College Advisory Council Meeting Minutes
December 15, 2016
3:30 – 5:00 PM
Room C12

Present:
GSE Reps -Robin Hummel (Co-Chair), Amy Kline, Michele Ryan (SAT)
Children's Programs Reps - Ali McKersie (SAT)**,** David Mortimer
S&O Reps - Kelly Lorenz (Co-Chair)**,** Angela Persaud
IPR Reps - Alexander Iwachiw (Secretary)
Ex-Officio Reps: Akilah Rosado, Shael Polakow-Suransky
Children's Program Rep – Pam Wheeler-Civita
DERO Rep – Charles Babian
BSEC - Davia Brown-Franklyn (substitute)

Absent:
IPR Rep – Sylvia Fan (Hsiao-Yi Fan)
BSEC Rep – Katherine Baldwin

Recap and Administrative Stuff

- **Minutes Review**
  - ➢ October & Nov. Minute Review
  - ➢ Both were approved, all approved minutes

- **Identify Secretary for January Meeting**
  - ➢ Dave agrees to take minutes in January

- **Website Mock-Up Feedback Summary & Production Timeline**
  - ➢ Link to CAC website should live under staff resources tab
  - ➢ Put a link in each dept. page to website, varies depending upon page
  - ➢ FAQ good idea, we should refine what is under FAQ, this might change over time
  - ➢ Timeline
    - o Kelly-will drop in content
    - o We will see site in Jan. before it goes live

- **Share-out Divisional Leadership Conversations**
  - ➢ How did it go?

    Ali & Dave SFC
    - o Jed feedback on overriding responsibilities
    - o Jed suggested that the CAC rep(s) should be on faculty council

- Cross representation would help with transparency
- Union should be taught how to collectively bargain effectively

➢ Question: What is CAC's role in a workplace?

➢ Professional development around CAC? Institutional membership.

Michele, Robin & Amy GSE Reps

- Cecilia had concern about when issues are raised, how do they bring to CAC? how does CAC raise issues with Grad School?
- Robin gets questions about concerns about CAC role

➢ Question: What is CAC supposed to do, what is Union role?

Michele

- People want clarity about CAC, what is going on?
- Do questions have to be attached to a name? We would prefer transparency
- Elevator speech would be very helpful in explaining this, should be on website

Davia BSEC (standing in for Katherine)

- Katherine and Emily have plans for check-in meet after CAC meeting
- Internal google doc will be used to get feedback from division

Angela & Kelly S&O reps

- Diverse dept. problems finding time to meet
- Spoke about CAC, did the elevator pitch and it was effective

Charles DERO rep

- Sonja carter gave very positive feedback
- Was excited about where CAC is going

Alex & Sylvie IPR reps

- Positive feedback from Josh
- Sylvie and Alex have plans to visit with Johannah to arrange more meetings with IPR divisions.

Dave

- Same people always volunteer for committee work
- How can CAC foster more participation? Advertise CAC?

- **Terms**
  - ➢ 6 CAC members would serve 4 year terms (not eligible for re-election)
  - ➢ Other 6 would serve 3-year term (would be eligible for re-election)
  - ➢ In June, Allie's term as staff associate trustee comes to an end, CAC must start procedure to appoint a new one

  Question: Does a 3 or 4-year term make sense?

  Robin-Will serve 3-year term.
  Kelly-Will serve 4-year term

  - ➢ Other CAC members should make their term decisions by January meeting

- **Process & Structures for Generating, Receiving, Documenting and Addressing Questions**

  - ➢ What we want is to build a way to manage incoming info. in a manageable way
  - ➢ *Process Map*-Goes back to Shael's question about what we want the CAC to focus on.
    - o CAC engagement, should we create an environment for discourse between divisions? Or are we supposed to more directly tackle issues?
    - o Charles-Questions which are seen across division should be made public by CAC. TV screen in lobby could be used by CAC to communicate info to wider community.
  - ➢ *Question tracker*
    - o Internal to Council
    - o Place where we can log questions from word, email, etc.
    - o Tab for each division

- **Determining Questions Require CAC Discussion & Direction**
  - ➢ Loop Robin and Kelly into tracker, in order to bring back to the larger council and show overlaps
  - ➢ Leads to communication with broader community
  - ➢ Part of being on Council is accountability
  - ➢ The tracker is a work in progress
  - ➢ Dave thinks phone could be option to input info into spreadsheet, then it wouldn't have to be typed twice with Google Drive
  - ➢ We want to encourage people to fill out forms themselves, in order to prevent questions getting re-interpreted by us
  - ➢ Next step: Council asked to submit feedback by **Jan. 20th.**
  - ➢ Pam-Do we have access to other tabs?
  - ➢ Dave-When will website launch? Kelly has to put content in and then get feedback from Council? Website should be up by end of January.
  - ➢ All-staff meeting in Feb. Would be a good time to show staff how to use

website
    - ➢ Kelly and Robin will try to circulate screenshots before January meeting and then feedback on **Jan. 26th** meeting

- **Homework:**
    - ➢ Provide feedback on questions tracker and process map by Friday, January 20th
    - ➢ Begin planning engagement sessions with constituents