

College Wide Council
MEETING SUMMARY
August 20, 2021

Date, Time, Place:		Friday, August 20, 2021, 10:30 a.m. via Zoom			
Attendance:					
College-Wide Council Co-Chairs:		√	Sarah Merranko	√	Craig Patenaude
Instructional & Student Affairs Council Co-Chairs:		√	Stephanie McCaslin	√	Kelly Winters
Planning Council Co-Chairs:			Vacant	√	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		
Item/Topic	Discussion/Reports				Assignments/Actions
Minutes	Motion was made and minutes of June 7, 2021, were approved.				
Governance Public Website	A draft of the Governance's internet webpage which will be viewable by the public was shared. The goal is to have the internet webpage available for viewing by September. Most of the Governance's information will be posted to the internet webpage including the Council's meeting agendas and minutes. A resource tab is not included at this time. The Governance's intranet webpage will become inactive.				
Policy Review	Six policies have been identified for review this fall. Salary Administration will be one of the first policies to be reviewed and will include Faculty Promotion . The Senate Executive Board (SEB) will be involved in this policy's review process. Grievance Policy for Administration and Faculty , the review process will include the SEB and other workgroups. Time Sheet Reporting Discipline and Dismissal of Staff				Craig/Sarah – Distribute policies and details for September meeting.

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	<p>The faculty policy was reviewed within the year and will not be part of this review.</p> <p>Reduction in Force for Staff and Faculty</p> <p>Policies that were worked on last Spring will need to move forward for approval.</p> <p>Constitution and Bylaws will be reviewed and discussed at the September meeting.</p>	<p>Craig/Sarah – Review Bylaws and Constitution</p>
<p>2021-2022 Meeting Schedule and Membership</p>	<p>College Wide Council Meeting Schedule</p> <p>CWC for the fall will meet twice a month, the 1st and 3rd Friday of the month at 10:30am except for September which will meet only the 3rd Friday due to Labor Day and December which will meet only on the 1st Friday due to the holidays.</p> <p>CWC’s spring schedule which runs January thru June will meet once a month on the 3rd Friday of the month. Starting in the spring CWC meetings will no longer be held on the same day as the College Wide Forum.</p> <p>Council Meeting Schedule</p> <p>Councils who need to move their meeting dates, or times need to submit the proposed meeting information to Craig and Sarah for review and approval. Council meeting dates will be published on the Governance internet webpage. Council meeting dates and times need to be consistent and not overlap with other Council meetings.</p> <p>Council Membership</p> <p>If a co-chair or a member replacement is needed, please advise Craig and Sarah. Vacancy replacements will be appointed at this time.</p>	

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	Committee members will be rotating off in the Spring, now is the time to encourage others to consider becoming a council member.	
Goal Setting	Councils will be expected to develop their own committee goals and to assist with this effort Craig and Sarah will be setting up a goal training session with help from Montgomery College. The goal training session will be a separate meeting held in September. Goals will be made public and posted on the Governance's internet webpage. Training will also include differences between governance vs. operational.	
Agenda Discussion	Discussion was held on the Councils role in the review of the college's Budget Enhancement Requests (BER). CWC will be added to the College Wide Forum's agenda in the future to update the college community on the Councils activities.	
Announcements	George Bedell has been appointed as CWC Secretary starting in September. Position will be responsible for posting all Council's minutes to the webpage and may assist in the coordination of setting meetings.	
Adjournment	Adjourned at 11:33am	
NEXT MEETING DATES:	September 17, 2021, 10:30am	