**Governance and Bylaws Task Force Minutes**
Wednesday, September 22, 2021
10-11 AM via Zoom

**PRESENT**: David Bair (LEFT), Trenton Beamon (CECIUAC), Rita Cooper (CECI Dean’s Office), Jason Cronkrite (OCA), Patty Janes (SPNHTM), Sean Lancaster (LEFT), Jamie Langlois (SSW), Jina Lee (SCCJLS), Huafang Li (SPNHTM), Clayton Pelon (CEP), Sally Pelon (SSW), Greg Warsen (ELC), Mark Hoffman (CECI Dean’s Office), Associate Dean, Ellen Schiller (T&L)

**INVITED GUEST:** Sherril Soman, Dean

**ABSENT:** None

**AGENDA (master agenda found below)**

**NEW BUSINESS:**

1. Dean Soman joined the meeting for the first few minutes and shared her thanks and appreciation for tackling the charge of creating our new CECI bylaws and stressed the importance of inclusion. She also reminded the committee this significant work may come in waves over time. Jamie thanked the Dean for her comments and stressing the importance of inclusion.
2. Ellen made a motion to approve the minutes and Greg seconded the motion. Minutes were unanimously approved. See September 8, 2021 Minutes below.
3. Greg/David nominated Patty to take the minutes. Motion unanimously approved.
4. Discussion emerged regarding Associate Dean Hoffman’s role in our committee as a voting or ex officio member. We were reminded that this group is a task force. Several comments were stated regarding the importance of his involvement. Others shared this as a faculty/staff voice where administration’s voice as a separate role. Jason asked for staff voting clarification. Greg/Ellen moved that everyone votes for this task force. Motion unanimously passed.
5. Jamie facilitated discussion on how this committee defines success with this task force. Mark shared the faculty vote is in March, therefore this committee’s ideal timeline would be by February to allow the voting cycle for faculty/staff positions to occur in March. Therefore, in January a final draft would need to be shared with the college for consideration. A working draft was therefore discussed by the first of December. This will allow unit or other committee discussions prior to the faculty vote. This will be provided electronically. Having time to discuss this draft in smaller groups and in person/Zoom is important for candid feedback and discussion prior to the revisions in January and full faculty vote in February. Greg shared the committee should individually submit this draft to their respective units. All stressed the importance of all CECI members having a voice prior to the official vote. Huafang recommended the committee develop talking points to help units focus in on key discussion points.
6. With these key deadlines established, the committee discussed the purpose of the new governance structure the What? & Why? Sean/Jamie facilitated small group break out meetings with leaders selected prior. Jamboard was used to share collective thoughts. Each small group met for 15 minutes and shared their key conclusions. Jamie/Sean will summarize these thoughts from the Jamboard slides for the next meeting. [SLIDES CAN BE FOUND HERE.](https://jamboard.google.com/d/1rYNbSuMHvkWb6FJG-tGVMfECpbWAKUbmYqjLo0-VGl0/viewer?f=3)
7. Ellen shared the bylaws we create should be clear and simple and not changing. She reminded the committee we are creating bylaws, not policies and procedures.

**OLD BUSINESS:**

None.

**The next meeting will be in person at the DeVos campus at 10:00am, Wednesday, October 6.**  Rita will share the location at a later date.

**9-22-21 Agenda**

1. Approval of minutes (attached below for reference — thanks Mark)
2. What does success look like for our task force?
	1. Pragmatic logistics (15 minutes)
	2. **Purpose? / Why? / What?** of new governance structure
		1. Breakout groups of 3 (15 minutes)
		2. Whole group (20 minutes)
3. Next steps . . . (10 minutes) — October 6 -- Rita to get room in person