Bank Street
College of Education

**College Advisory Council Meeting Minutes**
**January 26, 2017**
**3:30 – 5:00 PM**
**ICC, Room 1404**

**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, Sylvia Fan (Hsiao-Yi Fan)
**BSEC Rep** – Katherine Baldwin (Secretary)
**Ex-Officio Reps:** Akilah Rosado, Shael Polakow-Suransky
**BSEC Rep** – Katherine Baldwin
**Children's Program Rep** – Pam Wheeler-Civita
**DERO Rep** – Charles Babian

**Absent:**
**GSE Rep** – Amy Kline
**Staff Associate Trustee** – Ali McKersie
**IPR Rep** Alexander Iwachiw
BSEC REP Akilah Rosado present for initial part of meeting – had to leave early.

Call to order at **3:35** PM

- Recap and Administrative Stuff (30 minutes)
    a. Staff Associate Trustee
    b. December Minutes
    c. Identify Secretary for February Meeting
    d. Finalize Terms of Service
    e. All College Meeting
    f. Share out Process Map & Questions Tracker Feedback
        - Directions to Track Inquiries

**Recap/Admin**
*Item A - Staff Associate Trustee:*
Staff Associate Trustee is a 3 year term, the candidates must attend board meetings and they are assigned to sub-committees.
CAC – take a lead role in considering candidates for Staff Associate Trustee
Applicants must have been full time for at least 2 years.
The process for application is as follows:
CAC sends out a notification that describes the vacancies then CAC collects

applications. CAC would then interview candidates by Feb 17.
Finalists are sent to the governance committee. Recommendations go to the full board by June and then an associate trustee is chosen.
Board will give weight to individuals who come from an academic division. However, members of other divisions are welcome to apply.

Announcement will also be included on the CAC website – *Note: this is a good opportunity to inform community re CAC and website.*

*Item B – December Minutes*

December Minutes are passed by the group with spelling changes.

*Item C – Secretary for February*

Michele volunteers to be secretary for the February Meeting

*Item D – Terms of Service:*

Formalization of the terms of the service:

Pam – 4 years
Dave – 3 years
Charles – 3 years
Katherine – 3 years
Alex – 4 years
Sylvia – 3 years

*Item E - All College Meetings:*

More all college meetings would allow for greater community involvement.
All College Meetings tend to be informative but don't provide opportunity for collaboration and perhaps greater inclusiveness.
We will send an invite/reminder to get people to the meeting.

1. CAC Update:

   Website
   Reps
   Online feedback tool
   Planning future engagement opportunities
   We want to be relevant and involved.

2. Major facilities updates:
   ICC is done, construction of phase 2 – engagement sessions will be launched on Feb 6, 4, 6 ,7 8, 9

   All community opportunities to come (various times/dates) and SFC faculty, GSE meetings.

   How will the information from the engagement meetings be shared back to the community?

Give the facilities team the opportunity to present the plan, lessons learned from last summer's work, opportunity for people to ask questions.

Grad school is now involved – how will renovation affect summer programs for example?

Could the CAC have a role in this work?
- It would raise awareness for CAC
- Provide another point for learning about process and information.
- Take advantage of the CAC website to share

3. Possibilities for future ACM

Staff associate trustee presentation

Add an All college meeting in April… Does it make sense?

Strauss Center, Guttmann Center, Ed Center, all these new initiatives? Could we hear from them?

Other times, places, that All-College meetings can be held to foster better engagement.

*Item F – Process Map/Question tracker*

Alex suggested a way to track the same issue arising multiple times

Kelly reviewed the flow chart that describes how questions/concerns can come in and the system that we can respond to.

What do you do when you are asked a question that you know the answer to?

Is the issue tracker an internal tracker? How do other leadership involve themselves in the resolution of issues and questions?

How do balance community transparency but protecting individual privacy,

How do we integrate cabinet and CAC such that issues raised by our constituencies are discussed fairly and while protecting personal privacy?

Consider inviting Shael to February Meeting to discuss his vision of how the CAC will work with Cabinet.

Ideas are also welcome within the issue tracker; they can follow a similar path.

- **Community Communication Review (10 minutes)**

We reviewed the letter, made some changes to the language, aligned language in communication letter to the website.

- **Website Review (30 minutes)**

  Review of the website: Kelly presented the structure of the website, editing tool, etc. CAC appointments, etc.

  Discussed arrangement of content on the website – moved some stuff around, etc. All-College Meeting Decks, notes from CAC meetings—all that content is now available.

  Discussion about the relationship of the Sub-Committees to the CAC, minutes reports, hierarchy of reporting.

  A FAQ component that will help staff know where to bring concerns (union questions for example).

- **Communicating Back to our Community & Constituents (20 minutes)**

  What will the CAC keep focusing on?
  How to use balanced and thoughtful language when addressing constituents?

  Needs for Shael;
  How does CAC integrate with cabinet regarding governance structures?
  What topics are of particular import in Cabinet?
  What does Shael need advisement on?