Bank Street
College of Education

College Advisory Council Meeting Minutes
May 23, 2017
3:30 – 5:00 PM
ICC Conference Room 1442

Called to order: 3:25

Present:
GSE Reps -Robin Hummel, Amy Kline, Michele Ryan (SAT)
CP Reps - Ali McKersie (SAT)**,** David Mortimer
S&O Reps - Kelly Lorenz**,**
IPR Reps - Sylvia Fan (Hsiao-Yi Fan)**,** Alexander Iwachiw
DERO Rep – Charles Babian
BSEC Rep - Katherine Baldwin
Ex-Officio Reps: Akilah Rosado, Shael Polakow-Suransky

Absent:
Pam Wheeler-Civita
Angela Persaud

Call to order at 3:35 PM by Kelly Lorenz

- Recap and Administrative Stuff (25 minutes)
  Approval of April Minutes: Robin asked us to review and approve the minutes – amend the name of the committee – under Social Justice subcommittee – clarify that Robin and Kelly are point persons for the Social Justice and Equity Committee (SJEC): clean up typo at end of the minutes. Thus amended the minutes were approved.

- Identify Secretary for June Meeting
  Katherine Baldwin

- CAC Meeting Schedule 2017-2018
  It was suggested that we keep with a Tuesday schedule for the next year – faculty will have to check about days that they teach

  Will we alternate between buildings – or have the majority of them at BSS? Kelly will research space and will send calendar invites in the meanwhile – if space is an issue at BSS we will need to meet at The Interchurch Center.

  Tentative All College Schedule – discussed keeping to a quarterly All-College and perhaps another holiday party. There will be no College-wide retreat in the coming academic year.

- June Agenda (Last one!)
  Wrap up and reflect on the year: an exercise will be planned to help us reflect
  Looking forward: review the charter and subcommittee work
  We want updates from the subcommittees about their plans going forward.

- Check-in on Inquiries and Sharing Out
  Robin asked again about any new inquiries on the website – there were none.
  Amy reflected that the finance presentation was well received at the **All College Meeting:**

  Shael's feedback to Kelly and Robin was that he appreciated the small group interactions
  - The broad range of sharing was nice
  - Could the All-College be at a different time? Morning? Probably not; due to SFC and FC activities it is harder to schedule space for morning meetings.
  - Could it happen on a SFC PD day, when SFC faculty are available for a short period of time?
  - Or at a group PD time when the CAC could be a feature.
  - Katherine is trying to encourage the BSEC to attend the All-College, but there the challenges of schedule and a lack of feeling connected to the rest of the College.
  - It was noted that the Social Justice and Equity Committee makes an effort to attend division meetings and speak about their work
  - Could we each look for ways to present our work in our divisions' meetings? It is generally shared that many are doing this.
  - Plans for our time with the cabinet (today) were discussed: two questions: How can we assist their work? What work do they have for us?

- 2017-18 Budget Review with Justin & Shael (25 minutes)
  Justin and Shael joined us. We reviewed the presentation at the All-College. Justin presented a similarly formatted FY 17-18 budget. Some of our feedback from the FY 16-17 presentation was used in creating this, such as the alignment of categories. Several factors that affect our financial future were highlighted:
  - GS Enrollment – we are presenting a potential increased enrollment – with the caveat about the actual credits taken.
  - SFC – enrollment is stable.
  - Grants and Contracts – we now have much more information about what will be funded in the coming year. This helps us to project more clearly our financial future. There are still some good prospects, but we do not expect anything new at this stage.
  - Regarding expenses:
    Maximizing our endowment income
    75% of our expense is direct program cost – this is a good indication of our financial "balance" – that the majority of our revenue is devoted to programs.
    When considering expenses vs revenues, we need to note that the GSE revenue comes, not just from tuition, but from two different lines, both tuition and grants/contracts; whereas SFC/FC revenue is largely only tuition.
    Further explanation given about the bond and why we cannot use the borrowed money for "other" costs (non-capital). This was noted at the All-College as well.

- Amy asked about resources to begin new initiatives; both Shael and Justin talked about how grant funding and gifts help us to develop new programs and initiatives. Once a program is successfully launched, further funding sources need to be found.
- Ali asked specifically about Grants; What are the strategies for these and how do they affect load in the GSE? Justin explained that we sometimes find ways to have grants help us with IDC and administrative load, but this varies widely from funder to funder. Why do contracts seemingly benefit us more than a grant? Justin answers that a great amount of contract money goes to the program it is funding. However, recovery of IDC is higher as well.

- Time with Cabinet & Shael (40 minutes)
  Cabinet Members: Shael, Justin, Akilah, and joining us: Jed Lippard (Dean of Children's Programs), Josh Thomases (Dean of IPR), Wendi Williams (Representing Dean of Graduate Programs, Cecelia Traugh), Sonja Carter (VP DERO), Katie Connelly (Chief of Staff). Kelly welcomes the cabinet. As a part of our charter we meet with the cabinet once each year. Introductions were made and the conversation began with a recap of our CAC work this year.

  - Communications: We set out to create a web page and an email online feedback and inquiry tool, which has not been greatly used, but we will continue promoting it and hope to feature the work of our subcommittees as well.
  - Council Sustainability: Ensuring follow up and community action and building a knowledge base for the College
  - Engaging our constituents: We each have featured the work of the committee within our divisions
  - Engaging with our leadership: This is the inaugural meeting with cabinet.

- Cabinet Discussion:
  We began the conversation by recognizing that a challenge we have faced this year has been hearing from our constituents; the types of questions that come our way are somewhat surface questions, and we had hope for a deeper conversation.

  A cabinet member (JT) asked if this is consistent across divisions? We observe that a large number of inquiries come from the Graduate School. He stated that IPR "may find the CAC opaque or confusing."

  A CAC member noted that Children's Programs Division is clear about who they can ask for information – but they may wonder "what" to ask. Another member added (MR) noted that because the structure is new, and that there has not been "great concern" that there has been no impetus which drives or escalates the need for the CAC to promote itself as a collaborator. (RH) The CAC has tried to help promote participation in the work of the college – i.e. in the Web Site selection process. (DM) In terms of transparent communication, the SFC the Union Rep and CAC Rep each attend that Faculty's Council.

  Another cabinet member inquired (WW): Are we looking to cabinet for the issues?

And another (JL) spoke about whether or not there is a time and a vehicle or venue for each division to present their work to one another, at the All-College, perhaps? We have wondered (DM) why staff in SFC might not have raised concerns about the expansion in the SFC. A cabinet member noted (JT, and many agreed) the tension/need for mediation about sharing space between divisions, specifically GSE and SFC. We questioned whether it is a role of the CAC to raise problems from the community, or to listen for them. A CAC member (MR) gave an example of the load committee. Could they might bring the challenges to the CAC for feedback and reflection?

A cabinet member (JL) reflected that given the realities (time constraints, work load, the "silo effect" of some of our work) of the college community, it is perhaps not surprising that issues that are shared, the shared work of the institution, is the fertile ground where a topic can be discussed. What (or where) is the "shared ground of our work?"

Another cabinet member spoke about the last All-College Meeting? Where were the questions about the speed at which we are changing? There seemed a great acceptance of the budget presentation. Were there no further questions to be raise about the deficit and strategy? Should the CAC actively query the community about these? Could the CAC be a forum to ask about the problems that the community sees in making changes to meet the new realities of our work? Trump? Budget Cuts? Realistic Costs for the services we provide? What might we (Bank Street) learn about ourselves by engaging various groups of constituents in conversations? A CAC member noted that (like the curriculum controversy) unspoken concerns do not indicate a lack of them. Might the CAC lead focus groups? Others added: Are there ways of claiming a leadership role in these discussions, rather than waiting for constituents to ask or raise an issue?

Shael raised that perhaps a part of the work of CAC is to concern itself with what is "healthy" or "unhealthy" in our community? Is there a process we can employ to measure, test, or engage the community in discussions? We know that there are concerns: How can we engage people in addressing and airing these concerns?

Others add that the cabinet might also lead us to engage in concerns; engaging the process of building the CAC's capacity as a governing body is a challenge for each of us; for the group to work well, there needs to be a greater collaboration with our own constituency.

It was noted (DM) that the timing of our meeting might be synced with the divisional meetings, then the representatives could bring a CAC agenda items to their constituency. It was agreed that the time and effort needed to meaningfully represent our divisions is a challenge.

- Keep Thinking About…
  How and When You're Engaging with Constituents
  Using the Questions Tracker & Keeping Robin/Kelly Informed (Is this process working for you? Are you getting inquiries? Are you putting them in the tracker even when inquiries come to you personally?)

Adjourn 5:15 PM