# Talent Development Council

# Meeting Agenda

April 22, 2021

## 2:30PM – 3:30PM, Microsoft Teams

Type of Meeting: Monthly (every fourth Thursday)

Meeting Facilitators: Laura Dyson, Jesse Gonzalez

Invitees: Teresa Jones, Christopher Gransberry, Craig Patenaude, Sue Shelor, Wendy Cleary, Nikki Bradburn, Jennifer Everhart, Samuel Fleming, Diane Payne, Beverley Lahman, Sarah Merranko, Lakisha Ferebee, Marina De Paz-Martinez, Trenace Richardson

1. Call to order
2. Summary of current progress
3. Open issues
	1. TDC Secretary Position
		1. What are the responsibilities?
			1. Existing minutes template in Teams
		2. Who wants to fill the role of secretary?
4. New business
	1. General report on CWC meetings
		1. Bi-weekly meetings
		2. Constitution and Bylaws due by May 17th
		3. Telecommuting Policy update
		4. TDC Assignments
	2. HR 4020 recommendations for revisions/updates due May 17th
		1. Craig’s email
		2. How do we want to execute the task?
	3. Investigate Office 365 training for staff and faculty
		1. More information later
5. Adjournment
Next Meeting: May 27, 2021 2:30PM – 3:30PM,
Meeting Schedule: Every fourth Thursday at 2:30 pm
June 24, 2021 2:30PM – 3:30PM
July 22, 2021 2:30PM - 3:30PM
August 26, 2021 2:30PM - 3:30PM
September 23, 2021 2:30PM - 3:30PM
October 28, 2021 2:30 - 3:30PM
November – TBD
December – TBD