Los Angeles Harbor College

Staff Development Committee

Policy and Procedure Manual

Approved, Staff Development Committee
April 22, 2009
Approved, Academic Senate
May 7, 2009
Approved, President
June 2, 2009
Los Angeles Harbor College
Staff Development Committee
Policy and Procedures

**Mission Statement:** The Staff Development Committee at Los Angeles Harbor College is dedicated to improving student learning by maximizing opportunities for personal development for the Harbor College Community. The committee shall strive to achieve its goal in four ways:

- Provide personal and professional development activities which will assist Harbor College towards a learning centered environment.
- Distributing Conference attendance funds in order to improve and diversify knowledge on the campus.
- Distribute Diversity Fund in order to promote staff and faculty diversity on campus.
- Provide a communication link between various agencies both within the college community and outside, in order to provide personal and professional development opportunities to a wide spectrum of the college community.
- Provide a conduit for organizational activities, including; financial, scheduling and advertising resources.

These duties shall be carried out in an open and fair method through participatory governance and public oversight.

**Governance Structure:** The Staff Development Committee of Los Angeles Harbor College is a sub committee of the College Planning Council (CPC). The Committee shall hold monthly meeting at a time and place noticed to the campus community and the public in a means congruent with state law.

**Committee Structure:** The Staff Development Committee shall consist of:
- Staff Development Coordinator (Selected by the CPC), Non-voting
- FLEX Coordinator (Faculty Member Selected by the Academic Senate)
- 2 Administrators (appointed by the president)
- 4 Faculty (The FLEX Coordinator (Selected by the academic Senate), 1 (selected at large by the academic senate) and 2 (Selected by the AFT)
- 4 Classified (1 from supervisors, 1 from trades or custodial and 2 from the staff AFT)

**Quorum:** A Quorum shall consist of 1 of the coordinators, and at least one representative from all three constituencies.

**Requirements:** The chair shall post an agenda at least 72 hours, excluding weekends, prior to the meeting. Agenda must be distributed electronically to LAHC ALL. Minutes of the meeting shall be kept, approved and electronically distributed college wide.

**Special Meeting:** A special meeting can be called at any time with 72 hours notification and a posting of the agenda.

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Budget: The committee shall develop an annual budget in May for the ensuing academic year. The Staff Development Coordinator shall maintain, authorize expenditures and make public the budget.

Duties of the committee: The Staff Development Committee shall be responsible for the following activities:

- Oversight of the budget
  The committee is expected to review the budget on a regular basis in order to assure accuracy, fair distribution and compliance with budgeting objectives.
- Distribution of funding for authorized conference or training activities
  The committee is to review requests of amounts greater than $300.00 in order to assure the fair and equitable distribution of available resources, as well as, assuring the expenditures are in alignment with the college’s mission and educational master plan.
- Distributing information relevant to personal or professional development activities on and off campus.
- Organize Staff Development Activities in conjunction with the FLEX committee which will promote and improve student learning.

Diversity Fund Distribution: While the Staff Development Committee will distribute and keep records of the funds, the Compliance Officer will sign off on the Staff Development Committee recommendations.

The Staff Development Committee shall distribute diversity funds in accordance with California State Education Code 87108 Diversity funds shall be used to:

- Promote the increased diversity of the college hiring pool to better reflect the population of our community.
- Promote staff development activities which increase awareness and sensitivity to diversity.

Funding of Conference Attendance: It will be the understanding of the college community that the staff development committee is to distribute allocated conference attendance funds in a fair and impartial manner. In order to help achieve this goal the following procedures and criteria shall be followed, unless altered as a noticed motion 72 hours prior to a regular or special meeting.

Article 23

C. The Professional Growth Committee shall:

1. Recommend the award of reimbursements or other authorized disbursements from the Professional Conference and Tuition Reimbursement Funds of the college on the basis of legitimate criteria listed in the college procedures including, but not limited to, the professional

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