

# - Meeting Minutes -

## Employee Learning and Development Council

### Meeting Via Zoom

<https://mcckc.zoom.us/j/81112010112>

**Meeting ID: 811 1201 0112**

**Friday, February 7, 2025 – 2:30pm to 3:30pm**

Members: Dachia Bush, Angie Carr, Ed Foley, Rosemary Martin, Steven Norton, Amy Peak, Susan Serrano, Tatia Shelton.  
Fred Wise (Standing Member), Current Vacancy: Faculty Member

Members in attendance at meeting on 2/7/25: Amy Peak, Angie Carr, Steven Norton, and Susan Serrano.

### **Specific Committee/Council Functions and Responsibilities per Charter:**

**Review:** This council will be charged with an ongoing review of the learning and development programs at MCC and how they grow and develop the people infrastructure at MCC and alignment/growth of career development and advancement for employees.

### Agenda

- Welcome
  - . Amy welcomed the group to the meeting.
- Review/Approval of Prior Meeting Minutes
  - . Approved via email previously – and uploaded to Shared Governance site.
- New Business
  - . Conducting Effective Meetings
    - . Angie Carr presented to the group on “How to host an effective meeting”.
      - . Include and engage the group
      - . Assign roles and provide an agenda in advance
      - . Use time wisely
      - . Set goals for the meeting
  - . Angie stressed the importance of utilizing positive strategies for the meeting.
  - . Steven pointed out that the agenda should be shared prior to the meeting and should include action items for committee completion.
  - . Amy stressed there should be clear expectations for the group.

- . Susan shared that it is important to foster good conversations, share ideas, provide an agenda, and solicit input from the group.
- . Angie then talked about the importance of infusing MCC values into each meeting. Also important is tying the topics to the values and mission. We are a mission driven organization.
- . Angie clarified roles of the meeting – which include:
  - . Facilitator
    - . Good facilitators use the 20/80 rule and work to engage the audience.
    - . Important to establish ground rules.
  - . Recorder
  - . Participants
- . Steven shared that when questions arise from the group, we should listen to all voices.
- . Angie then shared a short 3-minute video on Civility, which is part of the recent Shared Governance training she developed.
- . Angie emphasized the importance of civility, 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 have approved the merger with the ELDC and CC members.
- . New Name for Newly Created Council
  - . Amy asked for recommendation of new names for the newly merged group – and received the following:
    - . Employee Culture and Learning Council (ECLC)
    - . Employee Culture, Learning and Development Council (ECLDC)
    - . 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.
- Close of Meeting
  - . Amy thanked the members in attendance for their time and input and advised that a 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.
    - . Submitted by Amy Peak, ELDC Chair

## **Effective Shared Governance Training Workshop**

### **I. Introduction**

- **Welcome and Objectives**
  - Shared governance, philosophy, process, purpose, definitions, principles, and key terms
  - Define task force, work group, committee, council and accountability relationships
  - The Cycle of Shared Input; Navigating the cycle and the MCC Decision Matrix
  - Glossary and explanation of important terms

### **II. Planning and Preparing for a Meeting**

- **1. Define the Purpose and Outcome of the Meeting**
  - Importance of clear goals; Examples of purpose statements.
- **2. Clarify Roles of Leaders and Participants**
  - Roles of meeting leaders, participants and stake holders
- **3. Develop and Communicate a Meeting Agenda**
  - How to structure an agenda for effectiveness and incorporate action items and topics for discussion.
  - Communicate meeting agenda and expectations before the meeting, participants read and prepare for the meeting in advance

### **III. How to Facilitate a Shared Governance Meeting**

- **1. Establish Meeting Roles and Expectations**
  - Setting ground rules for respectful and productive discussions. Visit the 5 MCC Values and provide examples on how to add values to meetings.
- **2. Follow the Agenda, Encourage Participation and Manage Discussion**
  - Techniques to ensure everyone's voice is heard and balance participation
  - Participants minimize distractions and are fully present during the meeting

### **IV. Maximizing Meeting Results**

- **1. Assigning Tasks and Deadlines**
  - Process for identifying and assigning tasks post-meeting, the importance of clear deadlines and accountability.

- **2. Distribution of Meeting Minutes**

- Best practices for summarizing and highlighting action items.
- Timing and format for sending out minutes

**V. Language Toolbox for Shared Governance Conversations**

- **1. Inspiring Collaboration, Civility and Shared Values**

- Examples of language that fosters open dialogue and shared decision-making.
- Techniques for phrasing questions and comments to encourage inclusivity.
- Civility statement and MCC Values and Purpose

**VI. Conclusion**

- **Summary of Key Points**

- Recap the definitions of and the importance of shared governance.

- **Q&A and Feedback**

- Open floor for questions and feedback.

- **Next Steps**

- Outline follow-up actions or additional resources for continued learning.