

College Wide Council
MEETING SUMMARY
June 7, 2021

Date, Time, Place:		Monday, June 7, 2021, 2:30 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:		√	Cicero Fain	√	Lesley Quattlebaum
Equity & Inclusion Council Co-Chairs:		√	Beth Settle	A	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 May 19, 2021, and May 28, 2021, were approved				
Telework Policy	<p>The Council co-chairs shared their feedback from their Council membership. Council Co-chairs were asked to send a written summary of the Telework Policy comments to Craig and Sarah.</p> <p>Clear- Policy needs to be clearer on equity, and define what levels are eligible. Include how to start the request to telework, required lead time, and include requirements. Coverage of printing cost, (look at the cost over the last Pandemic year) Does it matter where they telework, can an employee work out of state Define the standards, use of CSM backgrounds required, Wi-Fi, is a dedicated work area necessary, CSM closings and telework</p>				<p>Submit written summary of Telework Policy comments to Craig & Sarah</p> <p>June 23- Telework draft to be presented to President's Cabinet</p>

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	<p>are you expected to work, Fair- Rationale of 60% work on site Need to be clear what positions are eligible, minimum job expectations, distraction background noises Outdated philosophies, micromanaging daily reporting, personal connection, Scope all staff, address faculty, how telework applies to different tasks, i.e., meetings Seems policy is written to discourage, newer trends, cultural shifts IMT input on technology, equipment, if CSM laptops issued impact Phrase of dependent care wording is negative and not very inclusive Excellent discussion, philosophy, future of work, helps with thinking in a holistic view, raised excellent questions Equity and Inclusion- May need to add if telework as an option in the Position Description, and help standardized what positions are telework eligible, and include recruitment announcement.</p>	
<p>Committee Policy Review Updates GA3023: Mass Electronic Email</p>	<p>Members reviewed Mass Electronic Email and reviewed the questions Policy is not current Received feedback from Marketing Clear – No, added the following comments, what does academic matter mean, terminology is not clear, credit vs non-credit, email limits, definition of term employee, external customers who? Colleague inquiry mailing list, process is unclear, hyperlinks should be included, courses, not defined, Standards, how is policy enforced?, Fair – No, not clearly written, further research is needed Recommendation: Consult IT to protect our .edu domain</p>	<p>Please post written summary in teams and email Craig and Sarah</p>

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FM2060: Salary Advances	<p>A lot of HR terminology, policy is not clear, language needs to be updated Requirement to make a written request, doesn't state what is needed, Fair- Limited to benefited employee, vs eligible benefits Policy is written to discourage employees for salary advances. Recommendations- Allow employees to cash in leave vs. salary advances. Standardized the process, there isn't a rubric, and it is not necessarily fair to people with "better writing skills"</p>	
HR4020: Compensation and Time Sheet Recording	<p>Web time is used for time entry now, timesheets are obsolete Executive Manager, titles who is responsible Call back clarity Pay for closing, spring break needs updated</p>	
Announcements	No Announcements	
Adjournment	Adjourn 3:40	
NEXT MEETING DATES:	August 2021, TBD	