

Workforce Solutions Committee Bylaws

- I. **Name:** Workforce Solutions Committee (**WSC**)
- II. **Purpose:** To identify workforce training areas which should be targeted by TCC. To assess current workforce training projects for effectiveness. To develop TCC as a proactive player in regional economic development. To provide a forum for the exchange of ideas between college and non-credit programs. Reports through the Vice President for Workforce Solutions.
- III. **Membership Distribution List:**
 - a. Vice President for Workforce Solutions (*ex officio*).
 - b. One representative from each of the key areas of the Workforce Solutions Division including one Director.
 - c. One faculty member from each campus appointed by the Provost.
 - d. Two classified employees appointed by the Classified Association.
 - e. Faculty from the Career Pathways to support the Advanced Standing Sub-committee with support from the Chief Academic Officer.
 - f. This committee is allowed up to three people appointed as directed by the PAPC and, if necessary, the PAPC is directed to use the appointments to ensure that each campus has at least one representative on the committee.
- IV. **Voting:**
 - a. All members of the WSC may vote. Members must be listed on the current membership list.
 - b. No proxy or absentee voting will be allowed. Permanent alternate representatives will be allowed to vote.
 - c. Under exceptional circumstances the Chair may call an online session to hold an electronic vote of the WSC.
 - d. Elections will be held at the April meeting with the only incoming members eligible to vote.
- V. **Election of Officers:**
 - a. The WSC will hold elections of officers after the April 15th but no later than April 30th.
 - b. WSC officers will be elected by incoming members.
 - c. On June 1 of each year, the WSC officers shall begin their one-year term.
- VI. **Officers:** The two officers of the WSC shall consist of the Chair and the Secretary.
 - a. The Chair of the WSC shall:
 - i. Preside over WSC meetings.
 - ii. Designate the past chair or an alternative to preside over the meetings in his/her absence.
 - iii. Consolidate governance committee charges and publish them on the web by October 1.
 - iv. Report to the Executive Staff those committees that do not receive a charge by September 15.
 - v. Organize and conduct any electronic voting done by the WSC.
 - vi. Consolidate governance committee mid-year reports, publish them on the web, and submit them to the President by February 15.
 - vii. Consolidate governance committee end-of-year reports, publish them on the web, and submit them to the President by May 15.
 - viii. Submit a WSC end-of-year report to the President and the incoming WSC chair by July 1.
 - ix. Create the agenda in coordination with the secretary.
 - x. Track membership rotation and report upcoming openings on the WSC to the PAPC chair by March 1.
 - xi. Distribute agenda and draft minutes of previous meeting electronically to all WSC members no less than seven calendar days prior to each scheduled meeting in conjunction with the secretary.
 - xii. Ensure the WSC website is up-to-date.
 - xiii. Attend President's Advisory and Planning Council meetings as the WSC representative.

Workforce Solutions Committee Bylaws

- xiv. Report relevant information from the College President, Executive Staff member, and PAPC members during the meetings or via email.
- b. The Secretary of the WSC shall:
 - i. Take accurate minutes (including attendance records) of each WSC meeting using the governance minutes' template.
 - ii. Submit draft of minutes to WSC chair no less than 15 days prior to the meetings.
 - iii. Ensure posting of approved minutes to the web within 15 days after each meeting.
 - iv. Arrange meeting space for all WSC meetings.
 - v. Perform other official duties in consultation with the chair.

VII. Meetings:

- a. The WSC will meet the Third Monday of September through May.
- b. The meeting location is subject to change to support various activities of the committee, and will be announced prior to the meeting date.
- c. A simple majority of the currently elected and appointed WSC membership shall constitute a quorum.
- d. All meetings will be held face-to-face.
- e. Elections will be held at the April meeting which should include both incoming and outgoing members to facilitate the transition from year to year with only incoming members eligible to vote.
- f. Special and summer meetings will be held on an as-needed basis with no less than two week's notification.

VIII. Attendance:

- a. The WSC chair shall be empowered to declare vacant the seat of any member who fails to attend more than three properly designated meetings.
- b. WSC may send permanent alternates with voting rights as representatives only after notifying the PAPC chair in writing.

IX. WSC Subcommittees:

- a. Subcommittees shall be created and officially charged by the WSC to address specific issues.
- b. Ad Hoc committees may be established on an as-needed basis by a WSC vote.

X. Amendments: These bylaws may be amended by a majority vote of the WSC members. The WSC chair must disseminate to members copies of the proposed amendment one week prior to the meeting and allow for discussion. Votes on changes will occur at the next regularly occurring meeting.

- a. The WSC will review these bylaws on or before March 15.
- b. The WSC will perform a substantive review of these bylaws every two years thereafter.

XI. The WSC as part of the general function of the TCC Governance Structure: The WSC recognizes that its bylaws must be in accordance with Governance Structure.