

CREC

Council Meeting Agenda Map

I. Call to Order and Approval of Minutes

The minutes of the previous meeting are sent out with the Agenda. Every effort is made to have the Agenda reach CREC Representatives and Superintendents one week in advance of the next monthly meeting.

II. Public Participation

Council meetings are public; while public participation is not common, we are prepared to listen and welcome public comment.

III. Presentations to Council

Recognition of special accomplishments by individual CREC staff or programs.

Informational presentations by CREC staff on programs or in response to Council questions.

IV. Committee Reports

Committee chairs will provide an overview of recent committee meetings and actions required by the council

V. Consent Action

Routine items included in this section may be voted on as a group. The types of items for consent include, but may not be limited to:

1. program budgets and budget modifications;
2. repetitions; authorizations;
3. proposal submissions;

Only items sent out in advance may be considered on the Consent Agenda.

Each Consent item has a designated Cabinet-level staff member whom any Representative may call for further information in advance of the meeting.

Any item may be moved from the Consent Calendar to the Deliberated Action section of the agenda by the request of one CREC Representative at the meeting.

VI. Executive Director's Report

A report from the Executive Director on agency issues that are of interest to the CREC Council.

VII. Council Chair's Report

A report from the Council Chair on agency and regional issues that are of interest to the CREC Council.

VIII. Deliberated Action

A. Old Business

1. continuing items (such as a recommended extension of, or required alteration to, recent Council action);
2. tabled items;
3. items carried forward from previous Council meetings.

B. New Business

1. Policy

The Council establishes policy. A compilation of CREC policies is included in the CREC Representatives Manual. Every attempt is made to keep the policy to a minimum and to back it up with sound administrative procedures. When a policy is recommended for action it is accompanied by administrative procedures as appropriate. While input on procedures is welcome, approval is required only for policy - unless the Connecticut Board of Education rules otherwise. The need for policy may come from many sources, (CREC Representatives, staff, legal advice, auditors, and the like) but it is most likely to be stimulated by State mandates.

2. Personnel

- a. Only the Council can create positions. The administration is authorized to fill all positions, except those of administrators which can only be filled by Council action. It is also a Council responsibility to:
- b. Terminate contracts of certified staff;

- c. Establish employee salaries and benefits;
- d. Grant/deny staff requests for leave beyond administrative authority.

3. Fiscal

- a. Leadership budgets and revenue to fund them are approved by the Council. Once approved the administration can make internal budget transfers within the enacted "bottom line" of the given budget. Transfer limitations imposed by grants/contracts must be respected by the administration.
- b. Only the Council can increase an approved "bottom line". (See Consent Agenda.)
- c. Because CREC follows an accounting procedure of strict program budgeting, only the Council can transfer funds from one program to another (of course within the limitations of grants, contracts and the like).

4. Other: A wide variety of items can show up here. Some examples are:

- a. Facility acquisition;
- b. Borrowing authorization;
- c. Interagency agreements;
- d. Executive Director's objectives and evaluation.

IX. Reports

Reports require no action, but maybe discussed or just received by the Council.

- A. Financial statements,
- B. Status reports on items of particular concern/interest to the Council. These reports may be initiated by the Representatives through the Chair, or by staff.

X. Adjournment

NOTES:

- 1. From time to time Agenda Addendum items may be brought to the Council without having been previously distributed. They would be included as New Business items and acted upon in keeping with item III on page one.
- 2. Executive Sessions are necessary from time to time.
- 3. Participants
 - a. CREC Representatives and/or Alternates so that at least 5 members of the Board of Directors or a majority (18) of CREC members are represented.
 - b. CREC Staff

Executive Director	Director of Quality Assurance, Program
Assistant Executive Director	Development and Student Services
Director of Human Resources	Director of Communications
Chief Financial Officer	Secretary
	Division Directors as appropriate
 - c. Guests

Revised: 5/20/96; 7/22/98; 5/22/00; 7/19/00; 1/20