College Advisory Council Meeting Minutes
September 19, 2017
3:30 – 5:00 PM
505A Library

Present:
GSE Reps -Robin Hummel, Amy Kline, Michele Ryan (SAT)
CP Reps - Pam Wheeler-Civita**,** David Mortimer
S&O Reps - Kelly Lorenz**,**
IPR Reps - Alexander Iwachiw
DERO Rep – Charles Babian
BSEC Rep - Katherine Baldwin

Absent:
Sylvie Fan (Hsiao-Yi Fan)
Angela Persaud
Shael Suransky* (not invited)
Evi Rivera-Williams (SAT)
Akilah Rosado*

**Ex-officio representatives*

Call to order at 3:37 PM

- **Welcome & Administrative Stuff (30 minutes)**
    a. Welcome back! Welcome to the group, Evi!

    b. Introductions

    c. Approve June Minutes
        - The council moved to approve the June 2017 minutes.

    d. Identify Secretary for October Meeting
        - Dave Mortimer volunteered to be the secretary for October 2017 meeting.

    e. 2017-2018 Meeting Matrix

- Dave Mortimer raised the question of how to incorporate staff retreat days into the broader College calendar. SFC have two PD days this year and the opportunity to do work on the broader scale gets lost. How can CAC influence that, and perhaps, if the second day is unplanned, incorporate into the broader scale. Can the we utilize the calendar committee to identify what days create that opportunity
- Can we use one of those PD days for the All College?
- Planning for All College Meeting in October: new and returning staff to remind them the role of the CAC, have remarks from Shael, facilities update and introductions of new staff.
- For future All College Meetings the group will aim to discuss the agenda the month before to plan together and be inclusive of the sub-committee work and the work happening around the College.
- How do we find a way to make the All College Meetings available to all staff (like Head Start, Family Center, etc.)?
    - Dave coming up with a list of recommendations to "live" stream the meetings. Currently Bank Street does not have the resources available to stream.

- **Discussion: Where we left off and where we're going…**
    - **Building into Systems that Already Exist**
        - **Calendar of Events**

- How do we utilize Google calendars –How do we encourage people to 'subscribe' or to be automatically subscribed to the events calendar?
    - Kelly following up with IT to know how Google calendar subscriptions work.
- There needs to be a conceptual group versus just a logistical group to help coordinate events.
- Can the CAC collect upcoming events and share out in a newsletter?
- How do we build the maps and resources to people to get their events going and connected?
- The middle level events seem to be overlooked.
- October agenda: conversation with Shael in how to plan for college-wide professional development where there is shared work – how leadership is planning this and the CAC role in how to facilitate.
- Group agreed to add Julia Fields to the Exhibits Committee. Dave will contact Julia to join the current committee members.

- **Operation, Policy, and Process**
    - **What are specific issues?**
    - **Naming collective desires to gain knowledge**
    - **Naming individual desires and if individual issues, how do we connect people to the appropriate information?**

- Identifying individual content knowledge versus policies we collectively want to know about and if we have influence in them.

- SFC has a mandatory orientation with HR, IT, etc.
- How is leadership working with HR to ensure that each of the onboarding components are met for hires at any point in the year? Kelly explained the strategic planning work happening throughout Human Resources to create and implement a complete onboarding process for both managers and staff/faculty.

- **College-wide Collaboration Projects and Experiences**
    - **What does this mean? (Bottom-up individual collaborations do not influence systemic change)**
    - **What do we want?**
    - **What are our individual and collective responsibilities to create this change?**
    - **How do we bring our ideas to leadership in order to plant the seeds of College-wide collaboration?**

- What information is given to new hires that talks about the ethos that Bank Street believes in. Institutional identity – what is it?
- There are more notions embedded into the credo, we are not explicit about it. It can be complicated. How do we make that more accessible? How do we make our commitment, position, etc. more public? "As a part of this commitment….."
- Who makes our technology decisions? Can CAC be part of that engagement?
- Jed has created a School For Children strategic plan task force; Jed and Laura head it. People have volunteered, teachers, parents, etc. They are trying to narrow down a list of areas the school can improve and then can be characterized as priorities to form a plan for the next 5 years. The work this committee is doing is big and shouldn't be siloed due to all the implications on the broader community. Is GSE doing the same process? Rumor has it there's a strategic plan around enrollment.
    - Shael to come talk about it in October and if Jed/Laura can present and get feedback.

Adjourn 5:07 PM