College Advisory Council Meeting Minutes
October 16, 2018

Present:
GSE Reps – Robin Hummel, Amy Kline, Michele Ryan (SAT), Alexander Iwachiw
CP Reps – Pam Wheeler-Civita, David Mortimer, Evi Rivera –Williams (SAT)
S & O Reps — Sylivia Fan (Hsiao-Yi Fan)
BSEC Rep – Katherine Baldwin, Lily Fincher
Ex-Officio Reps – Akilah Rosado

Absent:
DERO Rep – Charles Babian
S&O Reps – Kelly Lorenz, Angela Persaud Ex-Officio Reps – Shael Polakow-Suransky

Call to order at 3:45 PM

Agenda Item I:

- Discussion with Shael (aka Akilah):
  Rather than answer, "What are the college-wide priorities of the College?"
  Shael wants to hear from us:
  What are the conversations coming out of the collective divisions?
  What issues are these conversations percolating?
  What might be worth discussing with the larger group in a CAC meeting?
- We might want to invite Shael and Katie to a meeting to discuss the climate survey results. This might guide our work this year. Rather than do this in our separate divisions, we might look at this data all together in a CAC meeting.
- Shael is starting another 5-year strategic planning process. How might the CAC support? Could we help create planning groups or brainstorm questions to engage the college community? Focus groups will likely start in 2019.
- March 8th is the next All-College Retreat:
  What could the CAC's role be in terms of developing the agenda?
  What might we like to see at the retreat?
  Could we determine the breakout groups?
  What are pressing issues that might frame the breakout discussions?
  Are members of the CAC interested in presenting at a small group at the retreat?
- Questions/Comments for Akilah:

    - How many breakouts might there be?
      Not sure, but Shael wants there to be choice and a variety of options.
    - How has Cabinet engaged in thinking about the retreat this far?
      Just starting to discuss, process of identifying ideas at this point.
    - There also are GSE and SFC plans. Might we use the retreat to work on these? Contribute? There might be some good synergy there.
      GSE focused on new programmatic priorities
      SFC is more of a programmatic strategy, not really a strategic plan
- When and how might we give feedback to Shael and Akilah on how we'd like to get involved in the issues that were raised today? The group is continuing to process this and we will get back to Akilah.
- There seems to be consensus that it makes sense to focus on college-wide issues, including the retreat and the climate survey data this year in the CAC.
- Feedback on the last retreat:
  Sessions were really interactive, we should continue with this; they were really engaging;
  Make sure sessions are offered twice so that we don't miss out on something (Same session in the morning and in the afternoon).
  It was nice to ALL be in the same room all together. We need to make sure that happens again.
- The retreat will be at the ICC.
- We should start brainstorming for the retreat now, maybe a Google Doc, to share out with Shael next month. By December, if we have very specific ideas, we should have those locked down.
- Decision: We should invite Katie and Shael to the November meeting to present the climate survey data. This will inform our ideas for the retreat.
  We should have them come in November, then for December share out our ideas for the College Retreat with Shael.
  Ask Katie to send info in advance. There is a lot of data, so what do we want her to narrow down for us?
  Do we want to ask for more specific info on culture, race and identity? Another section?
  If she can prepare in advance, great.
  Katie has a high-level overview prepared. Could we look at that first and then prepare some questions? Can we put questions into a Google doc before the next meeting?
- We should also create a Google doc where we can put our divisional ideas/priorities for the College Retreat as we meet with our divisional leadership.

Agenda Item II:
Administrative Stuff (45 mins)

- September Minutes Approved
- November Secretary will be...LILY!!
- Holiday Party Update:
  Will be at 112th in the gym

Turning into quite the event!
We will save money having it in the building
Hoping to combine SFC and holiday party—all one party
Can we offer a van/bus for the Head Start Teachers to come? There are only ~17 people. This would ensure them the opportunity to be involved.

- Suggestion: Standing monthly agenda item of divisional reports and/or check-ins? Do we agree that we should do this? Consensus of yes, but bound it.
  This would be anything that informs our work together.
  We also need to report out from the sub-committees and from Staff Associate Trustee (SAT) sub-committee meeting (Michele and Evi)
- Charter Review:
  Kelly and Robin worked on the Charter and made some edits Meeting 2x with cabinet, more if needed
  Updated number of reps and how many from each division
  Need to elect new co-chairs. Here's what we decided:
    - Elect one new co-chair now to start in January. Kelly will remain a co-chair for the rest of this year. Robin will no longer be the co-chair as of January. She will serve out the rest of her term on the CAC.
    - A new co-chair will be elected in the spring to start serving in September, 2019.
    - Kelly will stay on next year (2019-2020) as an advisor to the co-chairs. This will be the last year of her term.
    - The co-chair term is in addition to your regular CAC term. If you are elected as a co-chair, you will continue to serve, even if your regular seat is up.
    - Next month, we will revisit terms for each CAC member (chart with terms), but it looks like all divisions are going to need to hold an election in the spring. We might consider sending out an email from the entire CAC letting the whole college know that all divisions are going to need to elect new reps. Send from a united voice.

  Since Sylvie's term is up at the end of this year, it's concerning that we will no longer have a rep from Head Start. Strategy/Ops will need to elect someone with close ties to Head Start. We need to make sure that Head Start is represented on the committee and that we know what they need.

Reflection about September meeting from Evi:

- Evi noted that she can't make every meeting every time because she is pulled in a lot of directions. She is committed to everything she does, but can't do everything at the same time. When she is not at a meeting, she is working hard for the School for Children or has another commitment.
- The Staff Associate Trustees have a large number of commitments, but it's more than that. We are all pulled in many directions. Robin noted: Last year we didn't have complete attendance more than once. This does not mean that we are not committed but it's a problem for the sustainability of the Council.

- When we know ahead of time that we meet every Tuesday, we can make sure the dates are on the calendar and prioritize the meeting. We should to decide meeting dates/times as a group
- We are all different kinds of leaders and should be honored for that and allowed to lead in our own individual ways. Some of us were not aware that this was one of the purposes of serving on the CAC.
- We should feel comfortable bringing our concerns and feelings to each other as a committee. We could have all reflected on last year in the Sept. meeting and all had an opportunity to share about how we were feeling about the CAC. We did not have this opportunity.
- We need to have a better on-boarding process, especially since we are going to be bringing on many new members next year.
- We need to make sure that leadership knows that this council is a priority for the college and we need a little wiggle room to attend.
- Previously, we didn't know what we didn't know re. being on the CAC. Now we know the expectations of our roles a little better.
- Is this a viable committee? We think it's evolving and the fact that we are here together is important. This is our 3rd year so we need to find those priorities that will support our growth and sustainability.

Children's Program reps are meeting with Jed, Jenette and Laura soon. This is a great move in the right direction!

Adjourn 5:15 PM