

College Wide Council
MEETING SUMMARY

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| Date, Time, Place: | | Friday, September 17th, 2021, 1:00PM 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: | | √ | Jacqui Rogeres-Freere | √ | Lesley Quattlebaum |
| Equity & Inclusion Council Co-Chairs: | | √ | Beth Settle | | Raquel Brooks |
| Talent Development Council Co-Chairs: | | √ | Laura Dyson | √ | Jesse Gonzalez |
| | | √ | Larisa Pfeiffer, Representative | √ | George Bedell, Recorder |
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| Item/Topic | | Discussion/Reports | | | Assignments/Actions |
| Minutes | | Motion was made and minutes of August 20, 2021, were approved. | | | |
| Old Business Policies that have completed review cycle | | C. Patenaude led discussion. <i>Email Mass Communication, GA 3023</i> , has been released by President’s Cabinet for comment after changes were made by PC. <i>Salary Advances</i> has also been moved forward. | | | |
| New Business a. Policy Cycle b. Upcoming Policies and Timeline c. Workgroups for policy review d. Training and Goal Setting | | C. Patenaude and S. Merranko led review of the six-step policy cycle, including procedures for distributing policies to the four councils for review. Some policies may not neatly fit the purview of existing councils, and other work groups or committees can be tasked with assisting review process. The following policies will begin the CWC review process: <i>Salary Administration HR 4140, Fiscal Management FM 2010</i> , and the <i>Grievance Policies</i> for both staff and faculty. These should be resolved by the end of October. Additionally, <i>Progressive Discipline and Dismissal</i> (staff and administration), <i>Time Reporting</i> , and <i>Reduction in Force</i> , are pending review. | | | S. Merranko – To send a request to CWC members for additional input regarding distribution of policies for review among the councils or work groups. S. Merranko – To send questionnaire to CWC members soliciting feedback regarding training and goal setting. |

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| | <p>Discussion of assigning policies to groups included suggestions for <i>FM 2012</i>, including the relevance to both the Planning and Talent Development councils. <i>Grievance</i> will be assigned to a work group comprised of both faculty and staff, and will include representation from HR. Both the Equity and Inclusion and Talent Development Councils are potential stakeholders for the <i>Salary Administration</i> review.</p> <p>Training and goal setting was discussed briefly.</p> | |
| Announcements | <p>S. Merranko requested that Council Chairs email council reports to herself and C. Patenaude. Reports will be moved from intranet to internet. Minutes of all council meetings will be posted online by G. Bedell after they have been approved.</p> | <p>Chairs of the councils to send reports to S. Merranko and C. Patenaude.</p> <p>G. Bedell to post minutes from all councils as they become available.</p> |
| Adjournment | <p>Adjourned at 2:07PM</p> | |
| NEXT MEETING DATES: | <p>October 1st, 2021, 10:30AM__</p> | |