

**COLLEGE-WIDE COUNCIL
MEETING SUMMARY**

Date, Time, Place:	Friday, April 7, 2023, 9 a.m. to 10 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 March 3, 2023, Minutes	The minutes for the College-Wide Council meeting held on March 3, 2023, 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.					
Updates from Councils	<p>College Planning – Seth Bacon and Hannah Cooksey-Smith</p> <ul style="list-style-type: none"> • GA-3008 (Facility Usage): On hold since the President's Cabinet is currently reviewing it. • PP-6030 (Critical Incident Management): Seth presented the suggested changes to the policy. Note that the Public Safety Department has very detailed procedures in place. 					Dr. Redmond will follow up with the President's Cabinet regarding GA-3008.

Dr. Stephanie McCaslin motioned that PP-6030 be moved forward with the recommended changes to President's Cabinet.

Kelly Winters seconded.

The motion passed unanimously.

- GA-3035 (Records Management): In progress. Following up with Craig Patenaude regarding a record retention schedule (all records, not just legal documents).

Equity & Inclusion Council – Beth Settle

- HR-4080 (Hiring Policy and Procedures): Beth presented the suggested changes to the policy, mostly changes to the equity language and included contact information if someone had a question regarding the policy. They were also informed that HR started working on updating this policy a few years ago, but progress stalled when the last HR associate vice president left. They recommend forming a small workgroup that includes the current interim head of HR, Dr. Trenace Richardson, to complete the review process, then present the policy to CWC again in May.

PP-6030 will be sent to the President's Cabinet for approval.

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

- HR-4133 (Reduction in Force): Dr. McCaslin presented the suggested changes to the policy, mostly clarifications in language and updating the positions. They also compared the policy against what is currently in the Faculty Handbook for a reduction in force, in particular the emphasis on the effect on programs. However, they recommend the separate policies for faculty and staff remain separate. They recommend the policy be forwarded to the President's Cabinet for input on language, then make any changes they suggest.
- HR-4085 (Involuntary Separation): Similar to HR-4133, minor changes and updates to language and positions were made. It was not clear if tenured faculty are included within this policy. Also, there are no timelines as to when each stage of the policy occurs, as well as what is expected from the person who is terminated. They will follow up with Craig Patenaude and HR, then present the policy to CWC again in May or June.

Talent Development – Laura Dyson and Jesse Gonzalez

- HR-4020 (Compensation and Time Sheet Recording): This policy was completed last year and presented to CWC at the June 2022 meeting, but it doesn't appear it went through the 30-day comment period. They will have the council members review the policy one more time using the Governance Recommendation Form, then present it in May.

	<ul style="list-style-type: none"> • HR-4120 (Performance Appraisal): They have a draft of their recommendations, but need feedback from HR regarding three items. They will come back to CWC in May. • GA-3070 (Sexual Misconduct, Relationship Violence, Stalking, and Retaliation): In its current form, it is 32 pages and mostly cites federal law. They need additional time and perhaps additional assistance for the review process. 	
Set the Forum Agenda	Due to time constraints, this was not discussed. Dr. Redmond and George will work on the forum agenda at a later date.	
Adjournment	10:25 a.m.	
NEXT MEETING:	College-Wide Council Friday, May 5, 2023 9 a.m. to 10 a.m. ZOOM Conference	