



Board Member Handbook

2016-2017

September 2016

Dear STTACC Board Members:

This handbook has been developed as an orientation tool and resource guide for Staff Training for Technical and Community Colleges (STTACC) Board Members and as a resource guide for STTACC members. It has been compiled in a pressboard binder in order to facilitate updating as necessary.



The purpose of STTACC is to contribute to and utilize the staff development and training activities of member entities, to assist member organizations interested in classified staff development, and to maintain communication with offices and member organizations concerned with staff development.

We hope you will take the time to read through this handbook in order to learn more about our organization and to become a valuable member of the STTACC Board.

Welcome to the 2016-2017 STTACC Board!

Paula Boerner

2016-2017 STTACC President

Grays Harbor College

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Present Contact Information

2016 – 2017 Officers

President: Paula Boerner Grays Harbor College	paula.boerner@doc.wa.gov	360.537.2146
President-Elect; Eric Corp Tacoma Community College	ecorp@tacomacc.edu	253.566.5252
Past-President; Kristine Horndt Everett Community College	ccannella@pierce.ctc.edu	
Secretary; Cindy Cannella Pierce College	ccannella@pierce.ctc.ed	253.964.6679
Treasurer; Marjie Stratton Grays Harbor College	marjie.stratton@ghc.edu	360.538.4011
Communications Coordinator; Niki Nelson Green River College	nicolernelson9@gmail.com	253.833.9111 x2216
Webmaster; Steve Evans Olympic College	sevans2@olympic.edu	360.475.7604
Conference Coordinator; Amy Erickson Skagit Valley College	amy.erickson@skagit.edu	360.416.7723

Region Coordinators and Member Colleges

A. Barb Crowell	Grays Harbor College	barbara.crowell@ghc.edu	360.538.4249
Centralia College Clark College Grays Harbor College		Lower Columbia College South Puget Sound Community College State Board for Community & Technical Colleges	
B. Cathy King Mary Cox	Bellevue College Bellevue College	cathy.king@bellevuecollege.edu mary.cox@bellevuecollege.edu	425.564.6170/425.564.3187
Bellevue College Cascadia Community College Lake Washington Technical College North Seattle Community College Renton Technical College		Seattle Community College District Seattle Central Community College Seattle Vocational Institute South Seattle Community College	

C. Shelly Scanlan	Everett Community College	sscanlan@everettcc.edu	425.388.9147
Bellingham Technical College Edmonds Community College Everett Community College		Shoreline Community College Skagit Valley College Whatcom Community College	
D. Barbara Collins	Big Bend Community College	Barbc@bigbend.edu	509.793.2315
Big Bend Community College Columbia Basin College Community Colleges of Spokane		Walla Walla Community College Wenatchee Valley College Yakima Valley College	
E. Amelia Fortuno	Bates Technical College	afortuno@bates.ctc.edu	253.680.7402

Bates Technical College Clover Park Technical College Green River Community College Highline Community College		Olympic College Pierce College Tacoma Community College	
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Past Contact Information

2015 – 2016 Officers

President Kristine Horndt	Everett Community College	khorndt@everettcc.edu	425.388.9579
President-Elect Paula Boerner	Grays Harbor College	paula.boerner@ghc.edu	360.537.2146
Past-President Cindy Cannella	Pierce College	ccannella@pierce.ctc.edu	253.964.6679
Secretary Judy Brendan	Green River College	jbrenden@greenriver.edu	
Treasurer Marjie Stratton	Grays Harbor College	marjie.stratton@ghc.edu	360.538.4011
Communications Coordinator Amelia Fortuno	Bates Technical College	afortuno@bates.ctc.edu	253.680.7402
Webmaster Steve Evans	Olympic College	sevans2@olympic.edu	360.475.7604
Conference Coordinator Rhonda DeWitt	Lake Washington Technical College	Rhonda.dewitt@lwtech.edu	425.739.8175

Region Coordinators and Member Colleges

A. Barb Crowell	Grays Harbor College	Barbara.crowell@ghc.edu	360.538.4249
Centralia College Clark College Grays Harbor College		Lower Columbia College South Puget Sound Community College	

		State Board for Community & Technical Colleges	
B: Cathy King Thao Pavy	Bellevue College Bellevue College	Cathy.king@bellevuecollege.edu thao.pavy@bellevuecollege.edu	425.564.6170 425.564.3151
Bellevue College Cascadia Community College Lake Washington Technical College North Seattle Community College Renton Technical College		Seattle Community College District Seattle Central Community College Seattle Vocational Institute South Seattle Community College	
C: Jan Beatty-Adams	Everett Community College	jbeatyadams@everettcc.edu	425.259.8732
D: Sarah Aschenbrenne	Walla Walla College	sarah.aschenbrenner@wwcc.edu	509.527.4603
Big Bend Community College Columbia Basin College Communiity Colleges of Spokane		Walla Walla Community College Wenatchee Valley College Yakima Valley College	
E: Eric Corp	Tacoma Community College	ecorp@tacomacc.edu	253.566.5252
Bates Technical College Clover Park Technical College Green River Community College Highline Community College		Olympic College Pierce College Tacoma Community College	

Mission Statement

STTACC supports, innovation, training and leadership by providing resources and connections to our Classified Staff members throughout Washington State.

Membership

Membership in STTACC is open to all classified staff employed by all Washington State Community and Technical College entities. Non-voting, associate membership is open to the

Department of Personnel Higher Education Unit and other interested individuals who are not classified employees.

Number of Classified Employees as of 9/30/xx	Annual Fee (\$)	Cost Per Employee (Paid by Member Entity)
1 to 99	\$150.00	\$150.00 to \$1.52
100 to 199	\$175.00	\$1.75 to \$0.88
200 to 299	\$200.00	\$1.00 to \$0.67
300 to 399	\$225.00	\$0.75 to \$0.56
400 to 499	\$250.00	\$0.63 to \$0.50
500 to 599	\$275.00	\$0.55 to \$0.46
600 to 1,000	\$300.00	\$0.50 to \$0.30

Associate, or non-voting, members are required to pay a membership fee of \$75.00 per year, due and payable on December 1 of each year. Each member entity will have one vote in the business of STTACC, which occurs at the Annual Conference.

Web Site

The STTACC Webmaster maintains a current web site, which can be accessed at <http://sttacc.net/>. The web site includes information about current Executive Board members, the *STTACC Chat*, the State regions, exemplary staff awards, conferences, training resources, and STTACC history and bylaws.

Executive Board

The Executive Board of STTACC is made up of the following officers: President, President Elect, Past President, Recording Secretary, Treasurer, Communication Coordinator, Webmaster, one Region Coordinator from each region within the State (A, B, C, D, and E), and the current

Conference Coordinator. Officers, excluding the Past President, webmaster and the Treasurer, are elected to serve one-year terms, beginning at the close of the Annual Meeting each year. The Past President is neither elected nor appointed. The Treasurer's two-year term begins with the new fiscal year (October 1). The webmaster is appointed by the Executive Board from candidate recommendations made by the Nominating Committee. Officers may serve more than two consecutive terms in the same office, only if no other member seeks that office.

The Executive Board is responsible for the continuation, promotion, credibility, and success of STTACC. The Board meets at least quarterly, with at least one meeting at the site of the Annual Conference.

Elections

The President Elect will be responsible for soliciting potential candidates for the upcoming STTACC Board. Applications will be collected before (by email: PresidentElect@sttacc.net) and during the conference (by paper applications) and submitted to the President Elect. For the offices of *President-Elect*, *Treasurer* (2 year term), *Recording Secretary* and *Communication Coordinator*, successful candidates who have submitted applications will be voted upon at the Annual Conference. Applications for Webmaster shall be submitted to and appointed by the Executive Board. Region Coordinators will be elected from within their region at the regional meetings held during the Annual Conference of STTACC. The Annual Conference Coordinator will be elected by the host college. The vote required for election will be a majority vote of the Voting Members (one vote per college (district) attending the Annual Meeting).

Vacancies that occur in any office will be filled by Executive Board appointment for the remainder of the term. In the event of a tie, the Executive Committee members shall each cast a ballot vote. Proxy votes will not be accepted.

Any officer of STTACC who is found to be negligent in the performance of his/her duties may be removed by a two-third vote of the Executive Board at any announced Executive Board meeting. Vacancies that may occur will be filled by Executive Board appointment for the remainder of the vacated term.

Meetings

The Executive Board meets on a quarterly basis. The first of the quarterly meetings, held in the fall, is at the college where the Board President is employed. The second meeting is generally held on the opposite side of the State from the first meeting, and the third meeting is held at the college hosting the Annual Conference. The fourth meeting is at the STTACC Annual Conference, with voting member representatives in attendance. Each member entity in good standing will have one vote in the business of STTACC.

Meeting Schedule

For the 2016-17 year, STTACC Board meetings are expected to be held on (tentative and subject to change):

Thursday, November 3rd, 2016@ Trollhaugan Ski Lodge (Paula Boerner).

Friday, February 24th, 2017@ Location: TBD (Host)

Friday, May 5th 2017 @ Location: TBD (Host)

Wednesday, August _____, 2017 @ TBD (2017 STTACC Conference). (This evening meeting will be during dinner and will be the night before the 2017 Annual August Conference.)

The agendas for these meetings are submitted by the President, to be approved by the Executive Board or the member entities, depending upon the type of meeting.

Job Descriptions

Each STTACC Executive Board member has multiple responsibilities, which are outlined in this section.

The responsibilities of the President include:

1. Planning, organizing, and conducting all STTACC business meetings. This includes arranging the place and time of the meeting, submitting the agenda, and chairing all meetings.
2. Having ultimate responsibility for the success of the Annual Conference. The President works closely with the Conference Coordinator and Conference Committee in all aspects of planning and executing the Conference.
3. Representing STTACC and member entities on State committees, as necessary.
4. Maintaining communication with member entities, including staff development committees, college presidents, personnel officers, and administrators, as well as other entities involved in the development and training of classified employees.
5. Visiting staff development committees, administrators, and staff, as time and budget allow, to network with member entities about classified staff training programs.
6. Maintaining and fostering open communication among all STTACC officers and membership.
7. Writing grants, as necessary, with the Treasurer, for the funding of special projects.
8. Promoting membership in STTACC and maintain contact with non-member colleges.
9. Functioning as a resource for all member entities in order to provide sources and information about training and development programs.
10. Writing an article for each edition of the newsletter, the first of which (published in the fall issue of the newsletter) shall recap the annual conference.

11. Assigning the updating and maintenance of the In-Service Training Handbook to a board member, who will be assisted by the Region Coordinators.
12. Serve as the chair for the STTACC Exemplary Award Committee.

The responsibilities of the Past-President include:

1. Transition from the "President" position.
2. Have full voting rights
3. Stand in and direct the board meeting in the event both the President AND President Elect cannot attend.
4. Serve as transition advisor to President and STTACC board regarding historical elements of STTACC.
5. Guide new President with responsibilities and be available for questions.
6. Maintain and store historical documents (agendas, minutes, etc).
7. Attend all board meetings.

The responsibilities of the President-Elect include:

1. Providing continuity to the Board and to STTACC.
2. Serving as Chair of the Elections Committee and working with Region Coordinators in the application process.
3. Serving as an advisor to the Conference Committee, thus ensuring knowledge of the Annual Conference process.
4. Performing any duties, and serve on any sub-committee, as assigned by the President.
5. Assuming the duties of the President, should the President be unable to complete his/her term for any reason.

The responsibilities of the Recording Secretary include:

1. Attending all STTACC business meetings and annual conferences, in order to take and transcribe accurate minutes of all STTACC business meetings; distribute minutes of all meetings to the Executive Board in a timely manner.
2. Creating and distributing announcements of new STTACC officers to member entities, college presidents, personnel directors, training committees, and Executive Board members.
3. Assisting the President in creation and distribution of printed information and correspondence in connection with STTACC business.
4. Assisting in planning the Annual Conference and acting as an official conference host.
5. Submitting the Annual Conference dates to the State Board for Community and Technical Colleges for inclusion in Community College News.
6. Assisting the Treasurer with correspondence, membership, billings, and reports, as needed.
7. Serving on any sub-committee designated by the President.

The responsibilities of the Treasurer include:

1. Keeping the records of all financial transactions related to STTACC business, maintaining the checking account, and presenting current financial reports at all Board meetings.
2. Performing the annual billing for membership dues, including sending statements to all member entities for money due, sending informative letters about STTACC membership, and sending letters to non-member entities encouraging their participation in STTACC.
3. Working closely with the President in seeking grant funding for STTACC.
4. Preparing the annual budget, to be presented for adoption at the annual conference.
5. Assisting in planning and presenting the Annual Conference, attending and acting as an official host at the Conference.
6. Serving on any sub-committee designated by the President.

7. Attending the first meeting following the end of his/her term in order to facilitate transition to the newly elected treasurer.

The responsibilities of Region Coordinators include:

1. Maintaining contact and communication (and current contact information) with, and providing information to, all classified staff training committees at all colleges within their region.
2. Promoting interaction between classified staff within the region.
3. Attending all STTACC business meetings and the Annual Conference and present a report on the progress of staff development within the region.
4. Acting as liaison between STTACC and college training committees.
5. Maintaining communication among the Region Coordinators and other officers to help strengthen and vitalize the network of all Washington State community and technical colleges.
6. Promoting membership in STTACC by maintaining contact with non-member entities in their region.
7. Assisting in planning the Annual Conference, attending and acting as an official host of the Conference.
8. Serving on any sub-committee designated by the President.

The responsibilities of the Communication Coordinator include:

1. Responsibility for the publication and distribution of *STTACC Chat*, the official STTACC newsletter, on a quarterly basis (Fall, Winter, Spring).
2. Contacting entities and regional coordinators to solicit articles for the quarterly newsletter.
3. Publishing Board meeting dates and *STTACC Chat* deadlines in each issue.
4. Establishing publication dates and keeping financial records of all costs involved in the publication and distribution of the newsletter.

5. Maintaining active social network media by regularly updating Facebook and determine the need for additional social network media (i.e., Flickr, Twitter).
6. Be responsible for the marketing of STTACC. Provide support to region coordinators and individual member colleges.
7. Assisting in planning the Annual Conference, attending and acting as an official host of the Conference.
8. Attending all STTACC business meetings and reporting on the status of *STTACC CHAT*; social network media; marketing efforts and communication.

The responsibilities of the Conference Coordinator include:

1. Preparing and presenting written reports on the Annual Conference at each STTACC business meeting during the year.
2. Preparing and presenting a proposed Annual Conference budget to the Executive Board for approval.
3. Forming a committee to assist as necessary.
4. Arranging facilities for the Conference, including meeting locations and accommodations for the participants.
5. Producing and distributing an informational flyer about the Conference, which includes the agenda for the Conference.
6. Arranging for the registration of participants at the Conference.
7. Serving on any sub-committee designated by the President.

The responsibilities of the Webmaster include:

1. Responsibility for the maintenance of the STTACC web site, including the posting of the quarterly *STTACC Chat*.
2. Attending all STTACC business meetings and presenting a report on the status of the web site, and attending the Annual Conference.
3. Serving as contact for other web masters and linking the STTACC web site to other campuses.

4. Assisting in planning the Annual Conference, attending and acting as an official host of the Conference.
5. Serving on any sub-committee designated by the President.

College Contact

Each member college should have a designated "college contact." The responsibilities of the college contact include:

1. Providing accurate and current contact information to the region coordinator.
2. Sending on messages, from the region coordinator, to classified staff at his/her college.
3. Compiling and sending articles for the STTACC Chat to the region coordinator.

STTACC Chat

STTACC has an official newsletter, *STTACC Chat*, which is published quarterly and distributed electronically to all voting and associate members in good standing. The Communications Coordinator assembles articles for this publication from *STTACC Chat* reporters at each college, for publication in fall, winter, and spring quarters of the academic year.

Budget

The STTACC fiscal year begins on October 1 and ends on September 30, and the budget is determined by funds received. Budgeted expenditures, which must directly benefit STTACC, may be incurred for the following:

1. Workshops and meetings.
2. To supplement travel expenses of the Executive Board members.
3. Other STTACC expenses.

All unbudgeted expenditures of STTACC funds must be approved by the Executive Board.

The Treasurer is responsible for maintaining the checking account, and signatory power is granted to the Treasurer, the President, and the Secretary. Any requisition over \$1,000.00 must have two signatures.

All STTACC financial records are to be reviewed by the business office of the Treasurer's college, and the results will be provided to the Executive Board at the first scheduled meeting in the fall.

The outgoing treasurer will bring all necessary signature transfer forms to the fall Board Meeting so that the treasurer transition can be facilitated. All financial records shall be transferred to the current Treasurer at the fall meeting, as well.

Records

The records of STTACC shall remain the property of STTACC, and shall be maintained at the college of the current President. All records held by outgoing officers shall be transferred to the incoming officers at the end of the Annual Conference, with the exception of the Treasurer.