**FLEX and PROFESSIONAL DEVELOPMENT COMMITTEE OPERATING AGREEMENT (Updated as of 8/22/24)**

|  |  |  |
| --- | --- | --- |
| Committee Purpose | | |
| The Flex and Professional Development Committee is a College-wide committee established jointly by the Academic Senate and College Council. Its overall purpose is to develop and evaluate Professional Development offerings including the oversight for the Flexible Calendar Program, to administer the FAYCCD Travel and Conference Funds for full-time faculty and to recommend Flex policies and guidelines for approval by the Academic Senate. | | |
| Meets District Goal/College Strategic Direction | | |
| District Goal 1: Improve Student Success and Completion Rates  District Goal 2: Improve leadership and managerial competencies at all levels | | |
| Meets Accreditation Standard | | |
| 3.2: Infrastructure & Resources. The institution supports its employees with professional learning opportunities aligned with the mission and institutional goals. These opportunities are regularly evaluated for overall effectiveness in promoting equitable student success and in meeting institutional and employee needs. | | |
| Committee Norms | | |
| Trust one another. Be polite and respectful. Listen carefully. No side bar conversations. Be rigorous. Cultivate open discussion. Be careful not to dominate the discussion. Be curious. Clarify jargon. No electronic diversions. Keep a sense of humor. Be concise. Ask questions when you don’t understand. Value alternative viewpoints. Be collaborative. | | |
| Member | **Position** | **Term** |
| Jennifer (Jenny) McCabe | Flex Coordinator, Tri-Chair | Fall 2023-Spring 2026 |
| TBD | Classified Professional Development Organizer, Tri-Chair | 1 yr term: Fall 2024-Spring 2025 |
| Shannon Reed | Administrative Professional Development Organizer, Tri-Chair | Standing |
| Ariane (Aree) Metz | Full-time Faculty | 2 yr term: Fall 2023-Spring 2025 |
| Robert (Bobby) Rogers | Full-time Faculty | 2 yr term: Fall 2024-Spring 2026 |
| Dinah Nucum | Part-time Faculty | 2 yr term: Fall 2024-Spring 2026 |
| Kimberly (Kim) Boles-Cravea | Classified Professional | 1 yr term: Fall 2024-Spring 2025 |
| TBD | ASWCC Representative | 1 yr term |
| Kevin McClain | WCC Administrative Representative (appointed by Exec V.P.) | Standing |
| Caren Fernandez | WCC Administrative Representative (appointed by Exec V.P.) (preference for LCC) | Standing |
| Meeting Schedule | | |
| Meetings will take place the 2nd & 4th Thursday of the month from noon-12:50. | | |
| Quorum | | |
| For purposes of making a meeting official a quorum consisting of 50% + 1 of the committee membership shall be required.  For complex FAYCCD Travel & Conference Fund applications a quorum consisting of 2 out of 3 full-time faculty members is needed. However, if there are concerns by other committee members, decisions will be tabled for the next meeting.  For non-FAYCCD Travel & Conference Fund Flex issues a quorum consisting of 50% + 1 of the faculty members are needed.  For other Professional Development issues, particularly in regards to Professional Development funds, a quorum consisting of 50% + 1 of the committee membership will be required. | | |
| Deliverables | | |
| 1. Annual Flex Plan, including professional development activities. 2. Updates to the WCC Flex Guidelines. 3. Adjudicate questions of acceptable Flex activities and required Flex participation documentation. (Note: Only the Faculty member representatives (Full-Time + Part-Time) have voting rights for these.) 4. Approve FAYCCD Travel and Conference Fund applications. (Note: Only the Full-Time Faculty Member representatives have voting rights for these) 5. Evaluate the quality of professional development offerings and make recommendations for improvement of workshop offerings. 6. Promote upcoming workshop events. 7. Recommend approvals of other (non-FAYCCD) Staff Development/Professional Development Fund applications (Note: Everyone has voting rights). | | |
| Operating Procedures | | |
| The Committee will consist of:   * Tri-chairs: * Flex Coordinator (a full-time faculty member\*) * Classified Professional Development Organizer * Administrative Professional Development Organizer * Two additional full-time faculty members selected by the Academic Senate.\*\* * One part-time faculty member selected by the Academic Senate.\*\* * Two additional administrators ~~(one from WCC, one from LCC).\*\*~~ * One additional classified staff member (selected by CSEA, preference to Lake or Colusa).\*\* * One student (selected by ASWCC).\*\*   *\*Required by title 5, division 6, chapter 6, subchapter 8, article 2, section 55724, item a-4. (See “Guidelines for the Implementation of the Flexible Calendar Program ~ Adopted April 1993, Revised April 2007” found at* [*http://extranet.cccco.edu/Portals/1/AA/FlexCalendar/Flex\_Calendar\_Guidelines\_04-07.docx.pdf*](http://extranet.cccco.edu/Portals/1/AA/FlexCalendar/Flex_Calendar_Guidelines_04-07.docx.pdf) *)*  *\*\* Efforts should be made to have some representation on the committee from Lake or Colusa.*  Duties of the Flex Coordinator as it pertains to this committee include:   1. Work with Professional Development Organizer Tri-Chairs in calling meetings, preparing agendas, and facilitating communication between committee members. 2. Ensuring that we are following state regulations in regards to Flex, educating committee members on the college’s Flex program and deadlines, overseeing the approval of Flex contracts, approving Flex Workshop planning forms. 3. Work with Professional Development Organizer Tri-Chairs to advertise Flex-related professional development activities and make sure that our Professional Development offerings include sufficient workshops to also suit the College’s Flex needs. 4. Work with Yuba College Flex Committee in order to make any necessary changes to the Flex Guidelines. 5. Communicating committee’s work with the Academic Senate. 6. Administer the FAYCCD Travel & Conference Funds.   Administrator, classified, and student members will serve in only an advisory capacity in making recommendations for Flex-specific issues.  Duties of the Classified & Administrative Professional Development Organizers as it pertains to this committee include:   1. Work with Flex Coordinator in calling meetings, preparing agendas, and facilitating communication between committee members. 2. Planning Flex/Professional Development days/workshops/activities/resources with input from Flex Coordinator, committee members, needs assessment surveys, and workshop evaluations and working with the administrative assistant to make sure presenters have what they need for their workshops/presentations (including access to rooms, technology needs, rosters etc.). 3. Work with the Flex Coordinator to make sure that Professional Development days are adequately advertised, and to make sure that workshop planning forms are submitted and that rosters are collected and submitted for Professional Development activities that are Flex-related. 4. Communicating with the College Council. 5. Administer Classified & Part-Time Faculty Professional Development funds.   Each Faculty Committee Representative duties include:   1. Attending meetings and representing constituent interests. 2. Facilitating the development of Flex & Professional Development activities 3. Encouraging fellow campus community members to present workshops and other Flex activities and to help educate them on the college’s Flex program. 4. Ensure that presenters obtain and submit rosters for workshops. 5. ~~Ensuring that faculty complete the validation needed after completion of particular activities and/or submit appropriate products or outcome measure results for identified flex activities as specified in the Flex Guidelines.~~ 6. Reviewing Travel and Conference Fund applications & aiding in the decision-making of process of which applications should be funded. 7. Reviewing Classified & Part-Time Faculty Professional Development fund applications & aiding in the decision-making of process of which applications should be funded. | | |
| Recommendations | | |
| Recommendations are forwarded to the Vice President, College Council, or Academic Senate as appropriate. (In general, Flex-specific things are forwarded to the Academic Senate and non-Flex related Professional Development items are forwarded to the Vice President and/or College Council.) | | |
| College Communications | | |
| 1. Agenda and minutes made accessible via BoardDocs. the ~~Flex Committee webpage.~~ 2. Informal updates and meeting announcements are sent via email. 3. Communicate reports to WCC Academic Senate & College Council as requested. | | |
| Council  A standing group of experts, defined by a purpose statement, charged with reviewing specific organizational operations and reporting recommendations back to the authoritative body. | | |
| None to date. | | |
| Subcommittee  A subset of standing committee; members organized for a specific operation that may or may not be time-bound. | | |
| None to date. | | |
| Task Force  A selected group of experts charged by a standing committee or council to carry out a specific time-bound activity. | | |
| None to date. | | |
| Work Group  A standing group usually appointed/approved by an authoritative body to carry out a specific project or event unrelated to College governance. | | |
| None to date. | | |
|  | | |
|  | | |