

College Wide Council  
MEETING SUMMARY  
May 28, 2021

<b>Date, Time, Place:</b>		Wednesday, May 28, 2021, 10:00 a.m., via Zoom			
<b>Attendance:</b>					
College-Wide Council Co-Chairs:		√	Sarah Merranko	√	Craig Patenaude
Instructional & Student Affairs Council Co-Chairs:		√	Stephanie McCaslin	√	Kelly Winters
Planning Council Co-Chairs:		√	Cicero Fain	√	Lesley Quattlebaum
Equity & Inclusion Council Co-Chairs:		√	Beth Settle	√	Raquel Brooks
Talent Development Council Co-Chairs:		√	Laura Dyson	√	Jesse Gonzalez
		√	Larisa Pfeiffer, Representative	√	Sue Shelor, Recorder
		√	Avis McMillion		
<b>Item/Topic</b>	<b>Discussion/Reports</b>				<b>Assignments/Actions</b>
Minutes	May 19, 2021 Minutes pending approval				
Handbook, Constitution & Bylaws Updates	<p>Committee members shared their screens to show the team's progress.</p> <p>Handbook, Constitution, Bylaws and templates will need an archival system to track future revisions. A review cycle needs to be established.</p> <p>The approval decision process needs clarifying.</p> <p>Handbook, Constitution, and Bylaws will need to be reviewed for consistency in terms and titles.</p> <p><b>Constitution, Bylaws and Templates:</b></p> <p>Constitution should be a general overview; and the Bylaws provide the details.</p> <p>Term limits and membership were added</p> <p>What makes up a quorum was defined.</p> <p>Addition of allowing attendance by Zoom or Teams</p>				

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	<p><b>Handbook:</b> Table of Contents not finalized two level table of contents is preferred. Definitions may need to be expanded. Documents such as forms, Bylaws needs to be inserted Need to add a section on How and where to go to address issues, if they do not belong with Governance Councils. It was agreed the Handbook should be written for the College community, to understand the Governance structure and processes.</p>	
Survey	Sarah Merranko will send a survey link to the committee member requesting input on the Handbook and Constitution & Bylaws.	
Announcements	No Announcements	
Adjournment	Chairs Merranko and Patenaude commended the Council on their work and the meeting adjourned 11:30 am	
<b>NEXT MEETING DATES:</b>	June 7, 2021, 2:30pm (Telework Policy discussion) August 2021, TBD	