The meeting was called to order by Committee Chair Una S. T-Clarke at 4:01 p.m.

The following people were present:

**Committee Members:**
- Hon. Una S. T-Clarke, Chair
- Hon. Ken Sunshine, Vice Chair
- Hon. Kevin D. Kim
- Hon. Sandra Wilkin
- Prof. Hugo Fernandez, faculty member
- Prof. Emily Tai, faculty alternate
- Mr. Donovan Borington, student member
- Mr. John Aderounmu, student alternate (joined @ 4:22 p.m.)
- President Marcia V. Keizs, COP Liaison

**Ex-officio:**
- Hon. Barry F. Schwartz

**Trustee Staff:**
- General Counsel and Vice Chancellor for Legal Affairs Loretta P. Martinez (joined @ 4:11 p.m.)
- Assistant Secretary Towanda Lewis
- Ms. Adalina Quinones

**University Staff:**
- Interim Vice Chancellor Christopher Rosa

The agenda items were considered and acted upon in the following order:

**I. ACTION ITEM:**

A. **APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 13, 2017.** Moved by Mr. Donovan Borington and seconded by Prof. Hugo Fernandez, the minutes were unanimously approved as submitted.

**II. INFORMATION ITEMS:**

A. **Update on Student Activity Fee Review and Revision (Discussion)**

President Marcia Keizs and University Student Senate (USS) Chair and Trustee John Aderounmu gave an update on the work of the taskforce relating to the Student Activity Fee Review Policy, including local earmarks, current practices, the role of the working group, and the development of surpluses across CUNY campuses.

President Keizs and USS Chair and Trustee Aderounmu then gave an outline of topics to be discussed at the subsequent meeting. The topics included best practices and completion timeframe of the process.

Interim Vice Chancellor Christopher Rosa made a few comments, underscoring the important role the working group plays in advancing the work of the taskforce.
Prof. Hugo Fernandez and Prof. Emily Tai then shared their observation of the work of the taskforce to date.

General Counsel and Vice Chancellor (GC&VC) Loretta Martinez presented the timeframe and goals the Board has set for the working group and taskforce to accomplish.

Vice Chairperson Barry Schwartz inquired about the anticipation of the work product from the working group to the Committee.

GC&VC Martinez then gave additional comment about legal compliance relating to student engagement.

Mr. Borington recommended that the finalized comprehensive review and report be made available to the general public to engage students in the decision making process.

B. New York Public Interest Research Group (NYPIRG) Annual Report

Committee Chair Clarke noted that Section 16.11 E. of the Board Bylaws indicates that recipients of extramural student activity fees shall present an annual report to the appropriate board committee detailing the activities, benefits and finances of the extramural body as they pertain to the colleges where students are paying an extramural fee.

NYPIRG Chair of the Board of Directors Smitha Varghese then presented an overview of the 2016-2017 NYPIRG report, noting that the organization provide experiential learning and civic engagement opportunities to students on campus.

A discussion about NYPIRG followed. Various topics were addressed, including student satisfaction, organization outreach, civic engagement, CUNY chapter recruitment, and student voter registration.

Mr. Borington highlighted the great partnership the USS has with NYPIRG, and inquired about job placement/internships subsequent student activism.

C. Vice Chancellor’s Report

Interim Vice Chancellor Christopher Rosa reported on the activities of the Central Office of Student Affairs from the period of November 2017 to January 2018.

Prof. Tai then inquired about the upcoming Petrie Fund Conference being held at the Graduate School of Public Health and Health Policy.

Committee Chair Clark moved to adjourn the meeting. The motion was seconded by Trustee Kevin Kim and the meeting was adjourned at 4:53 p.m.