

## **University Council 2017-2018**

November 30, 2017

06:00PM

Student Center Reading Room

*Members in Attendance:* Abhi Amarnani, Kristen Lu, Stephanie Ngan, Andrew White, Shelley Jain, Andrew Hasenzahl, Michelle Garcia, Maria Munoz-Sagastibelza

*Members not in Attendance:* Lauren Demaria (proxy: Abhi Amarnani), Ankuri Desai (proxy: Kristen Lu), Zaki Azam (proxy: Shelley Jain), Julia Hess (proxy: Kristen Lu), Maggie Tappitake (proxy: Michelle Garcia)

### **Agenda**

#### **1. Call to Order**

**a. M. Garcia called the meeting to order at 6:07PM.**

#### **2. Old Business**

##### **a. Suggestion Box Items**

##### **i. Parking Passes**

1. This is an FSA item. Mr. R. Bentley was contacted about whether or not this can be addressed/discussed in their next board meeting.
2. The Winthrop St Parking Lot is owned and has policies set by HSCB Foundation, Inc. Mr. Bentley agrees that the policies should be revisited. FSA Board of Directors is not directly involved in Lot policies, nor does it set the policies; however, FSA does conduct the physical parking pass sale process. FSA can make recommendations to HSCB Foundation for policy changes.
3. Mr. Bentley started the discussion process between FSA's Business Office and Bookstore staff, as well as the DMC Parking Office (a unit of University Police) to develop viable recommendations.
4. Past issues that have been hindrances included the cost of implementing an automated parking control system which would make online sale a viable process. Also, the physical lot entrance (both equipment and design) would need to be changed. Once FSA has concrete recommendations, Mr. Bentley will share them with A. Amarnani before final recommendations are submitted to HSCB Foundation.
5. M. Munoz-Sagastibelza and A. Hasenzahl went to the center-wide meeting and reported that in the upcoming year, Downstate will be losing a lease for one of the private parking lots.

##### **ii. Printing Access**

1. J. Hess met with Dr. M. Hussain and received the following information. For the period of January 1 to October 13 of 2017, over 30,000 print jobs were undertaken and well over 200,000 pages were printed.
  2. UC will be discussing questions and suggestions to improve library services for students (e.g. double-sided printing, a printing card for all students with a set maximum amount of printing pages).
- iii. Email Blasts and IT efficiency
1. M. Garcia wrote a one-pager to submit to the administrators of Upcoming Events emails and the IT department requesting, on behalf of University Council, that they work with the Student Center and student organizations to create a more efficient line of communication between them and the Downstate student body.
  2. Additionally, UC is requesting that the IT department looks into technical issues within Outlook that causes personal calendar edits by any email recipient to be sent to all recipients.
  3. We are also suggesting that Outlook be modified so that listservs can be created within the system to address the issue of students receiving emails that they do not want.
- iv. Student Health
1. K. Lu met with Dr. M. Pervil-Ulysse (director of Student and Employee Health Services) and Mr. R. Ledoux (Student Coordinator, Student and Employee Health Services). They discussed three key issues: 1) improved coordination with students for health clearance; 2) extended hours; and 3) a computerized database.
    - a. The Student Health Services policy is that health clearance is the student's responsibility; however, with a computerized database, which would contain the student's records, the system will be programmed to send reminders 2 weeks before the clearance expiration date (1 year to the day of the last health clearance). Mr. Ledoux urges students to please contact Student Health Services to state the purpose of the visit to streamline the process and ensure paperwork is prepared beforehand.
    - b. Dr. Pervil-Ulysse was amenable to the idea of extended hours; she suggested asking certain staff members to come in earlier (between 8-8:30) and having a later closing time one day a week (Wednesday afternoons were suggested). One of the biggest difficulties for the department is that specimen pick-ups occur at a specific

time (around 2-2:30) and they have to coordinate all of their blood draws, etc. to occur before the pick-up.

- c. As for the aforementioned computerized database, Mr. Ledoux has a meeting with IT to discuss some of the needs of Student Health Services.
- d. A point that was emphasized multiple times is that students should contact the department by email or by phone to let the staff know what records should be prepared, which tests need to be done, and what information should be ready before the student makes their visit. This would ensure that students do not have to make multiple trips.
- e. A follow-up meeting with the department is scheduled for mid-January.

v. Library Hours

- 1. A. Amarnani met with Dr. P. Imperato, who is discussing increasing library hours with Dr. R. Winant.
- 2. There is a search underway for an Assistant Vice President for Technology Services for the library. Additionally, a new search will also be underway for an Assistant Vice President/Director for the Center for Healthcare Simulation.

vi. Recycling

- 1. M. Munoz-Sagastibelza wrote a one-pager to submit to the administrators of FM&D requesting, on behalf of UC, that they perform an energy audit by contacting the Energy Procurement and Utility Affairs Office of SUNY, to set up recycling stations all over Downstate, and to start an awareness program about energy reduction by 2020 and initiatives to promote sustainability at the school level.

b. UC Fleeces

- i. Fleeces were distributed.

c. Simulation Center Update (A. White)

- i. A. White, A. Hasenzahl, and A. Amarnani met to discuss forming a standing committee under UC to focus on the Simulation Center transition and development.
- ii. After brief discussion, the following motion was made by A. Amarnani and seconded by A. Hasenzahl.

- 1. Motion: To approve a standing committee for the Simulation Center under UC. **Motion passes unanimously.**

### 3. New Business

a. Budget Requests

i. Downstate Christian Fellowship

- 1. After brief discussion, the following motion was made by K. Lu and seconded by S. Jain.

- a. Motion: To approve their budget request for \$600. **Motion passes unanimously.**
    - b. \$600 was approved from Programs and Projects Account 40-70173-016-30001 to Downstate Christian Fellowship Account 40-70248-016-30001.
  - ii. Ob-Gyn Society
    - 1. After brief discussion, the following motion was made by M. Garcia and seconded by K. Lu.
      - a. Motion: To approve their budget request for \$250. **Motion passes unanimously.**
      - b. \$250 was approved from Programs and Projects Account 40-70173-016-30001 to Ob-Gyn Society Account 40-70258- 016-30001.
  - iii. Muslim Students' Association
    - 1. After brief discussion, the following motion was made by A. Amarnani and A. Hasenzahl.
      - a. Motion: To approve their budget request for \$250. **Motion passes unanimously.**
      - b. \$250 was approved from Programs and Projects Account 40-70173-016-30001 to Muslim Students' Association Account 40-70257-016-30001.
  - iv. Student Occupational Therapy Association
    - 1. After brief discussion, UC determined that we cannot fund the AOTA conference because that is a CHRP-only activity.
    - 2. S. Ngan will follow up with CHRP Council and Dean Lewis about activities related to Legislative Day in Albany.
  - v. Daniel Hale Williams Society
    - 1. After brief discussion, the following motion was made by M. Garcia and seconded by M. Munoz-Sagastibelza.
      - a. Motion: To approve their budget request for \$200. **Motion passes unanimously.**
      - b. \$200 was approved from Programs and Projects Account 40-70173-016-30001 to Daniel Hale Williams Society Account 40-70249-016-30001.
- b. SUNY Council Meeting (11/10)
  - i. L. Demaria attended. Her notes are included below.
    - 1. SUNY Council still has spots to be filled and is not yet a "functioning" Council.
    - 2. Dr. W. Riley discussed disproportion in shared hospital provisions (DSH) - according to the ACA, hospitals with disproportionate shares of Medicaid/indigent populations should get payments at the end of the fiscal year but those payments have not been extended by President Trump. We are the largest recipient of

these payments between the 3 SUNY hospitals - where is the money coming from and what do we do moving forward? The CHIP bill offers a 2-year delay hope - but the Senate has not picked it up yet.

- a. A. Amarnani followed up with SUNY Student Assembly regarding this conversation. Dr. R. Azziz, Chief Officer for SUNY Academic Health & Hospital Affairs shared the following clarifications via the SUNY SA Executive Council:
    - i. DSH payments paid monthly/quarterly and larger amounts are paid in advance or as estimates. They also may be paid as “unscheduled” payments and that is the major issue. All SUNY hospitals combined are currently ‘owed’ about \$330M in total unscheduled DSH payments due last fiscal year. We have not yet received these payments, but are expecting \$88M by the end of November, and another \$44M by the end of December. We hope to receive the remainder sometime before March 2018.
      1. A. Hasenzahl brought up that, at the most recent center-wide joint meeting, Dr. Riley raised the point that we will be receiving \$75M.
    - ii. The state does prioritize release of funds to “safety-net public hospitals,” but federal and tax revenue uncertainty has resulted in delays in prompt payments. It is something SUNY continues to pursue aggressively.
    - iii. A. Amarnani highlighted some background references.
      1. <https://www.suny.edu/suny-news/press-releases/september-2017/9-30-17-dhs/dsh-cuts-statement.html>
      2. <http://www.nydailynews.com/new-york/nyc-hospitals-fume-state-withholding-millions-article-1.3531230>
      3. <http://www.modernhealthcare.com/article/20170929/NEWS/170929852>
3. Dr. Riley also discussed improving the student experience with ideas such as renovating teaching auditoria as well as hiring the rest of the President's Team. The Simulation Center is planned for opening in late December/early January. Ideas about creating more parking spaces / garages were proposed.

4. Mr. Gray, CFO, reported a \$1.7 million surplus and increased enrollment in 3 out of 5 schools. The budget for the hospital has been stable for 3 years and the cash flow is good, but preparations need to be made for uncertainties if payments are cut or frozen. Mr. Gray reported a \$10 million NIH endowment (TRANSPORT), which would pay into the Research Foundation over 5 years. He also reported a new 15-year contract to deliver electricity via GAS with fuel cells around campus.
    - a. A. Amarnani added that the \$10 million endowment is specifically for health disparities research teams.
      - i. <https://www.news-medical.net/news/20171010/SUNY-Downstatec2a0receives-2410-million-NIH-grant-for-health-disparities-research-program.aspx>
  5. Dr. Boutin-Foster discussed pipeline programs through the Office of Diversity Education and Research, such as HPREP and the linkage program through Early Medical Education (EME). She also mentioned new directions in fostering partnerships with Xavier University, Morehouse College, Brooklyn College, etc. She additionally highlighted the new health equity advocacy and leadership (HEAL) pathway in the College of Medicine.
- c. Student Leadership Retreat
- i. A. Amarnani met with Dr. Riley and discussed a program he had previously at Meharry College - an annual one day retreat for student leaders from multiple colleges to work with him, other Downstate leadership, and outside speakers.
  - ii. Attendees will be Presidents or President-Elects of all student organizations and student councils. If these representatives are not available, they can designate a proxy. Both the President and President-Elect of University Council must attend.
  - iii. A. Amarnani and T. Rashid will determine a final date for mid-February and discuss event details. UC/Student Center will organize invitations and the list of attendees. The President's Office will organize logistics/transportation/location, etc.
- d. Graduate Dean's Forum (11/30, 3PM)
- i. A. Amarnani brought up that UC representatives for specific schools should attend their Dean's Forums and share pertinent details after.
  - ii. A. Amarnani attended the forum and asked the following questions, which Dr. Stewart addressed (his answers are italicized).
    1. How does Dr. Stewart envision increased collaboration for multidisciplinary education / research? During the Presidential Transition Committee sessions, both school deans and student representatives indicated that students wanted to participate in

multidisciplinary courses and research projects. How can the graduate school leadership contribute to this?

- a. *Both deans of Nursing and CHRP want School of Graduate Studies (SGS) students to teach their classes. There is currently no organized mechanism to set up interprofessional activities. Having interprofessional training is something the accrediting bodies for CHRP, Nursing, and COM want, though.*
  - b. *The disparities center is a good umbrella program with funding and interdisciplinary work.*
  - c. *SGS has Meet the Professor talks, which SPH faculty is now participating in. Dr. Stewart is giving a talk at SPH.*
  - d. *More faculty teaching across the different schools will help with this and more SPH faculty should be included in SGS students' thesis committees.*
2. The Clinical and Translational Science Center on the 5th floor of UHB has resources for human subjects research as well as a core facility under development. Can Dr. Stewart encourage and develop a connection for graduate students to utilize these resources?
- a. *Students should find faculty advisers who are already using the CTSC.*
3. How will the graduate school be impacted by the new academic building? How much research space is available in that building and how does the open floor plan impact research laboratories that may migrate over?
- a. *SGS has two floors - mostly open-plan flooring with shared desk space for multiple labs. A few groups are currently confirmed to go there (e.g. the genomics research teams). There is also shared teaching and class space.*
4. Our SUNY Student Assembly representatives are drafting a resolutions for the Assembly.
- a. *Dr. Stewart was amenable to continued discussion and support throughout the writing process, especially as the resolutions pertain to funding.*
5. Will bridge funding and pilot project funding programs at Downstate return? What are the challenges to their return and how can they be improved if they do return?
- a. *Dr. Stewart does not foresee them returning; they were removed many years ago, and only returned specifically for disparities under President Williams.*
6. For grant submissions, is it possible to improve/streamline the support that PIs and students receive from the pre-award office?

- a. Currently, the pre-award office asks PIs and students to write both the scientific and the administrative aspects of the grant submission. The office usually chooses to view only aspects of the submission rather than the whole grant. The pre-award office could play a more hands-on role in helping PIs and students write the administrative part of grant submissions and then ask the PIs to review what has been written. The system would be more time-intensive for the pre-award office but this would be a beneficial long-term investment (e.g. designating a staff member to work on this aspect); PIs and students could focus more on the scientific aspects of grant submissions, thereby increasing the quality of their submissions and likely encouraging more people to submit grants as well.
    - b. *Dr. Stewart's best advice is to go to the pre-award office early. Some of his staff can help with grant submissions, but in the end, all of the work to complete the grant is up to the PI.*
- e. UpToDate Server
  - i. A. Amarnani met with Dr. Imperato, Senior Vice President for Academic Affairs. Dr. Imperato met with the 5 deans and found alternative funding for Uptodate, via HSC funds, since Uptodate did not register as a SUNY product this year. They signed a 3-year contract.
- f. Academic and Student Affairs
  - i. Dr. Putman has been appointed Vice President for Academic and Student Affairs. He both has an advisory role to UC, and is a part of Academic Affairs. He will now serve as deputy Chief Academic Officer, liaise with SUNY Association of Chief Academic Officers, and work closely with educational accreditation issues (especially Middle States).
  - ii. The Office of Academic Affairs reports directly to the President's Office. The Office handles many SUNY-level and certification-related issues for the 5 colleges.
  - iii. SUNY SA requested increased funds from SUNY Board of Trustees. As University Council President, A. Amarnani signed onto the letter asking for an endorsement of a \$105,000 increase to the SUNY SA budget. This is a fraction of the SUNY ~\$1.9 billion budget. All SUNY campus student organization presidents have been asked to sign the letter.
- g. Suggestion Box Items
  - i. **Office 365 subscription** - With the Office 365 subscription, Downstate students/staff/faculty should have the ability to download Office onto 5 personal devices. The current delay is from IT seeking to convert all Downstate computers over to Office 2016 before releasing the subscriptions. The suggestion is to release the subscriptions since



Downstate is already paying an institutional subscription fee, and allow students/staff/faculty access to the programs.

1. A. Amarnani will follow up with IT.

ii. **Library cleanliness** - A suggestion was made to clean the library, especially the second floor tables near the windows facing Lenox Road, more consistently and thoroughly.

1. The suggestion was acknowledged.

#### 4. Adjournment

a. **A. Amarnani adjourned the meeting at 7:35PM.**

b. Plans for next meeting

c. Finalize meeting minutes

d. Set Old Business list for next meeting

Minutes officially submitted by:



Kristen Lu, University Council Secretary