



Shared Governance Council (SGC) Minutes December 10, 2025

Present: Kim Noel, AFSCME; Takira Williams, SGA President; Christina Atwater, AUC CO-Chair; Melissa Rojas, AUC Co-Chair; Dr. Renae Gorman, MCCC Chapter President; Dr. Chris Thuot (CAO), Cabinet; Darcey Kemp (CSAO), Cabinet, Mary Kaselouskas (CIO), Cabinet; Dr. John B. Cook (Ex-Officio), President, and Vanessa Owens (minutes)

Meeting started at 1:15 p.m.

i. Review October/2025 Meeting Minutes

ii. Continued Review & Discussion (Policy Recommendation)

Student Bereavement Policy

- “Springfield Technical Community College (STCC) acknowledges the profound emotional and academic impact that the loss of a loved one can have on a student. We are committed to supporting students during these difficult times with compassion and flexibility. This policy provides a formal process for students to notify the college of a bereavement and to seek support during their time away. Rather than setting a fixed leave period, STCC encourages students to take the time they need while remaining mindful of their academic responsibilities. In general, the college recommends up to five (5) weekdays of leave following the death of a loved one. Based on the student’s individual needs, students may choose not to take these days consecutively. This timeframe balances the student’s personal needs with the importance of maintaining academic progress. Students remain responsible for all missed coursework (in-class or online) and must make arrangements with their instructors upon return.”
- This policy recommendation may conflict with faculty attendance policies and language from accrediting bodies.
- Mechanics for educating the campus on when to use a leave of absence vs. bereavement would need to occur.
- There may also be an administrative burden on Student Affairs related to tracking bereavement cases.
- AUC leadership noted the importance of students being educated on the definition of bereavement.
- Suggestions for educating the campus included Professional Day and video training. Consistent communication across stakeholders was noted as a key consideration.

iii. Continued Review & Discussion (Operations Feedback)

Food Services on Campus

- Consideration given to whether this is a policy recommendation. Administration has received the recommendation as feedback/input.
- Noted that the issue regarding the lack of food service on campus has existed for many years.
- Examples of approaches to food on campus at other colleges were noted, including schools that allow students to use SNAP benefits and K-12 institutions that developed programs for free breakfast.
- AUC leadership is concerned with a lack of clarity around what constitutes a policy recommendation. Some level of clarity is needed moving forward.

Campus Communication/ New Employee Hires (Operations Feedback)

- A suggestion was made to send a monthly email introducing new hires, indicating specifically name, position, department, building.

Employee Planner & Religious Observances

- The Employee Wellness committee would like the planner to take into consideration other holidays (i.e., Diwali) when scheduling meeting dates. Doing this would not mean that meetings could not be scheduled on these dates, but that they are taken into consideration.
- This may be challenging as the college is a state entity and observes certain holidays. Dr. Cook will check with legal to see if non-state holidays can be considered.

iii. Next Steps

Presidential action on Recommendations:

- a. Operational; final decision/action is shared with Board of Trustees
- b. Institutional; final decision by vote of Board of Trustees
 - Please be advised that recommendations to the SGC are welcome at any time, and will be accommodated, including potentially adding SGC meetings, as necessary: President@stcc.edu

Meeting ended at 1:32

Next Meeting/Spring Semester: TBD given agenda items/submitted recommendations