

Steering Minutes May 3, 2019

Plenary
Executive Committee
Steering Committee
Constitution and Bylaws
Grants
Health Issues
Media Board
Outreach
Student Services
Participatory Budget

Attendance: Present: Alison Parks (AEP), Ana Perry (AP), Anais Wong (AW), Elena Chavez Goycochea (ECG), Elizabeth Che (EC), Jason Nielson (JN), Raj Korpan (RK), Rod Hurley (RH), Teresa Ober (TO), Shoumik Bhattacharya (SB), Marlene Nava Ramos (MNR)

TO: Calls the meeting to order at 5:00 PM.

I. Approval of Agenda

AP moved to approve the agenda with the emendation of remove the first item under New Business (“CUNY 2020...”), and adding a new first item under New Business: “Petition for New Representative Seat,” and a new second item under New Business: “Steering Discretionary.”

RH seconds.

No discussion.

Motion passes unanimously.

II. Approval of Minutes of April 5, 2019

MNR moved to approve minutes of April 5, 2019.

AW seconds.

No discussion.

Motion passes unanimously.

III. Executive Committee Reports

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

Chartered Organizations: We currently have 11 chartered orgs with active status. If you or someone you know is a chartered org leader, please encourage them to get their reports in ASAP. Additionally, if you haven't already done so, please sign org rosters - the eleven signatures from steering puts each group over half of the way toward their required goal of 20.

Elections: Elections ended on May 1. Voter turnout was 7.8%. The results have been sent to SERC and as soon as they have been certified Teresa and I will begin notifying the new members!!

The Co-Chairs met with the Office of Student Affairs today. Presidential search committee will probably convene over the summer, newly elected co-chairs will decide who will be student nominees. OSA continues to work on SPARC for next year, it will be a requirement to be on the body.

If you plan to continue on in any capacity in steering, please make sure to talk to a Co-Chair so that we can make the transition/election happen as smoothly as possible for you. Additionally, this is a gentle reminder that you are in office until June 30. Please make sure that you're updating the calendar with your office hours regularly and that you're showing up during these last few weeks - many new reps stop by with questions.

Discussion:

TO: Presidential hiring committee details for faculty were announced at Graduate Council.

B. Co-Chair for Communications (Teresa Ober)

Recent Past Meetings:

- Middle States Steering Committee Meeting (April 17)
- Graduate Council Executive Committee Meeting (April 17)
- Office of Student Affairs (April 18, May 3): DSC Co-Chairs
- Graduate Center Budget Advisory Committee (April 29)

Upcoming meetings:

- Graduate Council Meeting (May 8)
- IT Committee Open Meeting (May 6, 12:00 PM to 1:00 PM, Room C198)
- IT Staff (May 10): DSC Co-Chairs and Officer for Library and Technology will be meeting.
- President's Office Hours (May 13, 2:00 PM to 3:00 PM, Room 8201.06)
- Library Staff (May 17): DSC Co-Chairs and Officer for Library and Technology will be meeting.

Announcements/Reminders:

- Remember that the Plenary meeting will start at 3:00 PM on Friday, May 17.
- Right now, we do not have a confirmation from our invited guest, Dean of Sciences Joshua Brumberg. If anyone has suggestions for a guest speaker, please let me know as soon as possible.
- I may ask for some help in updating the new representation orientation guide. If anyone is interested in taking this project on during their office hours, let me know ASAP. It is a good way to update/re-acquaint yourself with the DSC, especially if you're planning to serve next year.
- Make sure to update your **transition memo**. Even if you are planning to continue next year in the role, and would consider being nominated as such, make sure that your memo is current! A year from now, even if you are still serving in your current

role, having that information out-of-date by more than a year is not good. If you don't recall where your transition memo is located, just let me know.

- Once the composition for the incoming Steering Committee is confirmed, we will be **scheduling a joint steering committee meeting**, most likely in early-to-mid-June. (You should also anticipate scheduling a transition meeting with your successor in June, and no later than July) Let me know your general availability if you foresee a possibility that you will be away. It is really imperative that you attend the meeting, even by way of phone/video call.
- If you have any thoughts about the GC Website, please fill out described below, from an email from GC Office of Communication and Marketing:
- If you have thoughts about the current GC website (and we're guessing you do) please [fill out the online survey \[linked here\]](#).
- This survey is open to all members of the GC community — faculty, students, and staff — and to the general public, and will be open until May 10.
- There will be additional opportunities to take part in the process in the future, so be sure to keep your eyes and ears open for updates. You can also keep tabs on our progress on the project webpage: <https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Office-of-Communications-and-Marketing/GC-Website-Redesign-Project>
- I will be sending out a draft of a statement to shared regarding the GC/CUNY leadership transitions. If you would like to make some suggestions and sign this document, please look for it in an email soon.

Discussion:

RK: Regarding the IT open meeting, what is the purpose of the IT Committee and why does it exist. We decided that the public forum format would be a way of garnering students' concerns about IT so please encourage people to attend.

JN: What's the \$3M deficit?

TO: That was from the budget advisory committee. The GC is projected to run into a deficit because of the money coming in from the state is not enough. There is no plan to address this. So they are using the reserve fund to cover the deficit. In the past they've used surpluses to contribute to the reserve fund.

C. Co-Chair for Business (Raj Korpan)

- *DSC Website:* DSC Website: We have completed the payment process for migrating and hosting the website with Reclaim Hosting, the migration will take place in the next 2 weeks.
- *EMPLIDs:* We will be fully switching over to use of EMPLID's instead of Banner ID, and the Business Office will be switching to CUNYFirst for the DSC spending next year (similar to what the USS has gone through this year- probably will need to go through purchasing for anything over \$1000)

- *Summer DSC Office Hours:* Steering holds office hours in the summer. EC should be doing 2-3, at-large Steering should be doing 1-2
- *For outgoing steering:* Your current term ends June 30th. 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.
- If you would like to volunteer to get a gift for an outgoing Steering member, please contact me for the budget (for continuing steering)

Discussion:

AP: Will students be making their check requests through CUNYFirst or will they be through DSCWorks?

RK: Impression is that it will continue to be through works. There was a mention for vendors and registered vendor ids for purchases. It is good to know ahead of time so that we can prepare when the changes are rolled out.

AP: If they try to integrate it more to CUNYFirst, we should be cautious about fighting back. CCB as a student would not have access to things in CUNYFirst. We should keep the requests within DSC.

RK: I think the fiscal accountability handbook should give us enough support to keep the check requests on our own system.

AW: I think we also should request intended changes to be submitted to us ASAP so that we avoid the problem we had with our stipends. Maybe we can also change Works to say "EMPLID" instead of Banner, that will probably help people remember.

RK: Will look into changing the form. By changing the system, there will be more scrutiny on our spending and it will give them more power to deny what we are doing (e.g., stipends).

RH: I think that we need to continue to push back against this and getting as much detail about it as we can because it could really cripple us in terms of our spending. We should also consider getting the dollar amount raised.

RK: In terms of the \$1000, I spoke with Anna, at first they told me there was no limit. The business offices said there are a lot of small purchases. So then they put in the \$1000 line. I feel that the \$1000 line is still too low. We spent that much for pizza for the DSC party and it wouldn't make sense to do bids for pizza.

TO: Is that a \$1000 limit per limit per vendor? We could suggest loopholes to people to get around the spending.

RH: There is a whole slew of paperwork on CUNYFirst. We have to document how many students are attending the events. The budget for food is contingent on getting RSVP for the event prior to the event and other requirements.

TO: We can get support from this issue from the Center of Student Affairs. It would slow down the progress for public facing events.

RK: We have a year to prepare for this. It goes live July 2020. This year, the Child Care Center will go live on July 1st.

AW: If this transfer means that we have to go through all of the steps that RH just described, it would be impossible to do anything. I think that we need to fight this as much as we can through the SAF guidelines.

MR: This is especially if we are going outside of the GC server.

RK: This might be more incentive to incorporate the College Association as a separate entity so that we avoid this issue because if we're not going through the business office we're not held to their rules.

RH: It has been done in the colleges separately - most of them have independent College Associations.

D. USS Delegate (Rod Hurley)

USS Meetings

- USS Plenary meeting took place on Sunday, April 7, 2019, at Guttman Community College.
 - CUNY Campus Climate Working Group made a presentation, spoke about plans to create a new Vice Chancellor and Central Office of Diversity, Equity, and Inclusion toward:
 - Enhancing dialogue about campus climate issues across CUNY
 - Increasing collaboration on campus climate activities across CUNY
 - Increasing knowledge and use of response structures
 - Amplifying the use and effectiveness of educational resources
 - USS Chair Haris Khan said that he would be pushing for an official inclusive BOT CUNY agenda that makes accommodation for prayer facilities, dietary needs, and religious holidays.
 - Election for VC Part-time and Evening Affairs - Hussein Abdul from Lehman College was elected.
- Co-sponsorships
- Given difficulties with disbursement of USS funds for co-sponsorships I have requested that all money for USS co-sponsorship of Graduate Center student events be transferred to the DSC. Our students can then submit check requests for reimbursement following DSC guidelines. Three GC student events have had requests for co-sponsorship approved by USS this semester:
- *Nature, Ecology & Society Colloquium - March 1 - \$530*
- *Screening Performance, Performing Screens: New Projections in Theatre and Media - May 13, 14 - \$500*

- *New Theatre from Spain: A Festival - May 20 - \$1700*

Announcements

- BOT Committee Meetings (April 15)
- BOT Board Meeting (May 7)
- USS Annual Building Bridges Conference, at Baruch College (Friday, May 10, 9:00 AM-4:00 PM) – *Transportation Advocacy in the Fast Lane*.

Discussion:

RK: I had a question about the colloquium. We received the notification that they were not able to get reimbursed so the grants committee agreed to reimburse her.

RH: The issue was that they hired a photographer that couldn't pay a photographer from CUNYFirst so now that the money has been transferred to the DSC they should be able to hire the photographer and submit a check request.

TO: From the CUNY Climate working group, is this group current?

RH: Yes, it's a current working group at CUNY Central, I don't think that there are any GC students on it currently.

AW: The previous working group students were from the central office?

TO: Yes they were.

RH: There is a UFS representative on that committee, Hugo Hernandez.

E. UFS Liaison (Anaïs Wong)

- Will present a revised version of the "Resolution for the Formation of a Democratic Budget Committee at the Graduate Center, CUNY" at Graduate Council next week (Wed 5/8). This resolution would task Structure Committee "to present a plan in the fall of 2019 to form a democratically elected budget committee composed of faculty, students, and staff."
- Structure Committee: at the last meeting, faculty members approved a governance document (Classics) which the student reps voted against (we were outvoted). The language we opposed excludes student members of EC from being present in the room while discussing some matters about individual faculty or students. It won't be presented at Graduate Council next week (probably because of pending amendments), but we should definitely push against it as it sets a dangerous precedent for governance documents.
- Title IX survey results: 166 answers in total (though only a few reported experience with the Title IX office). Results will be discussed at the next SLS committee meeting (Thursday 5/9). I hope to briefly present survey results at plenary the following week (5/17).

- Next UFS plenary is on Tuesday 5/14.

Discussion:

RH: Did they outline what issues the students would need to leave the room for in the Classics governance?

AP: Student would be asked to leave during discussions of student and faculty progress, academic standings, and disciplinary concerns

ECG: I got an email from Edith Rivera regarding the Title IX survey. She would like to discuss the results of the survey with us.

TO: Perhaps forward the email to Steering?

ECG: We can put together a report on the healing circle and survey and then possibly reply back to her.

TO: Bringing the report to steering before bringing to plenary first may be helpful to highlight issues of extra importance.

TO calls for a 10 minute break at 5:14 PM.

TO reconvenes the meeting at 5:33 PM

IV. Steering Officer Reports

A. Officer for Funding (Elizabeth Che)

- Start-up grant (\$200) approved: "Performing Pedagogy Conference/Workshop: Interactive Technology and Pedagogy Certificate Independent Project"
- Grants committee approved up to a total of \$20,457.15 as of today.

Discussion:

None.

B. Officer for Governance & Membership (Jason Nielsen)

Membership:

- Petition received for new seat in Digital Humanities MA Program (Anthony Wheeler)
- Two reps resigned (1 MALS rep and MES rep)

Governance:

- Attempting to hold one more C&B meeting this semester -- Doodle sent out this weekend.

Discussion:

ECG: What is MES?

JN: Middle Eastern Studies.

ECG: Who resigned from MALS?

JN: Kutay A. They still have three very active reps to get them through the year.

C. Officer for Health & Wellness (Ana Perry)

- Massage therapist at Wellness Festival went well. Had twenty people come. Working out with Student Services of how the payment to Juli will work.
- Massages for Finals Week will be on May 21 and May 22
- The Health and Wellness OpenCUNY website was down (was a plug-in issue) but it's now fixed

Discussion:

RK: Were we going to pay Julie [the massage therapist] for that?

ACP: I'm working with OSA to figure out how to pay the therapist?

EGC: Where will the finals week relief stations take place?

ACP: The library, probably.

D. Officer for Outreach (Shoumik Bhattacharya)

- Had my event yesterday the 2nd of May, we had drinks, snacks, and music. 19 people made it (including 3 other steering members <3). It was super fun and people relaxed for a bit. No major issues were brought up.

Discussion:

None.

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

Upcoming Events of the Committee for Student Life and Services:

- May 16th, we will be having our last Board Game Night.
- May 9th, we will be holding our last SLS Committee meeting. We plan to assess outcomes from past activities, and make a list of suggestions and feedback for the new SLS committee. In this last meeting, we also plan to bring up some ideas on how to use the collected data from the Title IX survey.

Discussion:

MNR: Suggestion to make the Title IX report public so that it is more transparent and accountability for future conversations with administration.

EGC: I think it's a good suggestion. When we were doing the survey, many people reached out to us and expressed gratitude for doing a survey on this and bringing these issues to the open. The committee will discuss how to make it public and what parts are shared.

TO: Recommend that any open-ended questions be omitted from any public report. It's good to focus on percentages for awareness campaigns.

AW: Whatever we report to plenary we will share it out widely.

EGC: Once we've shared a report we can ask for feedback and opinions.

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

- The Student Technology Fee Committee meets on Thursday, March 7th at 10:00 AM - there is a proposal to replace printers for \$23,000, and perhaps a proposal to get rid of EViews, a statistical software (\$540).
- Meeting with the IT Committee of the Graduate Council is meeting on Monday, May 6th at 1:00 PM.
- Meeting with IT Services on Friday, May 10th.
- Meeting with Library on Friday, May 17th.
- Our efforts were heard, thanks to Matt Gold and our advocacy, we now have a CUNY 2020 committee. Mary Jean and Elizabeth Che were nominated and agreed to be part of the committee.

Discussion:

RK: I have the agenda for the open meeting. There's going to be a group activity to brainstorm things that are going well, and not going well and then have a discussion about the broader IT issues at the GC.

V. New Business

A. Petition for New Representative Seat

JN moves to approve a petition to open a seat for the Digital Humanities MA program to be filled by Anthony Wheeler.

SB seconds.

No Discussion.

Motion passes unanimously.

B. Steering Discretionary

TO: Someone from the Advocate has put in a proposal for \$750 for 50 hours to digitize the previous issues of the Advocate. There are a lot of back issues and they hope to turn it into a digital archive in the form of a Google drive.

MNR: moves to allocate up to \$750 for the digital archiving of the Advocate.

SB seconds.

SB: Seconds

Discussion:

SB: Did they provide a timeline?

TO: Yes. It should be done between May 17 and June 5.

AEP: How are we going to go about paying this out?

RK: We would issue the check directly to the person once the job is complete. MNR could submit a check request and an invoice.
SB: I feel like we should make it clear that in addition to the Google Drive, there needs to be a more public means of archiving the advocate and it will be the way moving forward.
RK: They can create an OpenCUNY website as part of the process.
RH: So it is to scan and digitize and make available as well?
TO: If there is push back on putting the archive on the OpenCUNY site, is it acceptable moving forward if they only have the issues digitized by June 1st?
AP: The labor of the scanning is more important, making it public and online can happen later.
MNR: Will you make sure that you report back to them our concern about making this public beyond a google drive?
TO: I will look into suggesting them to get a higher quality scanner. Secondly, if there is a public link to the digitized archive. Thirdly, if 75% of the job is done by June 1st so we can process the payment.
TO calls the motion to a vote.
Motion passes unanimously.

RK: We have \$2,179 remaining in DSC Discretionary.
RH moves to allocate up to \$400 for bluetooth speakers and microphones for DSC parties moving forward.
SB seconds.

Discussion:
None.

TO calls the item to a vote.
Motion passes unanimously. 1779 remaining
JN moves to allocate up to \$1,779 for new clickers.
SB seconds.

Discussion:
RK: Any unspent funds will carry over until next year so if it doesn't get spent that's fine.
JN: I am looking into whether we can buy more clickers for the system that we have versus buying a new system.
TO calls the motion to a vote.
Motion passes unanimously.

I. Announcements

A. Reminders about Transition: Meeting with Successor and Memo

B. Joint Steering Committee Meeting

C. Ashna Ali, a former member of DSC Steering Committee, has been selected to be the 2019 commencement speaker

II. Adjournment

TO moved to adjourn the meeting at 6:09 PM by unanimous consent.