

Minutes of the College Council Meeting

Thursday, March 24, 2016

12:30 P.M. Room – A-318

ATTENDEES

College Personnel in Attendance:

Mr. Jim Miller
Mr. Victor Anaya
Dr. Alan Kaufman
Ms. Kim Ritchie
Ms. Jaymee Griffin
Dr. PJ Ricatto
Ms. Catherine Krostek
Ms. Laura Zottarelli
Ms. Michelle Correa
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 from Faculty Senate, Student Government, Staff Senate, Subcommittees
8. Adjournment

Proceedings:

Meeting called to order at 12:42 pm by Mr. Victor Anaya.

1. Attendance was called by Mr. Victor Anaya.
2. Meeting Minutes were approved by all.
3. Dear Colleague Letter
 - a. The committee did not meet.
4. IT Master Plan
 - a. The committee met several times, and the plan is still in draft.

- b. The committee will meet again next month to finalize. Once that's done, recommendations will be given to IT.
- c. Please read the IT Master Plan and send your comments to Victor by next week.

5. Charge of College Council

- a. The College Council was around for years with officers who met with the president.
- b. A new College Council was formed in 2014. Use the initial charge as a benchmark.
- c. We don't have a Constitution and Bylaws. We need to start from scratch, focus, and plan to move forward.
- d. Setup committees to accomplish tasks.
- e. Converse about campus related items, and determine what's next for us to do.

6. Faculty Senate Update

- a. The Faculty Constitution has been amended to account for the changes necessitated by the academic reorganization.
- b. The Senate has been reorganized and is becoming slightly larger.
- c. Changes to the Constitution need to be approved by the full faculty and so the revised Constitution will be brought before the faculty for consideration at the Day of Development.

7. Student Government Association (SGA) Update

- a. The SGA discussed Diversity Day.
- b. The SGA is collaborating with PTK for the MS Walk.
- c. They have an Ad Hoc Committee and adding a Constitution Committee.
- d. Elections are in April.

8. Staff Senate Update

- a. The Staff Senate President and Secretary positions will be replaced in June. (Note: Confirmed with Mr. Jim Miller that former officers will remain on the College Council. Membership stays the same.)
- b. A lot of member positions are available.
- c. A staff picnic is planned in the summer.
- d. The second annual Casual Monday event was held on March 14th. One hundred thirty-nine staff members were in attendance. A survey is coming soon.
- e. The Department Spotlight, to be located in the hallway by the Cafeteria, will highlight one department each month and will be making its debut on April 1st with the International Department Spotlight.
- f. The Staff Senate is thinking of ways to include part time staff.
- g. The next Coffee & Conversations is being planned soon.
- h. The Staff Senate annual picnic will be held in late July.

9. Committee Updates

- a. Constitution & Bylaws – The committee will meet to move forward and get this done. Chair: Dr. Tobyn DeMarco; Members: Mr. Victor Anaya, Mr. Jim Miller, Ms. Laura Zottarelli, Dr. Alan Kaufman.
- b. Policies – No update.
- c. Communications – No update.

- d. Strategic Planning – In year 3 of the 5-year plan. Chair: Dr. PJ Ricatto; Members: Mr. Mike DiBartolomeo, Mr. Jim Miller, Ms. Laura Zottarelli.
- e. Budget – Tuition numbers are going to the April board.
- f. Social/Cultural – No update.

10. New Business

- a. Add New Business to next month's agenda.
- b. A rumor was heard about a hiring freeze. Confirmed there is no hiring freeze.
- c. Parking is an issue for staff and faculty. There are no spaces available at West Hall due to students frequently parking there illegally. Dr. Alan Kaufman made a formal motion to have this taken care of. Ms. Cathy Krostek seconded the motion. Currently, this lot is enforced by staff. It would be better to get a gate.

11. The next meeting is scheduled for April 24, 2016 in A-318.

Meeting Adjourned at 1:20 p.m.

Minutes submitted by College Council Secretary, Kim Ritchie