

**Meeting #5**

**Tuesday, October 6th, 2015**

**Start Time - 5:31 PM**

**End Time - 9:10PM**

**Attendance**

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| Annie Sourbis | President | Candice Chatterpaul | VP of Student Affairs |
| Nardine Salama | Executive VP | Nicole Zelenko | VP of Campus Affairs |
| Isabel Zhao | Treasurer | Andrew Armoogan | Representative Senator |
| Katy Yu | Executive Secretary | Alvin Daniel | Representative Senator **(Late)** |
| Sau Fong Lin | Chair of Inter-Club Affairs | Ehtasham Bhatti | Representative Senator **(Absent)** |
| Salma Mohamed | Chair of Finance | Joanne Beloy | Representative Senator |
| Agata Poniatowski | Chair of PR | Larry Biscette | Representative Senator |
| Ben Chatham | Chair of Appeals | Laura Martinez | Representative Senator |
| Selina Lee | Chair of Marketing | Rebecca Clabby | Representative Senator **(Absent)** |
| Cherry Aung | VP of Academic Affairs | Sean Liu | Representative Senator |
| Daniel Dornbaum | VP of Legislative Affairs | Viral Shah | Representative Senator |

1. **Reports**
	1. **Executive Secretary | Katy Yu**
		1. Motion to pass minutes for meeting # 2, #3 & #4, Fall of 2015. **Motion passes 13-0-1**
	2. **Assistant Vice President of Campus Affairs | Lisa Edwards & Director of Facility Planning Designing & Construction | Tom Gaimaro**
	3. Lisa has been working at Baruch for 2 years now; she currently has 28 capital projects in progress that are worth about $150 Million
	4. **Renovation for heating and air conditioning** - By the year 2020, all energy consumption must be reduced by 20%
	5. **“Freaking” Canopy Project** - 24th street entrance will be closed down for the next few years because of the canopy. The purpose of the canopy is to protect us from the snow; they will start putting barriers to protect us from the construction and they will add more bracing to the building itself; putting buttons so the snow and ice will not build up on the surface; it will start tomorrow
	6. **25th Street Plaza** - It is temporary and there is an active design for it; hopefully they will begin construction next summer; Working with Department of Transportation to make it look more like a plaza such as repaving, adding more seating areas, and planting
	7. **17th Lex Building**
		1. Elevators will be replaced in 2016, but this will not be the first construction project since the energy is maxed out. First thing they will do is to add a new electric volt under 23rd street before adding new elevators. Currently, there are 2 maintenance people working during the day Monday through Friday; they are maintaining all elevators on campus especially the 17th Lex’s elevators. On a good day 4 elevators work, but if there is no air conditioning on the top floors, they might act up. The elevators are inadequate. The electric parts that are needed in the elevators are specially customized and made in order for the elevators to work. However, there is a 50% accuracy rate to get the electricity board to work. We are trying to get CUNY Central Office to pay for it, but this project is capital illegible so Baruch spent $170,000 to fix one elevator. We are temporary fixing the part and waiting for the full replacement of new elevators next year.
		2. The building renovation will be done in five phases. The first phase will be very expensive since they are starting the renovation while the building is at 50% occupancy. There will be a lot of jackhammering to lower the basement floor and lower the lobby floor. They will also add new electric, sprinklers, air conditioning, plumbing, and an emergency generator to make the building function so it will be easier to go the second phase. Phase two will deal with the physical space. The lobby and entrance will be done and be more ADA accessible. On the first floor there is an abandoned swimming pool. They will build a new shell and put more elevators there, so there will be 12 new elevators in total.
		3. Phase one will start construction in Spring 2016 and is estimated to be 2 ½ years. We are not financed beyond phase one. We need additional funding for the next phase. The current Governor is not keen on giving money to SUNY or CUNY for capital projects. The government is primarily focusing on the infrastructure such as bridges and roads. CUNY Central Office is the one who actually manages it, she is only the coordinator of the project.
		4. When construction starts on the Lexington Avenue entrance, students will begin entering on the 23rd street side and there will be an ADA accessible ramp; when they start construction in the lobby; we are moving classes to the upper floor to avoid vibration
		5. Construction will start run from 7am- 3:30PM. We are looking at overnight or weekend construction as well.
		6. It is not the lowest bid that wins, but the most qualified bidder that gets the contract; construction document is looked at very carefully;
		7. 24th street entrance will be closed indefinitely for the next few weeks
		8. Accessible doors when exiting two doors open, but when you enter, only the first door opens.
		9. Art King - Dean of Students, Eric Lugo
	8. **Q & A**
		1. *Dan - How do we continue to provide safe access for students with disabilities?*
			1. Public Safety does not report to Lisa Edward. They are understaffed as much she is; she might be able to talk to them so they can better assist the students.
			2. Wind load and temperature can make it difficult for the doors to open; they are looking to replace it instead of fixing it.
		2. There are 117 people reporting to Lisa such as electricians, plumbers, painters, architecture, custodians, interior designers, project managers, and engineers. Based on the square footage of the space, she technically should have 155 people; she is understaffed and trying to manage their budget
		3. Margaret - The vertical campus is fairly new, but the bathrooms are not fully in shape to meet the standard of the ADA. Are they any additional work to meet the need of the students?
			1. This building does meet the minimum standard of the ADA requirements. It does not mean it will meet the need of every student. The ADA bathrooms should be in good shape
		4. *Sean - The entrance is not level in 17th Lex and not ADA accessible.*
			1. If students can’t walk on the stairs, the entrance is on 22nd street between the alley. With the 17th Lex project they are redoing the entranceway to allow students with disabilites access through the front door; it will be taken down to sidewalk level and there will be a ramp.
		5. *Candice- Many of the cameras don’t work on campus, so if an item got stolen, students don’t have a way to find it.*
			1. This falls under the Public Safety issue, but she does work with them very closely; so she will let them know about it.
		6. *Nora - What is the status of the super Powered Hand Dryers?*
			1. We purchased it, but she only has 2 electricians rather than 5 based on the size of the campus. The drinking fountains and foot sinks are installed. They will probably install them on the first 5 floor of the V.C. campus by the end of January.
		7. *Dan - As phase one begins, how will we enter the 17th Lex building?*
			1. New entrance will be on the 23rd side; there will build a temporary ramp. We are moving classes to the upper floors to avoid vibration from the construction in the lobby. It will start from 7am to 3pm; we are also looking into overnight or weekend construction.
		8. *Margaret - How do we ensure the lowest bidder can do a quality job on the construction?*
			1. It not always the lowest bidder who wins, but the *least qualified bidde*r that get the contract; when there is an estimate, the construction document is looked at very carefully
2. **Chair of Finance | Salma Mohamed & Viral**
	1. **Photography Club** - **Motion to allocate $1000 for the upcoming fiscal year 2015-2016. Motion passes 17-0-0**
		1. GIM - general overview about the club
		2. Workshop - Teaching students specific skills such as night photography or Photoshop
		3. Outing - they go out on the weekend to look for a place to take pictures
	2. **The Grid - Motion to allocate $550 for the fiscal year. Motion passes 15-0-1**
		1. Alvin - Additional $100 can be easily obtained from appeal or co-sponsoring; right now there is limited balance remaining so we shouldn't give them another $100.
3. **Chair of Appeals | Benjamin Chatham**
	1. **African Student Association | Taste of Africa**
		1. Currently have $2100 in their budget and awarded $790 from last year appeal; requested $3,700
		2. Motion to allocate $2300
		3. Sound system, DJ, Mason Hall price went up; which means we need $1000 to cover the light, videographer, host, African designer, performer
		4. Damali - it would be safer to rent the room for a longer time instead because if you run over time then you have to pay additional staff fees
		5. Ben - Videography is available on campus. Designer and performer are funded 100%. They took out a little bit from performer, sound and light
		6. Motion to allocate an additional $200 to contractual for the amendment. Motion passes 13-4-0
		7. **With the original proposal and amendment. Motion passes 14-3-0**
	2. **Ascend | Speaker Events**
		1. Requested $1,250; **Motion to allocate $500. Motion passes 15-0-1**
	3. **Ecuadorian Club | Day of the Dead**
		1. Current budget is $250, requested $3500
		2. Ben - $1000 can feed enough for 200 students, $300 for supply is used to cover the basics and decorations, and for $100 misc. it will cover the raffle prizes
		3. **Motion to allocate $1500. Motion passes 16-0-0**
	4. **Women In Islam | GIM**
		1. Currently have $2300 and requested additional $2000
		2. Hoping to have more panel discussion and invite more speakers to talk about issue such as domestic violence; the speaker cost $250 per event and are confirmed for 10 events
		3. Nardine -student activities money cannot be donated and should be clarified so that it will go toward an individual
		4. **Motion to allocate $300. Motion passes 14-1-1**
	5. **Roller Hockey Club | League Fees**
		1. **Motion to allocate $2000 in Equipment line. Motion passes 16-0-0**
		2. They are going off campus for competition for the entire season.
		3. They have 21 games and they will need to cover expenses such as hotel, food, and equipment for all the new players
	6. **VSA | Paris by Night**
		1. Current budget is $800 and requesting additional $2,000
		2. **Motion to allocate $1550. Motion passes 16-0-0**
	7. **Accounting Society | Networking Luncheon for Fall and Spring Semester**
		1. Current budget is $3030 and propose an additional $650
		2. **Motion to allocate $400 in refreshments; motion passes 10-3-2**
		3. 14th floor no rental fee & $180 for server
		4. Nardine- Server/Bartender fees comes out of the refreshment
	8. **BSA | Alumni Networking Event**
		1. Current budget is $260; propose an additional $1610.20
		2. **Motion to allocate $945.52. Motion passes 15-0-1**
	9. **FUSION | Fear Factor**
		1. Current budget is $2000 and requesting an additional $1000
		2. **Motion to allocate $200 in refreshment**
		3. they need more money to cover the supplies especially to decorate the gym
		4. Motion to amend the appeal by allocating additional $100 in the supplies line to the total of appeal of $300. Motion passes 12-3-1
		5. Original motion with the amendment, motion passes 12-3-1
	10. **ALPFA | Brand Yourself Event**
		1. **Current budget is $900; requesting an additional $700**
		2. **Motion to allocate $560. Motion passes 10-1-4**
		3. They need 150 tags, which cost $150 plus other supplies such as decorations, flowers, cups, and utensils. They need more than $60 in supplies to cover the cost
		4. Not an cosponsored event because this is their key event of the semester and they want to keep that legacy and maintain it to as only as an ALPFA event
	11. **UCLA | Mentorship**
		1. Current budget is $410 and requesting an additional $810
		2. $120/event - Mentor/Alumni Event, Resume/Interview Workshop, Panel Event, and Kick Off Event. Mentorship is mostly for potential or current member such as Freshman/ Sophomore
		3. Ben - 5 event left in the semester with the timeline and give them $100 for each event
		4. **Motion to allocate $310. Motion passes 14-2-0**
4. **Treasurer | Isabel**
	1. **Baruch Frisbee Club -** Motion to rescind $390. **Motion passes 14-2-0**
	2. Unpaid Bills from W.B. Mason - Motion to paid $51.98 from October 2-14 invoice from the current budget. **Motion passes 15-1-0**
5. Representative Senator | Viral Shah
	1. **Stress Relief Event During Midterms - Monday, October 19th from 5-10PM**
		1. 350 goodie bags to be given out filled with orange juices, erasers, pencils, stress toys, almonds, & notebooks; spent about $1200
		2. Nardine - Get something with the USG’s website link on a giveaway to promote USG
		3. Cherry - We can order the giveaways together to get a cheaper discount
6. **VP of Student Services | Candice Chatterpaul**
	1. Anti-Bullying Month
		1. Difficult time finding a speaker because she is not getting responses from them; need USG members to help look for speaker
	2. **Lip Sync Battle - “So You think You Can Sync?” on November 12**
		1. Part 1 - Club vs. Club & Part 2 - Open mic for all students
		2. WBMB will be helping out with the sound system
		3. The form is created for clubs to sign up
		4. Nardine - After party
		5. Judges will be OSL, maybe a Theater Professor, and Cherry Aung
	3. **Blood Drive | Wednesday & Thursday(October 14th & 15th) from 11 - 5PM**
		1. Alex Sun -Need volunteers to help set up and hand out flyers;
		2. Candice - Donating 3 pints of blood can save one life
7. **Vice President of Campus Affairs | Nicole Zelenko**
	1. Committee Meeting on Thursday at 1:30PM in the common area
8. **Chair of Clubs and Organizations | Sau Fong Lin**
	1. Co-sponsorship | ALPFA’s Bank of America & Merrill Lynch Investment Banking Session
		1. Event is tomorrow from 6-8pm, need one USG Representative to attend
9. **Vice President of Legislative Affairs | Daniel Dornbaum**
	1. **Town Hall - October 20th**
		1. Introduction of the USG and take questions from the moderator and students
		2. Cosponsoring with WBMB and The Ticker
			1. It will be recorded and broadcasted on WBMB Baruch College’s radio station
		3. Food on every table to engage with students more
		4. Candice - create a hashtag for students who can’t attend
	2. Committee Meeting - Wednesday at 4PM in this Conference Room and Thursday at 12:30 in the Common Area
	3. USG Report - Monday from 11-12PM
		1. Adding a call in feature to increase audience engagement
10. **Executive Vice President | Nardine Salama**
	1. How to Plan an Event
		1. Game Plan - Ideas
		2. Plan Approved
		3. Plan out the Logistics - Secure a room, licensing, contracts (DO NOT SIGN, give it to Damali & Isabel), marketing & promotion
		4. Vendors (caters, entertainment, rental providers)
			1. Do the research, contact at least 3 vendors to compare quotes, and double check the date & time
			2. It is *your* job to make sure *your* vendors get paid
		5. Bids- a form that you write to explain why you chose that vendor and attached email quote or proposal invoice for bids more than $250
		6. Co-Sponsor (Supportive Role) or Co Host (Equal Partnership)
		7. Co-Sponsorship with Clubs
			1. Common Domain Emails- Master email is confidential, so Sau Fong is currently encouraging all the clubs to have the same domain emails to be share with USG members
			2. Club Connect Facebook Page- Majority of club leaders are on it, please feel free to make post to be approved by Sau Fong
		8. Things to Note
			1. Decorations, Vendors, OSL Stuff & Co-Sponsors
11. **Unfinished Business**
	1. **Follow up with Lisa Edwards**
		1. First time having administrators, Lisa and Tom, to attend our meeting; follow up with her in an email to thank her and invite her to come back again to show us the animated video of the 17 Lex Project
	2. **Professor Martell, CUNY Board**
		1. He is coming to the next Senate Meeting to talk about “Rational Tuition Increase”
		2. As a Senate, it is helpful to make decision about this issue, so please look into the email that was sent out
		3. Dan will be write a resolution to support and against tuition increase and will take a vote on the issue
	3. **Sau Fong’s Tracker**
		1. Please check the spreadsheet regularly for any new co-sponsorship and Bernie events
12. **New Business**
	1. **Recommendation to Make USG’s Budget Available Online**
		1. Annie - Will make this more of a blog post to addresses the question; she is working on it and making sure everything is covered
		2. Damali - Be very careful on putting budget online; We do not run the same way as clubs and organizations; they will interpret the number differently without the right context; it might be confusing for club leaders since there are 3 different USG budgets
		3. Candice - Annie writes the blog post and include a link of the budget
		4. Damali- How many Senators truly understanding the budget? It is truly complex, so this might be difficult for a club leader to understand; Senate should be trained and be educated so they can answer the question if other clubs ask us
	2. **Adding Baruch College to the Subway Map**
		1. Nardine - We tried to do it, but it just wasn’t worth the hassle
		2. Larry - MTA generally charges for the name, so most of universities pay for the right to have their name added it
		3. Annie - 2 year process; USG changes every year too complicated to proceed
		4. Joanne - NYU pays for their name to be added on the subway
	3. **Newsletter & Website**
		1. Add agenda to the website, so students can know more about the Senate Meeting
		2. What’s New Section - Come up with topic to write as a blog and make it more personal
	4. **Linute (Apps)**
		1. OSL will take care of it; new version of the Baruch App is in process
	5. **Newsstand in the Plaza**
		1. We should take action about the voting against having the newsstand
		2. Dan - we took action last year to disapprove the newsstand; we have freedom of the press; so we are stuck with it ; best way to fight it is to not buy it from them
		3. Selina - student with a baruchmail can subscribe to New York Times for a year free
	6. **GIM 101**
		1. Educate all the USG about their own budget; if clubs approach we know how to give them the right answer
13. **Adjournment**
	1. Motion to adjourn the meeting at 9:10PM. **Motion passes 13-2-0**