

2016-2017
Classified Staff Training and Development Committee Bylaws
Green River College

Article I – Mission

The Classified Staff Training and Development Committee fosters positive growth of Classified Staff by providing training and development opportunities for employees of Green River College, including individual training funding for classified staff.

Article II – Purpose

The Classified Staff Development and Training Committee shall:

- Create opportunities for classified staff to enhance their personal and professional development.
- Plan professional development activities for the college community.
- Oversee the CSTDC finances including the evaluation and approval of individual classified staff professional development activities.

Article III – Membership

- A. The elected members of the CSTDC shall consist of a Chair, Chair Elect, Secretary, Treasurer, Training Coordinator, Events Coordinator, and up to four (4) members at large. There is also an appointed non-voting exempt member from Human Resources.
- B. New members usually join the committee during spring quarter. Interested parties are encouraged to self-nominate. If nominations exceed the number of open positions, then an election shall be held by a majority vote of ballots cast by current members. Terms for new members shall be two (2) years beginning at the annual CSTDC retreat following the selection.
- C. Nominees must receive supervisor sign-off for release time to be considered. If the employee is denied release time and believes there is no reasonable cause, they may contact Human Resources for assistance.
- D. Upon completion of the first year of service, the Chair Elect shall assume the title and responsibilities of the Chair. The vacated Chair Elect position shall be filled by the nominee elected during the retreat.
- E. The Committee reserves the right to ask for and vote on the resignation of council members for non-participation or non-compliance of the CSTDC bylaws.

Article IV – Duties of the CSTDC Officers and Members-at-Large

A. Chair

The Chair calls and presides at all meetings of the committee and performs other duties as pertain to that office.

The Chair reviews the election results and contacts all of the elected CSTDC representatives.

The Chair is secondary signature authority for committee budgetary actions. The Chair provides written statements to individuals that have been denied CSTDC funds, explaining why funds were denied by the Committee.

The Chair reports to the Classified Staff Council. If the Chair is unable to attend the meetings, they will coordinate with the committee members to find an alternate representative to attend in his/her place.

The Chair will be invited to serve as a member-at-large of the committee for one year following his/her term of office.

B. Chair Elect

The Chair Elect assists the Chair and in all ways prepares for his/her term of office. In the absence or disability of the Chair, the Chair Elect shall assume the responsibility and perform all the duties of the Chair. The Chair and Chair Elect shall work together to ensure that the Chair Elect is fully prepared for his/her term as Chair.

C. Secretary

The Secretary takes notes at all meetings, sends notes to the committee members for review and approval, and publishes approved minutes on the GRC intranet. The secretary records action items for committee members and sends the list to the committee in a timely manner. The secretary keeps the CSTDC GRC intranet site up-to-date.

D. Treasurer

The Treasurer monitors the Committee budgets and prepares and assists with purchase requisitions and travel authorization forms. The Treasurer maintains records of budget expenditures and provides monthly budget reports to the committee. The Treasurer will also assist the Chair with reports.

E. Training Coordinator

The Training Coordinator prepares training requests into voting emails, assures funding requests, voucher distributions, and all required paperwork are completed and submitted to the Treasurer. The Training Coordinator sends approvals to the employee who is requesting funds (denials are sent by the Chair).

F. Events Coordinator

The Events Coordinator is responsible for reserving rooms for meetings and events. The Events Coordinator also arranges all event logistics, writes reports after the event, detailing attendees, actual cost, etc., and critiques the event for historical reference.

G. Members-at-large

Members-at-large provide assistance to the committee as required, attends meetings, and votes on training requests.

H. Administrator (Non-Voting)

The Vice President for Human Resources and Legal Affairs serves as the administrative contact for the committee. They shall provide guidance and support for the committee as needed/requested.

I. Exempt Member (Non-Voting)

The Vice President for Human Resources and Legal Affairs shall appoint an exempt liaison to serve as the exempt staff contact for the committee to strengthen campus relations and support campus wide events.

J. Duties at Large

The following duties are performed by members of the committee as needed:

Committee Bulletin Boards – Updating and maintaining

STTACC Contact – Main contact between the Committee and STTACC

Fundraising – In charge of fundraising for the Committee foundation account

Article V – Meetings

Meetings of the Classified Staff Training and Development Committee shall be arranged by the Chair and frequency of the meetings will be determined by the Committee at the annual retreat.

Meetings of the committee are open meetings and all GRC employees are welcome to attend.

Notice of any committee meetings shall be given at least five (5) working days in advance; or as early as possible in the event of an emergency meeting.

Classified Staff are encouraged to attend In-Service Day and any other training, informational, and professional development events organized by STTACC, GRC and/or the CSTDC.

All members-at-large, the Chair, Chair Elect, Secretary, Training Coordinator, Event Coordinator, and Treasure are voting members of the committee. For a vote during a meeting, a quorum of no less than 50 percent of the voting members must be present. To vote on an issue electronically, a quorum of no less than 80 percent of the voting members must respond to the vote.

Article VI – Vacancies

- A. In the event of a vacancy in the office of the Chair, the Chair Elect shall assume the duties of the Chair.
- B. In the event of a vacancy in the office of any office position, the committee will elect a new officer within the committee.
- C. If there are no runners up, or if all decline, the committee will solicit volunteers from eligible campus staff. If more than one individual volunteers for the position, balloting will be held to elect the candidate. An election will be held if needed.

Article VII – Individual Professional Development

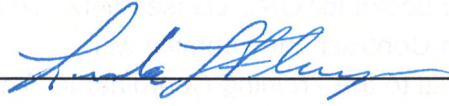
- A. Total dollars available for classified staff employees will be determined at the beginning of each fiscal year (at the discretion of the committee), after the total budget allotment is known. The Committee pays for education and training up to a maximum of \$500 per classified staff employee per fiscal year from one or a combination of the categories described below:
 - i. **GRC Credit and Continuing Education Classes:** The Committee can pay tuition, fees, and books. Employees may participate in the Book Loan/Buy program as outlined in Article VII, A, iv.
 - ii. **Outside GRC classes, workshops, seminars and conferences:** The Committee will reimburse the tuition, registration, or conference fee after proof of payment and course completion is submitted. All other costs are the responsibility of the employee (i.e. travel, application fees, parking, etc.)
 - iii. **STTACC Conferences** – The Committee can pay the conference fee directly or through reimbursement; however, the employee is responsible for all travel, meals and lodging. Exceptions would be:
 - a. If a GRC classified staff is a member of the STTACC Board or is a Regional Representative, the Committee will pay for one night's lodging and mileage to and from the conference.
 - b. If a GRC classified staff attends on a scholarship, the Committee will pay for one night's lodging and mileage to and from the conference.
 - c. If GRC staff attends the conference using a GRC van, the Committee will pay the mileage.

- d. Classified Staff meeting requirements of iii. a and b are responsible for making their own hotel reservations. Reimbursement up to the per diem amount will be made upon receipt by the Treasurer of the paid hotel bill.
- iv. **Book Program** – The Committee can pay for books for GRC classes only. The employee must sign a CSTDC Book Program Contract and submit it with verification of their enrollment into a GRC class to the Training Coordinator. The Training Coordinator will issue a voucher to the Paper Tree. Upon completion of the class, the Committee will submit book for buyback program and the difference will be subtracted from the individual employee's total Professional Development dollars [e.g. \$120 (book cost) - \$50 (Buy Back Price) = \$70 (Deduction)]. If the book is ineligible for buyback or if the employee chooses to keep the book, the total amount will be deducted. If the employee does not have enough Professional Development dollars left, they will be invoiced for the remaining balance.
- B. The Committee will not provide training dollars for annual certifications that may be required by outside entities, by state regulation, or local ordinances. The Committee will not pay fees for a license unless a class is involved. The Committee will not pay for a class when it is required by the department supervisor. These are considered operating expenses of the individual department.

Article VIII – Bylaws Revisions

- A. The Committee shall annually review, amend and approve the mission, purpose and bylaws.
- B. The Committee Bylaws must be available to every GRC classified staff member, as well as to the college community at large, by July 1st of every year pending approval by the Vice President of Human Resources and Legal Affairs.
- C. The Committee reserves the right to review and amend the bylaws as necessary throughout the year. Any revisions must be advertised and made available to every GRC classified staff member, as well as to the college community at large, one week after the revisions have been approved.

The Bylaws have been reviewed and approved by the Classified Staff Council and the Vice President of Human Resources and Legal Affairs. Any revisions or changes of these Bylaws must be re-signed by both parties.



CSTDC Chair

28 Dec 2016


Date



CSTDC Chair Elect

12/28/16

Date



Vice President of Human Resources and Legal Affairs

28 DEC 2016

Date