



Steering Meeting *Minutes* May 6, 2022

Attendance

Present: Sharanya Dutta, Adam Kocurek, Jonathan Hanon, Parisa Montazaran Osmanovic, Angela LaScala Gruenewald, Katherine Anderson, Christopher Campbell, Britt Munro, Silvia Rivera Alfaro, Carmin Quijano-Seda, Deborah Leter

Meeting Chair: SRA

Minutes: JH

Minutes Assist: PMO

Meeting called to order at 4:10PM

I. Approval of Agenda

Motion to approve: JH

Seconded: AK

Vote: Approved Unanimously

II. Approval of Minutes of the April 1, 2022 Meeting

Motion to approve: SD

Seconded: CC

Vote: Approved Unanimously

III. Executive Committee Reports

A. Co-Chair for Student Affairs (Sharanya Dutta)

- **DGSC Elections closed May 2!**
- **6.93% of the students voted (218 students).**
- I will now work on resolving ties and Debbie will check if the people who have been elected are willing to serve. We will then hopefully have a final list of elected candidates as reps and in committees by the time the May plenary comes around.
- We will have two back to back meetings in May - the current reps will meet first (I think at 3) to give reports as usual, and then the second plenary which starts at 4:30 is only for orientation and elections.

- After approving/ratifying the at-large and program reps, we will each explain the current positions we occupy as Co-Chairs, USS+UFS and then solicit nominations from the plenary body for who should be EC next year.
- If there's only one candidate, the plenary body votes and they are elected. If there is more than one candidate, then each person gives a very brief pitch for why they'd be a good fit, and then takes questions from people. And then the plenary body votes.
- We collect nominations for steering members (all the Officers) after each current Officer has briefly explained their role. Then the same process happens. Who takes exactly which steering officer role is worked out later sometimes, people are just voted on to the steering body generally, although preferences are indicated. In the interest of brevity, please have something written down and keep it very brief. It's already a very long meeting and we do not want it to go on longer than necessary.
- In the second plenary, you should nominate people for positions. This doesn't necessarily mean that person will be elected. Similarly, for steering, we will have 6 positions open, and there are usually more than six people who are nominated. The 5 executive committee positions are the ones that go first, and those are for the individual roles. People who don't get those positions can then self-nominate for steering.
- If you are not continuing in your current role, please think of a suitable new representative that may be able to take that work on. Reach out to people you know, see if they're interested in serving. It helps to know who we can nominate beforehand even though lots of people nominate on the spot etc.

B. Co-Chair for Communications (Deborah Leter)

Updates/Recent Meetings:

- **Elections/final plenary of the year:** I sent out election notifications today for our 2022-2023 DGSC Representatives. Next week, I will inform everyone of the elections that will take place during our May 20 plenary-elect meeting.
 - This is how things will go on May 20th: From 3pm-4:30pm, we will have our outgoing plenary meeting for the 2021-2022 DGSC representatives. It is going to be a very tight meeting. I recommend that we all aim to cut our speaking time in half. Let's think of it as a way to wrap up whatever ongoing issues or processes we have been working on. At 4:30pm, our plenary-elect for 2022-2023 DGSC representatives will begin. This will be a long plenary, as we will conduct elections for Executive Committee and Steering positions, as well as for our external committees (Auxiliary Enterprise Board, Student Technology Fee, College Association, Childcare Representative, Research Foundation). We will also solicit members for DGSC standing

committees (constitution and bylaws, grants, health and wellness, outreach, student services, USS advisory committee, governance task force). We don't hold elections for these committees, but we'll provide an overview and reps can indicate which ones they'd like to serve on (we'll have a sign-up sheet).

- **Summer:** Our terms finish on July 1st, which means we continue in our roles through the month of June. However, the pace slows down dramatically during the summer; just aim to check your emails a few times a week to make sure nothing urgent pops up. At some point in June, we will have a joint steering committee meeting with the newly elected steering members (I'll reach out once they've been elected to schedule a time). If you will be transitioning out of your role, make sure to update your transition memo! And schedule a time for a transition meeting with your successor!
- **05/05 Graduate Council meeting:** A big chunk of the meeting focused on nominations to Graduate Council standing committees. We did not have very many student nominations from the floor – but after reaching out to students following the meeting, we were able to get a few more, and we've now filled all the slots for student nominations!
- **Commencement/Masters students issue:** At plenary last week, an MA student mentioned that Masters students were being told that they wouldn't be able to fully participate in the ceremony (would not get recognition, names not mentioned, no walking on stage...). After reaching out to the OSA about this, we were told that MA students would actually be able to participate fully in the ceremony. I've followed up with an email to the DGSC listserv and reached out to some MA students to hear from them whether they have received similar information from admin.
- **End of year DGSC message:** I'm working on drafting an end of year message, which I'll send on our behalf as Steering. I will share this with you to make edits/suggestions shortly. Two years ago, the end-of-year email we sent out included two surveys (the GC's covid impact survey, and the GC's student access needs survey). These were not DGSC-specific surveys, but it makes me wonder whether we might want to include a DGSC survey in our end-of-year message. Perhaps asking students to include/rank priority issues for them as the year comes to a close, that we could share with admin to think about over the summer. Thoughts? I also don't know if sending a survey during finals season is the best idea, but I welcome any thoughts you may have.

Upcoming Meetings:

- 05/12: Executive Committee meeting with admin: Provost Everett, office of student affairs, office for institutional equity, office of international students, fellowships and financial aid, registrar. Is there anything you would like us to raise at this meeting? I have circulated a google doc, feel free to add suggestions directly to it.

C. Co-Chair for Business (Adam Kocurek)

Announcements:

- I've been processing check requests for reimbursement and payment steadily for grant recipients, chartered org events/sponsorships, and program events paid for by allocations.
- Remember to please get in your May and June stipend requests if you haven't already, and any other outstanding check requests you have - our fiscal year ends June 30, 2022, and ideally all outstanding check requests are put in by May 25th at the latest, so that the Business Office has time to process everything.
 - June payments for steering officers: \$239.90
 - For UFS/USS: \$359.85
- There is a new system by which we process honoraria - the CUNY BUY system. All I need now from honoraria recipients is their name, contact info, and SSN/TIN, which I then forward to CUNY Central. They then send an email to the honorarium recipient containing a link to a portal where they can input the information they need.
 - Once the vendor profile is then generated by CUNY Central, I then get notified to create a requisition request for the final processing of the payment.
- For May/June - if you are not re-elected/not planning on continuing on steering, please do the following:
 - Return keys to the CCB office/mailbox.
 - Collect any personal items from the office.
 - Refine your transition memos.
 - Know that we ask outgoing steering officers to meet with incoming officers to answer questions about the DGSC/specific position. Typically, this has occurred in person, but the past few years it has been virtual - it's your call. You can either get a gift card or your lunch with them reimbursed from our discretionary budget - your call again.
- The Graduate Education Task force will be meeting again on Monday May 9, 2:00-3:30 to review the survey results from the Great Ideas committee.

D. USS Delegate (Jonathan Hanon)

Updates:

- Spoke to Salimatou
 - Seems a lot better than Cory. Salimatou is going to schedule a meeting with CUNY Central Admin, and will invite the 2022-2023 DGSC Executive Committee to meet regarding centralised payment system.
- CUNY had a Strategic Roadmap Town Hall today, we pitched the centralised payment system.
 - Joseph Awadjie spoke to Ian James about it in a public forum , we are gaining traction.

- Board of Trustees Committee on Fiscal Affairs approved a resolution to add accountability to Academic Excellence Fees. We voted it down in February because we didn't feel it was being held accountable enough, but approved it this time around.

Announcements:

- USS Scholarship applications closed, looking for reviewers.

E. UFS Liaison (Parisa Montazaran Osmanovic)

Updates: final UFS meeting of semester on 5/10/22

AK motions to amend the agenda to postpone the Officer for Funding Report to the end of Steering Officer Reports

Second: BM

Motion approved unanimously

IV. Steering Officer Reports

A. Officer for Funding (Angela LaScala-Gruenewald)

Updates:

- We held our last official Grants Committee meeting of the year on April 4
 - Approved three grants:
 - 12th Annual History Graduate Student Conference
 - Contributing to the World Literature section of the Mina Rees Library
 - Contributing to the South Asian section of the Mina Rees Library
 - Requested revisions for one grant application:
 - Sociolinguistics Lunch Talks - Spring 2022 Hybrid Series
- Held a follow up Grants Committee meeting on April 28 to consider a grant application
 - Voted to approve GC event, "Breakin' BLACK Reachin' Back virtual conference on Black Rhetoric, DJ & Hip Hop Scholarship," to fund student organizers and panelists up to \$700
 - I haven't heard proxy votes to finalize the spending for this grant
- Will hold ad-hoc Grants Committee meeting in May to evaluate the grant application, CUNYSciCom 2022 Symposium, and any other May submissions
- Grants Committee worked closely with Officer for Governance & Membership to draft and finalize bylaw amendment to fund summer projects; presented at April plenary
 - No major comments at plenary
- During our May plenary, I plan to summarize our grant making activities over the last Fiscal Year

Announcements:

- Please encourage people to **continue to submit grant applications for events up until July 1** (pending bylaw amendment vote) and our committee will convene as needed until the end of the term. Email me with any questions.

B. Officer for Student Life & Services (Carmin Quijano Seda)

Updates:

- We celebrated the Native American Jewelry Workshop last Wednesday, May 4th.
- Fifteen (15) students registered for the event, and eight (8) came.
- We spent \$250 for materials, and about \$150 for pizzas and beverages. For a total of \$400.
- Students commented that they would like to attend this workshop in the fall, and Bri Alexander said that she was willing to do it again.
- We finished our pendants. They turned out super pretty.
- I took a bunch of pictures. I will send them to Inma to upload on our social media.

Announcements:

- End-of-semester Party: I haven't got a chance to plan anything yet. Since students do not seem interested in meeting in person, maybe we could do something online or simply send people gift cards if we have the money. Any ideas?

C. Officer for Technology & Library (Britt Munro)

Updates: Hello! So, Silvia and I are finally purchasing mental health campaign stuff- will remain in the library throughout next semester (have approval), and I'm organizing a welcome back event with the library. Need to investigate a classroom we could possibly use as a Zoom room. Going to discuss list of IT concerns with Elaine next week. New books arriving at the library soon! Exciting.

Librarian Elvis is also LGBTQI+ officer for the GC, they wanted to ask if dgsc could have separate parts of the website helping trans and gender queer students with targeted healthcare needs (like, explaining what NYship covers when it comes to gender affirming surgery, hormones etc). They also wanted to ask if the DGSC could work with the wellness center to LGBTQI+ events. So many awesome events happen across other CUNY campuses- why not the GC! <https://events.cuny.edu/gt/lgbtqi/>.

D. Officer for Governance & Membership (Katie Anderson)

Updates:

- I am preparing to reach out to any programs that participated in elections, but did not elect a representative.

E. Officer for Health & Wellness (Silvia Rivera Alfaro)

Updates:

-Britt and I are coordinating for the campaign at the Library. You might see it if you go to the library by next week.

-The website has the last info on NYSHIP. This semester we didn't have the NYSHIP workshop as we had very low attendance the past semesters.

F. Officer for Outreach (Christopher Campbell)

Announcements:

None for now!

V. New Business

No new business.

VI. Announcements

VII. Adjournment

Motion to adjourn: Silvia

Second: Sharanya

Meeting is adjourned at 6:15pm.