

Talent Development Council

Meeting Minutes

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| **Date, Time, Place:** | May 27, 2021 at 2:37 p.m. at Teams |
| **Members Present:** | √[ ]  | Lakisha Ferebee | √ | Laura Dyson | √ | Trenace Richardson |
|  | √ | Wendy Cleary | √ | Jesse Gonzalez | √ | Beverly Lahman |
|  | √ | Teresa Jones | √ | Samuel Fleming | √ | Diane Payne |
|  | √ |  | √ |  | √ |  |
| **Proxies Present:** | √ | N/A | √ |  | √ |  |
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| **Members Excused:** | √[ ]  | Nikki Bradburn | √ |  | √ |  |
|  | √ |  | √ |  | √ |  |
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| **Invited Guests:** | √[ ]  | N/A | √ |  | √ |  |
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| **Item/Topic** | **Discussion/Reports** | **Assignments/Actions** |
| Approval of Minutes | 1. Minutes were corrected by Trenace. Wendy motioned to correct policy number on pg. 2 of the April 22, 2021 meeting notes. It should be changed to HR 4020, Compensation, Overtime and Time Sheet Recording. Lakisha second the motion.
 | * Beverly motioned to amend the approved minutes. Jesse approved the minutes
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| Chair’s Report | 1. CWC meeting was Friday, May 20, 2021.
2. During the College Wide Forum, Jesse presented what the committee has been doing and the process.
3. HR 4020, Compensation Overtime and Time Sheeting Recording recommendations due May 28.
4. HR 4155, Telecommuting Policy recommendations due June 7.
5. Jesse reported that the Governance Handbook is shaping up and that they have decided on the content.
6. Laura provided feedback on the Constitution Bylaws. The Bylaws is a condensed version of the following information, and will be available for the entire college to see.
	* Templates
	* Terms
	* Voting
	* Members
	* Representation from each Division
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| Committee Reports | 1. Not applicable at this time, but Jesse informed us that the Faculty Development and Staff Development will fall under the TDC.
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| Unfinished Business | 1. Laura previously reached out asking for a volunteer to serve as Secretary on TDC. Diane Payne accepted the Secretary position.
2. HRD 4020 comments and recommendations were reviewed as a group. No further comments were added, but in the future please put N/A on the blank line.
3. Co-chairs will provide feedback on HR 4020.
 | * Laura would like to change the name to Council Assistant. Lakisha recommended Council Scribe.
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| New Business  | 1. Laura created Break-Out sessions to review and comment on HR 4155.
2. As a group, we discussed our reflections on the Process Reimage and Redesign.
 | * Wendy suggested to share HR 4155 with the Technology User Group.
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| Adjournment | * Laura adjourned the meeting at 3:37 p.m. Wendy second the adjournment.
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| **NEXT MEETING:** | September 23, 2021 at 3:00 p.m.  |  |

Diane Payne, Secretary

**Additional Motions**:

* + Beverly motioned to approve the agenda layout. Diane seconded the motion.