

College Wide Council
MEETING SUMMARY
May 19, 2021

Date, Time, Place:		Wednesday, May 19, 2021, 11:00 a.m., via Zoom			
Attendance:					
College-Wide Council Co-Chairs:		√	Sarah Merranko	√	Craig Patenaude
Instructional & Student Affairs Council Co-Chairs:		A	Stephanie McCaslin	√	Kelly Winters (joined late)
Planning Council Co-Chairs:		√	Cicero Fain	√	Lesley Quattlebaum
Equity & Inclusion Council Co-Chairs:		√	Beth Settle	A	Raquel Brooks
Talent Development Council Co-Chairs:		A	Laura Dyson	√	Jesse Gonzalez
		√	Larisa Pfeiffer, Representative	√	Sue Shelor, Recorder
Item/Topic	Discussion/Reports				Assignments/Actions
Minutes	Minutes were approved with minor changes.				
Policies					All Councils: Final Drafts are due by May 28, 2021. Please post the final draft and notify members.
Handbook, Constitution & Bylaws Updates	<p>Constitution, Bylaws and Templates: Council members are reviewing the drafts of the Constitution, Bylaws and templates in TEAMS. Members will meet on May 25, to review the finalize the drafts.</p> <p>Handbook: Council members are holding discussions and will begin working on developing a draft.</p> <p>The Handbook, Constitution and Bylaws final drafts are to be completed by May 28. Craig and Sarah will finalize the drafts over the summer. The goal is to have everything in place by fall.</p>				All Councils: Final Drafts are due by May 28, 2021. Please post final draft and notify members.

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	A discussion on allowing the College community to attend the CWC meetings “silently”, and to add a comment period to the CWC meetings. Both suggestions would need to be incorporated in the Bylaws.	
College-Wide Council Secretary	A suggestion was made to change the new position title to “Council Assistant” and include it as a resource under the Bylaws. It was also suggested the position be a non-voting member as it maybe difficult for the position to take minutes and participate as a voting member. In addition, the position would also be a resource to take minutes for the individual Councils.	
CWC Forum Presentation	The College Wide Council is on the College Wide Forum’s agenda to present on Friday, May 21. Sarah will provide an overview of the Council’s structure, how the College community can stay informed and be involved and she will introduce the Council members. The co-chairs from each Council will also present an overview of their charter and the work that has been accomplished to date.	
Telework Policy Review	The timeline for revising the Telework policy was shared on the screen. The goal is to have the policy finalized by the fall. It was recommended that one or two CWC co-chairs attend the June 23, President’s Cabinet (PC) meeting when the Telework policy is presented. Beth Settle volunteered to attend the PC meeting if needed.	Telework Timeline: June 7 – CWC discussion. June 18-21 Craig and Sarah reviews CWC feedback June 23 – President’s Cabinet presentation June 25- July 2 Policy presented to College Community for comments July 23 – Policy finalized
Announcements	No Announcements	
Adjournment	Meeting adjourned 12:05pm	
NEXT MEETING DATES:	May 28, 2021, 10:00am (Policy updates) June 7, 2021, 2:30pm (Telework Policy discussion) August 2021, TBD	