Honolulu Community College
Staff Development Committee Bylaws

Article 1 – Representation

Definition of Staff Development Committee (“SDC” or “Committee”) member eligibility:

- Employees in permanent or temporary funded positions who belong to Civil Service (HGEA Units 2, 3, 4, & 9), APT (HGEA Unit 8), and UPW Unit 1 at Honolulu Community College (“HCC”) may serve on SDC.
- Casual and emergency hires, due to the nature of their positions, are precluded from serving per se. They may, however, assist with and/or attend SDC events or activities with the permission of their supervisors.

Section 1. Two (2) SDC members shall come from currently serving Staff Senate Executive Committee (SSEC) membership without regard to sector or organizational unit representation.

Section 2. Four (4) SDC members shall be selected from staff-at-large.

Section 3. The SSEC shall assume responsibility for soliciting volunteers and appointing them to SDC membership with the concurrence of the HCC Chancellor.

Article 2 – Terms of Office

Section 1. SDC members are appointed for two-year terms and may serve a maximum of two (2) consecutive terms for a total of four years. A former member may return as a member after an interim period of non-service of one year.

Section 2. A term of service begins on July 1 and concludes on June 30 of the following year.

Section 3. Staggered terms – The Committee shall develop and maintain an appointment schedule that staggers terms to ensure continuity and stability.

Section 4. In the event of a vacancy, the SDC will request that the SSEC appoint a replacement for the unexpired portion of the term of service with final approval by the HCC Chancellor.

Section 5. SDC appointments should be finalized prior to July 1 at the earliest practicable time after SSEC elections.

Article 3 – Officers

Section 1. Once members are appointed they will then elect a set of officers: Chair, Vice Chair, Treasurer, and Recording Secretary.

Section 2. The terms of office for officers shall be for one year, not to exceed two consecutive terms for the same office.

Section 3. An officer may be replaced at any time by unanimous consent. A partial term resulting from such a replacement shall not count towards the terms of office limitations in Article 3, Section 2.

Section 4. Duties of the Chair:

1. Serve as official SDC representative and liaison with the SSEC, HCC Chancellor, administration, and other campus constituencies.
2. Preside over meetings, including responsibility for scheduling, preparing agendas, and otherwise facilitating SDC business.
3. Attend SSEC meetings as requested.
SDC Bylaws (continued)

4. Review SDC Charter and Bylaws, and recommend revisions as necessary.
5. Delegate SDC duties and tasks as necessary.
6. Prepare an SDC annual summary.

Section 5. Duties of the Vice Chair:

1. Preside at SDC meetings in absence of the Chair.
2. Serve as SDC representative and liaison in absence of the Chair.
3. Manage entire process of a staff development training program from scheduling, soliciting applications, and awarding of funds.
4. Assist the Chair as necessary.

Section 7. Duties of the Treasurer

1. Disburse funds from SDC’s UH Foundation account in accordance with Committee decisions; facilitate expenditures of staff development funds from other sources.
2. Oversee deposit of monies from fundraising activities.
3. Liaise in financial matters with Fiscal Officer or Vice Chancellor of Administrative Services as necessary.
4. Prepare a detailed annual financial report of income and expenditures.

Section 6. Duties of the Recording Secretary:

1. Prepare official SDC minutes and post approved minutes and items of importance in a designated area of the HCC intranet site.
2. Prepare official SDC correspondence in consultation with the Chair.
3. Provide new SDC members with links to the SDC Charter, Bylaws, and other relevant documents.
4. Coordinate collection of internal SDC documents and reports, and communication from the SSEC or other committees.

Article 4 – Meetings

Section 1. The SDC shall have the discretion to decide which matters it will decide and which are referred to the SSEC or the entire staff for consideration. The Committee may consult with the SSEC Chair for clarification if there is uncertainty.

Section 2. A comprehensive SDC meeting schedule established far in advance may be impractical due to the nature of event planning. The Chair with input from members may create a minimum set of meetings for a schedule and add additional meetings as necessary. A basic agenda should be prepared and distributed prior to each meeting.

Section 3. Meetings emphasize inclusiveness and cooperative effort. It is necessary for each member’s opinions and consent be genuine and not obtained by force, duress, or fraud.

Section 4. SDC members may receive input from various staff and the Committee may on occasion invite the staff to complete a survey on preferences for potential activities or to provide feedback on completed activities.

Section 5. Minutes - As soon after a meeting as is practicable, the Recording Secretary shall distribute a draft of the minutes via email to SDC members for review and revision. After a period of five business (5) days if there are no comments, the minutes become official for posting. If issues cannot be resolved via email discussion, then the minutes will be discussed and approved at the next meeting.
**SDC Bylaws (continued)**

**Article 5 – Decisions and Unanimous Consent**

Section 1. A quorum is established when a majority of the SDC members are present.

Section 2. When a quorum is present, Committee unity is emphasized but the Chair may invoke a decision rule of unanimous consent minus one vote if after prolonged discussion there is failure to achieve unanimity on an issue.

Section 3. The Committee may solicit assistance and participation from the SSEC or any staff member(s) but is responsible for the planning, execution, and assessment of all activities under its direction.

Section 4. Staff who are not SDC members may plan and implement an event (“third-party event”) without the explicit consent of the SDC, provided that there is approval by the HCC Chancellor and at minimum communication of event details to the SDC. The information requirement is aimed to assist with SDC planning and minimize conflicting dates for SDC and third-party events. SDC Approval of a third-party event shall be necessary if it compels a significant contribution (financial or otherwise) from the Committee, as determined by the SDC Chair.

**Article 6 – Amendments to Charter and Bylaws**

Section 1. A proposed amendment to the Charter or Bylaws may be voted upon at an SSEC meeting only after it has been placed on the agenda and discussed.

Section 2. Unanimous consent is required for approval of an amendment to the Charter or Bylaws.

**Article 7 – Committees**

Section 1. The SDC is an attached agency to the SSEC under Article 7, Section 4 of the SSEC Bylaws and as such retains management autonomy over its affairs.

Section 3. SDC Subcommittees – The Chair shall have the authority to establish ad hoc subcommittees as necessary, without need for separate Charters or Bylaws but subject to SDC oversight. Ad hoc subcommittee members may include staff who are not SDC members.

**Article 8 – Annual Review of Organization**

In accordance with Article 7, Section 4 of the SSEC Bylaws, the SDC shall submit to the SSEC an annual summary to include activities, accomplishments, and finances along with an assessment of the Committee’s effectiveness.

**Article 9 – Compensation**

Section 1. Staff compensation for service on the SDC will be established by a Memorandum of Agreement (MOA) between the Committee and the HCC Chancellor.

Section 2. The Chair will periodically review the terms of the MOA for appropriateness and as necessary make recommendations to the Committee to amend the agreement with the Chancellor’s approval.