

Seattle Central College

Employee Development Committee Bylaws

Mission for Employee Development:

Seattle Central College recognizes that holistic approaches to learning and development have transformative potential for both the college and for individual employees. To that end, Seattle Central College promotes institutional goals and effectiveness by supporting and funding individual and group development opportunities that are grounded in skill, knowledge, and connection.

I. Committee Statement of Purpose

- A. The Employee Development Committee (EDC) advises the dean responsible for employee development on priorities and policies. The committee membership reflects all employee stakeholders, including faculty, classified staff, and exempt staff. Members are expected to engage their campus constituents in order to provide opportunities for contributions to guidelines, resource allocation, and other significant issues or processes related to employee development.
- B. The purpose of the Employee Development Committee is to gather and share information about employee development, guide employee development offerings, advise on funding priorities to align with the College's Mission, Core Themes and Strategic Directions, and to collaborate with other bodies involved in employee development for the college.

II. Values

- A. The EDC advises on employee development issues and proposals that affect members of the College community outside of any one department or any one constituency.
- B. The EDC is committed to making collaborative, transparent, student focused, and data based decisions that support employee development. The EDC functions in an honest, respectful, congenial, and productive atmosphere. The EDC represents and respects different viewpoints.

III. Membership

- A. Members of the EDC includes classified staff, administration, exempt management professionals and faculty.
- B. The composition of the EDC reflects all constituencies of Seattle Central and Seattle Vocational Institute. The Dean responsible for employee development serves as Chair.
- C. There are 8 voting members. The Chair is a non-voting member.
- D. Composition:
 - 1. Faculty (3)
 - 2. Classified Staff (3)
 - 3. Exempt Administrator (1)
 - 4. Exempt Professional Staff (1)
- E. Eligibility for Membership & Selection
 - 1. Membership is open to full-time and part-time employees.
 - 2. The selection process for the coming year will occur before the end of May.

3. Members are selected from the applicant pool by the Chair in collaboration with current committee members using the following criteria:
 - a. Basic understanding of and commitment to the concept of employee development.
 - b. Ability to consider interests of the college as a whole.
 - c. Belief that organizational change is possible.
 - d. Ability and willingness to be a conduit of information to and from the constituency represented.
 - e. Efforts will be made to reflect a variety of units and satellite sites (Pacific Tower, Maritime, Wood Technology, and SVI), to the extent that broad and balanced representation across the college is possible.
 - f. Commitment to the required time and effort.

IV. Terms of Office

- A. Members will serve for two years. If a member is unable to fulfill this term, efforts will be made to fill the vacancy as soon as possible.
- B. To balance the dual requirement for continuity and turnover, the membership must rotate every two years, with half the members rotating out in any given year so that there is a mix of first and second year members.

V. Responsibilities of the Employee Development Committee

- A. Employee Development Committee
 1. Advises the Dean responsible for employee development on priorities and policies.
 2. Provides feedback on processes and initiatives related to employee development.
 3. Maintains communication with other bodies involved in employee development.
- B. Individual
 1. Attend meetings regularly. Members will inform the Chair in advance if absences are required. If repeated absences are an issue, the Chair and member will discuss the member's ability to commit to completing the term.
 2. Prepare for meetings by reading necessary materials and complete other "homework" agreed upon by the committee.
 3. As representatives of their respective constituencies members will consult with their colleagues and share information with constituent groups as appropriate.
- C. Chairperson (Dean)
 1. Develop the EDC meeting agenda with input from committee members.
 2. Email agenda at least three working days in advance of meeting.
 3. Conduct meetings and assign minute takers. Distribute minutes and other documents to members.
 4. Distribute information to the college community as needed.
 5. Ensure continuing input from and reporting to all constituencies.

VI. Operational Procedures

- A. Meetings
 1. The EDC will meet twice a quarter during fall, winter, and spring quarters. Meetings will typically last two hours or as needed.
- B. Quorum

1. A minimum of 4 committee members with at least one from each employee group will be required for a decision to be binding.
- C. Voting and Consensus
1. The committee will attempt to achieve consensus on all decisions. If a vote is necessary, decisions will be based on a simple majority of those present plus one.
 2. As a representative body, members are expected to vote having considered their constituency group.
 3. Any item requiring a EDC vote will be introduced and feedback discussed and collected before a vote.
- D. Communications
1. Minutes will be recorded by an assigned minute taker at each meeting. The EDC will review and vote to approve minutes from the previous meeting at the start of each agenda. Approved minutes will be distributed to the EDC members and are for internal use only.
 2. Quarterly reports will be distributed to all staff at the college by the chair.

VII. Related Workgroups

- A. Ad Hoc Groups
1. The EDC will establish Ad Hoc groups by consensus as needed to focus on projects and issues.
 2. Ad Hoc groups must report information, progress, and issues to the full EDC membership on an ongoing basis.

VIII. Amendments

- A. These bylaws may be approved or amended by a majority vote at any regularly scheduled meeting by a vote of a majority plus one.
- B. Detailed notice of the proposed amendment(s) shall be made available in written or electronic form to all members a minimum of 7 days prior to the vote.
- C. All amendments shall take effect upon presentation and ratification by the EDC.