# College of Southern Maryland

# Talent Development Council

# Meeting Minutes

April 22, 2021 (revised on 5-27-21)

1. Call to order

Laura called to order the regular meeting of the Talent Development Council at 2:30 pm on April 22, 2021 at TEAMS.

1. Roll call
	1. The following members were present: Jesse, Laura, Wendy, Lakisha, Nikki, Beverley, Jennifer, Samuel, Marina, Diane, Christopher, Teresa (Trenace)
2. Approval of minutes from last meeting (Summary of current progress)

There were no official minutes from the last meeting but Trenace provided a summary of all previous meetings.

1. Open issues
	1. TDC Secretary Position
		* 1. Co-chairs are awaiting someone to email the co-chairs about being the secretary for the Council
			2. Co-chairs will provide meeting minutes template to secretary
			3. Secretary would be expected to attend meetings and share minutes from previous meeting.
			4. Trenace volunteers to take notes when secretary is not available to do so
2. New business
	1. General report on CWC meetings
		* 1. Co-Chairs have been meeting bi-weekly with CWC
			2. The CWC is working on creating a Constitution, Bylaws, and a Handbook by May 17th. The CWC is also reviewing and updating the Telecommuting Policy (HR 4155).
			3. The TDC may be asked to review it at some point in the future, along with other items.
	2. Recommendations for the Compensation, Overtime and Time Sheet Recording policy **(**HR 4020) are due May 17th.
		* 1. Co-chairs went over the policy and the email explaining the request for recommendations and updates to this policy
			2. Discussion was held on how to execute the task.
			3. TDC agreed to create a table form within TEAMS that all Council members would reply to, based on their review of an assigned section of the policy. (Decision was moved by Lakisha and properly seconded by Wendy)
			4. TDC also agreed that a brief meeting would be held before the next regularly scheduled meeting to review the changes before submitting them by May 17th. (Decision was moved by Lakisha and properly seconded by Wendy)
	3. Investigate Office 365 training for staff and faculty
		* 1. Co-chairs shared that more information would be coming about a review of this training.
			2. Wendy volunteered to present some information regarding our agreement with Microsoft when this agenda item rolls around.
3. Adjournment

Laura adjourned the meeting at 3:30 pm.

Minutes submitted by: Trenace Richardson

Minutes approved by: Name