

**COLLEGE-WIDE COUNCIL
MEETING SUMMARY**

| | | | | | | |
|---|--|----------------------|---|----------------|---|--|
| Date, Time, Place: | Friday, December 2, 2022, 9:00 a.m. to 10:00 a.m., ZOOM Conference | | | | | |
| Attendance: | √ | Seth Bacon | √ | George Bedell* | √ | Laura Dyson |
| √ Attended | √ | Hannah Cooksey-Tate | √ | Jesse Gonzalez | √ | Dr. Stephanie McCaslin |
| *Conveners | | Dr. Larisa Pfeiffer* | √ | Daphne Powell | √ | Dr. Rodney Redmond* |
| | √ | Elizabeth Settle | √ | Donna Sperry | √ | Kelly Winters |
| Item/Topic | Discussion/Reports | | | | | Assignments/Actions |
| Approval of November 4, 2022, Minutes | The minutes for the College-Wide Council meeting held on November 4, 2022, were reviewed and approved by the council members in attendance. | | | | | The approved minutes will be posted to the College-Wide Council 2022-23 TEAMS site by the close of business today. |
| Approval of Agenda | The agenda for today's meeting was reviewed and approved by the council members in attendance. | | | | | |
| New Business: College-Wide Forum Agenda George Bedell | <p>Specific topics for the forum agenda will be discussed at the next CWC meeting in January 2023. The College Planning Council volunteered to present at the next college-wide forum. It was suggested that forum presentations can follow the order of the councils as listed on the public website:</p> <ul style="list-style-type: none"> • College Planning Council • Equity & Inclusion Council • Instruction & Student Affairs Council • Talent Development Council | | | | | |

| | | |
|------------------------|--|--|
| | <p>It was also suggested that there not be a forum held on December 23, 2022, since that is the last day before winter break.</p> | <p>Dr. Redmond will take the recommendation to Dr. Murphy and Dr. Pfeiffer for approval.</p> |
| <p>Council Updates</p> | <p>College Planning – Hannah Cooksey-Tate and Seth Bacon The council reviewed the Employee Alcohol and Drug Testing Program policy (HR-4045). Since no one from Human Resources is currently on their council, they didn't feel comfortable suggesting any changes since it has to follow federal guidelines and include standardized language.</p> <p>Dr. Bill Comey attended the last council meeting to discuss integrated college planning, both on a large and small scale, and how the college's strategic plan and mission fit in.</p> <p>Last year, Erin Ebersole and Tracy Hammonds requested a Data Governance council be formed, and the council would like to revisit this request. George noted that councils can create committees and subcommittees quite easily but a new council would be more difficult. Dr. Redmond suggested Data Governance could be a standing committee under the College Planning Council.</p> <p>It was noted during this discussion that the College Committees policy (GA-3005) currently posted in the Administrative Manual is out of date.</p> | <p>George will research the processes for creating a new council and committee, then report back to the CWC. He will also reach out to Sarah and Craig about GA-3005 being updated in the Administrative Manual.</p> |

Equity & Inclusion Council – Daphne Powell and Elizabeth Settle

The council spent most of their last meeting discussing HR-4045. They suggest reorganizing the structure of the policy to make it easier for a general audience to follow, perhaps including definitions at the very beginning.

The two nominated members – Melissa Fleming and Lisa Lynk Smith – attended the last meeting, but they have not received official word of approval to be on the council. There is also a student interested in joining who needs to be approved as well.

Instruction & Student Affairs Council – Dr. Stephanie McCaslin and Kelly Winters

The council is currently reviewing and updating three Academic Standards and Procedures (ASP) policies:

- The CLEP exam policy
- Advanced Placement (AP) courses policy
- Placement based on Career and Technical Education (CTE) courses completed in high school

They also have been asynchronously reviewing HR-4045.

Daphne will email George, Dr. Pfeiffer, and Dr. Redmond for official approval of the three new members of the Equity & Inclusion Council.

| | | |
|-----------------------|---|--|
| | <p>Talent Development – Jesse Gonzalez and Laura Dyson</p> <p>The council discussed HR-4045 at length. From their perspective, it reads as if it should apply to everyone, but the scope specifies those employees who are required to have a commercial driver’s license (CDL). They also discussed how this policy compares with the recent changes in the law for the state of Maryland (though, marijuana is still illegal at the federal level). Finally, they noted that there are several other drug/alcohol policies in the Administrative Manual, specifically...</p> <ul style="list-style-type: none"> • HR-4040: Drug-free Workplace • PP-6045: Heroin and Opioid Addiction and Prevention Policy • PP-6050: Smoking Policy <p>They suggested these policies should be reviewed at the same time for consistency.</p> | <p>Laura will send a summary to George, Dr. Pfeiffer, and Dr. Redmond with more details regarding the other drug/alcohol policies.</p> |
| <p>Other Business</p> | <p>Governance Constitution and Bylaws</p> <p>As discussed previously, the Governance Constitution and Bylaws (two separate documents) contradict each other in several places.</p> <p>Constitution: https://www.csmd.edu/about/governance/csm-governance-constitution-3.23.2022.pdf</p> <p>Bylaws: https://www.csmd.edu/about/governance/csm-governance-bylaws-3.23.2022.pdf</p> | |

| | | |
|----------------------|--|---|
| | <p>Those contradictions will be discussed with the new college president, Dr. Yolanda Wilson, once she settles in. Note that a process for adding amendments is outlined in Article VI of both documents.</p> <p>Leave Policy (HR-4100) Has this policy gone through the 30-day comment period?</p> | <p>George will follow up with Sarah Merranko on whether HR-4100 went through the 30-day comment period.</p> |
| Adjournment | 10:02 a.m. | |
| NEXT MEETING: | <p>College-Wide Council Co-Chairs Friday, January 6, 2023 9:00 a.m. to 10:00 a.m. ZOOM Conference</p> | |