

## Steering Committee

### *Minutes*

September 6, 2019

Attendance: Elizabeth Che (EC), Roderick Hurley (RH), Raj Korpan (RK), Jane Guskin (JG), Isatou Bittaye-Jobe (IBJ), Adam Kocurek (AK), Ming Chen (MC), Sharanya Dutta (SD), Giacomo Bianchino (GB), Michael Greer (MG)

*Absent:* Mary Jean McNamara

RK calls the meeting to order at 4:45PM

#### **I. Approval of Agenda**

EC moves to approve the agenda. RH seconds. *Motion carried unanimously.*

#### **II. Approval of Minutes of June 4, 2019**

GB moves to approve the minutes of the June 4, 2019 Steering Meeting. IBJ seconded. *Motion carried unanimously.*

#### **III. Executive Committee Reports**

##### **A. Co-Chair for Student Affairs (Elizabeth Che)**

##### *Activities*

- Fall 2019 nodes for Chartered Organizations have been created and set to pending. To achieve active status, chartered orgs need to submit their Spring 2019 semester activity report and have 20 registered members.
  - Dechartering process to begin (after voting) for the following orgs: Africana Studies Group (inactive since Spring 2018); CUNY Public History Collective (inactive since Fall 2016); Puerto Rican Studies (inactive since Spring 2018)
- OpenCUNY hiring committee met on Aug 12. Alison Paks was elected as the chair of the hiring committee. The call was distributed (Aug 12) with the deadline of Sept. 3. There are 6 applicants. The hiring committee will be meeting on September 10 to discuss the applicants to interview.
- Adjunct Project hiring committee: Lynne Turner moved into the Coordinator for Labor Relations position so the new vacant position is for the Coordinator of Organization and Planning. Rafael Mutis is also resigning and the hiring committee should be reconvened to also hire the Coordinator for Action and Education. They will have their first meeting on September 11. The job announcement was released today with the deadline of September 20.
- Begin special elections for Middle Eastern Studies (MES) Program.
- Regarding Library Window Cleaning: Facilities is well aware of the window cleaning concerns. Once the waterproofing and painting is completed the window cleaning will begin.

##### *Reminders*

- SPARC Training Completion due September 16, 2019. Email Eric Brown with screenshot of completion history or the certificate ([ebrown2@gc.cuny.edu](mailto:ebrown2@gc.cuny.edu))

- Sign Chartered Org Rosters! They need 20 signatures as part of the active status requirement.

Discussion:

GB: Regarding the openCUNY hiring, which position is it for?

EC: Outreach and Action

IBJ: Do we get confirmation for completing the SPARC Training?

EC: You can email him to confirm receipt of the certificate

AK: What is the problem with the MES elections?

EC: The last elected official has graduated; the empty position now has to be filled. A nominee list needs to be compiled and an election to be held for those on the nominee list.

RK: We don't have the list of students confirmed for the MES. Are we going to wait for that list before we start the ballot?

EC: We can use last semester's list

JG: Why is the DSC in charge of doing the elections for MES

EC: This is the election for the DSC program rep who will attend Plenary

## **B. Co-Chair for Communications (Rod Hurley)**

### *Activites*

- New Student Orientation and Convocation took place on August 22. DSC hosted lunch, sponsored by OSA and it was very well attended. We also engaged with many students during tabling and at the DSC open house. Over 90 students signed up for the listserv.
- DSC also tabled at the Master's Students Orientation on August 26.
- Schedule of plenary meetings has been confirmed. Interim President Muyskens will be guest speaker at the September plenary and other guest speakers will be confirmed soon.
- EC met with Dean for Master's Programs, Julie Suk on 9/3.
- Updated the Works accounts and granted appropriate access to Steering, reps, and chartered org leaders. Please forward all Works issues or requests to me.

### *Reminders:*

- If you are chairing a committee, please cc the Co-Chairs on all communications with the committee, as we are considered ex-officio members.
- If chartered org members or students request assistance with technology in DSC rooms please forward requests to me.
- I am still in the process of updating the website so if you notice anything that needs attention, please let me know. Also remember that you all have access to edit and post content on the website. You can also post events and meeting info to the website via the social media form: <http://cunydisc.org/social/submityourevent/>.

### *Upcoming Meetings*

- Monthly meetings between Co-chairs and Office of Student Affairs have been scheduled
- Meeting with the EC and Interim Provost Julia Wrigley has been scheduled for 10/4
- Meeting with the EC and Interim President James Muyskens has been scheduled for 10/28
- Meetings with IT are being scheduled, and meetings with the Library will be scheduled in the near future.

*Discussion*

SD: Regarding meeting with the interim Provost, is everyone from steering meeting?

RH: No, just the Executive committee but I will set up a document to take input from all members of Steering.

SD: Adding in the matter of transfer credits to be brought up with the provost

RK: Dean Suk does not share the belief that Master's students should be viewed as revenue generators. She believes that Master's students should be included in the GC vision of advancing accessibility and social mobility. She says she will advance this vision to the new admin. She is open to transparency – including ensuring that excellence fees are properly managed.

GB: There is currently no way for science students to talk to each other unless contacting their APO.

RH: We can use a DSC listserv or google groups.

RK: It is easy to set up using the official GC listserv system (gc.cuny) or google groups.

**C. Co-Chair for Business (Raj Korpan)**

- Legal consultations - Available to be scheduled, students can get two free sessions - tell students to email ccb
- Movie tickets - We have plenty of AMC tickets on hand, on the last bit of Angelika and Regal. I'll buy more when needed
- Lockers - Deadline to submit a request for a locker is Sept. 13 and I will do the lottery and clear out the lockers in the following week
- Website- Things seem to be working well. Let me know if you have any issues using the site.
- Budget - Large budget carryover (\$36,000) from last year will let us recover much of the cutbacks we had in the budget voted on in May. Otherwise spending is currently pretty low
  - Program allocation - I will calculate program allocations after final registration numbers are in. That happens after add/drop then we get the list from the registrar. Once I've calculated, I will send an email to all the reps
  - Chartered org allocation - Once chartered orgs are active I will begin to give them access to their allocation
  - Other budget categories - Funds are available, just let me know if you'd like to spend things for the DSC. Those with committee budgets are be able to spend their money
- Participatory budget - Student Affairs received a complaint about the Trans-Presence Exhibit in the DSC room (depiction of genital mutilation may be triggering to victims of assault or certain groups). As a result, we reached out to the organizer, who put up a warning on the door. Additional issues from student affairs: safety of how the pieces were attached to the wall, the length of the exhibit, and display of a price on the artwork. In response the organizer more securely attached the art to the wall, we removed the price tag on the art (standard policy of no solicitation in the building), and the Co-Chairs agreed to display the exhibit for a year (May 2019 to May 2020), and then make way for any new projects from PB this year.
- Check request policies
  - Tax-exemption form - All purchases must use the form as the Business Office is not reimbursing tax any longer
  - Honorarium - Must be paid directly to individuals, you cannot be reimbursed for an honorarium you paid out of your own pocket. Require a residency status form for any honoraria or stipend payments. Any honoraria for CUNY employees is paid through the payroll department

- Deliveries - Must be delivered to the GC
- Office hours reminders
  - Post hours at least 24 hours in advance
  - EC does 5 hours a week, steering does 3 hours a week
  - Show up at times you said you would (post on FB and Twitter if late or cancelled)
  - Empty coffee pot & coffee filter/grinds before leaving
  - Don't send all weekend requests to CCSA (look at room request guidelines first)
  - Purchasing of snacks and supplies (ask CCB before making purchase)
  - If anyone does not have their keys yet let me know
  - Make sure you are submitting stipend requests the week before the beginning of the month

*Discussion:*

MG: Can we buy milk or the office lounge for coffee?

RK: We can but we prefer it to be plant-based milk because cows' milk will go bad more quickly.

IBJ: Regarding honorariums, is this the same for funding grants?

RK: Yes, organizers can't pay out of their own pocket. They will not be reimbursed. There is no way to track if they are paying taxes. But if paid through CUNY, the IRS can track it.

IBJ: From my experience, people may request money before coming to the event.

RK: If you need to pay someone for their airline ticket or hotel so they can come, that is paid through reimbursement. Honorarium can be paid in advance but it is case by case.

MG: I thought honorarium is more like gifts rather than paying for service.

RK: The way CUNY treats it is as if it is paying for a service. I will send a reminder email to the chartered orgs and reps with the policy and amounts.

SD: What about the tax exemption form?

RK: Because we are part of CUNY as the DSC, we are exempt from paying taxes. E.g., buying something online, purchasing food... we are exempted from paying taxes for these.

SD: Where can we get it?

RK: You can get it on our website (search by keyword "tax"). This is for all DSC monies - Chartered orgs, grants, committee funding, ... etc. I want to put a link on the website.

SD: Regarding movie tickets, what does it take to register a Venmo account so that people can pay digitally?

That way we don't have to use checks. It is a simple one-step verification. We can easily set it up and watch the student as they pay us.

RK: We can look into that.

JG: Regarding the movie tickets, can we facilitate discounts without the sale of actual tickets?

MG: That way they don't have to wait for our office hours.

RK: I will follow up.

IBJ: Does the tax-exempt form apply to us ordering food for the steering/plenary meetings?

RK: Yes, if you go physically, you can show them the form. If over the phone, you can tell them the tax-exempt number. The only issue we had is with Amazon. They won't accept the tax-exempt.

SD: Can we move the website search bar to the right side?

RK: We pay a company \$7k to maintain the website.

RH: We can get together to decide on the changes we want and bring the ideas to them.

IBJ: Can we take money from the grants budget to pay for food for committee meetings?

RK: The money will come from the DSC pool, not grants. We have \$1000 in DSC discretionary. Perhaps we can use \$40 to pay for food.

MG: Does the program allocation money carryover from year to year?

RK: Money is carried over from Fall to Spring but not year to year. You can view the reports on the DSC Works website.

MC: If we want to organize a workshop that is outside of our campus, how can we process that?

RK: It has to be an approved part of the budget. After it is approved, you will have to submit a check request and the money will come out of the budget line.

MC: So, it's not year-based? We can do it at any time?

RK: The budget is set per year, but events can happen any time and use available funds.

#### **D. USS Delegate (Interim) (Jane Guskin)**

Nothing to report. Next USS meeting: Sunday 9/22.

*Discussion:*

MG: What does USS stand for?

JG: University Student Senate. I represent the GC at USS.

RH: Each CUNY campus has at least one representative. For Colleges with undergraduates and graduates, they have multiple delegates. The chair of the USS has a seat on the CUNY Board of Trustees.

JG: I have declined to run for the steering committee of the USS. I had the option to do it, but it was figured it was too much work at this point, so I declined.

RK: It's a big time commitment. Rod was the first in many years to do it.

#### **E. UFS Liaison (Mary Jean McNamara)**

*MJM is absent.* No report sent.

*Discussion:*

IBJ: What is the UFS?

RK: University Faculty Senate. DSC has a non-voting, liaison position on the UFS. We've been fighting for a voting seat. We teach a lot of classes as adjuncts, but full-time faculty do not want to give us a seat.

### **IV. Steering Officer Reports**

#### **A. Officer for Funding (Isatou Bittaye-Jobe)**

- The Grants Committee met on August 22nd, 2019 and reviewed the by-laws and procedures of the Grants Committee, grant review application guidelines and publicity requirements, and set grant deadlines and meeting dates.
- The total amount of funds for grants was set at \$20,000, so the maximum grant allocations were set to \$700 for regular grants, and \$200 for start-up grants.
- Grant applications are due 3rd Friday of September, October, November, January, February and March (i.e. September 20, October 18, November 15, January 17, February 21, and March 20).

- As per the by-laws, we set the meetings for the Fall semester (October 3rd, November 5th and December 3rd). We have received two new grant applications so far, hopefully there will be some more before the upcoming September 20th deadline.
- We will set Spring deadlines at the December meeting.
- One nominated member of the grants committee stepped down, and we still have not received any confirmation of acceptance or decline of the other nominated member, therefore we currently have only 3 members in the committee. Aside from myself and the Co-Chair for Business, there is only one member from the program representatives. We would like to have at least one additional member to the committee as it stands if any of the 3 members are absent for a meeting, the meeting will not hold because according to the by-laws at least 3 members are needed to make a quorum for meetings to hold.

*Discussion:*

MG: Let's say you have 3 people in the committee and someone is sick, can we have a proxy?

RK: Yes but it is not explicitly stated in the bylaws. It is possible but these things happen last minute and finding someone to proxy can be hard. Usually we find someone on steering.

IBJ: Can a non-DSC student be proxy?

RK: I don't think we have ever done that. It has to be a DSC rep.

**B. Officer for Governance & Membership (Interim) (Adam Kocurek)**

- David Monda has accepted the position as the Program Representative for the Political Science Department.
- Jason Nielsen and I have almost entirely updated the member list on the DSC page. We are still waiting for the MES position to fill up, although Elsa Saade has confirmed that she would be interested in taking the position of Program Representative and will be nominating herself for the special election.

*Discussion:*

MG: How do we petition for another DSC representative spot?

AK: I believe it depends on department size. You need to petition for a new seat.

RK: There's a form on the website. You have to get signatures and send OGM.

JG: One of my complaints about DSC elections is about nominations. If someone nominates you and you don't reply, you are automatically on the ballot. I think we should always opt-in. Also, we should also have a one sentence description why someone is interested in the position. This would make it easier for people to know who to vote for.

AK: It is actually hard to get people involved. It doesn't seem like we have an issue voting for people. The problem is keeping seats open.

RK: I agree with Jane in that opt-in in-theory is better but as AK said, it is already hard enough for people to be reps. What ends up happening is that some people will end up not wanting to be a rep, but we have a process for moving down the list of nominees on the ballot. If there is no one on the ballot, the program will be locked out of their budget. And we have to be careful about what people can put in their description. This may be something to ask in the Constitution and Bylaws committee.

RH: I agree that in theory it should be opt-in, but we would have to generate more interest in the election process.

EC: As RK and RH mentioned, it is difficult getting people involved and the students who do vote is a very small percentage of the student body.



JG: It should be an indicator for their participation on the student body and if they lose access to the budget, it is their fault.

RK: I agree that we really want people who can put in the effort to serve on the body. And their budget should be an incentive.

GB: Is there something we can do at the next plenary to announce to reps what their programs miss out when they don't have a rep. If a rep was responsible to announce this then it could circumvent this issue possibly.

MC: I agree with your points. We can have those representatives advise others. We should put in our emails about the benefits of being a representative.

IBJ: I agree with Jane that it would be good for the students to see the description to vote for these people.

AK: I appreciate these comments. People are likely to not read emails. There may need to be more groundwork for program reps to impart on their program students. Otherwise it won't go anywhere.

MG: I reached out to my program already. I can make a template that can be shared with all program reps.

RK: I think this is related to a larger issue in the GC -- Publicity. This may be our goal for the year. Program reps should put in more effort to let their constituents know. Perhaps we could move to a ranked voting system that might have different advantages.

SD: Are we liable for the information that people put in their description?

RK: I don't know; we would have to look into that.

JG: We can have a disclaimer statement.

### **C. Officer for Health & Wellness (Ming Chen)**

- Ming contacted the therapist to schedule the Massage event at the end of the fall semester
- Raj and Ming corresponded with *Art with Impact* organization about a mental Health workshop, and they are waiting for our response
- We have one at-large representative agreeing to join the Health & Wellness committee (Yilin), one student rejected (Kwame Ocran), the other one (Bernadette Ojukwu) didn't reply. We need new representatives in the committee.

#### *Discussion:*

GB: Is there any way we can incentivize being on the committee?

IBJ: I agree, we on the steering committee receive stipends but the other members on the committee aren't.

RH: One way is to at least provide food at the meetings. Another way might be to provide a small gift card.

RK: Traditionally we gave a gift at the end of the year. But we can do that at the end of the semester. With regards for the food budget, if we start giving money to the committee meetings, the budget is coming out of the plenary and steering meetings.

GB: Is it a standardized process to give a gift?

RK: Yes, we use to give it at the end of the year.

GB: Is there any way we can use funds from our own committees to provide food for meetings?

RK: Except for grants, your committee has to vote to approve for allocation spending. You can do it over email.

SD: Can we give movie tickets?

RK: I don't see why not.

IBJ: In addition, are we supposed to give this information to the committee prior to the meeting? What will motivate them prior to accepting the nomination? Perhaps this can be announced during the elections to have people feel motivated to accept the nominations prior to the start of the semester.

RK: Let's table this discussion until the Plenary Incentives agenda item.

**D. Officer for Outreach (Sharanya Dutta)**

- Sent out the welcome email.
- Do not have a committee yet. We need new representatives in the committee.

*No discussion.*

**E. Officer for Student Life & Services (Giacomo Bianchino)**

- The Committee for Student Services convened yesterday for its first meeting. Myself (Giacomo Bianchino), Elizabeth Che, Zhuo Yin and Carmin Ciano Quijano Seda were in attendance. The committee reviewed the work of its predecessor and evaluated campaigns it would like to continue or revise.
- New issues were brought to the attention of the committee by both Zhuo Yin and Carmin Ciano Quijano Seda:
  - The science fellow funding structure is leaving students out of pocket over the course of the year
  - Science students have very little mentoring structure for choosing an advisor- something they have to do early in their degree.
  - Humanities students are reporting pressure to complete their degree within the five year mark and are threatened with the withdrawal of funding in the event of their inability to do so.
- The committee also reviewed student interest in continuing old programs and starting new initiatives
  - An email was read by a student urging to continue with the self-defence workshops. This was noted; the committee decided to continue the self-defence workshops
  - An email was read from a student interested in an outreach mentoring program to encourage female undergrad students at the various colleges to continue their education at the GC. Officer for SLS will consult with Outreach on this.
- In terms of events for this semester, the committee has decided to
  - Continue with the board games evening, two this semester in September and November respectively (with the potential of turning one into a karaoke night).
  - Zhuo Yin is to create an inventory of the games we have and to decide on which games we will use to expand the collection for Fall and Spring.
  - Continue with the Self-defence workshops (two this semester, with dates TBA)
  - Continue with the one-stop civil resistance day, to be held in November
- Regarding the New Business and reports from the committee members, the committee also decided to
  - Research the possibility of a student consultation body between science juniors and seniors on advisor selection and career trajectory (Zhuo Yin)
  - Research the attitudes of students in regard to the pressure for finishing in their fifth year (Carmin Ciano Quijano Seda)

*Discussion:*

RK: On the topic of mentoring, we have to be careful because some students have a different experience. But admin spoke about a mentoring program in the past so we can ask them about that. Outreach to undergrads is a good idea, especially women in STEM. Chartered orgs could take up the charge. E.g., CUNY stem outreach and Women in STEM. Chartered orgs are provided rooms, budgets.

MG: It's important to bear in mind that experiences may be different but it's still a problem that it happens at all.



GB: First I recommend that we find out the extent of the problem and that students know they have an outlet to air grievances. New students in science don't have a lot of support, hard to find out who to talk to. This would ease the pressure if they knew who to talk to about problems.

RK: I agree.

JG: The union can offer support to those who have fellowships.

MG: This is related to the email I sent out regarding trans and non-binary folks about their pronouns.

RK: As officers of the DSC, we go to the provost and upper level administration. We can have a resolution and present it to plenary.

JG: We need a deeper conversation around this to organize teams to meet.

GB: We should provide an organization structure to support student structures. We have means of displaying these issues across the university (e.g., a page in *The Advocate*)

SD: there are orgs that deal with trans issues that can put external pressure on admin. The public can hold them accountable.

MC: I was wondering how PSC can be involved in this issue.

RK: In terms of funding, as part of the new contract, they are trying to include funding by changing GC student funding to be graduate assistantships. That way it would fall under the PSC line.

JG: the PSC isn't. It's the Adjunct Project Full and Fair Funding project and the 7K or Strike. We recently had an issue where these groups came together

AK: Title VII covers this. We can go to the State.

RK: Human rights law also speaks to this. We can file complaints this way. In the past we resolved an issue by going to the Office of Student Affairs and having them address it.

## **F. Officer for Technology & Library (Michael Greer)**

Overview: I met with Polly (head of library) and Elaine (head of technology) on Friday the 6th of September. In their capacities as head of their respective departments, they have a tense relationship. There are many spaces in the school which incorporate both library and technology resources, and so I am a little apprehensive of when I will inevitably have to navigate their relationship in a diplomatic way.

### **Library Problems & Solutions:**

This is a list from an email correspondence with Polly of things that she thinks the DSC should be thinking about. I have elaborated on it using information garnered from Marlene last year, and my own thoughts.

Proposed solutions are under alphabetized headings (a. b. c. etc.)

#### 1. Equal access to library resources:

- a. NYPL erects and maintains many barriers to access for GC affiliates, while funded \$2mil/year by NY state to support CUNY PhD programs (NYPL does *not* spend nearly that amount on resources for CUNY PhD students, and it should).
  - i. GC Student access to NYPL resources should be 'seamless' and not involve annual re-registrations to get separate NYPL credentials.
  - ii. MaRLI could involve automatic enrollment of GC students by NYPL. Instead, MaRLI recipients must reapply every year. This is only one of the barriers that GC students face to this program. Starting this year, GC students must go in person to interviews where they will be grilled about the resources they need. NYPL will also only let those students who are ABD enroll in the MaRLI program. This will exclude most PhDs students and all MA students! *MaRLI = electronic resources*,

*borrowing privileges, physical access to library spaces of other NY universities.* Note: MaRLI is a much gentler process for Columbia and NYU students!

- a. Petition Julia Rigley and Jim Myskins to contact NYPL and advocate for us when it comes to MaRLI (if this is successful, petition for them to advocate for us when it comes to the \$2Mil that the NYPL should be spending on us annually..) Myskins is supposedly "in" with the NYPL crowd. Polly mentioned advocating for a renewed memorandum of services - there hasn't been a new one in years.
- b. NYU and Columbia do not treat GC students in a reciprocal manner (their students get better access to our libraries than we do to their libraries).
  - i. NYU and Columbia do not currently let GC Students into their libraries, despite the fact that we are all part of SHARES - which is a library collective that should facilitate physical access with just your home institution's ID card! We currently let NYU and Columbia access our libraries via SHARES - why shouldn't this be a reciprocal policy? *SHARES = physical access to library spaces of other SHARES libraries.*
    - a. Get in touch with NYU and Columbia DSCs (or equivalent) and explain the problem to them. Ask for them to co-write a letter/petition/statement(?) with us to their libraries. Polly thinks this will get momentum moving in a positive direction for us. She thinks the problem is not to do with the *Library Staff* itself, but rather to do with institutional barriers and paywalling, which the other DSCs can hopefully advocate against.

3. CUNY 2020: Digital Humanities space on the c-level of the library, complete with new technology. What kind of service/support will be offered on the c-level for the new scholarly labs? And to whom will they be accessible, what hours of the day/eve/weekend? What will the traffic flow look like? Who will maintain the labs, equipment, etc? *Note: Sharanya (?) registered a student complaint about the digital humanities floor. The complaint was about the lack of information about what's happening with it!*

- a. Must email Matt Gold to deal with this worry.

4. What is happening with the Object library? Is everything done? Is there any money left? If so, where will it be going?

- a. Must email Keith from center of humanities about this. *Note: It is my impression that the notion of the Object library being a democratic, student-run initiative was in many ways a farce. Marlene, with the help of a committee, compiled student feedback, and it wasn't listened to by Keith. How can we ameliorate our experience of the library given previous experience with Keith, etc?*

5. Implementing a "reading group resource" on the library web page.

- a. Compiling all the reading groups of the GC onto one list, complete with their locations, times, and contact info for the reading group leader. Might start by emailing all department APOs?

6. With the c-level closure, the Library needs quick construction in room 2302, making it suitable for expanded student study capacity and library instruction.

- a. I have no idea what to do about this. Who could we reach out to about this?

7. Question for Polly: Where can we see the list of online Newspapers that the GC subscribes to?

Information Technology, Overview of Problems:

Rather than giving me an overview of problems that the IT department faces when it comes to delivering the best student experience for our constituency, Elaine gave me an overview of what her job entails. She then told me that the biggest problem, in her opinion, for the IT department, is a problem to do with *communication*. She sees the DSC as a vehicle for bridging the communicative gap between the IT department and students. According to Elaine, there are three main purviews of the IT department when it comes to *student needs* (remember, there are faculty/staff IT needs too... Elaine did not go into these):

1. Hardware (public computers, printers, scanners, etc.)
2. Software (the GC is not in charge of most of the software that is available to students - the main CUNY campus is - with some exceptions).
3. Tech Support (Elaine says there is a hiring halt, and so she is not allowed to hire any more staff to support students with tech worries).

Note: there will be a meeting with Elaine and her IT staff. I filled out the requisite Doodlepoll, and am still waiting to hear the results. When I know when it will be I will let everyone know!

(Polly gave me a glimpse of some problems that there might be for students when it comes to IT, and the rest of the Steering Committee added to this list)

1. GC IT last year took over maintenance of all building and library scanners in addition to printers. The scanners fail frequently and need to be replaced.
  - a. Elaine told me that the library (aka Polly's department) need to submit a work order whenever this happens. She maintained that her department cannot do anything (and, cannot be liable for *not* doing anything) if they are not informed, and the official way to inform them is via a work order. *A work order is when you email the ITservices email and let them know you have a hardware/software issues.*
  - b. We should write this up and post it in a visible place so that people in the library can understand what is at stake when they don't report malfunctioning machines. If we want to prove that the IT department isn't doing a good job of maintaining this technology, we need to have the work orders to hand, as proof.
2. For the new free individual CUNY dropbox accounts, what are the privacy terms? Will CUNY honor FOI and police requests for their contents? Will we have access to our files when we graduate? How????
  - a. Elaine told me I needed to email CUNY central to sort out this worry.
  - b. Polly would like this policy and its intricacies to be "front and center" in the library, so that people know exactly what they are getting themselves into.
3. CUNY could provide global "edu" network access so students and faculty can share obtain access on other academic campuses. The guest account access is substandard.

4. Did the amount of computers in the Digital Humanities c-level of the library go down? How many computers are there now, and where exactly did they go?
  - a. Need to email Elaine.
5. It's my understanding that Elaine has not been forthcoming with a transparent budget of IT funds. Not quite sure how to remedy this.
6. Things to communicate with the student body:
  - a. A new live chat system will be going up shortly, this will mean that GC students can "live chat" the IT department if they have an issue, instead of calling or sending an email.
  - b. Apply to the STF fund - there is money for student use.
  - c. Colour printer is now in room 5487

*Discussion:*

JG: 1. Regarding MARLI, could we leverage the fact that the money is being used and we're not getting what we paid for

MG: Polly thinks we should go after MARLI through President Muyskens. I will share the note with you all for advice.

JG: There is no indication that students have areas to use the computers.

RK: The last time we talked to IT, we were told that the computers were moved to the second floor. There is no loss to computers.

EC: I attended a CUNY2020 meeting last semester and it was mentioned that the computers will remain in the GC. But some are being decommissioned. The website for CUNY2020 that Matt Gold is organizing can be found: <https://cuny2020.commonsgc.cuny.edu>

RK: We can ask IT for usage statistics about these computers -- perhaps we can justify why we need more computers. Regarding STF, we had to advertise it consistently and ask students for proposals.

GB: There seems to be a need for advanced-level students to mentor incoming students. Mentorship seems to be lacking across departments. Is there something we can do to repeat mentor structures across departments?

JG: Mentorship should come from the programs and DSC could support that.

MG: Elaine mentioned in the meeting that for public GC spaces with Macs, students seem to use the spaces longer compared to non-Mac computers.

MC: It may be because of how Macs are set up.

Meeting pauses for a break at 6:51pm; resumes at 7:00pm.

## **V. New Business**

### **A. Changes to 2019-2020 Budget (Voting)**

RK presents the changes – The carryover from last year offset the previously proposed cuts.

RK: We have to return the money to the reserve fund that we used for legal consultation.

RH moves to approve the proposed budget. Seconded by JG

*Discussion:*

JG: Can we stock the pantries with supplies?

RK: We could do that.

IBJ: Shouldn't departments take care of that?

RK: It's actually up to people on each floor to take care of that.

MG: Why are we putting money in the reserved fund.

*Motion carried unanimously.*

### **B. Additions to Committees (Voting)**

Persons are nominated to committees as follows:

#### **1. Outreach**

Samantha Barthelemy

Zachary Mitnik

Andriele

Sami Sauma

#### **2. Grants**

Ariel Leutheusser

Bertrand Ithurburn

Angie Alvarado

#### **3. Student Life and Services**

No additional members needed

#### **4. Health & Wellness**

Lauren Moton

Fuxian Li

Valicia Philbert

#### **5. EDLAB**

Teresa Ober

Jennifer Prince

Alison Parks

Ana Perry

Anick Roland

Marlene Nava Ramos

Shoumik Bhattacharya

RH moves to ratify the committee appointments in the above order. Seconded by JG.

*Motion passes unanimously.*

### **C. Reconvening the Adjunct Project Hiring Committee for the Coordinators for Action and Education and Organization and Planning (Voting)**

Lynne Turner who held the position for Organization and Planning moved into the Coordinator for Labor Relations position.

The current Adjunct Project Hiring Committee was for the Coordinator for Labor Relations and consists of:

CCSA (Non-voting): Elizabeth Che

1 At-Large Steering Officer (Voting): Giacomo Bianchino

- 1 DSC Representative (Voting): Shoumik Bhattacharya
- 1 DSO Representative (Voting): Maya Harakawa
- 1 Senior Employee (Voting): Lynne Turner
- 1 Ex-Officio Adviser (Non-voting): Sheehan Moore & Rafael Mutis

MG moves to use the same elected hiring committee for the Coordinator for Action and Education, and Coordinator for Organization and Planning. Seconded by MC.

*Motion carried unanimously.*

#### **D. Starting Chartered Org Dechartering Process (Voting)**

EC reports that the Africana Studies Group (inactive since Spring 2018); CUNY Public History Collective (inactive since Fall 2016); and Puerto Rican Studies Group (inactive since Spring 2018) are up for dechartering. RH moves to begin the dechartering process for Africana Studies Group, CUNY Public History Collective) and Puerto Rican Studies Group. Seconded by IBJ.

*Discussion:*

JG: Is it possible to reach out broadly to the membership to revive the groups?

EC: We start the process but they are not immediately dechartered. I will be reaching out to the student body to ask for leaders and there is a 30-day period to try reviving the group. Afterwards, we propose to officially decharter the group at plenary if no leader is found.

IBJ: Why are they inactive?

EC: Each semester, they need 20 members to sign up in support of the group and the leaders need to submit a report each semester indicating the events that they held and their budget allocations. I will check their progress throughout the semester and send reminders. Failure to submit semesterly report and have 20 registered members by the end of the semester will lead to an inactive status.

*Motion carried unanimously.*

#### **E. Scheduling Steering Retreat and Mention of Steering Goals**

RH: Gives an overview of the purpose of the retreat and the discussion of goals; reminds members to fill out the doodle.

#### **F. Date for Fall 2019 DSC Party**

October 18, 2019 is suggested

Agreed unanimously.

#### **G. Affiliate Goals Report Review**

RK presents OpenCUNY plans for 2019-2020.

RK: I would like more details for the entire report: e.g., What information are they providing in the newsletters, how are they advertising the drop-in sessions, ... etc.

JG: I would like this report to be given at least a week before our meeting.

RK: Please email me (ccb@cunydisc.org) your comments for each affiliate report (OpenCUNY, Adjunct Project, and The Advocate).

#### **H.**

RK: In the past we raffled off weekly metrocards. We can also use the starbucks gift cards that was purchased in the past.



We should add this to the list of tasks for steering members. One of the steering members should buy the weekly pass before the plenary meeting.

RH: Please add your steering reports into the minutes document prior to the meeting. If you have nothing to report, please state "nothing to report."

RK: We try to put materials into the email at least a week in advance.

RH: Reports are usually delivered at the meeting with opportunity for people to ask questions.

JG: Send out the reports ahead of time?

IBJ: Can we allocate a set amount of time for reports?

RK: It is up to the chair to keep the time. In the past we have allocated 5 minutes for co-chairs and 3 minutes for steering.

### **I. Orientation Debrief & Ideas**

JG: I have sent out this document at the end of orientation for comments.

RK: Reminder to put your thoughts in the spreadsheet.

RH: Will send out the reminder for comments.

### **J. Workshop provided by *Art with Impact (Movies for Mental Health)***

#### *Discussion:*

MG: Can you clarify where you heard about this?

MC: Art with Impact contact me first. The director, Andrew found my information through the DSC website. They are waiting for our response.

MG: When will it happen if it does happen?

MC: According to the handout, it is a long process and may happen in the following semester.

IBJ: How many people can they accept to participate in the workshop?

MC: They said they have a specialized advertisement group that will take care of recruitment and promotion. The maximum attendee will depend on the location.

JG: It sounds like this event is for undergrads. Unsure if it is worth the money for graduate students.

MC: \$4000 is expensive.

SD: The image this is portraying may come across as patronising and may not go down well with GC students. I think people would be more open to short therapy sessions and that would be more valuable

MC: We should use the money in other ways?

SD: Yes.

RK: The idea is good because grad students need mental health support, but \$4000 is a lot. We could ask student affairs or GC admin if they want to sponsor it.

MG: It feels extravagant to spend \$4000 for 2 hours of time. Many students are troubled by the expense of healthcare.

JG: Have you discussed with the Grants committee? The committee could decide what the best way to use the funding.

MC: I have not discussed this with my committee members.

RK: The reason why massage therapy sessions are helpful is because it is held at the end of the semester and students are stressed. We may have more success with the mental health session if it is more connected with student groups.

SD: Mental health is important, but we need to find the best way to approach it.

JG: Perhaps community acupuncture? It is usually used for addiction, stress, ... etc.

SD: Recommends therapy dogs.

RK: It has been done at the GC in the past. We can defer this conversation to the Health and Wellness Committee. If additional funds are required, the committee can ask to use discretionary funds.

MC: We can direct them to the wellness center and OSA

SD: We can ask GC admin to pay for therapy dogs too.

## **VI. Announcements**

### **A. Reconstitution of Ad-hoc Committees**

RK: At plenary, if someone moves to convene a committee they become the chair of the committee. There may be more details in the constitution.

JG: What is the point of the ad-hoc committee if they do not have funds?

RK: The ad hoc committee has the backing of the DSC. If we want to provide funds to the ad-hoc committee, we can use the discretionary funds. It is up to the steering committee.

#### **1. Accessibility**

RK: This committee works to ensure that facilities and services at the GC are accessible to all students. An example of something this committee has done in the past is accessible library doors.

#### **2. Gender Neutral Bathrooms**

RK: Previously this committee has focused on that one issue of getting Gender Neutral Bathrooms in the building. They relabeled the one stall on the 7th floor that was unisex to gender neutral. They have been pushing for more bathrooms.

They are planning to install 2 gender neutral bathrooms on the 1st floor. This committee can be broadened to include other issues from your program.

JG: Can we start a google doc to look at the mandate of these bathrooms, and maybe the committees. If no rep moves to reconstitute the committee, then the committee doesn't happen. Someone on steering can also nominate themselves.

#### **3. Participatory Budgeting**

RK: This has to be chaired by someone on steering - this committee has done things like water bottle fountains, stocked the pantries, and thebTrans Presence Art exhibit.

MG: Why does the chair have to be someone on the steering committee?

RK: Because Participatory Budgeting involves a lot of money. The chair does a lot of work and it would be best if it is someone from steering because they are paid. The work comes in bursts. Example: setting up ballots for proposals, review proposals, ballots to vote...

## **VII. Adjournment**

Meeting adjourned by unanimous consent at 8:32pm.