

**Minutes of the College Council Meeting
Thursday, September 28, 2017
12:30pm/C-313**

College Personnel in Attendance:

Dr. Yun Kim
Dr. Tobyn De Marco
Dr. Drorit Beckman
Professor Joan Cohen
Ms. Catherine Krostek
Ms. Sibora Peca
Mr. Thomas Lotito
Mr. Jim Miller
Professor Brian Cordell
Professor Laurie Hodge
Mr. Greg Fenkart

AGENDA

The agenda was presented:

1. Call to Order
2. Review and Approval of Minutes from April 27, 2017 meeting
3. Reports
 - a. Faculty Senate
 - b. Student Government Association (SGA)
 - c. Staff Senate
4. Election of a New College Council Co-Chair
5. Election of a New College Council Secretary
6. Old Business
 - a. Sanctuary College Status
 - b. Summer Hours
 - i. Staff Senate
 - c. College Council Revised Constitution Status
 - i. Interim President's Request
7. New Business:
 - a. DACA – Questions
 - i. Under what circumstances do we collect or ask students for information about citizenship or immigration status?
 - ii. What records, if any, does the college maintain that include a student's citizenship or immigration status? How long are these records maintained?
 - iii. How are FERPA requests handled at the college? What training is provided?
 - iv. How do we respond to subpoenas for student information?
 - b. Selection of Peer Institutions – November 20, 2017 (see supporting documents)
 - c. Communication Task Force Report, August 2013 (Spring 2018)
8. Adjournment

Proceedings:

- I. Dr. Kim welcomed everyone to the first meeting of a new semester. The new Student Government Association (SGA) student members of the College Council introduced themselves.
- II. Motion to approve of the minutes from the meeting on April 27, 2017 was approved.
- III. Committee Reports:
 - a. Faculty Senate: Professor Cordell mentioned the Faculty Senate was advocating for IT updates for the classroom and the library. A policy for IT classroom improvement may be necessary. Also the Faculty Senate is working with Dr. Mullaney to create an Academic Master Plan.
 - b. Staff Senate: Dr. Beckman updated the group on the success of the Staff Senate's Coffee & Conversation. It sparks spontaneous conversation about issues related to staff. Two issues being summer hours and the merit raise process.
 - c. SGA: Ms. Peca, new SGA President and the SGA offices are in the process of recruiting new SGA Senators. Group process interview on Wednesday, 9/27/17 where 21 new senators were interviewed and a training conference for those new senators was set up to take place in October.
- IV. A motion to nominate Dr. De Marco was made by Professor Cordell, seconded and approved. Dr. De Marco accepted the nomination to continue as co-chair (with Dr. Kim) of the College Council.
- V. A motion was made and approved to postpone the election of a new College Council Secretary until the October College Council meeting.
- VI. Old Business:
 - a. Sanctuary College Status: Dr. De Marco informed the group that he and Dr. Kim met with Interim President Dr. Michael Redmond regarding this issue. Dr. Redmond is working on this issue and will inform the College Council upon reaching and conclusion. Resolutions were created by both the Faculty Senate and the SGA; the Staff Senate has yet to come to a final decision. A motion was made and approved to postpone any decision by the College Council and to await the Dr. Redmond's recommendations. Also, a communication from the President's office should be presented to the College community regarding a decision, or the position of the College on issues of immigration, student/employee status, diversity, and racism/sexism/ethnicism/etc. This would be beneficial for students and employees. A motion was made and approved to communicate to the Interim President, regarding his efforts and support for this issue should have a time-limit. Such

a communication should make clear that it is not meant to pressure the Interim President, but to inform him of the College community's strong anticipation of some official communication. Dr. Kim mentioned that the President is aware of the urgency of this issue and its impact on our students.

- b. Summer Hours: Dr. De Marco mentioned this topic will be addressed by the four NJEA bargaining units. The College Council can make a recommendation to eliminate the alternate Monday/Friday days-off during the summer, and returning to being closed Fridays for the entire College. This was an issue of concern voiced by the Staff Senate. The SGA thinks that student input would be helpful and plan to conduct a survey within the next few weeks. This change will affect very few classes, and will not adversely affect the library and student service offices. Both the library and student services offices are generally very slow on Fridays during the summer months (from June through mid-August). A motion was made and approved to await input from the SGA's student survey before preparing a resolution for the College Council's recommendation regarding Summer Hours.
- c. College Council Revised Constitution Status, (see Attachment A): Dr. De Marco mentioned Interim President, Dr. Michael Redmond suggested the College Council review Article IV - b and g. Section b was read aloud and was unanimously voted to remain the same – no change is needed. Section g was read aloud and a motion was made and approved to change this section to read: 'Members of the college community may attend scheduled meetings. Visitors may request the opportunity to speak on an item that is before the CC in accordance with *Roberts Rules of Order*.' Dr. De Marco will update the CC constitution and present it to Dr. Redmond and the Board of Trustees for approval. A final approved version will be uploaded onto the College Council webpage.

VII. Dr. Kim mentioned each new business item to make the members aware of the issues to be discussed at upcoming meetings. Copies of any documents needed will be sent to all members.

- a. DACA – Questions (see Page 1) – see attachments regarding FERPA Tutorial and Tutorial Flow Chart, provided by Ms. Krostek, obtained with permission from the University of Illinois.
- b. Selection of Peer Institutions – see Attachment B
- c. Communications Task Force Report, August 2013 (Spring 2018) - see Attachment C

VIII. Motion to adjourn meeting was called and approved at 1:32 pm.

Minutes submitted by Ruth Ann Heck

Next meeting: October 26, 2017 @ 12:30 – 1:30 in Room C-313