



Employee Learning and Development Council
MEETING AGENDA AND NOTES

DATE and Time: Friday, February 7, 2025- 2:30-3:30

LOCATION: Zoom

MEETING PURPOSE		INSTITUTIONAL VALUES		
		<p>Excellence – We deliver our very best as an employer, community partner, educator and workforce training provider for all of Kansas City.</p> <p>Learning – We promote personal, professional and lifelong learning opportunities that positively impact lives and shape the Kansas City workforce.</p> <p>Equity – Our institutional infrastructure fosters equity in employment and student learning and eliminates barriers to success for anyone.</p> <p>People – People serve as the cornerstone of what we do and why we do it. We invest in employee development, intentionally recruit and retain a workforce that represents the communities we serve, and embrace individuals of all walks of life as valued members of the MCC Wolf Pack.</p> <p>Integrity – We conduct ourselves transparently, ethically and in ways that honor the trust placed in us by our students, employees, and communities we serve</p>		
Time Allotted	Item	Item Description and Action Desired Inform, Solicit Input, Decide, Other	Item Outcome	Institutional Value Alignment
2:30	Welcome	<i>Amy welcomed the group to the meeting</i>		People
	Review/Approval of Prior Meeting Minutes	Approved via email previously – and uploaded to shared governance site		Excellence , Integrity & People
	New business - Conducting effective meetings	<ul style="list-style-type: none"> Angie Carr presented to the group on “how to host an effective meeting” 	<ul style="list-style-type: none"> Steven pointed out that the agenda should be shared prior to the meeting & should include action items for 	Excellence, Learning



		<ul style="list-style-type: none"> -Include & engage the group -Assign roles & provide an agenda in advance -Use time wisely -Set goals for the meeting <p>- Angie stressed the importance of utilizing positive strategies for the meeting</p>	<p>committee completion</p> <ul style="list-style-type: none"> • Amy stressed there should be clear expectations for the group • Susan shared that it is important to foster good conversation, shared ideas, provide an agenda, and solicit input from the group 	
		<p>Angie then talked about the importance of infusing MCC values into each meeting. Also important is trying the topics to the values and mission. We are a mission driven organization</p>		<p>Integrity, Excellence</p>
		<p>Angie clarified roles of the meeting – which include:</p> <ul style="list-style-type: none"> * Facilitator <ul style="list-style-type: none"> -Good facilitator use the 20/80 rule & work to engage the audience -Important to establish ground rules * Recorder * Participants 	<p>Steven shared that when questions arise from the group. We should listen to all voices.</p>	<p>Learning, Excellence</p>
		<p>Angie showed a 3 min. video on Civility, which is part of the recent Shared governance training she developed</p>		<p>Learning</p>
		<p>Angie emphasized the importance of civility,</p>		<p>Learning</p>



		and that we all have roles in maintaining this – and the facilitator’s role is especially critical in maintaining civility		
		Merging ELDC and culture champions (CC)	-Amy shared with the group that the CC has approved the merger with the ELDC and CC members	Integrity
	New name for newly Created Council	-Amy asked for recommendation of new names for the newly merged group	received the following: <ul style="list-style-type: none">• Employee Culture and Learning Council (ECLC)• Employee Culture, Learning and Development Council (ECSDC)• Council for culture. Learning and Development -“this is a different from than other groups– may need to utilize the word “council” at the end of the name.	Integrity
	Close of meeting	Amy thanked the members in attendance for their time and input and advised that further communication will be sent to establish the new meeting times, as well as other information provided. The plan is for the merged ELDC/CC members to meet as the new group beginning in March 2025		People Excellence



		Submitted by Amy Peak. ELDC Chair		
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