

Workforce Development Committee Charter

Shared Governance Principles

The governance system, which embodies and facilitates UCC's vision, mission, and core values, relies on the collective wisdom of faculty, staff, students, and administration in the development of college-wide plans and policies. The system is characterized by open communication, collegiality, and transparency, resulting in collaborative and well-informed decision-making

Purpose

The purpose of the Workforce Development Committee is to ***develop, coordinate, and assess the college's workforce development plan and activities to better meet the needs of employers and students.***

Scope of Work and Areas of Key Decision-Making

1. Serve as a communication round table to share and learn about employer and workforce activities UCC is involved with.
2. Stay abreast of the statewide Workforce Oversight Committee activities and assist with gathering information or conducting surveys as requested.
3. Review Accreditation themes/objectives and Strategic priorities for the College as they relate to Workforce and be a support and driver for completion.
4. Encourage innovative ideas, communication, and collaboration amongst departments to meet Workforce needs.
5. Report committee activities to the Provost Council and make recommendations regarding Workforce activities at UCC.
6. Serve as a connector of information about local workforce trends/needs identified by, but not limited to: UCC Advisory Committees, Workforce Boards and Agencies, & Industry Connections.

Membership

The Workforce Development Committee falls under the operational side of the governance model. The committee reports directly to the Provost Council.

The Committee membership shall have a minimum of 6 members with membership representing faculty, classified and administration and whose work impacts the local workforce or who has an interest in workforce engagement. Student participation by either credit or non-credit seeking individuals is welcome and encouraged. Additional members may join on a voluntary basis.

Committee membership shall consist of a combination of instructional, student services, and foundation areas. When necessary, the committee members shall actively recruit members from targeted areas.

Sub-committees will be formed as needed to accomplish specific tasks.

Terms of Service

- **Faculty, classified, and administrative representatives serve two-year staggered terms.**
- **Members appointed based on position will serve on the committee for the duration of the designated positions.**
- **Recruitment will be held as members roll off the committee**
- **Members are not limited to specific term-limits.**

Meetings

- Dates and times will be determined based on the schedules of current members.
- The Committee will meet in person as an entire committee at least once per term.
- Additional work sessions and meetings will be held as needed to meet committee goals and may be conducted in person or virtually.
- Quorum is designated as 50% of the voting members plus one

Agendas

- Agenda items will be submitted to chair as soon as possible but no later than one week prior to the designated meeting.
- Chair will compile items and prepare the agenda to be distributed at least two days prior to the meeting.

Decision Making/Recommendations

- The committee will use principles of Robert's Rules of Order for decision making at meetings.
- Decisions and recommendations will be approved with a majority decision. Fifty percent of the voting members must be present.
- All regular members will have an equal voice in the decision making and voting process.
- Committee chair and ad hoc members will have an equal voice in the decision making process.
- Approved recommendations are advanced to Provost's Council along with a rationale for advancement.
- Rejected recommendations are returned to the body/person with a written explanation as to why the recommendation was rejected.

Communication

- Meeting Minutes will be approved by committee members at the following meeting.
- Minutes will be posted on the intranet.

Dates of approval/updates of charter

- Approved by Assessment Committee DATE
- Approved by Provost Council DATE

Approved 9/5/2018