

College Advisory Council Meeting Minutes
November 22, 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 - Sylvia Fan (Hsiao-Yi Fan), Alexander Iwachiw

BSEC Rep – Katherine Baldwin (Secretary)

Ex-Officio Reps: Akilah Rosado, Shael Polakow-Suransky

BSEC Rep – Katherine Baldwin

Children's Program Rep – Pam Wheeler-Civita

Absent:

DERO Rep – Charles Babian

Call to order at 3:38 PM

Recap and Administrative Stuff

● **Minutes Review**

Hold for December meeting: Need to decide who from the current group will cycle off to create staggered membership replacement to maintain institutional memory and not have everyone leave at the same time. Chairs will need to stagger too.

Minutes approved

Identify Secretary for December Meeting: Alex. Thank you!

● **Website Mock-Up Deck**

Homework: Look through the website mock-up and give feedback by Dec. 2nd via email to collegeadvisorycouncil@bankstreet.edu

Website is for constituents to access info and to increase communication at the college
Staff and faculty would sign in to access

Refer to deck of slides handed out at the meeting

Feedback should be on both content and structure presented

Recommendation to link Diversity Committee to the CAC website

Location of the CAC page on the Bank Street website:

- Question about organization of the links on the website.
- Could this be an opportunity to “clean up” the different links and organization of the BSC website.
- Can we influence the organization of the website? Where our page lives?
Which links are prioritized on the website?

- Could this happen before the entire website is overhauled?
- Staff Council page needs to be taken down

- **Share First Round of Questions**

Robin and Kelly organized all questions into categories

There needs to be a space for discourse within each division before questions come to the CAC. We want to know each division's vision for this communication to and from the CAC.

Cabinet is behind CAC members having meetings with leadership in their divisions. We should reach out to the leaders in our divisions to have these meetings.

Need to figure out an internal structure to review questions coming in on the CAC website from the Google form.

Reps want to be able to hear/review all of the questions coming in, regardless of what division the questions came from.

- **Next Steps & Homework**

1. Engagement with Divisional Leadership before the December 15th CAC Meeting

Share the work to date, including first-round of questions

- Looking for feedback on systems around communication back and forth
- Also, where does the discourse happen before the questions come to the CAC?
- How does your Divisional Leadership envision the best way to:
 - Bring issues to the constituency?
 - Get constituents to bring issues to the CAC?
 - Report the CAC's work back to the constituency?

2. Website Feedback: Please submit your feedback by **December 2nd** via email at collegeadvisorycouncil@bankstreet.edu

3. Practice the elevator pitch and send and feedback as well.

- **Discussion with Shael**

Share/review the different governance structures and how they work:

- Review College Governance Overview deck with Shael
- Board of Trustees: Could have as many as 40 statutory members, and college is trying to increase the size of the board
- Cabinet: Advisory body; deep in the work at the college; members also learn about each other's work and get feedback during meetings.
- CAC: Definition is evolving; Will advise the President and Cabinet with college-level decisions and initiatives; Should influence the thinking and direction of the work at the college; CAC will serve as a place for feedback to the President and Cabinet;
- Feedback over the past 2.5 years has influenced decisions around the college already, but it would have been helpful to have a group like the CAC to advise.
- Unions: Should be some interactions between the CAC and the Unions, especially during contract negotiations.

- Other groups at the GSE and SFC: There are other decision-making bodies within these 2 divisions. What will the connection to the CAC be?

Thoughts and Questions from the group:

- From Shael: Where does this body want to focus its efforts?
- Appreciation for the inclusion of the unions in this deck and for the ongoing communication with the union
- CAC will hear budget updates
- Will this group meet with Cabinet? Trustees?
Yes, working on it. Hoping to have two meetings with Cabinet this academic year and also a meeting with the board of trustees.
We can find strategic ways to interact with Cabinet as needed.

What are we worried about?

- What will benefit from a deeper engagement with Shael and/or Cabinet? How do we decide? Shael offered to give us updates from around the college to inform this question.
- How do we manage individual voices and the bigger issues to focus on? We want voices to be heard, but can't address every issue. Need to manage expectations, too.
- There is still some cynicism in the college around how decisions get made and who has a voice. Some time and progress will allow people to see the influence of the CAC.
- Could the CAC look at the survey data from last spring? For example, the desire from people to have more communication, but also the issue of saturation of information? How do we learn to be responsive to and anticipate this need?
- How to handle decisions that people do not agree with—give the background and reasoning, not leave people with uncertainty.
- How do we help build trust in the process? Push Shael and the Cabinet when communication is not clear.
- History affects this trust; we can build trust through action. Divisions need a space to talk through decisions that are made.
- While this is a lot of work, the group needs to really prioritize and make sure that what we take on is worth doing.
- Current work is setting up structures; this groundwork will support the work ahead.
- Since this is new, what will the work actually look like?
- What are the moments of the decision-making process? This seems really complicated, and perhaps people don't understand those pathways. How could we demystify the decision-making process at the college?
- Shael: We want decisions to be made as close to the people who are actually going to implement them. Some issues (like tuition) have to go to the board. Cabinet members bring decisions they are grappling with to Shael for feedback. Urgency for decisions can sometimes trump stakeholder engagement.
- Email Shael if you have a question or issue or ever want to sit down and talk about something.

- Closing thoughts:
Set up meeting with your division heads ASAP
Concern around being able to get to everyone's questions. Also the circling back to the person that raised the questions—this hasn't typically happened.

Adjourn 5:04 PM