSC Participatory Budgeting Initiative: We got 4 proposals- accessible door for library, replacement and restocking of pantries, installation of wireless antenna on roof, and event to support artwork related to trans and gender-non-conforming communities. We will convene the committee and decide whether we need to hold a vote or whether we will just fund all four projects.

DSC Website: Transitioning off of GC server this month, purchasing process finally complete

Office Hours during Winter Break: The same as over summer break. Which means that for EC it's 3 hours per week and for steering at large it's 1.

Discussion:
None.

D. USS Delegate (Rod Hurley)

USS Meetings

- First meeting for the new leadership was held on Sunday, November 18, at Guttman Community College.
- Chairperson Khan said that it was his intention to employ "robust activism" to advocate for students, and seek a lot more involvement from individual campuses
- Issues USS plans to address include Dream Act, MOE, TAP reform (including TAP for grad students), voter awareness/registration (No classes election day), expansion of opportunity programs, Title IX, food insecurity
- Passed a resolution opposing tuition increases at CUNY - 6th iteration of this resolution. Chapter 260 of the State Laws of 2011 established maintenance of effort provisions for SUNY and CUNY that required the State to provide general fund operating support, including fringe benefits, in an amount not less than the amount appropriated and made available in the prior State fiscal year unless the Executive

declared a fiscal emergency. It authorized CUNY to increase tuition by up to \$300 each year, with the condition the this tuition money be used for student services. This law was in effect until July 1, 2016 when it briefly expired but was reinstated in the 2017-18 State Budget and is currently in effect until July 1, 2021. MOE bill has not been signed by the governor, so the required State funding is not being provided. In June, 2018 BOT voted to increase tuition by \$200. There is no report/evidence that this money is being used for student services.

- USS Elected members to its Ethics and Audit committees.
- Jennifer Hernandez from CCNY appointed as parliamentarian of the Plenary
- USS meeting documents can be viewed [here](#).

Board of Trustees

- BOT Chair Bill Thompson and Interim Chancellor Vita Rabinowitz issued [statements](#) about Amazon establishing its headquarters in NYC.
- USS Chairperson issued a [response](#).
- Several students expressed disapproval of these statements (Hunter Grad Council issued a statement)
- Public Hearings held on December 3 and it has been reported that several students had their testimonies abruptly cut.
- USS Chairperson issued a [response](#).
- All BOT meeting documents and video archives can be found [here](#).

Events/Meetings

- 11/12 - USS 1st Annual International Student Conference 2018
- 11/14 - Governance Task Force
- 11/16 - DSC Party
- 11/30 - Represented DSC at CUNY Council of Student Government Presidents. I provided a brief outline of the issues we address: ongoing battles, current issues and priorities, achievements. Some issues highlighted at other campuses: Title IX, safety/facilities, student services
- 12/05 - Represented USS at public hearing of the NYS Assembly Standing Committee on Higher Education in Albany. The committee is currently reviewing a legislative proposal to expand the maintenance of effort to include the SUNY Health Science Centers, all mandatory costs of SUNY and CUNY, including collective bargaining, salary increments, and other non-personal service costs such as utility costs, building rentals, and other inflationary expenses, and any increase in the tuition credit enacted by SUNY and CUNY.

Announcements

- 12/9 - USS Plenary at Guttman Community College - 12pm
- 12/10 - BOT Meeting at Baruch College
- 01/28 - BOT Public Hearing

Discussion:

TO: What is your general sense of whether or not this bill will eventually be signed?

RH: This is an Enhanced MOE bill that is different than the ones that have been vetoed in the past, it actually asks for more. Because the previous MOE bills have not been passed, the increases in tuition have had to go toward the costs that the MOE bill would be meant to provide.

TO: Is there any plans to put pressure on the governor?

RH: There are some plans for on-the-ground activism in front of the governor's office and members of USS will be attending the new legislative sessions in February so we'll also be pressuring them so that they can place pressure on the governor.

AW: When you went to the CUNY Council of Student Govt Presidents and Title IX was mentioned, how widespread was the issue and what were the issues?

RH: Mostly students were unsure about who to go to and what to do if they had a complaint. On one campus there is *no* Title IX coordinator. There were many complaints that students felt uncomfortable talking to the Title IX people and the counseling services provided illustrated a lot of inconsistencies.

AA: What is the objection by students to the Amazon statements made by the Chancellor and the Chair of the BOT?

RH: It's about the principle. Amazon is robbing the state of crucial funds that could be going to CUNY and students are opposed to the fact that the Chancellor and the Chair of the BOT are endorsing this.

RK: Do you know why the new USS Chair has been reluctant to take a stand?

RH: His response is just vague.

RK: How is he advocating for students at these BOT meetings?

RH: We'll have our first steering meeting tonight so I will get updates on those meetings at that time.

RK: Has funding for 7k for adjuncts been included in the budget that's being put forth?

RH I don't believe that that's in there. They also have included the tuition increases in the budget even though we have urged them not to.

E. UFS Liaison (Anaïs Wong)

UFS Executive Committee:

I made a pitch to the UFS Executive Committee at their last meeting on Tuesday Nov 27, in favor of making the liaison to the DSC a full member of UFS, which you can read over in the minutes (below). Faculty present were rather receptive and open to the idea, but also insisted that there were structural limits to what could be done in terms of membership to UFS, and there seemed to be consensus on the idea that the best strategy for would be to try to claim a part time faculty seat through the GC representation to UFS. This would most likely require to go through the Structure committee of Graduate Council. Though I still need to verify what are the set procedures for UFS elections at the GC, I think we need to strategize on how to approach this, as I expect some reluctance on the part of the faculty members of Structure (of which I am a student member). The committee probably won't meet again until the spring.

Speech given at UFS EC meeting on 11/27/2018:

“First of all I want to say that I know the request to make the liaison to the Doctoral and Graduate Students Council a full member of UFS has been made in the past, and was rejected on the grounds that students may not be represented on a faculty body. I hope to convince this new Executive Committee to reconsider this decision in light of the unique situation of most GC students, who, on top of being in an MA or PhD program at the GC, teach tens of thousands of students at the different CUNY campuses each year. Students at the Graduate Center are indeed in a very peculiar situation with regards to CUNY faculty: although we are students at the GC, most of us are also your colleagues on the campuses. This should grant us representation to the faculty senate.

We can safely estimate the number of Graduate Teaching Fellows on the 5-year GC fellowship at approximately 400 to 500, plus 130 Writing Fellows (the last year which is within the WAC program, where fellows do various types of tasks from assisting professors to tutoring and putting on workshops). There are also about 200 to 300 instructors who are on CUNY Science scholarships. This total of 800 to 900 GTFs excludes students on other types of fellowships that may also involve some teaching assignments.

GTFs have specific needs as faculty who are explicitly not part of the community at which they teach. GTFs, as outsiders in the department where they teach, and who get paid by the GC, have a different sort relationship to their department, which is not represented by part time faculty reps to UFS. They are also always students, whereas adjuncts may not be.

Estimating the number of GC students taking on adjunct positions outside of those fellowships is proving quite challenging, but we can safely say that most GC students will teach at some point during the duration of their graduate or doctoral program. And those not awarded fellowships are most likely to need to take on adjuncting jobs, though many students on fellowships also take additional teaching assignments as adjuncts.

Even though these students are partially represented by the part time faculty reps on UFS, being simultaneously students and faculty within the CUNY system represents a unique set of challenges and opportunities that make their representation on UFS via the UFS liaison essential.

The UFS liaison to the DSC is thus in a uniquely adequate position to represent the needs of instructors whose primary relationship to CUNY is as students at the GC. The large number of GC students teaching at the campuses represent a large constituencies that currently lack representation on the faculty senate.”

Title IX Survey:

It would be helpful to get further comments on the Title IX survey which I started drafting after our last meeting. It probably requires more tweaking and clarifications before it is ready to go out:

<https://docs.google.com/document/d/1f76rmlalwEwTpkAMYq96OKoNMZwFnFddXKP1hD6-aRY/edit?usp=sharing>

Discussion:

TO: Thank you for your efforts in advocating for this position on UFS.

AW: I'd also like to thank EC members who helped out.

RK: And we're definitely willing to offer further advice/support.

IV. Steering Officer Reports

A. Officer for Funding (Andrew Alger)

At its most recent meeting on December 4th, the Grants Committee reviewed five new proposals and one revised proposal. It approved the following:

- a. \$700 for the Graduate Students in Music Conference
- b. \$300 for the Political Science Department Conference
- c. \$700 for the 22nd Annual CUNY Graduate Philosophy Conference:
Intersubjectivity and Interpretation
- d. \$800 for the Cumbia and Bullerengue Workshop
- e. \$600 for the Lecture on Classics and Media Theory

The total approved at the meeting was \$3,100.00 out of a requested \$3,998.00.

So far this fiscal year, the committee has approved up to \$10,229.00. The remaining funds total \$9,771.00.

The next application deadline will be January 18th at 11:59 PM EST. The next meeting of the Grants Committee should be determined by the incoming Officer for Funding at their earliest convenience.

Several committee members have observed that proposals are being made without evidence that appropriate chartered organizations have been approached for financial support.

Discussion:

TO: Are you around in January to assist in training?

AA: Yes.

TO: If you still have a copy of your transition memo, please update that.

AA: Noted.

RK: Thank you so much for your service on the DSC! It's been a pleasure to serve with you the last year and a half.

RH: I also want to say thank you and good luck on your studies! Is this your last steering meeting officially?

AA: Yes, my resignation will go into effect at the end of the month and so elections will take place at the next plenary.

B. Officer for Governance & Membership (Jason Nielsen)

Membership:

- New member by petition (voting): Katia Henrys (Women's and Gender Studies MA Program)
- New members by special election (non-voting): Sherry Sayavongsa (Audiology) and Sage Yim (Sociology). Pending Sage Yim accepting nomination.
- Open seats: English (runner-up emailed) and 1 At-large seat (will contact write-in candidates soon). I may need suggested names at first Steering meeting in Spring.
 - Write in names are: Carlos Camacho (Sociology), Chaya Cassano (Classics),
 - Simone Kolysh (Sociology), Marius Mihai (Economics), Stefano Morello (English)
 - Janet Werther (Theatre)
- Contact new MA programs M, 12/10, about the process of getting representation on the DSC for 6 new programs: Data Science, Data Analysis and Visualization, Digital Humanities, International Migration Studies, Quantitative Methods in the Social Sciences, and Cognitive Neuroscience.

Governance:

- Next C&B meeting will be first week of semester or middle to late January.

Discussion:

RK: Is contacting write-ins effective?

AP: Not yet, we have to reach out to all of them from the spring semester. It's our procedure.

TO: We also need to figure out which programs are free standing and which programs are subsumed under other program.

AP: Clarifies the way that they're different.

AW: There does seem to be confusion about this among MA students in the joint MA/PhD programs.

JN: Might be useful to have this language somewhere to clarify in the future.

TO: Perhaps a C&B change? Perhaps not.

AA: Some programs such as Biography will be housed within one or more PhD programs but will be their own MA program (History and English in this case) so this may be a complex situation that will need to be addressed.

RK: We are not sure why Computer Science master's students will be in a free-standing program. Only if it is written as a "free-standing" program will it not be considered a joint PhD/MA. We should figure this out for future reference.

MNR: I was going to suggest that a good person to talk with is Duncan Faherty. It may be that we should follow the academic programming that the GC is following.

TO: We might also want to reference the GC Structure Committee, or refer to Graduate Council.

RK: How does Grad Council pick which programs have reps? It may be useful to check on their structure as well.

JN: We also need to make note that even if a program is housed within a program/taking that program's classes that they don't belong to that program.

C. Officer for Health & Wellness (Ana Perry)

Finals Relief Stations: The massage therapist is scheduled for Tuesday December 18th from 10:00 - 4:30 and Wednesday December 19th from 12:00 - 6:30. Massages will take place in the usual spot behind the elevators in the library!

Discussion:

None

D. Officer for Outreach (Shoumik Bhattacharya)

Activities of the Committee for Outreach:

- First outreach meeting of the semester took place on December 6th at 5pm. Zhuo Yin (Physics) and Sami Sauma (Biology) attended.
- At the meeting we discussed my recent attendance of the PSC chapter meeting and the unheard voices of international students and science fellows in the chapter. We decided we would reach out to these groups and I would attend chapter meetings next semester and place their issues to the GC chapter leadership.
- We voted to have two events next semester. A hangout session for international students in March, as a social event and an event to check in about stipend payments. An organizing and social event for science fellows in April to discuss how to focus some attention on science fellows during the bargaining process. The committee will be deciding dates (the committee agreed events would be from 6-8pm for convenience to all) in late January as committee members have unstable schedules for the Spring as yet.

Discussion:

EC: I just wanted to emphasize that the reason why Shoumik attended the PSC chapter meeting is that the PSC claims that the stipend issue is not their problem. He wants to change the perception that the stipend issue is not a contract issue.

AW: Just to clarify that the PSC is claiming that the award part of the fellowship is not their responsibility.

EC: Correct, just the stipend. The GAs are part of it.

TO: Shoumik has suggested that part of the Outreach Officer's responsibility would be liaising with the PSC.

RK: I think that it's an interesting idea, but I'm worried about the labor that would be involved in such an endeavor and also I don't want to overlap with the the Adjunct Project.

EC: I think the idea is that we want international students to be represented because it's not clear that the contract is being negotiated with the needs of international students in mind.

MNR: It may be a good time to get involved with the PSC because the GC chapter of the PCS is being revamped and seems to be taking more adjunct issues to heart.

E. Officer for Student Life & Services (Elena Chávez)

Activities of the Committee for Student Life and Services:

- The Committee for Student Life and Services held two activities this month. First, a self-defense for LGBTQ, non binary and female students class took place on Tuesday 4th. Seventeen students from several departments attended this workshop and learnt self-defense skills. It was led by sensei Irving Rodriguez and two assistants from Dojo New York Bujutsukai. Overall, it was a great opportunity to gather the LGBTQ, female and non binary community. We spread some informative fliers from QUNY, Feminist Group and Women of Color charter organization.
- The second event was the last Board Game Night. 20 students, mainly from Biology and LAILAC, joined. Again, this space has proved to be a great chance for first year students who want to meet students from other departments, or even students from their own departments. As previous sessions, this third session also provided snacks and drinks.
- Finally, the Committee for Student Life and Services are partnering with the Officer for Outreach, Shoumik Bhattacharya, we are working on ways to echoe publicly the struggles international students are going through. We plan to reach out to the GC community through different vias, so that the resolution and open letter demands are met timely. For the next semester, we hope that everyone is aware of the problem in order to mobilize the student body toward more concrete actions.

Discussion:

RK: I wanted to mention that I met with students in my program and we had a first year international student whose payment was delayed for two months and he thought that he was the only one. I told him that he wasn't alone, so I'm really glad that you're beginning this intensive outreach efforts.

EC: Yes, and they can also organize around this issue if they all now.

TO: I think that we also need to communicate with the students that this will be an issue at least next semester.

EC: In meetings have you been told how long the delays are going to be? If we do communicate this with students we need to be concrete.

TO: I agree, and other offices should be able to offer a more concrete deadline.

AP: The provost has said that they plan to really push CUNYFirst over the summer. We urged the administration to inform the international students themselves but they did not commit to it. That way the onus would be on the administration to respond and to fix the issue.

EC: I think that forcing them to get it in writing that there will be a delay is important because the administrative silence that is coming from their end is also a strategy to refuse responsibility. They did respond to the open letter that they will try to not have delays in the future so that's one admission, but they've removed it from the website. Additionally if they're telling us that we're not a priority because we're not as many students, then the fact that they're so few students should make it an easier thing to fix.

AW: First, this is very messed up. Second, the provost may have gotten wind of it through the listservs having faculty on them.

TO: We don't currently have a policy of moderating the DSC Listserv so there may be people on that that we don't recognize. What is the role of the individual who was telling students to direct their complaints to EOs?

EC: It was the EO.

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

Student Technology Fee CFP: I am circulating a call for proposals for the student technology fee budget. It is unclear when the CFP is meeting in the Spring, but my goal is to present/ share drafted proposals at the first plenary of the spring semester

Update from IT Services, Elaine Montilla, Assistant Vice President: An IT Services Support technician will be stationed inside the Library (2nd-floor study room) for the first two weeks of each semester (Fall & Spring) to answer questions related to email, IT Services, CUNYFirst, Blackboard, Printing, etc. They are also looking into enabling a chat service to allow students to communicate with the techs during business hours and will notify you when we are ready to launch. If students have any feedback in order to enhance IT Services' communication with all students, then please contact David Kapur (mkapur@gc.cuny.edu), and cc Officer for Library and Technology (library@cunydisc.org).

Library Visions on the Advocate: the Library Committee was still looking for a writer to highlight student visions/ thoughts on the Library, but after speaking with Elena, we might opt to collect direct student thoughts and publish them directly on the *Advocate*.

Upcoming Meeting with Chief Librarian on Dec. 14: Please share if you have any questions or issues we should discuss.

Discussion:

TO: Thank you for the work in getting a real live person to do tech in the library.

RK: The argument in the past for taking away the IT service person was that not enough students used it so if this is happening, we need to get all the information so that we can spread it widely.

MNR: We could do an informational blast at the beginning of the semester

TO: Was it an official communication from IT that they sent to you, direct?

MNR: It was from Elaine, and you [TO] was Cc'ed on the email.

TO: I'll send it to the Listserv ASAP.

MNR: It's going to be in the study room of the library.

RK: On the chat service, I think it's a great idea. If they can do something it would be excellent - the library's "Chat with a Librarian" feature works well so hopefully this one is similar.

EC: When is the meeting with Polly?

MNR: Friday, the 14th of December.

V. New Business

A. Petitions for New Program Representative Seats

JN moves to open a seat for WGS to be filled by Katia Henrys via petition. MNR seconds. There is no discussion. The motion Passes Unanimously.

B. Steering Discretionary (Voting)

There are no suggestions.

RK reminds the body that we have steering discretionary and if they have things they want to spend it on they can present it at Steering meetings.

C. Listserv for GC International Students

SB has suggested creating a listserv for the international students. Pros and Cons have been discussed about using a GC-server versus another server. It is likely that it will be configured similar to the DCS listserv. It would be mainly for informational purposes and a discussion forum for international students with other issues. It's not meant to provide specific advisement on visa or legal issues.

AW: I think that this is a great idea to have a listserv for the students that doesn't go through any other office.

JN: I think that if it's something that requires any sort of maintenance we need to have a system in place for someone to do that labor.

TO: I think that it would make sense to have it be similar to the DSC Listserv where all the co-chairs are essentially manages.

EC: Would steering officers be in the listserv?

TO: I can add them. Although the purpose is to convey concerns for an among international students.

RK: I think that all the officer emails should be on it so that they're aware of what's going on and so that if we're doing anything directly related to international students we can reach out directly.

D. Discussion Regarding Maintaining Access to Room 5495

AP moves that room 5495 be left open to the students outside of Steering officers' office hours.

JN seconds.

Discussion:

AA: Are we concerned about items going missing? What procedures does the committee have in mind to keep things from getting stolen.

RK: This is also one of my concerns: power supplies, our cleaning supplies, our decorations, etc. I don't think that this would be a barrier to leaving the room open, but it is something to consider.

TO: If we are concerned we can also revisit the policy and decide to go back to keeping it locked.

EC: Maybe it's not clear the policy of the room. It may be helpful to write up the policy of the room and post the signage.

MNR: Also, for mail, is there a way to secure those?

JN: I think that it's worth a try and we see how it's going. I think that if we went to the room and did an initial inventory to see what we need to account for to see what should be moved, what can stay, and then see where it goes.

Motion Passes.

AA moves that we ask security to open the room along with the other rooms that they open.

AW seconds.

Discussion:

RK: I think that it's a good idea.

AP: Moves to Pass. The motion passes unanimously.

[Here is a link to the current draft of the policy.](#)

TO: About the mail part of the policy, we need to make clear all steering officers should strictly comply with steering responsibility to send an email to those who received mail or packages once picked up from the mailroom. The other issue is access to the Mac computer in 5495. Maybe we can ask IT for restricted access. And I like the idea of having a user guideline and rules posted in the lounge.

AP: The policy on mail specifies that packages addressed to the DSC will be picked up

RK: We should ask IT to also lock the printer paper.

AP: I can ask IT to do that.

AW: Can the supplies drawers be locked ?

RK: They should. We can try out keys I have in my office.

TO: Who would have access to the paper key?

RK: I would?

MNR: I think it's necessary to give us all access to that. Other groups do print from it.

RK: I can make each of the affiliates their own key to the printer and then have one for steering that will be kept in 5495.

AP suggests that we pass the guidelines "in good faith" and make revisions as we try it out.

RK Calls for a Vote.
Motion Passes Unanimously.

Additional Comments:

RK: Comments on the fridge and freezer may be open all the time. Then people may just leave their food there and we might not know who it belongs to. We may either leave a note that they must label or just restrict it?

AP: I think that signage is definitely going to be need for various spaces. I think that we need to have trust in our community while also advising that it will be our responsibility to keep the space tidy and clean.

MNR: What about the coffee maker?

AP: We approved funds from DCS EC Discretionary for the purchasing of a coffee maker with automatic shut off.

E. Party Debrief

TO: This is on the agenda to discuss what went well with the party and what didn't go so well. We can also reconsider how many parties we have, though one each semester seems a good idea. Also parties shouldn't be a source of undue stress. We need to work but we should also be able to have fun.

RK: we had really good attendance higher than previous parties and people seemed to enjoy it and appreciate the service even though we run out of some things. I personally didn't enjoy it, especially the food situation which wasn't ideally managed. The other change I would like to see is the distribution of the labor and making sure that people showed up for their roles at the appropriate time.

TO: Pros - The attendance. Nothing catastrophic happened and I didn't notice any extreme intoxication or bad behavior. A few issues I noticed are: The schedule is pretty strict and should be followed. Even if someone wants to stay where they are, they should recognize that it's going to hurt the space that they're supposed to go to next. I have suggested a rotation system but there's been opposition. We could've ironed out some of the issues with the food and drink order (i.e., making sure in advance that there will be enough). The volume that we require is *a lot* and can be surprising if you've never been to one of our parties.

EC: I was happy to see the the bar functioned very well and thank everyone for working hard. There was an issue with the DJ - people were fighting over the control of the music and I had to moderate that. There were also people who were trying to smoke in 5414 so I had to correct that.

MNR: I thought that the bar set up worked really well - having the square to put them in their area worked well. There were also people who really seemed to be having fun! There were lots of different activities going on.

JN: People seemed like they were having fun. I think the bar system was good, but it could be tweaked. For instance, having a garbage can. More tonic water - mixers that people will actually use. More beer. There were three people at the bar most of the time. I think scheduling more than 2 people at the bar is good. It's too much for 2 people.

AW: I think that the bar set up worked well, but because there's more space, I think that we can have an extra person there. I think we could figure out a way to have people distribute the food better.

AP: While on hallway duty I noticed that the party seemed to go well. Even though it was an accident this time, I think having two shifts of food can be a plus if planned in advance, it might help distribute the food more evenly as people trickle in the party.

RK: I really like the idea of serving food to people in order to ration it a bit better. They also used to put hard liquor in one room and wine and beer in another room so that's another suggestion. I echo what Teresa said about the food and liquor orders - maybe it should be in the purview of EC or maybe we could create a shopping list based on previous orders. We could also possible implement drink tickets.

JN: I like the idea of putting beer in wine and one place and hard liquor in another. I'm not too sure about drink tickets...that's that many more jobs that we're doing and seems like micromanaging a bit. People come to get wasted. You can't manage that.

TO: I think that we also need to ensure adequate coverage in all the spaces, maybe having two people in each space doesn't make sense.

JN: I think that before the next party, we should review as steering the shopping lists before the party.

I. Announcements

A. Election of New At-Large Steering Officer at December Plenary

II. Adjournment

RK adjourns the meeting by unanimous consent at 7:21 PM by unanimous consent. The meeting adjourns.