**Rio Hondo College**

**Staff Development and FLEX Committee By-Laws**

*Adopted 5/22/19*

***Charge***

The Staff Development committee, a sub-committee of the Academic Senate, is charged with the planning and implementation of professional growth and renewal opportunities for individuals, departments, constituency groups and the campus to foster improved morale, increased efficiency, and greater institutional effectiveness. The committee plans, implements, and evaluates an array of workshops, trainings, retreats, cohort experiences and funding support predicated on the belief that supporting the realization of individual and group potential is essential in achieving shared excellence and enhanced student success.

The FLEX committee, which by contract shares the same Faculty and Management membership as that of the Staff Development committee, provides input on the content and organization of pre-semester FLEX Day, reviews FLEX activities requests to ensure alignment with Chancellor’s office guidelines, and supports the FLEX office’s work of documenting completion of each faculty member’s FLEX obligation in adherence with Flexible calendar requirements.

Both committees strive to play key roles in the integration and implementation of ongoing and emerging professional development initiatives and activities across the campus (i.e. Student Equity, Guided Pathways…).

***Composition***

1A. The voting membership of the Staff Development Committee shall include the following:

 -Three faculty appointed by the Academic Senate President

 -Three CSEA employees appointed by the CSEA President

 -Three Management/Confidential employees appointed by the Management/ Confidential Council President

 -Staff Development/FLEX Coordinator

 -Technology Trainer

 -FLEX/Staff Development Clerk III

1B. As dictated by the Faculty contract, the voting membership of the FLEX Committee shall

 include the following:

 -Three faculty who serve concurrently on the Staff Development Committee

 -Three Management/Confidential appointees who serve concurrently on the

 Staff Development Committee

 -Staff Development Coordinator

2. Beginning in 2019-2020, each appointee will serve a two-year term.

3. Each appointee may be-reappointed to an indefinite number of terms by mutual agreement with the

 appointing body.

4. The Staff Development/FLEX Coordinator shall act as the Committee chairperson.

5. The FLEX/Staff Development Clerk III will serve as the Secretary. In the absence of the Clerk, a

 volunteer from the greater committee will be sought to record meeting minutes.

6. Should one of the committee appointees be unable to fulfill their duties on a regular basis, a

 replacement will be sought from the appropriate appointing body.

***Procedures***

1. A meeting shall be called to order and action items addressed when the Staff Development/FLEX Coordinator and at least 1 representative from each constituency group required for that committee is

 present. Meetings shall generally, be scheduled on the 2nd and 4th Wednesdays of the month from

 2:30-3:30 during the regular semester. Additional meetings as needed will be scheduled during

 summer and winter based on the availability of members.

2. The first section of the meeting will consist of Staff Development items where discussion,

 input and decisions will involve all Staff Development Committee members. If there are

 pending FLEX related items, these will generally be addressed after all Staff Development

 items have been covered unless there is consensus to move the agenda order. FLEX action

 items will be decided by FLEX Committee members as laid out by the Faculty contract.

3. At the beginning of each meeting, minutes from the previous meeting shall be reviewed and

 amended if necessary. Minutes may be approved by the general consent of the membership.

4. Action item decisions will be made by consensus whenever possible. If consensus cannot

 be reached, then decisions will be left to a simple majority vote of appropriate members.

***Duties of Members***

Staff Development/FLEX Coordinator

 -Develops meeting agendas and coordinates with the FLEX Clerk III for timely distribution of minutes,

 agendas, and other necessary supporting documents

 -Reports regularly to the Academic Senate and other appropriate bodies on relevant Staff

 Development/FLEX issues

 -Serves as a liaison with the Leadership Academy Steering Committee

 -Serves on committees (i.e. Student Equity, Guided Pathways Steering Committee…) that have a

 significant professional development component

 -Serves on any task force or committee seeking to integrate professional development efforts across

 the campus

 -Serves as a liaison with the administration, the Academic Senate, and RHCFA in the construction of

 of FLEX Day content and agendas

 -Performs other duties as laid out in the release time job description

Staff Development Committee Members

 -Regularly attend all scheduled meetings

 -Inform and seek input from constituency groups on relevant Staff Development matters

 -Report input, feedback and other relevant information from constituency groups at committee

 meetings

 -Participate in Grants funding process including the review of application materials prior to the

 appropriate meeting.

 -Discuss and adopt an annual budget, and provide input on potential revisions throughout the year

 -Participate in annual program planning process

 -Participate in planning of Staff Development workshops and activities

 -Participate in creation and promotion of Professional Development Needs Assessment

 -Review evaluations for workshops and activities and make recommendations as appropriate

 -Work on subcommittee matters (i.e. SanFACC Mentor application review) as needed

 -As needed, acts as a liaison on task forces/committees with a significant professional

 development component (i.e. Student Equity, Guided Pathways…)

FLEX Committee Members

 -Regularly attend all scheduled meetings

 -Inform and seek input from constituency groups on relevant FLEX matters

 -Report input, feedback and other relevant information from constituency groups at committee

 meetings

 -Participate in planning of pre-semester FLEX Day agenda

 -Review and determine appropriateness of new FLEX activity requests per Chancellor’s office

 guidelines

 - As needed, acts as a liaison on task forces/committees with a significant professional

 development component (i.e. Student Equity, Guided Pathways…)