

Meeting Minutes 9/11/07

In attendance: Mary, Nandi, Shirley, Sarah Noyes (TLD), Alejandro, Grace (Anthro), Laura Wilson (Transformative Studies, PhD), Ezgi,

1. Review of the Mission Statement – Mary read the Mission Statement: Student Alliance is a student-run organization that facilitates communication, sponsors events, and allocates funding to help students and student groups actualize the seven institute ideals. Listening to student voices, we build alliances, cultivate student leadership, and advocate for social change and transformation of existing power structures.
2. Seeking 2-3 Program Representatives from each department to attend Student Alliance meetings, update us on your department, and update your department on SA events. Checked in with people at the meeting to see if people want to be or are currently program representatives at each SA meeting.
3. Hiring New Operations Coordinator – Alejandro asked for Mary to put down an SCA rep down for the Hiring Committee, which will have at least 7 people.
 - Grace asked about the position and Nandi shared about the responsibilities and Shirley also shared about supporting students and seeing how the budget and processes can support the programming interests of students, particularly in social activism, change and social justice. Also to support student groups and facilitating conversations.
4. Review of the Working Hiring Procedure - Mary went through the document (See end of this document), explaining the various roles people have, as well as why Shirley is part of the Hiring Committee. And, that these paid roles technically work for the Dean of Students Office, although they are hired, paid by Student Alliance funds and work for the students.
 - Alejandro suggested, and Mary added to the procedure to send out emails to POC, Queer at CIIS, Multipeople, WPAR and all groups to make sure that the Hiring Committee reflects diversity at CIIS. Mary will add this to the document for future hiring processes.
 - He also shared about the responsibility to address inequality as it occurs in this institution. Attempt to intervene on systems of oppression and inequality as they exist in the institute.
 - Will change the document “Current Hiring Procedure”
5. Working Definition of Diversity – Shirley
 - Working Definition: CIIS seeks to increase the presence, representation and inclusion of historically (in the United States) under-represented people of color, international, bilingual and bicultural students, faculty and staff. We commit to attract and retain individuals identified as lesbian, gay, bisexual, and transgender. We also commit to provide opportunities and an open, fair, inclusive, non-discriminatory environment for all individuals regardless of race, religion, sexual orientation, gender identity, national origin, socio-economic status, ethnicity, age, physical ability, or medical condition.
 - Focus Group #1: 9/13 12:00pm – 1pm room 207 – New Students of Color

- Focus Group #2: 9/18 12:00pm – 1pm room 306 – New International Students
 - Focus Group #3: 9/24 12:00pm – 1pm room 425 – Students of Color
 - Focus Group #4: 9/25 12:00pm – 1pm room 306 – International Students
 - Shirley wants to get student input on the diversity plan that is informally taking place at CIIS right now. Thinks it will also be very important to talk to and address all of the student groups who would have a vested interest in this process. Want to find various vehicles for getting feedback. We want to have a focal point and a sense of purpose in terms how we go about creating a diverse, fair and equitable institution.
 - The work of coming up of a definition of Diversity is difficult and challenging. It's important for all of us to do our own work collectively to inform ourselves. And, it is so important to also recognize, include and be informed by student feedback.
 - Class is missing from the definition of diversity. This definition is probably not the most up to date version of the definition and that there is time to still influence the definition.
 - Mary had a question about the focus groups and what the thinking was behind only focusing on people of color groups and international student groups. Shirley thinks that the groups are focused on student recruitment and how to recruit more effectively in groups where we want more representation. Mary suggested that there wouldn't be anyone from PCC representing at the focus groups and to perhaps have a general focus group that anyone can attend who has feedback, thoughts and ideas about student recruitment and retention.
 - Sarah thought a Town Hall meeting would be a good idea, as well as sending an email out to different student groups as well.
 - Laura shared challenges of connecting with her entire online cohort, program and community and we brainstormed about this to come up with ideas to create more connections within the online/distance programs.
 - Sarah also shared that it would be good to create a system where distance students could call in via teleconference. Sarah would also like to know how to do be inclusive and how to be more effective in communicating with her program because she feels that her reaching out has been received with silence.
 - We need to get information out to students in a better fashion. Perhaps SA can make visits to certain programs in addition to other ways to communicate information.
 - Shirley's goal is also to have every new student to see the diversity film "Seen Unseen" which is a Theater for Change presentation. It would be really helpful if students made the request directly. Mary shared that she could put the film on the internet and link it to the SA website for the entire community to watch.
6. Upcoming Plans and Events - Mary
- Mary shared about the EcoSocial Activism and Solidarity Series looking for speakers for the program and to bring these topics and issues into

student awareness. Looking for outside presenters who can speak to ecological and social justice issues to get more information and new ideas

- Processes and Procedures – Mary shared that it would be her vision to put all of SA's documentation completed and on the SA website so that the student body can understand SA procedures.
- The website is saciis.org
- Also hoping to find a student groups meeting rooms so that there is a consistent meeting space for students, rather than needing to get into the room reservation system, etc. This room could also be available for teleconference capabilities. Room 425 and Room 207 are set up for teleconferencing capabilities.
- Shirley said that another place for early input is the space committee looking at use of the building. It would be good to have a student on that committee. Shirley would like students to be on committees and not an after thought. Students need to make this happen and how the power to make change happen. But, students need to do it!
- There will be a search for a new Director of Financial Aid.
- Mary wants to update the website to make it more accessible to student leaders. It would have multiple log-ins, databases, etc.
- Sarah talked about having an academic writing workshop having every semester. Mary shared that this has been taken over by the Dean of Students and that students should contact Mandi about this
- What are other ways that SA can support the student groups. Mary will contact student groups to check in about this and was wondering if others had ideas. Sarah thought it would be good for there to be more overlap and attendance within other campus groups and SA.
- Answered some questions about voting meetings, how voting works in SA (majority, etc.) as well as the process that goes into making decisions about proposals before the final voting procedure.

7. Meeting Dates for the Upcoming Semester – Mary

Thursday, October 4th 3:00 PM – 5:00 PM room 606

Wednesday, October 24th 11:45 AM -1:45 PM room 606 – Proposal Deadline

Tuesday, November 13th 3:00 PM – 5:00 PM room 311

(Voting Meeting – Please read the Funding Guidelines before attending)

Thursday, November 29th 11:45 PM – 1:45 PM room 606

8. Fall Events- Mary

- Four Fall Expression Sessions (Open Mic Nights) – contact café manager, Patrick Numair, pnumair@ciis.edu, to perform
 - i. Tonight – 7-9:30 pm in Namaste
 - ii. Friday, October 5th – 7-9:30 pm in Namaste
 - iii. Saturday, November 3rd – 7-9:30 pm in Namaste
 - iv. Tuesday, December 4th – 7-9:30 pm in Namaste
- Yoga – co-sponsored with the Staff Association

- i. Mondays: 11:45am-12:45pm in Room 311 - Restorative Yoga with Sharanjit Sandhu
- ii. Tuesdays: 8:15-9:15am in Room 311 - Light Hatha Flow with Stephanie Jiroch
- iii. Also Tuesdays: 3:15-4:15pm in Room 307 - Yoga Basics with Jordan Wolfe (in Room 212 on 11/13)
- iv. Thursdays: 7:15-8:15pm in Room 307 - Vinyasa Flow with Johannah Blackman (No class 11/22)
- v. Fridays: 10-11am in Room 308 - Kripalu Yoga with Dennis Kiley (No class 11/23)



Working Hiring Procedure

NOTE: This document refers to the following groups and positions.

Coordinating Committee – the current students holding the paid Student Alliance (SA) positions of **Communications Coordinator** and **Operations Coordinator**

Hiring Committee – a temporary committee of student volunteers who review and evaluate applications for Coordinating Committee positions. This committee includes the **Hiring Coordinator**, who is the student volunteer organizing the committee, both current Coordinating Committee members, who are expected to participate, and the Dean of Students, who advises the Hiring Committee to ensure fairness in selection and the successful future of Student Alliance.

Applicants are those students who have submitted an application for a position.

Candidates are those applicants who are invited for an interview.

1. The Coordinating Committee writes up a hiring notice articulating the responsibilities and required qualifications, the application deadline, and the date of selection.
2. The Communications Coordinator posts the notice on the SA website, the student list server, the SA bulletin board outside the café, and the CIIS hiring board outside the Business/Registration Office at least two weeks before the application deadline.
3. The Communications Coordinator confirms receipt of each application promptly.
4. The Communications Coordinator posts the notice to the student list server again a few days before the deadline.
5. The Communications Coordinator emails the Student Alliance list server requesting participation in the Hiring Committee.
6. The Coordinating Committee forms a Hiring Committee of (ideally) 5 students representing the diversity of the CIIS student body and departments, including one Hiring Coordinator.
7. The Hiring Coordinator collects Hiring Committee's dates/time of availability, sets a preliminary meeting, and prints packets for the committee with a copy of the hiring notice and each applicant's cover letter and resume.

8. The Hiring Committee reviews applications and meets preliminarily to decide which applicants (ideally 5) to invite for interviews and to develop a list of questions to ask each applicant.
9. The Hiring Coordinator notifies applicants of their status and sets up interview day(s) with the selected candidates (ideally one day with the interviews scheduled back to back).
10. The Hiring Committee meets each of the candidates and conducts the interviews using the list of questions to conduct the interviews as consistently as possible.
11. The Hiring Committee meets (perhaps the same day as the interview, perhaps not, as appropriate to the committee's process) to discuss the candidates.
12. The selection of the candidate is ideally determined by consensus. If consensus cannot be reached, the majority determines the selection.
13. The Hiring Coordinator notifies the candidates of their status.
14. The Coordination Committee announces the new coordinator at the next SA meeting.