

College Wide Council  
MEETING SUMMARY  
April 2, 2021

<b>02Date, Time, Place:</b>		Friday, April 2, 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	√	Sybol Anderson (Interim)
Talent Development Council Co-Chairs:		√	Laura Dyson	√	Jesse Gonzalez
		√	Larisa Pfeiffer, Representative	√	Sue Shelor, Recorder
<b>Item/Topic</b>	<b>Discussion/Reports</b>				<b>Assignments/Actions</b>
Committee Policy Review Updates	<p><b>Planning Council Update:</b>  <b>GA3023: Mass Electronic Email</b>  The Mass Electronic Email policy was assigned to the Planning Council for review. The policy has been emailed to the Council members and to the Assoc. V.P. of Marketing for input. The Planning Council will meet next week for discussion and to review any Federal guidelines that may impact the policy.</p> <p><b>Instructional &amp; Student Affairs Council:</b>  <b>GA3042: Standards for Ceremonies</b>  The Instructional &amp; Student Affairs Council has met and held discussion on changing the wording from Honors Convocation to Events, mandating the length of ceremonies, standing during ceremonies, and reassigning special accommodations requests to Disability Support. It was noted the Division of Operational and Planning is charged with heading College wide events. A suggestion was made to consider Faculty in reading of the graduate names.</p>				<p><b>All Councils:</b> Policy Updates due by May 17, 2021, to allow Council members the ability to review recommendations in advance of the May 21 College Wide Forum meeting.</p>

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	<p><b>Talent Development Council:</b> <b>HR4020: Compensation and Time Sheet Recording</b> The Talent Development Council has not met to review their assigned policy.</p> <p><b>Equity &amp; Inclusion Council:</b> <b>FM2060: Salary Advances</b> The E&amp;I Council had a preliminary discussion and has posted the policy to TEAMS for further Council comments. The Director of Payroll has been invited to the next meeting for further discussion to gain a better understanding of the salary advance process, and any State or Federal laws that may impact this policy.</p> <p><b>Guidance</b> CWC Co-Chairs Merranko and Patenaude thanked the members for their “good modeling” in requesting input outside their Councils. Commented on being mindful of the differences between Policies vs. Procedures, and Mandatory vs. Guidelines. Guidelines are more operational procedures; guidelines may be referenced in a policy but should not be included in the policy document.</p> <p>Format for Policy updates, revisions can be submitted as a redline draft; Councils need to include a page that includes explanations or justifications of the recommendations and changes.</p>	
<p>Handbook, Constitution &amp; Bylaws Updates</p>	<p>Councils have not met to discuss the Handbook; the meeting will take place before the next CWC meeting. Discussion was held on the formatting. At this point it was agreed to have one by-law and list any unique guidelines for each Council if needed vs having a bylaw for each Council.</p> <p>The Handbook should be designed to gain an understanding of CSM’s</p>	<p><b>Larisa Pfeiffer</b> will put the Handbook in TEAMS to allow members to make comments.</p>

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	<p>governance system. The Constitution and by-laws are to be an internal document for the Councils. By-laws and Handbook should include how often the document needs to be reviewed for updates.</p>	
Telework Policy Review	<p>President's Cabinet held and reviewed our current Telework policy and made a preliminary draft. The draft needs further review and there are outstanding questions that still needs answered. Councils are being asked to review and make comments on the draft.</p> <p>Question was also asked to the Council members, what the best way is to have policies reviewed through our governance system. Should there be a period for Public comment?</p>	<b>Craig Patenaude</b> – will distribute Telework Policy to the Councils.
Questions & Answers	<p>CWC does not have a TEAM's page. Discussion held on the need for the Councils to be able to view and collaborate on documents. Suggestion was made to have CWC Team setup with Channels.</p> <p>A timeline for the O365 Training has not been established. It was recommended the Talent Development Council investigate training materials that CSM possesses with NEOGOV or through Con-Ed. Course's need be identified which are mandatory.</p>	<b>All Councils:</b> Send agendas and minutes to Larisa for posting to the CWC intranet webpage.
Announcements	<p>Global Initiatives Committee will be highlighting Korea next week. Retiree Celebration will be held today.</p>	
<b>Adjournment</b>	Friday, April 2, 2021, 11:12 a.m.	
<b>NEXT MEETING DATES:</b>	<p>College Wide Council, April 30, 10:00 a.m. College Wide Council, May 14, 10:00 a.m.</p> <p>College Wide Forum: April 16, 9:00 a.m. College Wide Forum, May 21, 9:00 a.m.</p>	