

## University Council 2017-2018

December 14, 2017

06:00PM

Student Center Reading Room

*Members in Attendance:* Abhi Amarnani, Kristen Lu, Michelle Garcia, Andrew Hasenzahl, Maggie Tappitake, Shelley Jain, Adam Burgman, Julia Hess, Ankuri Desai, Lauren Demaria

*Members not in Attendance:* Maria Munoz-Sagastibelza (proxy: Abhi Amarnani), Zaki Azam (proxy: Shelley Jain), Stephanie Ngan

### Agenda

#### 1. Call to Order

- a. A. Amarnani called the meeting to order at 6:06 PM.

#### 2. Old Business

- a. President's Leadership Retreat
  - i. On behalf of UC, A. Burgman will send out an email to all student organizations' presidents.
  - ii. We will have more details by the January 25th meeting.
- b. Update from Simulation Center Standing Committee
  - i. M. Garcia announced that the first meeting will be January 10, 2018.
  - ii. A. Amarnani will send a campus-wide email recruiting student representatives for the Standing Committee.
    1. "The Simulation Center is looking for student representatives from each college/program for the formation of a Student Simulation Committee, a standing committee under University Council. As a representative, you would be the student advocate for your college/program's simulation needs by voicing issues and suggestions to the committee. This is a great opportunity to develop student-driven policies and to learn more about the role of simulation in healthcare training. No previous simulation experience required. If you are interested and would like to hear more, please send us your information through the below form."
    2. <https://goo.gl/forms/agAJguO1YRQUGrU43>
- c. File final one-pagers from last meeting
  - i. Campus Sustainability
  - ii. Improving Student IT Experience
    1. They can be found at :  
<https://drive.google.com/open?id=1GlpAEjEWwzsG3XJdOGAAAd5vUiObQNTAt>.

#### 3. New Business

- a. Budget Requests

- i. Downstate Dialogues
  - 1. After brief discussion, the following motion was made by M. Garcia and seconded by S. Jain.
    - 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 Downstate Dialogues Account 40-70075-016-30001.
- b. President-Elect election
  - i. M. Garcia was nominated by A. Hasenzahl and seconded by S. Jain.
    - 1. M. Garcia gave a two-minute speech about her experience and her vision for University Council next year.
      - 2. **M. Garcia was voted as the President-Elect unanimously.**
- c. Multi-Cultural Fair
  - i. University Council decided on April 18, 2018 as the date for the Fair.
  - ii. A. Amarnani and K. Lu will help organize the program.
- d. UC Student Learning Poster Competition
  - i. The event is scheduled on April 10, 2018 from 11:30AM-1:00PM.
  - ii. M. Tappitake will assist.
- e. Winter Ball
  - i. The Ball is scheduled on February 12, 2018 at Brooklyn Museum.
  - ii. Tickets are selling very quickly, \$60 per ticket.
- f. University Council Facebook page
  - i. <https://www.facebook.com/UCatDownstate>
- g. Centerwide Committee Update
  - i. A. Hasenzahl attended. Centerwide Committee needed clarification about UC's role within Downstate and in relation to the SUNY system.
  - ii. "What is University Council?"
    - 1. One-pager document submitted to Centerwide Committee.
      - a. This can be found at:  
<https://drive.google.com/open?id=1GlpAEjEWwzsG3XJdOGAAAd5vUiObQNTAt>.
- h. SUNY SA Spring Meeting
  - i. April 6-8, 2018, East Syracuse, NY
  - ii. After brief discussion, the following motion was made by K. Lu and seconded by J. Hess.
    - 1. Motion: To approve the release of funds (\$500) for M. Munoz-Sagastibelza to attend the SUNY SA Spring Meeting.  
**Motion passes unanimously.**
  - iii. Drafts of SUNY SA resolutions to be approved by full SUNY SA will be presented at the January 25th meeting.
- i. Research Funding Approval Timelines

- i. A goal for all schools should be improvements to our research enterprise (e.g. increased faculty for research in CHRP, Nursing, Public Health, and continued research requirements in COM).
  - 1. Specifically, we suggest the creation of an office that will work with research labs/groups to aid any purchasing requests, from all funding sources (including but not limited to NIH, NSF, private foundation, HSCB, NY State, Research Foundation).
  - 2. Our SUNY SA representatives will discuss this at the Centerwide Committee meeting once finalized and will ask for support for our suggestion.
- j. SUNY SA Application Process
  - i. A. Amarnani will send email to campus.
  - ii. Current SUNY SA representatives, President, and Vice-President will interview all applicants and select the top two candidates, who will be interviewed by the entire Council at the January 25th meeting.
- k. Student Interview Series
  - i. A. Hasenzahl proposed a student interview series in which students interview students and highlight achievements - it would be broadcasted on a number of local news stations in Queens, Manhattan, Bronx, and Brooklyn.
  - ii. S. Jain suggested partnering with Humans of Downstate.
  - iii. Tentative start date will be sometime in January.

#### **4. Adjournment**

- a. A. Amarnani adjourned the meeting at 6:58PM.
- 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



**December 14<sup>th</sup>, 2017**

**Subject:** An overview and update of University Council's communication structure

### **What is University Council?**

University Council is SUNY Downstate's recognized student government association. While each school/college, as well as the residence hall and Student Center have councils, only University Council holds voting representation from the full student body. The purpose of University Council is to promote and advocate for the interests and welfare of all the students at SUNY Downstate on campus-wide issues, policies, and activities.

### **How are students from all schools/colleges represented on University Council?**

University Council is comprised of 13 voting members. 10 voting members are elected annually in an election open to the full student body. Elections are held so that at least one voting member will be from each of Downstate's 5 schools/colleges. If no members from one school/college are nominated for the general election, then the president of that school/college's student council serves as a voting representative on University Council. This ensures representation from all colleges/schools on campus. 2 voting members are the SUNY Student Assembly (SUNY SA) representatives. These students apply for one-year terms every 6 months (1 selected each application cycle open to the student body) and all voting members of University Council interview and select the top candidate. Two representatives to the SUNY Council are elected annually by the student body to become one non-voting and one voting member of SUNY Council. While both of these elected student representatives to attend all University Council meetings, 1 voting member position on University Council is allotted to them.

### **What are some of University Council's responsibilities?**

Voting members are responsible for communication between University Council and their school/college's student council, as well as with administrative leadership within each school. Additionally, University Council communicates directly with executive administrative leadership to advocate for student body needs, which all University Council voting members must vote for unanimously. These communication lines include, but are not limited to, the President's Office, Academic Affairs, and Office of Policy and Planning.

### **How does University Council field input from the full Student Body?**

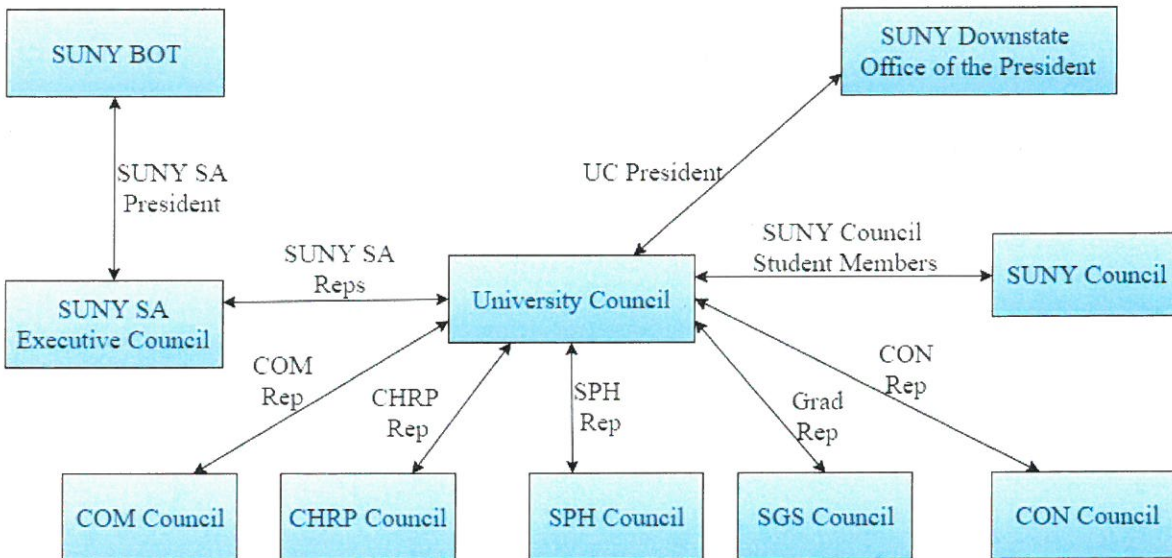
The student body is sent email invitations to attend every University Council meeting. Each email contains a link to past meeting minutes and a Google form to raise issues, concerns, and potential solutions that will be addressed at the next University Council meeting. Furthermore, the Google form is available year-round on the University Council website and is reviewed prior to all University Council meetings. University Council meetings are open to anyone from the student body, while voting members are required to attend or a proxy is designated. These ideas often develop into memos from University Council to inform communication with administrative

leadership, both within each school/college and at the executive level. Food is served at all University Council meetings to encourage student attendance. University Council also partially funds club activities from student groups across campus, while encouraging those clubs to then also request funds from other sources (e.g. their respective college councils).

A link to all of University Council's proceedings, and the suggestion box link can be found at the University Council website:

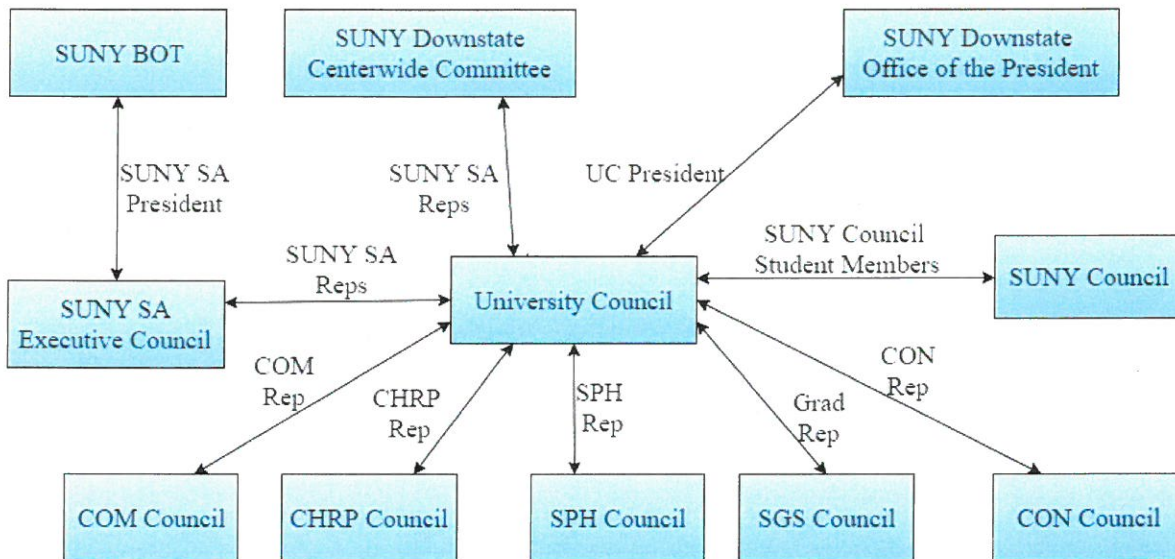
[http://sls.downstate.edu/student\\_orgs/councils/university\\_council.html](http://sls.downstate.edu/student_orgs/councils/university_council.html)

**How University Council been participating in Downstate's and SUNY Central's governance?**



**Centerwide Committee and University Council Communication Structure**

Just as the Centerwide Committee has the Faculty Senators as voting members of their group, University Council has SUNY SA voting members. University Council has written in its bylaws that it will ensure at least one student, at minimum, will attend Centerwide meetings, and then report back. The student will, in most cases, be a SUNY SA representative, but can also be the president of University Council. This is to ensure student body representation for the Centerwide proceedings. Additionally, this provides a forum for improved communication between SUNY SA members and Faculty Senators. Given this, University Council will be updating its communication structure to the figure below:



This change will be reflected on the University Council website, and shared with other groups in the SUNY Downstate’s governance structure.

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Contact: [Downstateuniversitycouncil@gmail.com](mailto:Downstateuniversitycouncil@gmail.com)



**SUNY**  
**DOWNSTATE**  
Medical Center

University Hospital of Brooklyn  
College of Medicine  
School of Graduate Studies  
College of Nursing  
College of Health Related Professions  
School of Public Health

**December 14<sup>th</sup>, 2017**

**Subject:** Improving IT and communication with the Downstate student body

**Goal:**

1. Create a more efficient line of communication between the Downstate student body and student organizations, and between the Downstate student body and the Student Center.
2. Manage technical issues with the newly implemented Outlook email server.

**Background:**

1. Students across all colleges/schools at Downstate receive several emails on a weekly basis. Many emails come from the Student Center advertising their activities and student organizations advertising their events. It has been brought to University Council's (UC) attention that students feel like there are too many emails. It is understood that students must have a form in which they are informed of social and professional development activities going on around campus as funding comes from the student activity fee. However, the current form of communication via email blasts is not ideal for students.
2. Currently, many default settings in the outlook email/calendar lead to communication errors/excessive emails due to technical issues. These include, but are not limited to:
  - A) Emails including specific activities forming calendar invites via a hyperlink, which, if edited by the sender, emails all invitees.
  - B) The default setting for email replies is reply all, which leads to more frequent emails.
  - C) Without a campus wide activities calendar that can be updated by club/student organization leadership, it becomes difficult for students to schedule activities that do include the full campus.
  - D) With no electronic list serve that students can opt into, clubs must send emails to the full student body to try and inform those students that find their activities relevant,
  - E) With no option for students to "opt-in" to club/student organization listserves, student leaders must email all students on campus for all activities. Currently, there is only one opportunity per year for students to sign up, on paper, to a club's "list serve," but this does not guarantee all interested students are on the list. For this reason, to include all possible interested students, groups have to email the entire campus for every activity.

**Ask:**

1. That Administrative Leadership (e.g. Institutional Advancement) and the IT department work with the Student Center and student organizations to consider more efficient lines of communication between leaders and the Downstate student body.
2. That our 2018 Strategic Plan Process includes increased efficiency in IT-related communication as a priority item. For example, this could include development of a calendar system for campus-wide, student-run activities, where student leaders can share upcoming activities more readily.
3. That the IT department evaluate the link between the email server of Outlook and the calendar aspect of Outlook, and consider unlinking the two systems. Calendar invites can still be sent, but should only be a deliberate process.

4. That University Council is included in communications, and can weigh in on decisions, relevant to the upgrade and development of a new website for SUNY Downstate.
5. That our IT department evaluate and implement “opt in” or “opt out” features for specific list-serves from clubs, organizations, and other groups on campus. Additionally, established student organizations should be able to send emails to their particular listserve subscribers. An example to consider following is that utilized by the National Institutes of Health website: <https://list.nih.gov/cgi-bin/wa.exe?SUBED1=nihtoc-l&A=1>.

**Additional Suggestions:**

1. Administration and IT could implement listserve features within our Outlook system, to address the concerns highlighted above
2. Established student organizations, clubs, and councils could be provided Downstate email addresses. This would minimize the need for students currently to use Gmail, Yahoo, and other personal email clients to form “official” student organization email accounts. Notably, this unavailability has necessitated University Council, the representative Student Government Association, to make an “official” Gmail email account.
3. Until an automated system for real-time submission of events to a campus-wide calendar is implemented, a system for student leaders/Student Center leadership to facilitate the process of including activities on the weekly upcoming events email would be helpful (e.g. a form/survey link). This would allow advertising to be localized to one email blast each week and would circulate to the entire campus.

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# SUNY DOWNSTATE Medical Center

University Hospital of Brooklyn  
College of Medicine  
School of Graduate Studies  
College of Nursing  
College of Health Related Professions  
School of Public Health

**December 14<sup>th</sup>, 2017**

**Subject:** Towards reducing SUNY Downstate's ecological footprint

**Goal:**

1. Reduce SUNY Downstate campus energy consumption by 2020 (to help reach Governor Cuomo's goal "Build Smart NY: 20% energy reduction for state agencies").
2. Establish a recycling program at SUNY Downstate.
3. Promote awareness and participation in the recycling program.

**Background:**

SUNY is one of the state's largest energy consumers, with a utility and vehicle fuels budget of \$250 million. By 2020, SUNY has a goal to reduce system-wide non-renewable energy consumption by 30%. Environmental sustainability is a topic of interest at many colleges, and SUNY Downstate has an MPH concentration in Environmental & Occupational Health Sciences. While the average number of Americans today that recycle (34%) is twice as many as two decades ago, many colleges and universities around the country are moving forward to decrease their ecological footprint. Examples at universities have included increasing the accessibility of recycling bins, and FM&D handling the disposal of many items from bottles to batteries. SUNY aims to be among the leaders in the movement to reduce, reuse, and recycle on its 64 campuses. Furthermore, the move toward green resources is leading to an increase in jobs with a basis in renewable energy. For these reasons, environmental initiatives at SUNY Downstate would benefit students and employees across all of our disciplines and colleges. A more sustainable college would reduce cost (e.g. less land fields' fees) as well as generate funds from recycling companies that want to incentivize improved waste management.

The SUNY Strategic Plan for Sustainability, as well as a link to the SUNY Energy Procurement and Utility Affairs Office can be found here:

1) <http://system.suny.edu/capital-facilities/energy-management/sustainability/initiatives/>

2) <http://system.suny.edu/capital-facilities/energy-procurement/>

**Ask:**

- That our Executive Leadership, in conjunction with FM&D, perform an energy audit by contacting the Energy Procurement and Utility Affairs Office of SUNY. According to the EPA (Environmental Protection Agency), the first thing that hospitals must do is compare themselves to their peers. For example, Aramark has done several audits and set up energy programs in other schools such as Albert Einstein and Medaille College.
- That Executive Leadership, along with all relevant offices, ensure that sustainability and recycling goals are an aspect of our Institution's strategic plan. This could include, but is not limited to, inclusion as part of the 2018 Strategic Plan Process as asked for during our recent Middle States Accreditation.

- That while a larger Strategic Plan is developed, FM&D and other related departments begin improved sustainability efforts by implementing modifications to trash disposal (e.g. by increasing the availability of recycling stations for paper, plastic, cans and organic foods at Downstate).
- That an awareness program begin at SUNY Downstate to share the SUNY sustainability initiative and goal of energy reduction by 2020. This can include, but is not limited to, updating and publicizing our SUNY Downstate “green initiative” webpage:  
<http://www.downstate.edu/green/index.html>

**Additional Suggestions:**

- Contact the Energy Procurement and Utility Affairs Office to develop a long-term sustainability plan.  
Some of their responsibilities include:
    - o Assisting campuses in tracking energy efficiency and project costs as well as renewable energy generated on campuses.
    - o Coordination of energy procurement for commodity contracts such as electricity and natural gas, which results in lower costs.
    - o Manage daily operations of its own electricity supply organization, SUNY Energy Buying Group (EBG).
    - o Assist campuses to develop utility budgets, usage estimates, historical cost, usage data and other statistical information.
  - Reduce the use of paper in the offices. For example, printers (e.g. the student printer in the library) should be updated to include double sided printing, and recycling bins should be more readily available in offices.
  - Establish a “Green” Council where all colleges can participate, give suggestions, and commit to environmental policies.
  - Consider SUNY Downstate Leadership attendance at the SUNY Sustainability Conference, when possible (<https://choose.esc.edu/suny-sustainability/>)
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