

Minutes of the College Council Meeting  
November 17, 2016

## Minutes of the College Council Meeting

Thursday, November 17, 2016

12:30pm/C-325

### **College Personnel in Attendance:**

Dr. Yun Kim  
Mr. James Miller  
Dr. Alan Kaufman  
Professor Joan Cohen  
Ms. Kim Ritchie  
Ms. Jaymee Griffin  
Professor Laurie Hodge  
Ms. Catherine Krostek  
Ms. Marissa Drukker  
Ms. Angelica Flores  
Ms. Daniella Liberato  
Ms. Nicole Cacciatore  
Ms. Rachel Lerner Colucci

### **AGENDA**

#### **The agenda was presented:**

1. Call to Order
2. Review and Approval of Minutes
3. Committee Reports:
  - a. Faculty Senate
  - b. Student Government Association (SGA)
  - c. Staff Senate
4. College Council Constitution: Review of Changes
5. Old Business:
  - a. College Council Website
  - b. Resolution on Day of Professional Development  
- Process
6. New Business
7. Adjournment

#### **Proceedings:**

1. Meeting started at 12:36 pm. There was a welcome and introduction to a new College Council member, Marissa Drukker, the new Staff Senate Secretary and, two guest Senators from the SGA, Daniela Liberato and Nicole Cacciatore.

2. Minutes from the College Council meeting of October 27, 2016 were approved.
3. Committee Groups Reports – Deferred until next meeting.
4. College Council Constitution – Review of Changes:
  - a. Article I: no changes sited
  - b. Article II: Section 2/d-remove “Secretary” from SGA, the Executive Assistant is the Secretary. Add “Chief Justice.”  
Article II: Section 2/f-five (5) officers of the Staff Senate...should read (President, Vice President, Secretary, Parliamentarian, and Member)
  - c. Article III: Section 1/b-term limits need to be discussed by Dr. Kim and Dr. De Marco and a resolution may need to be presented to the president of the College.
  - d. Article III: Section 2/b-The secretary of the College Council needs to be elected (see Unfinished/Old business).
    - b. The Secretary shall: will now read:
      - Maintain an accurate record of all organization meetings, keep (take) and post minutes onto the College Council webpage (and e-mail them to the members) and summaries to ensure communication with the College-wide community.
      - (Add) The maintenance of the College Council webpages can be delegated to another member.
  - e. Catherine Krostek noted that the original Article IV “Nominations and Elections” from the original College Council Constitution was missing. All members agreed this article needs to be reworked, rewritten and added back into the constitution; perhaps including only sections regarding representation and vacancies. Catherine Krostek agreed to type up a paragraph to send to Dr. Kim.
    - Do we want to send a proxy when we cannot attend a meeting? Can we replace a person who is unable to attend regular council meetings? It is important that each group has (5) representatives at each council meeting. Should the constitution include a statement...if you miss (#) meetings you will be replaced? If the entire council cannot attend a meeting can the meeting be canceled?
  - f. Article IV: (Will become Article V)  
Section 1: remove the word “Sessions”
    - a. change the word “monthly” to “prior
    - b. remove the word “sessions” each time it appears
    - f. correct word spacing
    - Section 2/a: change ‘fifty percent’ to ‘two-thirds’
    - Correct the lettering “b” and “c”
  - g. Article VI: no changes sited
5. Unfinished/Old Business:
  - a. College Council Website – Catherine Krostek agreed to update the College Council webpages.
  - b. Resolution on Day of Professional Development
    - Process: This issue was brought up at the beginning of the meeting. Dr. Kaufman raised the question if a resolution

- regarding the College Council's input on the planning strategy of Professional Development Day events had gone to the president of the College. Dr. Kim mentioned that no resolution had been created and a formal process would need to be discussed and reviewed with Dr. William Mullaney.
- Dr. Mullaney will be invited to the next College Council Meeting to discuss this matter. A resolution will be drawn up, and passed on to Jim Miller to present to the President of the College for feedback. An addendum will be created and added to the College Council Constitution regarding this issue.
  - c. The electing of the College Council Secretary was mentioned. Dr. Kaufman thought it best that this position be held by a voting member of the College Council. The position was offered to the attending members - with no one volunteering. Although it would be good experience, it was stated that this position should not be imposed on a member of the Student Government. It was suggested that this item be added to the agenda for the December meeting.
6. New Business:
- a. Joan Cohen noted that College Council meetings used to be 1 ½ hours and she questioned when and who reduced the time to 1 hour? Also she asked, can the time and day of meetings be changed? Dr. Kim mentioned there is a problem with trying to meet the needs of each member's schedules. This issue will be discussed by Dr. Kim and Dr. De Marco and added to the agenda for the December meeting.
  - b. It was noted by Jaymee Griffin that two new members from the Staff Senate (the new Vice President and the new Parliamentarian) will be joining our next College Council meeting.
7. Adjournment was at 1:30pm

Next meeting will be on Thursday, December 15, 2016 @ 12:30-1:30pm in A-318

Minutes respectfully submitted by Ruth Ann Heck