Bank Street
College of Education

College Advisory Council Meeting Minutes
March 21, 2017
3:30 – 5:00 PM
505A (Library)

Present:
GSE Reps -Robin Hummel, Amy Kline, Michele Ryan (SAT)
CP Reps - Pam Wheeler-Civita**,** Ali McKersie (SAT)
S&O Reps - Kelly Lorenz**,** Angela Persaud
IPR Reps - Alexander Iwachiw
DERO Rep – Charles Babian
BSEC Rep – Emily Sharrock – sitting in for Katherine Baldwin
Ex-Officio Reps: Akilah Rosado, Shael Polakow-Suransky
Presenters: Judy Johnson (IT), Katie Connelly (President's Office) and Justin Tyack (S&O)

Absent:
CP Rep – David Mortimer
IPR Reps - Sylvie Fan (Hsiao-Yi Fan)
BSEC Rep - Katherine Baldwin

Called to order at 3:40 PM

- **Recap and Administrative Stuff (25 minutes)**
  - February Minutes:
    Name correction; Sylvia is Sylvie. Robin confirmed that The Diversity Committee is now known as The Social Justice and Equity Committee.
  - Secretary for April Meeting:
    Alexander Iwachiw has volunteered.
  - Staff Associate Trustee:
    Two names have been selected for Staff Associate Trustee. They are Evi Rivera-Williams and Nayantara Mhatre, both from the School for Children. After a conversation about both candidates, CAC came to the conclusion that both are great candidates. They both share the same love for Bank Street and have deep roots with Bank Street. Although, there appears to be differences in leadership opportunities taken or offered in the past. They would bring a different leadership style or approach to the table. CAC decided to present both names with no recommendations to Shael and the Board, where a decision will be made.
  - Exhibits Committee:
    Two names were confirmed for the Graduate School. They are Pamela Guarrera and Gretchen Adams. Ali McKersie (CP) and Alexander Iwachiw (IPR) will identify 2 representatives from their divisions by April 7th.
  - Political Policy Committee:
    Joshua Thomases and Johannah Chase have started a committee towards this work.
  - All College Agenda for 4/3 Meeting

Will focus on the Introduction of the following Sub Committees:
Political Policy Committee
Exhibits Committee
Social Justice and Equity Committee
Website?
Facilities?
Budget?

- **Check-in on Inquiries (10 minutes)**
  Robin Hummel (GSE) **–** Sensed that the tension that began in the fall semester between SFC Teachers and Grad School Faculty sharing classrooms has gotten better. The solution was to create relationships with those who share the rooms.
  Michele Ryan (GSE) – Voiced that some of the mishaps is from room scheduling conflicts.
  Kelly Lorenz (S&O) – Reva Gorelick is working on a collective calendar so scheduling conflicts do not occur in the future. Primary contact for room reservations is Akoshia Robinson and Nyah Piper. It is also division-based, meaning an individual from each division may be the main user to make such arrangements with Akoshia/Nyah for their respective division/department. Alongside from that staff also has access to EMS or room reservations.

  Questions and Concerns:
  Amy Kline- How do we share info from our meetings to constituents?
  Emily Sharrock – How do we support the process when issues arise? What do we do as a CAC member?
  A recurring concern among CAC is timing and ways to reach out to our constituents. Some shared ideas such as communicating through emails, handouts, flier/postings w/ agenda, newsletter, etc.

- **Website Update with Judy and Katie (15 minutes)**
  Bankstreet.edu site can now be displayed on a mobile format as of 3/20/2017. However, this is not the final design.
  Presentation was provided of the Website Redesign Project which included the project goals, project team (9 members, reflective across the college), project stages (8 stages), Vendor selection Status (3 vendor meetings were concluded) and Next Steps (Vendor recommendation will be given to Cabinet). All CAC members were invited to attend the three vendor meetings. The 3 vendors were Blenderbox, Systems Alliance, Inc (SAI) and Austin-Williams. It website redesign was originally set to launch in the fall but will take 6 to 9 months to complete and launch. A foreseeable launch will not take place until early 2018 but different pieces can be launched at different times. A preference is leaning towards Blenderbox because they are based out in Brooklyn and have done their research on Bank Street. The Website Team will meet on Thursday, March 23, 2017 regarding feedback of the vendor presentations. A decision should arise from this meeting and an announcement will be made to staff once it goes to cabinet and is approved.

- **Time with Justin & Shael -- Facilities (35 minutes)**
  Presentation was provided.
  The West 112th Renovation Planning is a 4 Phase project. Phase 1 and Phase 2 has been completed for the most part with some minor tweaking still left. Phase 3 (Summer 2017) consist of the 4th floor refresh, gut renovation of the 7th floor, refresh of the 8th floor and 6th floor. The President's office will replace the Liberty Suite on the 6th floor with new corridors and bathrooms. Justin said that Phase 4 (Summer 2018) is the largest work to be done which is the lobby. How do we utilize it for FC families, SFC families, GS students? A college wide engagement for feedback from the community has been ongoing with the West 112th Renovation Planning. Staff can access feedback forms online for the facilities planning. Justin is concerned with getting feedback from staff. To be able to share how facility changes are affecting them or others. How can CAC engage everyone so that no one is left out? Are there other groups we should be engaging? Justin would like to have more representatives from SFC as past college-wide meetings might not have fit into their schedules. Also, some good ideas and points were brought up during the college-wide meetings amongst FC and GS. For example, supervision in the lobby and how can we make it a dedicated place for students as well as being able to accommodate different division fairs/conferences, or events they may have.

  ICC is available to accommodate staff while renovations are happening at West 112th.

  Follow Up Questions/Responses:
  Ali McKersie asked Justin if he was happy with the architects and Justin replied, yes! They went through 5 competitive processes to pick a design team which resulted in a savings of 8% in the expected budget and was able to open at ICC 2 weeks earlier than originally scheduled. Justin is confident in the architect team they have in place for this summer; they are experienced with schools unlike past architects, which were not a good fit.

- **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?)

Homework:
Think through what are the challenges we face engaging with our constituents? For example communicating to our divisions? How do we share the information with our divisions? What solutions can we think of?

Adjourn 5:05 PM