

**Minutes of the College Council Meeting
Thursday, July 28, 2016
12:30PM – Room A318**

ATTENDEES

College Personnel in Attendance:

Mr. Jim Miller
Mr. Victor Anaya
Dr. Tobyn De Marco
Dr. Alan Kaufman
Mr. Brian Cordell
Ms. Joan Cohen
Ms. Jaymee Griffin
Dr. Yun Kim
Mr. David Delizio
Ms. Rachel Lerner Colucci

AGENDA

The agenda was introduced by Mr. Victor Anaya:

1. Call to Order
2. Review and Approval of Minutes
3. Dear Colleague Letter
4. Review of IT Master Plan
5. Discuss charge/mission
6. Discuss bylaws
7. Reports:
 - a. Faculty Senate
 - b. Student Government
 - c. Staff Senate
 - d. Subcommittees:
 - i. Constitution Committee
 - ii. Policy Committee
 - iii. Communication Committee
 - iv. Strategic Plan Committee
 - v. Budget Committee
 - vi. Social/Cultural Affairs/Recognition Committee
8. New Business
9. Adjournment

Proceedings:

Meeting called to order at 12:41pm by Mr. Victor Anaya.

1. Victor will be rotating off College Council as co-chair and Dr. Yun Kim will be assuming his role as co-chair.
2. Review and Approval of Minutes – Motion by Alan Kaufman and second by Brian Cordell was passed to approve meeting minutes from April 28, 2016.
3. Dear Colleague Letter
 - a. Tobyn handed out an example of a “Dear Colleague Letter” from US Department of Education.
 - b. There was some confusion as to what our particular Dear Colleague Letter we are supposed to be working on as the document did not resemble the document that the Council was given in the past. Rachel brought up a concern that the Dear Colleague Letter that Tobyn has provided is very specific and that we already address the issues in the letter in other communications, websites, and trainings across campus.
 - c. Tobyn will revisit document with the President to make sure we are working on the correct document.
4. Review of IT Master Plan
 - a. College Council has provided Stephen Valkenburg with our recommendations of how to improve the IT Master Plan. It is now the responsibility of IT to revise the document.
 - b. Motion by Victor Anaya and second by Tobyn De Marco was passed to say that College Council supports all of the IT Services Master Plan recommendations that were given to IT.
5. Welcome and Introduce SGA Representative – David Delizio
6. Discuss Charge/Mission
 - a. Jim handed out original Charge for College Council and original e-mail from Dr. Kaye Walter (see handouts).
 - b. Reviewed College Council’s role. During the first year, College Council worked on Code of Conduct and reviewed other policies. During the 2015-2016 year, the Council reviewed the IT Master Plan and discussed Dear Colleague Letter and reviewed other policies.
 - c. During 2016-2017, the Council must work on Constitution.
 - d. Discussion: Should the Emeritus Committee fall under College Council since it could fall under employee development and recognition? What about distinguished professors? Jim Miller will follow up on this question.
7. Discuss Bylaws
 - a. Discussed needing to reconceive the Constitution and whether or not we need a separate bylaws document. Council agreed that we only need one document.
 - b. Motion by Tobyn De Marco and second by Alan Kaufman was passed to reconceive the Constitution without bylaws.
8. Reports:
 - a. Faculty Senate

- i. Senate met in May. Elected officers. Incumbents were reelected.
 - ii. Senate subcommittee on Success course met a few days ago. Subcommittee will be bringing a proposal to Senate in September about the Success course. It has been a pilot program as being mandatory for students in developmental courses for several years now, even though it should have only a pilot for one semester. This subcommittee will be meeting again next week.
- b. Student Government
 - i. SGA is trying to be more fiscally responsible this year, so they have reduced their three day retreat to a one-day training session, which will cost less than 5% of money than last year. Doing this will allow SGA more money to use for the general student body.
 - ii. Discussion: How many SGA officers? 5 Executive Board members, which includes President, Vice President, Chief of Staff, Treasurer, and Executive Assistant (only appointed and paid position, other four are elected).
- c. Staff Senate
 - i. 2nd Annual Staff Senate Picnic was held on July 21, 2016 and 135 staff members checked into the event.
 - ii. Nominations are complete, and now moving into the elections phase. Executive Team changes will be happening.
 - iii. Staff Senate has been struggling with membership for a variety of different reasons; however, one thing has been that different classifications of staff may not feel as though they can leave their desks or attend meetings as planned. Discussed that Staff Senate may consider writing into the Constitution that meetings are considered part of an employees work day. Faculty Senate recommended looking at their Constitution for an example.
 - iv. Motion by Alan Kaufman and second Brian Cordell by was passed that College Council recommends and supports that members of the Staff Senate are free to go to the monthly meetings and it is part of their work responsibilities.
- d. Subcommittees:
 - i. Constitution Committee – Did not meet.
 - ii. Policy Committee – Did not meet.
 - iii. Communication Committee
 - 1. Cathy Krostek has been working on the College Council website. More updates to come in September.
 - iv. Strategic Plan Committee – Did not meet.
 - v. Budget Committee – Did not meet.
 - vi. Social/Cultural Affairs/Recognition Committee – Did not meet.
 - 1. Jaymee Griffin reminded the group that she is no longer the Chair for the committee.

9. New Business

- a. Discussion: Joan Cohen brought up the need for a central location for College Council documents, as well as the need for a central location for a Policy Manual/College Policies. It is hard to find specific information on the website when it comes to policies.
- b. Dr. Kim commented that the Strategic Planning minutes from last meeting are concerning. New Strategic Planning cycle will be beginning soon. Dr. Kim will be asking for help and participation from across campus.
- c. Joan Cohen asked about Judicial Hearing Board Members. Student Life is just about to begin recruitment for new judicial hearing board members for this upcoming year. Every member who has been on it in the past will be retrained.

10. The next meeting is scheduled for Thursday, September 22, 2016 at 12:30PM in A-318.

Meeting Adjourned at 1:38PM

Minutes submitted by Jaymee Griffin