

Steering Committee
Minutes
October 4, 2019
4:30 PM

Attendance

Present: Elizabeth Che (EC) Chair; Rod Hurley (RH); Raj Korpan (RK); Ming Chen (MC); Michael Greer (MG); Jane Guskin (JG); Isattou Bitaye-Jobe (IBJ); Mary-Jean McNamara (MJM); Giacomo Bianchino (GB)

Absent: Sharanya Dutta (SD); Adam Kocurek (AK)

I. Approval of Agenda

EC calls meeting to order at 4:35pm. RK moves to approve the agenda with emendations. MJM seconds the motion.

Discussion: None. Motion passes unanimously

II. Approval of Minutes of September 6, 2019

MG motions to approve the minutes. MJM seconds the motion.

Discussion: None. Motion passes unanimously

III. Executive Committee Reports

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

- Middle Eastern Studies Program Representative: Elsa Saade was the only nominee. There was a technology error with her vote not registering correctly but we were able to identify her intention to self-nominate and will proceed with voting her in as a program representative. We will be ratifying the new rep later in the meeting. There were no other nominees so she is automatically approved.
- Chartered Orgs:
 - Puerto Rican Studies Group - Leader declined to reactivate the group. I was already contacted by Carmin Cione Quijano Seda (LAILC) who intends to be the new leader and reactivate the group. They have to submit their report and acquire signatures.
 - CUNY Public History Collective - Leaders responded to my email indicating that they are deciding if the chartered org model fits their group's needs. They have until October 27 to reply to me with their decision before I initiate the de-chartering process.
 - Africana Studies Group - Leaders on file have not responded to my email. They have until October 27 to reply with their decision before I initiate the de-chartering process. David Monda (Political Science) contacted me about knowing possible leaders who may be interested in re-activating their group. Because ASG was inactive for two semesters, they will need to forfeit their room space when an active chartered org (without an office) ask for space.
- OpenCUNY Hiring Committee: voted to hire Zachary Muhlbauer.
- Adjunct Project Hiring Committee: interviews are ongoing.

Discussion:

RK: Do you have an update on SPARC completion for DSC reps?

EC: I was emailed a list on Sept 24, but then received another email saying that there was an error with the SPARC system. People were having trouble registering after Sept 16. I haven't received an update since then but I assume I'll get an update when the error is resolved. For now, it seems like we do not have to kick anyone off.

B. Co-Chair for Communications (Roderick Hurley)

Activities

- Co-chairs and Office of Student Affairs met on 9/18.
 - Staff updates at CUNY Central:
 - Interim VC Chris Rosa is now Assistant VC for Disability and Inclusion
 - New Executive VC and University Provost, Jose Luis Cruz, now has responsibility for Student Affairs, Enrollment, and Academic Affairs
 - Staff updates at the GC:
 - New Writing Center Director
 - International Student Counselor Bei Zhang retired
 - RH: There is no mention of replacing Bei; at the moment there is only one counselor in the international students' office
 - Scott Voorhies provided an update on NYSHIP eligibility; noted that students on leaves of absence were being notified that they were no longer covered.
 - RH: Also, students whose hours fell below the threshold for NYSHIP are being notified
 - Response to fitness classes has been better than in previous years.
 - Discussed party logistics; not restricted from hiring bartenders and DJ
 - RH: Discussed this with Student Affairs: they gave us the all-clear
- EC met with Interim President James Muyskens and Brian Peterson, Interim VP for Finance regarding the GC budget. They were open in discussing their approach to the GC budget and were receptive to our suggestions and questions. They mentioned that they were committed to doing a full assessment of GC expenditure, including staff and faculty positions in light of a reduction in NY State CUNY funding. With the resulting loss of over \$15M in funding to the GC they are looking for ways to increase revenue. We also specifically asked them to provide us with follow-up information about the IT Budget, and to confirm that Student Tech Fees were being used as mandated.
- Co-Chairs met with the office of Institutional Research and Effectiveness- on 9/26
 - Provided updates on Middle States Accreditation and GC Self-Study
 - Middle States web page: <https://www.gc.cuny.edu/About-the-GC/Provost-s-Office/Institutional-Research-and-Effectiveness/Middle-States-Accreditation>
 - 1st draft should be completed by the end of October to coincide with the visit of the Middle States Committee Chair.
 - Chair will meet with GC "public" in November and Middle States Committee will visit the GC in March for the evaluation.
 - RH: Students and university groups will be involved in the process before the Committee visit in March
 - Gave a demonstration of the Institutional Data Dashboards that are now available on the GC website here: <https://www.gc.cuny.edu/About-the-GC/Provost-s-Office/Institutional-Research-and-Effectiveness/Data-Dashboards>
 - RH: this concerned data like evaluations, graduation rates, retention rates, time to graduation, enrollment numbers, admissions numbers, gender/race info, alumni career outcomes. For some of it you have to login with GC credentials; other info is public
 - Includes program data and learning outcomes that were not previously available.

- Earlier today EC met with Interim Provost Julia Wrigley
 - RH: Focused mainly on issues with funding for students; FICA exemption problems. More details forthcoming.

Updates:

- DSC Affiliates confirmed as guest speakers on 10/18.
 - Dean for Master's Programs, Julie Suk confirmed as guest speaker on 11/22.
 - Dean for Institutional Research confirmed as guest speaker on 12/13.
- Approved and updated the Works accounts for 6 more DSC reps. Still 5 persons for whom I have not been able to locate Works accounts. They also have not replied to emails.
- I spoke to social media correspondent Gwen Shaw, and she informed me that she is checking the emails from the social media form. So you can also post events and meeting info to the website via the social media form: <http://cunydisc.org/social/submityourevent/>.

Upcoming Meetings

- Meeting with the EC and Interim President James Muyskens on 10/28

Discussion:

GB: I don't know what the middle states committee is

RH: It is an accreditation board that validates degree granting institutions - each institution must be evaluated by some accreditation committee, and ours is the middle states - GC must conduct a self-study which is evaluated by the committee. They give you an accreditation and they also give you recommendations that you will have to meet in a certain time.

MJM: There is a portion of the self-study that looks at things like the DSC, athletics, student groups, etc. As a report it looks at not only the success of students academically but also the experience of the student at the university to figure out how well the students are doing as a whole.

MG: How are we planning on sharing the data from the Institutional Data Dashboards? My department would find this very useful

RH: I will share with students and APOs to share out to departmental programs

MC: What does the data include?

MG: Right now, we have information about graduation rates, retention rates. Does it have diversity ratios?

RH: Definitely gender information, not sure about race.

MC: Is this data available to use?

RH: I would ask, but none of this is identifiable to a particular student.

EC: The data is not identified. Dean Yun said programs are free to link to their program websites. They give you a ready-made visualization; we don't have all the data.

RK: Got to be careful what we're using the data for. There are ways to filter the information to identify students. This is something that people in data science try to do- de-anonymizing people from data sets

C. Co-Chair for Business (Raj Korpan)

- Reminder about movie ticket sales - ask for student ID and write ID # on check and on the pink/white sheets
- RK: Cunyfirst ID (EmplID), not banner ID
- Lockers - I have not done the locker lottery yet but I will try to get to ASAP
- RK: I will empty the lockers and assign them soon
- Grad Council - Curriculum Committee (revised Ed. Psych, Economics, and French bulletins)
- RK: Couldn't make it to the meeting. Saw the materials and primarily of interest were revised bulletins for Educational Psychology, Economics, and French. Nothing was scandalous to me.

- Presidential Search Committee - moving along well, if you have any suggestions please let Rod or me know
- Sent out program allocations - still waiting for memos from some program reps
- Reminder about stipends - please remember to submit your stipend request before the start of the month
- We can use Venmo for movie tickets! You need to instruct students to open the website cunydisc.org/works/tix on their phone and hand it to you, then you input the type and number of tickets, then they can select Venmo to pay. You have to make sure that they have Venmo properly setup, if they don't see the Venmo option then have them open their Venmo app, go to settings, and connect their browser. [See the attached screenshots here as a guide](#). It only appears if your Venmo account is set up properly. In Venmo you have to go to the settings and enable Venmo to be used in your browser. Then you can go back to the browser and it will show up. The function is called "Connect browser"- they only have to set it up once.
- Need to renew our contract with VoteNet- we had a 4 year contract that is expiring. The price they have quoted us is \$10,215. I will review the contract they provided us and see what our next steps are. VoteNet is the mechanism by which we vote in plenary.
- PB Committee - I will be convening the first meeting soon. Please let me know if you know of anyone interested in joining.

Discussion:

MC: What is the date for the call for Participatory Budget (PB) initiative?

RK: Last year we put out a call for December. We may advertise for November and make the deadline in December to be chosen in January; Projects to be implemented in December.

MG: Any update on the desk keys?

RK: I haven't heard back. They're making us new keys.

MG: Re PB initiative - Comp Lit will ask for funding for renovation. Is this allowed?

RK: We have funded the English student Lounge renewal in the past. That was getting new seating, shelves etc. That was all done through PB. The committee last year said they wanted to implement larger, broader projects that will help all GC students. We can make that part of the criteria but it's up to the committee to decide.

IBJ- Can we save up money over the course of two semesters?

RK: Yes, funds from Fall carry over to the Spring semester.

D. USS Delegate (Jane Guskin)

- I attended the USS plenary meeting on Sunday 9/22, from noon to 8pm. Nominations were made for USS steering committee positions. Three men (no women) are competing for the chair position. (Across all positions, 6 of 17 candidates are women.) The candidate for the vice chair of graduate affairs is unopposed: Dexter from Baruch (USS staff gave me first names only; USS website is out of date). The next USS plenary where the elections will happen is October 20, conflicting with our scheduled DSC steering retreat.
- Upcoming Board of Trustees meetings on Monday 10/7 at CUNY Central, 205 E 42 St, 7th Floor:
- 4:00 pm Committee on Academic Policy, Programs, and Research (Room 0725). Action items: new degree programs: Biology AS at QCC; ME in Cybersecurity ME at City; MA in Translation and Interpreting at Hunter; MS in Health Communication for Social Change at SPH). J-School honorary doctorate to Russian-American journalist Masha Gessen. Approval of the CAPP Board Committee Dashboard. The agenda (652 pages!): <https://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/trustees/meetings-of-the-board/CAPPRAgenda100719.pdf>.
- 5:00 pm Committee on Fiscal Affairs (Room 0725): Action items: CCNY Medicine contracts with St Barnabas Hospital, Staten Island University Hospital, Northwell Health, Institute for

Family Health; Baruch College contract with Slade Industries for elevator maintenance; CUNY Central revised procurement policy; tuition & fee waivers for Math Start/ASAP pilot; contract with Admissions US, LLC for CRM software; contract with the NYS Technology Enterprise Corporation for IT services. Info items: FY 2019 Year-end Financial Report; Fiscal Matters Information Report. Agenda (108 pages): <https://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/trustees/meetings-of-the-board/CFAAgenda100719.pdf>.

- 6:00 pm Committee on Audit (Room 0725): Action items: FY 2019 External Audit Plan (public) & FY 2020 Internal Audit Plan (in Executive Session). Agenda (48 pages): <https://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/trustees/meetings-of-the-board/CAAagenda100719c.pdf>
- 6:00 pm Committee on Faculty, Staff and Administration (Room 0770): Action items: Naming of LGCC scholarships (Wesley G. McCain Endowed, James J. And Sarah Jane Lightburn Education, Intrepid Endowed), QC chair (Alysse And Helmut Heydegger Endowed In Environmental Geochemistry) & scholarship (Harris Horowitz Endowed). Appointments: Richard White as VC for Compliance and Audit at CUNY Central; Bridget Barbera as Executive Counsel and Rene Rotolo as VP for Administration and Finance at Lehman; Johana Rivera as VP, Enrollment Management and Edwisimone Rodriguez-Dorestant as VP, Workforce Development & Strategic Partnerships at KCC; Lois Florman as Executive Counsel at QCC; Berenecea Johnson Eanes as Interim President at York College. Agenda (147 pages): <https://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/trustees/meetings-of-the-board/CFSAgenda100719.pdf>

NOTE: A “special board meeting” was scheduled for the same date in Room 0725 at 6pm (Executive session “to discuss matters pertaining to investigations, personnel, and litigation”) but was subsequently canceled. Agenda: collective bargaining agreement with Teamsters Local 237; Memo of Understanding between NYS, CUNY & SUNY, and CUNY & SUNY Construction Funds. Agenda (8 pages): <https://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/trustees/meetings-of-the-board/sbm-agenda.pdf>

- Next CUNY Board of Trustees public hearing: Monday, October 21, 2019, 4:30pm, at Hunter College, Silberman School of Social Work, 1st Floor Conference Room (Rooms 115/116), 2180 Third Avenue (corner of 119th Street), New York, NY 10035. Anyone wishing to testify at this hearing must notify the Office of the Secretary via email at hearings@cuny.edu before 4:30pm on Friday, October 18. (JG: So far I have not heard of any plans by the PSC or by students for actions at this hearing.)
- Next CUNY Rising Alliance meeting: October 17, 10am-12pm at PSC headquarters, 61 Broadway, 15th Floor. Possible to join by phone.

Discussion:

GB: What is the CUNY Rising Alliance (CRA)?

JG: It's a group representing CUNY students, unions, and the broader community fighting for full funding and a tuition freeze (or free tuition) for CUNY. They have not been especially strong and it's not clear what they are prepared to do. They get some PSC support and independent grants. They may also get support from the American Federation of Teachers (AFT); a couple of organizers from AFT were at the last CRA meeting. Quite a few USS delegates also participate. CRA organized a student march over the Brooklyn Bridge last semester. They turned out a few hundred students. CUNY has at least 275,000 students. State senator Toby Ann Stavisky, chair of the NYS Senate Committee on Higher Ed, is doing a tour of college campuses across the state. She's kicking it off on October 24 at Brooklyn College. CRA talked about disrupting it but it seems like maybe they will do a press

conference, or maybe nothing. The event is supposed to be a hearing, but it's closed (even to BC students) and Stavisky is apparently focusing it on emergency medical leave for people that have the Excelsior scholarship--a tiny number of CUNY students. Obviously, students should not lose their scholarship if they have a family emergency. Why a hearing? Senator Stavisky doesn't seem to care about CUNY; she's a gatekeeper who has blocked any real conversation about funding.

RK: Who will be the USS Chair?

JG: One candidate is from CUNY law, another is from City Tech, and the third is from Brooklyn College. Should I just be voting how I want to vote or should I be bringing a message from the GC to the USS? Should I be doing what I think is right, or should I be representing the GC?

RK: It's important to have our voice as graduate students not just as students but teachers. We may represent a small amount of the overall student body, but we are also teachers and so our voice is important.

RH: It's an important role for the GC voice to be in that space. The USS has a trustee on the board. As much as we can make sure that graduate student voices are heard in that forum, it is good.

RK: It's like any other representative democracy- we elect you because we think you know our interests. It's obviously your opinion, your vote at the end of the day, and so we're trusting you.

E. UFS Liaison (Mary Jean McNamara)

- The Faculty Senate held its first meeting on Tuesday, September 24th. Chancellor Felix Matos-Rodriguez addressed the Faculty and took questions from the floor. Matos-Rodriguez promises more transparency but when asked if this transparency would apply to the Chancellor's report, Matos-Rodriguez stated that he would have to defer to the Board of Trustees. After the introduction of new committee chairs, the meeting was adjourned at 8 pm. Following the meeting, I introduced myself to Senate Faculty President Martin Burke and asked about the possibility of following up on Anais Wong's attempt to get the DSC to have a vote on the Faculty Senate. I followed up with a third email to Professor Burke but still have not heard back from him. I will continue to try to schedule a meeting. UFS President Martin Burke published a report on the Excellency Fee.
- This is a seat that was won at the previous faculty senate. Our presence there is a nonvoting presence. Anais Wong had brought up a number of times with Martin Burke the possibility of DSC getting an otin position. I am still negotiating with Martin burke a time to meet to talk about this. We should talk about this. It seems unlikely. We should think about whether we are going to continue down this avenue. Martin Burke wants to relay to his body the way in which different programs have conspicuously benefited from the excellency fee. The pertinent question is: Do the specific students who have been paying the excellency fees see the dividends from said excellency fees?

Discussion:

RK: On your first point, it's hard to say. Last 5-6 years every UFS liaison has tried to get a voting seat and we've gotten nowhere. Is it worth putting our energy into fighting for this when the reactionary faculty will never acquiesce? In every way they have always said no. We need to think about our strategy in regard to this problem. In regard to the excellency fee, do we have access to how it is used in the budget. Could you send it to us via email so we can look over it. The Dean for Masters' programs (Julie Suk) said that the excellency fees are being used properly but she couldn't tell us what that meant

JG: Excellency fees is something that came from the top at the Fiscal committee meetings in June, they had a thing about how they were gonna increase excellency fee auditing. They were talking about imposing extra scrutiny from the board of trustees. I don't know about the history of the excellency fee, but they said they're going to be cracking down on how it's being used.

RK: the process for implementing the excellency fee is that it has to go through the school-level - each department asks to implement the excellency fees. They approved the excellency fee at school level and are now scrutinizing it- hypocritical. Could be the new Interim President?

IV. Steering Officer Reports

A. Officer for Funding (Isatou Bittaye-Jobe)

- The Grants committee met on October 3, 2019 to discuss the grant applications submitted by september 20. Six applications were received and 5 were approved and one was asked to revise and resubmit.
- A total amount of \$3,600 was approved; average amount approved was \$700.
- The grants were approved for
 - The Tenth Annual Pedagogy Day: Transformative Teaching
 - Cuba After the Year 1959. An Interdisciplinary Colloquium
 - Fall 2019 Dissections Series
 - Un-Fair Trades: Artistic Intersections with Social and Environmental Injustices in the Atlantic World
 - Workers' Movement in Iran; Past and Present
 - Unit Structures: The Art of Cecil Taylor (revise and resubmit)
 - I wanted clarification on some of the questions about this last grant application. We will review it and evaluate it afterwards.

Discussion:

MG: What was wrong with the art of Cecil Taylor proposal? What did you have questions about?

IBJ: they want \$500 to pay a designer for a flyer and the committee felt that \$500 is too much. They attached a flyer and we weren't sure if this was done by the graphic design worker or if the \$500 is for the web design and the flier or just the flier?

MG: I know for the black women in philosophy conference it cost a lot to hire a designer for a poster.

GB: This seems like an average rate for a graphic designer.

IBJ: The grants committee felt that this amount wasn't justifiable

RK: Committee can vote to pay as long as it's justified by the level of work

MG: when is the next funding application deadline?

IBJ: October 18; November 5th will be the review date

B. Officer for Governance & Membership (Adam Kocurek)

- Elsa Saade has reached out to me to inform me that she has nominated herself for the MES seat. If only one person is nominated, Elsa can then accept become the rep. This goes to Steering to vote 'yes,' then to Plenary.
- Dominique Nisperos, an at-large rep, has reached out and said she wants to resign, so I will be looking to refill her position before the next plenary meeting.

Discussion:

Any questions should be emailed to Adam.

C. Officer for Health & Wellness (Ming Chen)

- Meeting with the NYSHIP Director, Scott Voorhees (2 PM, Monday, Sep. 23), and trying to set up NYSHIP seminars:

- Scott expressed his intention of organizing two NYSHIP seminars for this semester, in which he can give a presentation on NYSHIP Insurance Program and answer students' questions concerning NYSHIP
- There will be a seminar on Oct 25th. Not many students know the status of their NYSHIP insurance
- Scott expressed his concerns that many GC students don't know where to find information concerning their NYSHIP Insurance.
- After the meeting, Ming distributed the information of the wellness website on OpenCUNY, the newest NYSHIP brochure, as well as the poll asking for students' availability for NYSHIP seminar to the student body.
- There are 14 students indicating their availability in the poll, and 10 of them selected the time slot during Friday afternoon from 1 PM to 2 PM (most popular slot).
- The first meeting of the Health & Wellness Committee was held on Thursday, October 4th in the lounge of Edu Psych Department. Yilin (Educational Psychology), Bernadette (SLHS), and Ming (Educational Psychology) attended the meeting. Fuxian (Data Science) was not available due to schedule conflicts.
 - The committee unanimously agreed on the prospective date of the first NYSHIP Seminar for this semester based on the poll collected from the student body (1 PM to 2 PM, Friday October 11; back-up date: Friday October 25)
 - The committee unanimously agreed on the Puppy Therapy event during the final week. I'll reach out to Matt and John to ask about the plausibility of the event.
 - The committee reached a consensus that we will not host the mental health workshop provided by *Art with Impact* due to the high budget. Bernadette (SLHS) advocated that we could organize workshops where students can share their counselling experience and give recommendations/advice concerning counselling services with NYSHIP. The workshops can be organized based on the counselling units, such as individual counselling, couple counselling, or group counselling. Initially, we can send out a poll to collect students' opinions on this. We are looking for a way to coordinate a counselling group through using Python as a collaborative platform. Bernadette raised this idea. How can we facilitate this on OPEN CUNY and academic commons?
 - The committee agreed on the idea of organizing various user groups in CUNY Commons or OPEN CUNY based on students' needs (we can send out an email to collect students' voices first).

Discussion:

MJM: I Have a question about this health and wellness targeting mental health, this \$2000 event?

MC: Based on what I collected from them, they were organising speakers from other universities; they were going to provide food and accommodation

JG: it was discussed at the last steering meeting so you can see it in the minutes

D. Officer for Outreach (Sharanya Dutta)

Absent – No Report

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

- First Game night went well; ideas for next one are welcomed. About 20 people came, all super friendly, groups formed, cool kid from Philosophy brought his own games, the person who was supposed to help with the event didn't do any of the things that he was supposed to do (get drinks/set up/help with the event/advert) Zhuo Yin from physics. This is a problem because he is supposed to help with the Student Events stuff for the rest

of the semester! Has also been using his position as part of the committee to promote his own political agenda?

- Helping Physics get a ping pong table - One of the reps from physics - Prathmesh Deshmukh - wanted us to get a Ping Pong table, and there seems to be some support for this idea.
- Problems with committee members: what to do? - What to do when someone is using their power for “nefarious” purposes?
- Late student stipends - Working on this with Michael. Comp Lit students were told about the lack of payment in April. Philosophy students weren't. Comp Lit were told that they were going to be paid in October.
- AP hiring committee update - Had their interviews today Friday Oct 4th. Three people - good spread of experience and interest. Two more interviews that are taking place on Monday Oct 7th. Will be contacting people with offers/rejections next Friday.
- Comp Lit/Lailac Lounge- Participatory Budgeting - What were the costs? Should we use the rep money for this, or should we use the PB money?

Discussion:

RK: Ping-Pong table needs to be in a secure place. Right now they want to get one up at the ASRC which is by city college. If we want to also have one here, it would be limited to the DSC rooms. Also, it would be our property, so we have to take care of it.

GB: That's good - if we want to do something at the GC, maybe a Ping-Pong table wouldn't be the best option. Also, I'm have an issue with a SLS committee member acting inappropriately.

EC: Re committee member - In the constitution under V.3.3 “ Any non-ex-officio committee members, with the exception of the Executive and Steering Committees, may be removed by a two-thirds majority vote of the Steering Committee, provided they have been notified in writing of their pending removal five business days before the meeting at which the vote shall take place. Removals shall be reported at the next Plenary meeting.” You can speak and write to him in person about his duties and expectations, and if there's another instance you can bring the issue to Steering Committee and we can vote on it.

RK: I had to remove one in the past for a grant committee as the chair... Just talk to him and be diplomatic - “maybe someone else can take this role if you don't want it anymore, and if you wanted it you'd do it.”

EC: Also, you should email them so that it's in writing.

MC: Why don't we just get a portable ping pong table? I found one online that was quite cheap. (This one is \$61! https://www.amazon.com/Best-Choice-Products-Portable-Folding/dp/B076FDSSNH/ref=sr_1_6?dchild=1&keywords=portable+ping+pong+table&qid=1570227126&sr=8-6)

RK: We will also have to think about where to store the materials.

F. Officer for Technology & Library (Michael Greer)

- Object Library Meeting Summary ([Link here](#))
- MG: Meet with Keith: basically the object library is not a space for students- it's a public space for NYC. Gave me a lot of information- [Link to summary of meeting: https://docs.google.com/document/d/15HilGhIeIl-x7Jt7cQMBYgk7lpeA8F5AV0zV4WuEKY8/edit?usp=sharing](#)
- JG: Object Library is on the first floor of the library, which you can only access with a card
- MG: Yes but he wants to open it up and make a bar etc. I want to communicate with the student body that the object library is here to stay. I want to make sure the space serves students that go here rather than just his personal artwork. He claims there are as many seats as there were before; they can't put more seats in because of New York regulations. They want to co-lobby with us about ergonomic desk space; also encouraging students to engage them on how to use the space. I

will make a communication and bring this up at plenary. Questions: Should we advocate for more laptops, ergonomic desks and three new seats? Can we get beanbags in the space- they aren't accessible. That said, beanbags can be used as seats though they aren't seats

- Meeting with Matt Gold on
- Sending email with follow up Questions to Elaine
- Will make a shared Google Doc with questions to pose and issues to push at the Oct 28th IT meeting.

Discussion:

RH: STF committee, not the IT committee, decides on how to spend the STF

MG: Should I get info from the STF budget committee?

RK: I don't think you have to. In the Oct 28 meeting you can ask IT what they think they should use the STF for.

MJM: The object library was supposed to be a shared space. Polly Thistlethwaite (the head librarian) should be involved in discussions of the object library's permanence. Serving alcohol to the public sounds opposed to what a library is.

EC: Student in the Ed Psych program inquired about how to save electricity in the GC building- his idea is to have computers go to sleep mode

JG: They don't turn themselves off- you can't turn them off over night because that's when they run updates

RK: At the meeting with the interim president, one of the things he talked about for revenue was renting out more space in the building. We said we were fine with it so long as it isn't student space. The Library is for us for students for studying. It's the only place with natural lighting.

MG: Keith said the object library is not for students studying

MJM: get this in writing

MC: Some computers in the library are not connected to the printer. These printers should be marked.

MG: We should have students submit work orders.

RK: I had a problem with a computer and used the chat function for IT and it really works

JG: Is the color printer working? There are three computers connected to the color printer, but they don't automatically print color?

RH: You have to select color when you print

RD: We should frame the Object Library as an issue with the student space ecology/environment, instead of about seats/tables etc.

MG: I will put a notice up (in the library re: work orders and chat stream, and in the DSC office re: color printing)

JG: Something came up about student tech fees being used?

RH: The STF pays for some things that are not, strictly speaking, up for debate – like recurring subscriptions and software licenses.

V. New Business

A. Middle Eastern Studies Program Representative - Elsa Saade (Voting)

RH moves to approve the new rep. MG seconds

No discussion. Motion passed unanimously.

EC: I will send a note to her saying we will proceed with her nomination

B. Room request exception (Voting)

1. Graduate Students in Music Conference - Room 5409 and 5414 3/13 and 3/14

EC: They are using their exception for us to vote on it now before the 8-week period. Because they need additional exceptions, we have to vote on it here

2. XXV LAILAC Annual Graduate Student Conference - Room 5409 and 5414 on 4/2 and 4/3

EC: One of them is a weekend, but already received acceptance from Matt.

RK: Moves to approve the two exceptions. JG: Seconds the motion.

No discussion. Motion passed unanimously.

C. Steering Discretionary (Voting)

RK: Does anyone need to make a purchase with the discretionary fund?

RH: What about the cell phone chargers?

EC: These are being funded from the Executive Committee Discretionary budget and were purchased already.

No voting items

D. Social Media Correspondent

RH: Sharanya was our second SocMed correspondent. Do we need to hire someone to replace her? We have a budget for two.

IBJ: Are we paying the current person for one, or two persons' workload. Will the one person work the hours of the second?

RH: No, they will work as many hours as they did before

RK: The current responsibilities would be divided between two people; the division is at their discretion.

Right now, our budget is \$3000, but after Plenary our budget will be at \$5000

JG: Can we ask the person if they feel like it's not too much for them. Generally I think it's better to have an alternate for events.

MG: I think we should invest in ourselves and put more money into advertising.

RH: I spoke to our SocMed correspondent (Gwen Shaw) and she's of the opinion she is capable of doing the job by herself. When we had two people, they weren't necessarily doing more work. I think it's better to give one person clearer directives on what is required.

MG: 2-3 hours a week of SocMed coverage isn't enough, if we have two people we can ensure that more time is being spent on SocMed.

MC: Shouldn't the SocMed correspondent do the social media at plenary that we're currently getting a steering officer to do? We could start a google doc that the social media correspondent can access easily.

IBJ: We should organize this job based on content and make the person responsible to CCC. We shouldn't have to provide them with content- they should come up with content. The SocMed associate should be looking for events to advertise - not just DSC meetings. We should be paying someone to create content, not just to post it.

GB: we can schedule posts all through the week as well - there's no need for them to be working the whole time.

RK: Gwen has been our SocMed correspondent since 2014. If we are not happy with how it's going, we should talk to her.

MG: Maybe we could pay her more, since we're thinking we need more done, and we're thinking of only having one instead of two?

JG: It's really important that whoever the SocMed correspondent is, is kept accountable, because we're paying her with funds from the student body. It will help us keep her accountable if we come up with a list of expectations for her to meet.

MG: Social media is all about repeat repeat repeat; it's not really about content but about the amount that you're posting. One of the requirements should therefore be a *quantity* requirement. Also, maybe we should make up a list for the SocMed, show it to her, and ask if it looks feasible. If it does, great. If it doesn't, then maybe we can negotiate something that works better for her. She might not want to continue with SocMed given this shift, in which case we would hire someone new at a higher paypoint.

RK: She didn't request her money until the end of November for work done in June. Last year we had a second person in the Fall, and they submitted monthly invoices with the hours they worked.

MG: Can we make them invoice for the *hours* worked instead of work done?

RH: Better to structure it according to work done than hours worked.

IBJ: Seems like the DSC was relaxed about this for the last 5 years. There's no review process! We should have a meeting with her.

GB and RH: We will start a google doc - collaborate and figure out how we are going to approach it - what our expectations will be, and how we will track progress. We will get feedback with her about the expectations and settle on something reasonable. If she decides that she no longer wants to continue in her role, we will have to look for a replacement. If she does, perhaps we can raise her paypoint. We would be paying her by content instead of hours. Ask Constitution Bylaws committee whether we can formalize this role for the future with formal review process and oversight.

IBJ: Even before a formal process, the person can report to the Co-chair for communications on a quarterly basis in an informal way to just check in with them.

E. DSC Steering Retreat

EC: Rod is going to set up a new doodle poll.

F. Fall Party Planning

RK: Who will be here. The second sheet of day-of tasks hasn't been filled out. I will not be there for the party but will do the jobs beforehand

IBJ: I'm not sure if I will be available. I can be there for the plenary

RK: What are we doing for food? What food do we want to get? Just pizza or a more diverse menu?

RH: Anything other than pizza will mean more work for us, and some steering members won't be there.

RK: Let's stagger the food. Last time we had trouble with food running out- we should have some at the beginning and have some arrive at 9pm. It helps that we are hiring bartenders. It will take a load off the rest of us. It's only four people we have confirmed right now.

G. \$18.00 "Program Adjustment Fee")

MG: The administration is charging students who make changes to their schedules \$18 per day after the start of classes.

RH: We can draft a resolution and have it endorsed at plenary

RK: We already passed a resolution about this in March: resolution opposing course drop fees.

MG: The drop fees are different for the PAFs- swapping after a certain date costs 18 bucks a day

IBJ: Master's students are affected by this. For students that have fellowships it might not be as much of an issue as unfunded master's students. There needs to be at least a week for people to evaluate their classes. The DSC should try and do something in addition to what we are currently doing, and the resolution passed in March.

MC: Agreed. Even PhD Students have a special situation- must have over 6 people in a class or it will be cancelled. I had issues along these lines- I was the only registered student for a course and had to change the class at the last second and was charged for it. There must be some flexibility concerning the course-dropping rules/fees.

MG: Registrars are unable to do anything about this. We are talking about different things here. What I'm talking about is the 18 dollars per day. It's a small amount of money and may be easier to tackle.

MJM: Different things, same principle.

RK: This is why we were against the course-drop fees. Students should have the ability to change their schedule at the beginning of the semester. We should try and tackle all these problems. It might be easier to force the hand on the smaller dollar amount. We should still come at them from the principle that says: "Students should be allowed to be flexible with their schedules for their first two weeks! Students should not be financially penalized for doing something very reasonable."

EC: We can bring this up at a meeting with Muyskens etc. We should build a resolution and take it to the next plenary.

H. Library and Technology Letter

1. **Letters of introduction to DSC Equivalents at Columbia and NYU**
2. **Letters to Muyskins and Wrigley asking for NYPL help**

MG will email us for help to write these.

I. Appointment to grants committee (Vote)

IBJ nominates David Monda (Political Science) to the Grants committee

RK seconds the motion.

Motion passes unanimously. David Monda is appointed to the DSC Grants Committee.

J. Mutual-Support Counselling Group on OpenCUNY or Academic Commons

JG: My suggestion is a monthly support group for bereavement

MC: Not sure where we will get the budget for a bereavement counsellor. The needs for bereavement counselling is not a stable need. Not sure if it's worthwhile to hire someone for this.

MG: My mom is a social worker in New Orleans and does bereavement groups. Not that expensive- \$50 per hour. We could do one a month- \$200 for a semester. I know someone who has suffered the loss of their parents during grad school - grad students are the most likely to experience death and mental health problems.

RK: Wellness Center has group sessions for counselling. If they don't have a counsellor for bereavement maybe we could talk to them about hiring one, or adding this to the list of competencies for one of the existing counsellors.

MC: This is separate - this is about the online OPEN CUNY commons idea that was originally raised.

EC: Groups are very easy to create - you can create them yourself. They are open to join. You can have a call to join if they want to open and you can put information up there about the wellness center

RK: What's the purpose of these groups? Is it a way for students to meet or just a chat group/forum

MC: It is flexible: share experiences and personal stories but also set up a meeting on a certain day.

MJM: I like the idea of organising a monthly bereavement group.

K. Survey of students' experience with Financial Aid at the GC

MJM: We need to get organised on getting information about students who are still missing money. What is the problem? Who is affected? When can they expect to get this money? Is the money less than what students were expecting, later than when they were expecting, or both? Stage 1- draft an email. Stage 2. coordinate moving parts- who are the likely felons? Stage 3. identify the average time to receive loan disbursement and difference between amount expected and received.

EC: These are valuable questions and we should make a survey. However, we have yesterday we talked to Dean to the Office of Institutional Effectiveness, we could also make our own survey to put out at Plenary and distribute on listserv - for example, related to international student experiences. Do we want the survey to ask other questions?

RK: Looking through student experience survey; it doesn't go into detail about things we want to know. It would be valuable to have our own survey to ask these questions of the student body. Your plan makes sense; we can draft this survey as a group. We could even convene a committee, or you could do it yourself. We have done this in the past over library and fees etc. But we did it through committees

MG: Presumably, part of this reason is because you want to use it as a way to make sure it doesn't happen again.

MG: We should keep this survey about financial aid issues in general: student experiences with financing in general

MJM: What to do next? I would like to draft questions and share them with steering committee. Who wants to help? I don't want to do it alone. Let's bring this to plenary and enlist people to help.

RK: Survey doesn't need to be ready.

EC: I can help



VI. Announcements

No announcements at this time.

VII. Adjournment

Meeting adjourned at 7:47 pm