

Rensselaer Union  
Executive Board

Attendance  
2-2-2017  
Date

Chip Kirchner, President of the Union



Shannon Gillespie McComb, Vice President of the Union



Amanda Youmans, Graduate Rep



Conrad Mossi, Class of 2017 Rep / MAP Chair




Erica Lane, Class of 2018 Rep



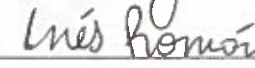
Matthew Rand, Class of 2019 Rep / Policies Chair



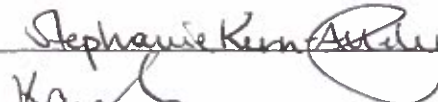
Ananya Murali, Class of 2020 Rep



Ines Roman, Club/ICA Rep




Stephanie Kern-Allely, Club/ICA Rep



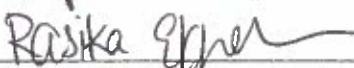
Kay Sun, Club/ICA Rep



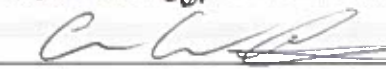
Luke Kuprenas, Club/ICA Rep



Rasika Ekhalikar, Club/ICA Rep / BusOps Chair



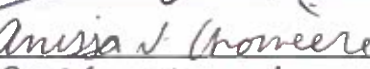
Ciera Williams, Club/ICA Rep



Chris Hoskins, Club/ICA Rep



John Fantell, Member at Large




Anissa Choiniere, Member at Large



Caitlin Kennedy, Member at Large



Majken Rasmussen, Member at Large



Dan Rogers, UC Rep



Jen Church, GC Rep



Thomas Alappat, Senate E-Board Liason



Rensselaer Union  
*Executive Board*

**Guests**

<u>Keegan Caraway</u>	<u>Thomas Ziegler</u>	<u>Caitlin McCleary</u>
<u>Tom Stefancic</u>	<u>Hayley Roy Gill</u>	<u>Anna Stephenson</u>
<u>Sidney Kochman</u>	<u>Cameron Mclean</u>	<u>Noah Tebben</u>
<u>Jack Wellhofer</u>	<u>Harrison Leinweber</u>	
<u>Evan Barr</u>	<u>Aidan Pelisson</u>	
<u>Kelsey Meneely</u>	<u>Andrew Kiselik</u>	

# Meeting- February 2nd

## MOTIONS

1. Move to approve The Forge for affiliated status
  - a. Matt, Shannon
  - b. 15-1-1
2. Table CCMC budget proposal to next meeting
  - a. Matt, Shannon
3. Table the previous tabling (CCMC was actually in the room)
4. Approve CCMC for starter budget of \$200
  - a. Matt, Dan
  - b. 14-1-3
5. Close meeting for SVA discussion
6. Keep Cameron in the room
7. Pledge to have a space for Student Veteran Lounge within the Rensselaer Student Union
  - a. Shannon, Matt
8. Open the meeting to Paul, the GM
  - a. 6-7-6 not pass
9. Motion to call a vote
10. Open the meeting
11. Release minutes from closed meeting

## FORGE/MAKERSPACE

- Just opened makerspace in bottom of low building (CII 2037)
- Focus on innovation
- Want union affiliation to get more student involvement
- A lot of spaces for students to use but not many know about us
  - We want to tell students about the resources we have available
- Collaborative design community
- 3d printers available, laser cutter, 3d scanner
- Prototyping, manufacturing
- University innovation fellows
  - Giant organization across the country and Canada
  - Access to a database on how to set up a makerspace and get involved
  - No requirements to join, just a guidance network
- We are independent organization
- A makerspace is a physical spot for a community to work on projects and use tools and resources available
- Want to link to other campus entities to get people to work together
- Want to connect all clubs involved in innovation as well as classes
- Help students connect with resources to help them with projects (staff members from engineering, classes, clubs)
  - Knowledge base
  - People can go in and get something out of it
- Makerspace downtown
  - Everyone has to pay except for embedded hardware
  - RPI is known for innovation, but not a lot of on campus access to materials
  - Makerspace downtown is great but not student run or led

- We are a student community
- We have labs available to students but people don't know about them and they are spread out
- We would tell people where to go and what is available
- Any RPI student will have access to state of the art facilities on campus for free
- Student involvement
  - Student run, leadership
  - Come up with operational policies
  - We direct the course of the club
  - Branch between different labs
  - Students bring in their own projects and ask for guidance
  - It's not just another lab, but a place for students to come together and work on something that is their own and also be a part of a community of innovators
- It's hard to get to the makerspace downtown with a project
  - It has a membership fee
  - Mercer(?) lab has not good hours
  - Easier to have a lab on campus
- 17 members
  - 5 people as founders
  - We will have elections
  - Will encourage more leadership
  - Want to push professional development
- Signup is free for everyone
- We charge if people want to buy materials from us
- It's all about material being used
  - Material is pretty cheap
- NOT SEEKING FUNDING FROM US
  - Get funding from engineering department on campus
  - Have several faculty advisors
- Union is a medium for students around campus to connect
  - Allow for marketing and advertisement

#### CONVERSATION CORNER & MANDARIN CLUB

- 23 regular members (attended 4 meetings)
  - Most pay about \$10 but sometimes more than \$30 for supplies
- Program to help English speakers learning Chinese with native speakers
  - Help with homework, learn culture
- Perform at events, do calligraphy, Dumpling parties
- Us and Chinese professor pays for things out of pocket
  - Not much money on hand to continue club activities
- Starter budget is \$250
  - Leave money breakdown to club? Since it's a cultural club
- Other clubs fundraise for similar events, not fair to give money for this
- Starter budgets are opportunity to show progress as club
  - We can evaluate how it was spent at later budgeting things
- More closely aligned with Chinese language program at RPI
  - Rapidly growing program
- Overlaps with some other cultural clubs
- This club is more about learning the language

- Connecting with native speakers and learners
- More about learning about a culture than joining with people of the same ethnicity
- More money should be spent on educational aspect and not on calligraphy/dumplings that the other clubs do
  - Supplies, books, Rosetta stone, etc.
- Can be successful as language club with less money
- Rafael Gonzales will be SARP

#### PUBLICATIONS SUITE & STUDENT VETERANS LOUNGE

- The Poly (Steph, Kay)
  - Poly discussed at business meeting
    - Worried temporary solution will become permanent
    - Boards change
    - If we lose our space, we won't be able to get it back
  - Planners came in today to look at spaces
    - Any construction can take place over the summer, cost is within our range
  - Composing office
    - Main office space is very chaotic on Tuesday nights (closing night)
    - Papers and stuff is everywhere
    - Composing suite has been reorganized to be a quiet working space
      - Finishing up article
      - Copy reading
      - Discussing private issues behind closed doors
      - Business meetings, senior board meetings
    - 4 members of senior board
    - Meetings on Sundays and Tuesdays
    - Many members are in a couple times a week
  - Members are in the office mostly for poly things, sometimes for break between classes
  - Editors are 16 (for editorial meetings)
  - Poly has office hours
  - Senior board meetings
    - Discuss more controversial things (closed doors)
    - Research articles
  - Editorial board/ content meetings
    - Main space is not very good for large meetings
  - Workspace needed?
    - Quite space during closing
    - 3rd reads for paper
    - Struggled with membership for several years, working to recruit more people
    - As membership is growing, it would be beneficial to have that extra space without feeling cramped
    - Other clubs reserve rooms to have meetings and not their offices
      - It's nice to have everyone in the same space instead of separated
      - Moved servers out of closet
      - When things are going through copy, we need to give feedback fast
      - Pages tend to get lost, so staying in the same space is best
    - If everyone shows up, 14 members
  - As a temporary space, moving into the transit office?

- We need more workspace as a club
  - We would have to change around structure of club to make it work
  - Used for archives
- Materials
  - All computer and couches and printers and things are property of poly (in all rooms)
  - Only use paper, office supplies and space from union
- Contributors
  - Around 20-25 overall
- S&W (Noah = EIC)
  - 11 fulltime members
  - Functions of office
    - Creative space
    - Monthly visual issues
    - Workshop ideas
    - Workout articles
    - Union provided TV and computer for layout
    - Archives (25 issues)
    - Just enough space of member size
    - Some alumni donated couches
    - Rest of resources are our own
  - Why meet in office instead of other room? (meet twice a week)
    - Creative content in the space
    - Catalyst to get content out
    - We like it cozy
    - 30 year presence on campus
    - Use space to feature club leadership
  - Meetings
    - Club meetings Tuesday
    - 7-8 members for editor meetings
    - Editors coming in and out for poster runs
  - Layout
    - Digital issues every month
      - One week for workshop and content
      - One week for editing and reprinting
      - One week for graphics layout
        - 15-20 hours a week for each
    - Full color printed issue per semester (15)
    - Digital issues (12-13 online)
  - Would moving to another space compromise the club
    - Impact on recruiting
    - The space is expressive
    - We might die out
    - Hurt negotiations with other clubs
    - Private space to have special features for community
  - Temporary space in transit office until the summer?
    - Not be able to hold meetings
    - Motivation thing

- We are resilient, we could make it
- Membership
  - Full class
    - 2 seniors
    - Some juniors
    - A lot of freshmen
  - We can train up new members to keep going
- Layout
  - Poly- full color 16 page paper
    - Takes 10 hours
  - For 16 page booklet, why does it take so long?
    - Focus more on other content
    - More graphics dense
    - Not just streamlined articles
    - All content is self-generated
    - No ad space
    - Only student features
- UPAC (Ines, Luke, Steph)
  - Space
    - Current office is used by 5 UPACs and UPAC general
    - Gm week moving under UPAC
      - Office mainly used for storage, would have used for meetings if a little bigger
    - More programming clubs
    - Used in different degrees by different clubs
    - Overall 15 chairs but about 190 members overall
    - Lights and sound use it on a regular basis
      - Before shows, after shows
    - It's difficult to fit people in a smaller space
    - Have meetings with people who want to use our stuff
      - Best to have a prominent space
  - Meetings
    - 3-15 people in office regularly before events
    - With clubs to discuss show
      - Hard to reserve outside rooms in advance with the scheduling
    - Meet for what needs to happen before the shows
      - Trainees and technicians
  - Space changes
    - We are growing
      - Adding clubs under our umbrella
    - Every UPAC has desk space, so moving to a smaller space would be difficult
    - Would hinder functions of the club
    - We need space to fit 10-12 people to help plan for event
    - A lot of meetings are last minute (before events), so hard to reserve a room (most likely already booked)
    - Privacy of meetings in another space
      - Possible to work in other spaces
      - Not always guarantee of other spaces

- We have a printer and computer, helps with information during meetings
    - Discussing money
  - Current room
    - People already know where we are
    - People just walk in to ask questions
  - Office usage
    - Biggest group is UPAC GBM for after dark
      - 10-12 people
    - Larger shows for lights and sound
      - Explain to all technicians and trainees (12-15)
      - Sound and lights meet at same time
    - 2 chairs for comedy
    - 1-2 chairs for concerts
    - 5-6 chairs for cinema
    - 3 chairs for lights
    - 3 chairs for sound
    - P-board chair
  - Moving to smaller space until summer
    - Will hurt functionality of club
    - Meet at irregular times not always regularly
    - Might be able to function
    - Lot of separate clubs working in one office
    - People often ask questions because our office is more visible
    - Current office is packed, but we are expanding
  - Previous years
    - UPAC GBMs in office, sat on floor
    - Needed to book outside room for larger meetings
    - All of the chairs in one spot- that is already a lot
    - Not ideal for meeting space or conditions
  - UPAC GBMs
    - Used to be just UPAC chairs
    - Now more of an actual club
    - More members that aren't chairs who are interested in event planning
    - Also works with other UPACs
- IDEAL SPACE IN UNION
  - UPAC
    - Move to composing suite, poly in transit office
    - Go to SW space for storage office and main room for meetings
      - Have a storage room and a meeting room
      - Our office is currently used for storage
  - For veterans lounge
    - Start in smaller space and see how it's used
      - Start in transit office for publicity
    - Transit office is pretty confined for lounge
    - General publications suite
      - Transit office could be used as storage for their things
  - Poly



- Want to keep current space
- S&W
  - Want to keep current space
- Talk to veterans about their needs in person?
- Space specs
  - UPAC (199) for ~30 members
  - SW (194) for 12 members
  - Transit (121)
  - Poly composing (299) for 13 members
  - General (321)
- Shannon
  - SVA
    - Many vets are commuters, older, kids, have PTSD, injuries
    - Central location, handicap accessible
    - Studying can be difficult
    - Just big enough for the people
    - Number of not accurate
      - GI Bill
    - UPAC office is ideal space
  - Student veteran friendliness
    - Not many programs available
  - General
    - Transfer students, families
    - Hard to sustain a base
    - VP commutes 3 hours one way, and has a family
    - Vets lead different lives than we do
  - Need a space to go between classes
    - Older students
    - Not always approached by regular students
    - Asked for 2 tables, chairs, and bookshelf
      - Just want a space
  - Form a community to give back and build foundation
    - Any lounge is okay
    - Centrally located space is most beneficial
    - Trouble locating veterans
      - Estimated 50
      - 20 active members in SVA
    - SVA can apply for grants to revamp whatever space they have
      - Have a sign to have veterans know where it is
  - Current SVA actions
    - Have a board
    - Create events for membership
    - Print posters (used to spend their own money)
  - Off campus
    - Because of renovations for freshmen dorms, money not available
    - No plans for anyone else trying to build a veterans lounge

- Space amount does not reflect the need
- DISCUSSION
  - Veteran's Lounge
    - Veterans have issues that no other students have
    - Veterans have trouble finding other veterans because they do not have a space on campus

#### REPORTS

- Director
  - Good leadership officers' training
  - Plan to start one weekly
- Member
  - March in support of international students on 2/1
    - Students from Russell Sage college, prof from UAlbany
  - BizOps Tuesday at 6pm
  - Mothers Wednesday at 7pm
  - Winter Carnival
  - Mandela Movie
  - Policies bylaws
  - UAR presented to the Senate 2/13
- Senate
  - Mall shuttle proposal
    - Counted people both ways (twice)
  - 2 class of 2017 senators resigned
    - Joe and Austin
    - Never went to class council
  - Sophomore senator stepped down (Pam)
    - 2 people stepped up
    - Council has to vote?
  - New communications committee chair
- President

Rensselaer Union  
*Executive Board*

Motion # 1

Date: 2/2/17

I move that the Rensselaer Union Executive Board approve the Forge  
for Affiliated status.

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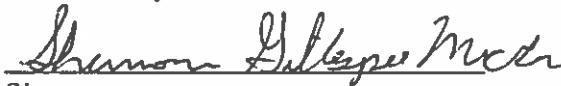
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So moved by:

  
Signature

Matthew Rand  
Printed Name

Seconded by:

  
Signature

Shannon Gillespie McComb  
Printed Name

For    Against    Abstaining

15    1    1

Motion: Passes/Fails



Rensselaer Union  
Executive Board

Motion # 24

Date: 2/2/17

I move that the Rensselaer Union Executive Board approve the  
Conversation Corner/Mandarin Club for  
a starter budget of \$250. \$200. MKR DJR

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So moved by:



Signature

Matthew Rand

Printed Name

Seconded by:



Signature

Daniel Rogers

Printed Name

For    Against    Abstaining  
14    1    3

Motion: Passes Fails



Rensselaer Union  
Executive Board

Motion # 7

Date: 2/2/17

*MSJ*  
SPCW

I move that the Rensselaer Union Executive Board ~~pledge to have~~ ~~establish~~ a  
space ~~for~~ for a Student Veteran Lounge,  
within the Rensselaer Union Mez

So moved by:

Shannon Gillespie McComb  
Signature

Shannon Gillespie McComb  
Printed Name

Seconded by:

Matthew C Rand  
Signature

Matthew C Rand  
Printed Name

For    Against    Abstaining

16    2    1

Motion Passes/Fails





Rensselaer Union  
*Executive Board*

Agenda

February 2<sup>nd</sup>, 2017

1. Tour of Publications Suite, UPAC Office, Welcome Lobby – 7:30 PM
2. Roll Call @ 8:00 PM
3. Welcome
4. Presentations
  - a. Forge/Makerspace Club Affiliation Request – 8:00 PM
  - b. Conversation Corner and Mandarin Club Starter Budget – 8:10 PM
  - c. Publications Suite & Student Veterans Lounge Discussion - 8:30 PM
    - i. The Polytechnic available for questions on space requirements
    - ii. Statler & Waldorf available for questions on space requirements
    - iii. UPAC available for questions on space requirements
    - iv. Shannon - presentation and proposal
    - v. Discussion on direction forward
5. Reports:
  - a. Director's Report
  - b. Member Reports
  - c. Senate Report
  - d. President's Report

Contingencies FY17 Beginning Balance \$32,500  
Contingencies FY17 current balance \$22,122.65

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Contingencies FY16 Beginning Balance \$32,500  
Contingencies FY16 this week \$16,607.88

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Policies Committee

**Forge/Makerspace Recommendation**

Club Contact: Emmitt Zugar, zugarj@rpi.edu  
Policies Committee Attaché: John Fantell, jcfantell@gmail.com

**Club Purpose:** The purpose of the Forge is to “promote and to foster an inclusive collaborative design and innovation community on the Rensselaer Campus.”

**Membership:** Emmitt Zugar (President), Hayley Roy Gill (Vice-President), Emmitt Zugar (Treasurer), Clare Wolfe (Secretary), Mason Yu (Membership and Volunteer Manager).

43 regular members (Class of 2015 – members, Class of 2016 – members, Class of 2017 – members, Class of 2018 – members, Graduate Students – 1)

The club intends to use the Activities Fair, social media, NRB, club networking, Engineering T.V., and poster to attract new members.

**Club Operations:** The Forge intends to provide the environment to create a collaborative design community on campus, promoting communication, critical thinking, and STEAM (Science, Technology, Engineering, Arts, Mathematics) ideals. Through this, the Forge will provide easy and everyday access to rapid prototyping tools, communication and collaboration tools, and a casual area to work. The Forge will hold workshops, design competitions, and speakers involved in the Making Movement.

**Risk Management:** Risk Management will be evaluated and managed by the CORE Engineering department.

**Future Budget:** The Forge is looking for funding in the future to support its operations and facilities; member dues will be collected only on a non-basic membership level.

**Summary:** The Forge has a dedicated and organized group of Founders who have set a strong base for the organization. They have already hosted several successful events on campus. An issue that has been brought up is that the Forge will exist both under the CORE engineering Department and as a Union Affiliated Club. This means that the Forge must satisfy the requirements and expectations of both. However, given the success of this Founders’ Board, defining documents and papers, their dedicated officers and proven thorough in consistent representation in both. Projected attendance in the space will be high, as the club provides a high utility service to the entire campus.

**Recommendation:** It is the recommendation of the Policies Committee that the Executive Board approve the Forge as a Union Affiliated Club.

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Rensselaer Union Club Funding Application

Name of organization: Conversation Corner and Mandarin Club

Current President and Treasurer contact info:

President: Melissa Henry, [henrym4@rpi.edu](mailto:henrym4@rpi.edu)

Treasurer: Forrest Guyton, [guyto1@rpi.edu](mailto:guyto1@rpi.edu)

Current Club Membership: 15 (attached form with attendance of at least 4 consecutive meetings, providing names and class years)

Membership forecast for next two semesters: Potential increase, at least 20 members with regular attendance

Club Purpose: The Conversation Corner and Mandarin Club (CCMC), with strong support from the Department of Communication and Media, provides a platform for Chinese speakers and English speakers to gather. There, they can partner with each other, exchange culture experiences, and apply their language skills through real life interpersonal communication. Members of the club will enjoy various activities including bilingual conversations, culture presentations, art workshops, language games, field trips, dumpling parties, and sporting activities. CCMC's goal is for all students to gain an in-depth understanding of Chinese and American Culture, build friendships, and contribute to a cohesive learning community.

Description of the programs which require start-up funding:

Program	Description	Total Cost
Dumpling Party	Gatherings for members and non-members to learn and participate in traditional Chinese dumpling-making. Participation could reach around 30 persons. Various other traditional foods will be included. Usually takes place during festival times for celebration, such as during the Chinese New Year spring festival.	For cooking materials, traditional foods, and decorations. \$60
Calligraphy Event	Ink, rice paper, and traditional brushes are provided for participants to learn and practice the traditional art of Chinese calligraphy. Proper instruction and demonstration is provided.	\$40

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Paper Cutting, Lantern Folding Event	This event teaches the art of Chinese traditional paper cutting and folding. Participants will learn the significance of certain animals and objects as symbols with various meanings in Chinese culture. General shapes and basic technique will be practiced.	\$20
Mentor Program	Mentors and Mentees are matched so that current members may mentor incoming Chinese transfer students as they accumulate to RPI. Special meetings with games, receptions, and other activities would help to build and maintain the relationship between mentor and mentee.	\$50

Please attach an itemized list/spreadsheets of what supplies will be necessary for this program.

## **CCMC Budget Request**

### **Materials Expense**

- Stationery and Writing materials --- \$60
  - Calligraphy: ink, traditional brushes, rice paper
  - Paper Cutting, Lantern Folding: Colored paper, scissors, adhesive
- Printouts and handouts of vocabulary, skits, readings --- \$20
  - 15-20 copies per meeting, two meetings a week
- Equipment for interactive games --- \$50
  - Sports games, Chinese traditional games: Go, Mahjong

### **Food Expenses**

- Receptions for larger events or certain recruitment activities --- \$50
  - Mentor and Mentee program meet-up
  - Guest Speaker Events
  - Festival Celebrations
    - Moon Festival, Dragon Boat Festival, Spring Festival (New Year's)
    - Traditional foods: Mooncake, Niangao, Zongzi, and more
- Dumpling party preparation --- \$50
  - Biggest planned event, open to members and non-members with interest in Chinese culture and language.
  - Decorations, dumpling-making ingredients and materials

### **Guest Speaker Allowance --- TBD**

- Cultural Center speakers, looking to invite with an offer for their time
- Speaker on use of proper professional English

Conversation Corner Mandarin Club - Attendance

Steady Attendance of 4 or more meetings: (as of 11/22/16)

Name	RIN	Class year
Alvin Jin Wei Chia		Senior
Alyssa Beard	661609446	Freshman
Catherine Ren	661766842	Exchange
Chen Dingli	661537947	Sophomore
Forrest Guyton	661252752	Senior
Haochen Sun	661687039	
Haorun Hu	661672577	Freshman
Jonathan Chin	661512750	Sophomore
Jonathan Lee	661631907	Sophomore
Kevin Parnow	661411447	Senior
Melissa Henry	661513854	Sophomore
Mimi Williams	661426852	Sophomore
Qiao Li	661783338	Graduate Student
Rose Robinson	661530120	Sophomore
Tom Stefancic	661479844	Sophomore

