Minutes of the SPS Student Association meeting held on October 26th, 2017.

In attendance:
Student Association Representatives:
Governing Council Member:
Sarah Krusemark
Administration:
Brian Peterson, Associate Dean of Student and Community Affairs
Anthony Sweeney, Virtual Campus Coordinator
Absent:
Representatives Yerelyn Nunez, and Rohan Ketwaroo

The meeting began at 5:30 and opened with statements from Associate Dean Brian Peterson stating how pleased he is with the progress the school is making and particularly the student association. He then opened the meeting up to a question and answer session from the representatives. The following is a script of the Q&A session:

Professional Development:
Yvette Humphries: Thank you getting the Professional Development Grant approved so quickly
Question: how do get the students to know about it?
Anthony Sweeney – communication plan is necessary & Student Association responsibility.
Lisa Sheridan – will add to e-newsite once it is up
Shakima Williams: add a blog post
Lisa Sheridan – can partner with marketing
Shakima Williams - link with our signature, post on Facebook
Associate Dean Peterson- coordinate with Anthony for Social Media
Shakima Williams – asked Associate Dean Peterson to mention to staff and admin so that they can bring it up in classes
Associate Dean Peterson- will encourage staff to circulate
Yvette Humphries - Blackboard notifications could work
Lisa Sheridan how about partnering with Shannon Gallo, she does great webinars and professional development is her thing.

Paying Vendors:
Shakima Williams asked Associate Dean Peterson to get a credit card for Student Association purchases. Some vendors do not accept checks, such as food, internet purchases, Spring Reception. The credit card gives the opportunity to shop around for the best deals
**Associate Dean Peterson** - very few credit cards exist in the CVUNY system. Instead, p-cards or t-cards are generated. I will look into by the next meeting for options. We may need to create a sub-group fiscal policy.

**STUDENT ASSOCIATION HANDBOOK**

**Associate Dean Peterson** - We are looking into creating a turn-key manual for the Student Association. And also, space outside Student affairs for dedicated Student Association

**Anthony Sweeney** - think about what should be in the manual and let me know

**Associate Dean Peterson** - share the outline of the manual with SA so they fill in the blanks

**THE BUSINESS & FISCAL ISSUES OF SPS**

**Brandon Clarke** - SPS is not in the CUNY wide capital funds?

**Associate Dean Peterson** - SPS does not own the building - we have a 15-year lease administrative space, so it makes harder to for us to get funds.

We are soon to get additional lobby space for the closed down space which will be brighter and more secure. 3 turn-styles at the front, instead of 2. We will also be getting water fountains that will also fill water bottles. This work will begin in 6-8 weeks. Funds not from capital budget, but specially appropriated funds for facilities projects.

**Brandon Clarke** — we have 3,222 students this Fall?

**Associate Dean Peterson** - highest returning class and highest newly admitted class. Brian will distribute enrollment reports summary from 2011

**Brandon Clarke** - Murphy is transitioning out of SPS to a Labor and Administration School. What is SPS role in this?

**Associate Dean Peterson** - Students to Grad Center - SPS is trying to make sure it won’t be disruptive. Things aren’t definitive yet.

Brandon and Associate Dean Brian Peterson will have a meeting to discuss “this offline”

**Shakima Williams** - anything Student Association should take over from administrative?

**Associate Dean Peterson** - no answer, we are figuring out. But Associate Dean Brian Peterson is very pleased with the progress that the SA has accomplished.

**Associate Dean Peterson** - something for the group to think about. Interesting experience - Chancellor Rosa brought up relief for Puerto Rico. A relief fund for CUNY students.

**Sarah Krusemark** - why doesn’t SPS shave its own fund, since we have students across the globe?

**Associate Dean Peterson** - SPS has done this. Specifically, when SPS established Sandy funding, SPS Raised $3,000. This resulted in small award $200 amounts. CUNY wide helps to make more impact, where it would be sustainable, perhaps endowable.

**Brandon Clarke** - how does emergency grant get funded and work?


**Associate Dean Peterson** - from the Gerstner Family Foundation. Traditionally to non-profit, did a small release to higher ed. The founder created the caveats. Funds goes to CUNY SPS Foundation, and pays approved vendors directly. SPS 501 – tax deductible. What it is – what is the fund-raising strategy- when do you give long term and endowable. Criteria for gifting and distribution. There needs to a foundation?

**Brandon Clarke** - foundations are being audited with a great deal of scrutiny. So how do we work within this framework. How can SPS fund the directly. Student activity fees or reimbursements from over-payment?

**Shakima Williams** - cannot be done directly, would be fund accounting. But participant could write a check reimbursement is received.

**Associate Dean Peterson** - fundraising is tough- must be sustainable

Shakima- fundraising committee, which means non-student association could participate

**Associate Dean Peterson** - Anthony and I need to meet Jill Reinhardt

**Latiff Masud** - I just want to add what an amazing value CUNY SPS is.

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**The Voting Agenda**

I. Co-Chair Shakima Williams started with a review of the minutes
   a. Brandon Clarke- motion to approve the minutes
   b. Leonard Blades -2nd the motion
   c. Motion to approve minutes passed unanimously

II. **Representative Brandon Clarke** introduced the vote to endorse the resolution of the USS, which was adopted unanimously by the USS. CUNY is undergoing scrutiny due to allegations of malfeasance. Increase the student representation on the committee that reviews the student activity fee. Co-chair of the task force will be the chair of the USS, newly elected John Aderounmu. 5 total student reps, and various other members of faculty and admin. Board of Trustees voted to consider the recommendation of the USS. Other SA at other campuses has passed the resolution. Central is looking to countermand of student activity funds.
   a. Shakima Williams - Shakima and Yvette witnessed at CUNY Central. SPS handles the funds better than many other CUNY campuses.
      Our student activity is one of the lowest, and we have not raised it.
   b. Lisa Sheridan: When central steps in, we lose rights, so student representation becomes more critical.
   c. Brandon: There was not going to be any student involvement, but Chika Onyejiukwa, the outgoing chair of USS fought for it.
   d. Shakima: One of the schools was abusing the activity funds, this could have led to the review. This in addition to the audits lead to the problem.
   e. Brandon: This the not the university trying to establish procedures for review, this is the university trying to take our money away
f. A numbering system for the resolution was established.
g. Associate Dean Peterson- another factor lawsuit brought against Queens College. The student challenged the SA decision not to fund a group as discriminatory, since it was an anti-choice group.
h. Brandon Clarke made a motion to pass resolution 17-18-001
i. Lisa Sheridan: 2nd the motion
j. Voted on CUNY SPS resolution 17-18-001 and adopted unanimously.
k. Anthony Sweeney added that the resolution should be posted on the website, after cleaning up and adding our logo
l. Shakima Williams said she will clean up the document

III. Shakima Williams passed around a new budget as she explained that the previous budget was an estimate, because the enrollment was estimated. New budget, bigger budget $5,190 based on actual enrollment.
   a. New category was created
   b. Fall reception is out, due to schedule conflicts. Reallocated into other categories.
   c. Lisa Sheridan asked where are the ad hoc committee funds?
   d. Shakima Williams advised the ad funds were under Student Association & committee meetings, budget $1,000
   e. Brandon Clarke- asked for clarification fundraising meeting category
   f. Shakima Williams- SA cannot donate directly to relief funds, but we can have events. By spending on the events, we can attract people to donate.
   g. Total Initial budget was $42,000 and now it is $47,000.
   h. Shakima pointed out that we know that we will be needing relief funds on an ongoing basis.
   i. Brandon Clarke asked if $7 is portion of the student activity fee that we get.
   j. Associate Dean Peterson advised that we have an 18% increase in enrollment
   k. Lisa Sheridan– motion to approve
   l. Brandon Clarke 2nd the motion
   m. Budget approved unanimously

IV. Shakima Williams we have a member that has never showed and has never explained her absence. So in accordance with by-laws, there will be a motion to remove representative Yerelyn Nunez
   a. Shakima Williams: motion to approve
   b. Yvette Humphries: 2nd the motion
   c. Anthony Sweeney advised that the student needs to get a letter before the minutes go public
d. Associate Dean Peterson advised that the notification to must be a written letter, not email. Must be retained for 7 years as part of record keeping.

e. The motion to remove Yarely Nunez from the SA passed unanimously.

V. Shakima Williams made a motion to add Sarah Krusemark to the SA. Sarah meets criteria since she has run.
   a. Yvette Humphries- 2nd
   b. The motion was carried unanimously
   c. Sarah Krusemark advised that she cannot make the December meeting.
   d. Shakima Williams stated that Lisa Sheridan had been our technology editor, and Sarah will take over as a technology editor.
   e. Shakima Williams thanked to Sarah Krusemark taking on the job.

VI. Shakima Williams next voting
   a. Tech fee committee, roughly $146,000 Campus M. But the project is not achievable.
   b. We do not want Campus M to go back to general funding. We want the money to create a community, including student run content. This will likely social media, to create a community outside the classroom. Potential to integrate into Blackboard.
   c. Latif Masud: Asked a question about the tech involvement
   d. Shakima Williams: we don’t have staff to set up a system, but we do have the staff for maintenance
   e. Associate Dean Peterson advised that governance is not that difficult, because our students are adults. Strategically get the people needed
   f. Anthony Sweeney said we need a committee will seek out vendors
   g. Latif Masud expressed his desire to join the committee
   h. Brandon Clarke asked if this is an exploratory committee?
   i. Shakima Williams advised that it is an exploratory committee. Must be mindful not to overburden in-sourcing. So, although we won’t create the app we requested Washington Hernandez CIO, keep the funds allocated to SPS.
   j. Brandon Clarke asked what is the technology fee?
   k. Associate Dean Peterson advised that similar to the student activity, $60 for part-time & $125 for full-time. This year 17-18 funds apply to 18-19. Tech fees are usually 3-year spending fee. Great job and thanks to Anthony and Shakima for keeping the funds. The original idea was to create an app. This ended up not making sense for our student body.
   l. Shakima Williams: allocated for “Campus M”: $148,900 total tech fee collected was $435,637.
m. Brandon Clarke: **motion to create a committee** for an exploratory community building
n. Yvette Williams: 2\(^{nd}\) the motion
o. Motion passed unanimously

VII. Shakima Williams: Exploratory committee to gain a space for students
   a. Lisa Sheridan: **motion to approved**
   b. Yvette Humphries: 2\(^{nd}\) motion
c. Motion passed unanimously

VIII. Shakima Williams: Fundraising committee creation
   a. Shakima Williams: motion to create a fundraising committee
   b. Portia Lightfoot: 2\(^{nd}\) the motion
c. Motion passed unanimously

IX. Virtual Campus Coordinator Report
   a. Anthony Sweeney advised that NSL off to great start.
   b. Shakima Williams and Anthony Sweeney went to the Sir Richard Branson presentation.
   c. Melissa McIntyre wants to repeat her inter-group dialogue.
      III) Sarah Krusemark attended last year’s open dialogue meetings and described them as open dialogue, then narrowed down to single topic. Sarah really enjoyed for community building.
   d. Anthony Sweeney believes the SA should support Melissa’s meetings.
   e. Shakima Williams pointed out that this is included in community building portion of the budget
   f. Brandon Clarke asked how many students?
   g. Anthony Sweeney advised that overall 20 interested, 10 attended. Melissa will also be reaching out on a CUNY-wide basis.
   h. Shakima Williams advised that this doesn’t need a vote, because it is already included in the budget, and voted on last year

X. Shakima Williams inquired about the status of the Title IX training for the representative?
   a. Anthony advised are complete for the mandatory portion.

XI. Shakima Williams advised that the grant for professional development has rolled out. Latif Masud monitors the emails
   a. Anthony Sweeney advised that he is copied on the emails and Latif applied,
   b. Shakima Williams observed that since Latif has applied, he should not monitor the emails to avoid possible conflicts
XII. Shakima Williams advised committee is about to meet. Looking to get allocated space. Anyone interested in being on the events committee, should email Shakima. No events planned.
   a. Anthony Sweeney asked No events? Not even fundraising?
   b. Shakima: Williams advised there would fundraising.
   c. Associate Dean Peterson recommended to think about January for a Meet the SA.
   d.

XIII. Communications report: update on the communication committee
   a. Lisa Sheridan advised that we have a name for e-newsite: CUNYSPSKiosk.
   b. Domain must be purchased.
   c. Portia Lightfoot- Features Editor- including student health.
   d. Latif Masud- Tech Editor
   e. Milan Fredricks- Associate Editor in Chief Marissa Job- faculty advisor, presents great collaboration opportunities.
   f. 1st meeting coming up 11/2/17.
   g. Ideas for perpetuity: Incentivize mentors
   h. Possibility for PLA
   i. Budget for next meeting as well as formal proposal

XIV. Brandon: 2 additional resolution USS
   a. Resolution adopted to improve distribution of the scholarship
   b. 2nd Resolution for the plenary meeting schedule
   c. Brandon will forward the meeting schedule
   d. 2/3 steering committee are elected.
   e. Vice Chair for Fiscal and Vice Chair for International not yet elected. Next plenary will have a 2nd election.
   f. Brandon’s testimony at the public hearing at Baruch, and in a written for to the Board of Trustees. The board wants a provision to increase the senior college tuition by $200 for the 4th year in a row, possibly also the community colleges. The university is going to the city for additional funds for the community.
   g. Brandon’s statement opposed the board’s proposal to hike the tuition.
   h. Brandon brought up the need for an additional alternate.
   i. Anthony Sweeney instructed that we have 2 undergrads 2 undergrad alternate 2 grad school 2 grad school alternates
   j. Shakima Williams volunteered to be a grad school alternate delegate
   k. Anthony Sweeney said that they would not accept an alternate until we fill all seats
   l. Rohan Ketwaroo is a possible delegate for USS grad seat
   m. Latif Masud had to leave and disconnected the call
n. Associate Dean Peterson encouraged an amendment to the bylaws to increase membership.

o. Anthony Sweeney for next election- we need to consider increasing the SA

p. Associate Dean Peterson with the help of legal, we can craft the language to increase the body without disabling the body. The USS rep is too important.

q. Lisa Sheridan said that we should market the student involvement

r. Portia Lightfoot: had to leave a

s. No more voting items, quorum not needed

t. Associate Dean Peterson suggested 15 members for the SA, go to legal to come with language.

u. Brandon Clarke’s winning of the seat for USS Vice Chair for Part-Time and Evening Students was announced

v. Associate Dean Peterson will back up statements with data. Also, advocacy for the school

w. Shakima Williams we need a CUNY SPS SA logo.

Meeting adjourned with Brandon’s cake at 8:38 PM