

# **Classified Staff**

## **Professional Development Committee**

Bylaws  
of Shoreline Community College

### **Article I – Mission**

The Professional Development Committee (PDC) provides training and development opportunities for employees of Shoreline Community College, including individual training dollars for Classified Staff. The PDC also acts as the conduit for information, related to Professional Development, to and from Classified Staff for the college community.

### **Article II – Purpose**

The Classified Staff Professional Development Committee shall:

- Create opportunities for classified staff to enhance their professional development.
- Plan professional development activities for the college community.
- Oversee the PDC finances including the evaluation and approval of individual classified staff professional development activities.
- Facilitate communication on Professional Development among the classified staff and increase awareness of the PDC.
- Establish subcommittees as required to carry out the responsibilities of the committee.

### **Article III – Objective**

- The objective is to continue to develop and enhance employee job skills and performance, as well as to support professional growth and job satisfaction.
- All classified staff are eligible and encouraged to participate in the training and development programs and activities.
- The Classified Staff Professional Development Committee (PDC) actively seeks opportunities to co-sponsor training activities with other campus groups to encourage collaboration and broader participation among the college community.
- The Classified Staff Professional Development Committee (PDC) will be supported by Administration and its resources along with any revenue generated as a result of training fees.

### **Article IV – Membership**

- A. The members of the PDC shall consist of a Chair, Vice Chair, Secretary, Treasurer, Training Coordinator, and up to eleven (11) additional members.
- B. Terms for members shall be of two (2) years minimum beginning Oct 1<sup>st</sup>.

- C. Members cannot serve on the PDC for more than 4 years consecutively.
- D. No department can have more than two members on the PDC.
- E. Members must receive supervisor sign off for release time to serve on the PDC. If the employee is denied release time and believes there is no reasonable cause, they may contact Human Resources or a Shop Steward for assistance.
- F. Upon completion of the one-year outlined in Article V. Section B, the Vice Chair shall assume the title and responsibilities of PDC Chair. The vacated Vice Chair position shall be filled by election during the first meeting of the year (early Oct.).
- G. The body shall conduct a campus-wide training and development needs assessment on a regular basis.
- H. The body shall assess survey data to establish priorities for classified training and staff development for a full one-year cycle.
- I. The body shall research and compile resources such as instructors, trainers, speakers and facilitators to meet the identified training priorities.

## **Article V – Duties of PDC Officers and Members-at-Large**

### **A. Chair**

- i. The Chair presides at all monthly meetings of the PDC and performs such other duties as pertain to that office. They may attend, as an ex-officio member, any other subcommittee meetings associated with the PDC. They shall arrange for dissemination of material and information related to professional development that is of concern to the classified staff.
- ii. During the first yearly meeting (early Oct.), the Chair holds an election of PDC Officers. The nominees shall be drawn from the current committee members.
- iii. The Chair is secondary signature authority for PDC budgetary actions. They are responsible for providing written statements to individuals that have been denied PDC Funds, explaining why funds were denied by the subcommittee. Additionally, they shall inform them that they have the option of talking to HR or a Shop Steward if they feel that they should not have been denied.

### **B. Vice Chair**

- i. The Vice Chair assists the Chair and in all ways prepares for his/her term of office.
- ii. In the absence or disability of the Chair, the Vice Chair shall assume the responsibility and perform all the duties of the Chair without prejudice to his/her own pending term of office as Chair.
- iii. The Chair and Vice Chair shall work together to ensure that the Vice Chair is fully prepared for his/her term as Chair.
- iv. Will keep the PDC Committee's web pages up to date.

### **C. Secretary**

- i. The Secretary takes notes at all meetings, sends notes to the committee members for review and approval, and publishes approved minutes on the Classified Listserv.
- ii. The secretary records action items for committee members and sends the list to the committee in a timely manner.
- iii. The secretary keeps the PDC's intranet site up-to-date.
- iv. The secretary maintains a system to compile evaluations of each training program and prepares an annual summary report of programs and the level of success related to program objectives.

### **D. Treasurer**

- i. The Treasurer monitors the PDC budgets. They prepare and assist in preparation of necessary paperwork.
- ii. They maintain records of budget expenditures and provide monthly budget reports to PDC.
- iii. The Treasurer chairs the Budget subcommittee.
- iv. They may assist the Chair with reports.

### **E. Training Coordinator**

- i. The Training Coordinator receives funding requests for individual training. They prepare training requests into emails to be voted on by the PDC body. They notify employees of approval of training requests.
- ii. They assist staff, if necessary, to complete the required paperwork for the Business Office.
- iii. They ensure that the recipients of the funds follow through with a presentation, either in writing or in person, to the committee on what the funds were used for.
- iv. They notify staff at end of year if additional funding is available for expenses not reimbursed and help with completion of paperwork to dispense additional funding (denials are sent by the PDC Chair).
- v. Arranges all on-site training logistics (i.e. food, location, etc.).

### **F. Events Coordinator**

- i) Reserves rooms for any training events planned by the Council. They coordinate with presenter and make sure all logistics are arranged.
- ii) Following the training, they write a report of the event detailing the set-up and arrangements made, the number of attendees, costs, and suggestions for any future event.
- iii) Recruit, as needed, additional classified staff to assist in event planning.

### **G. Members-at-large**

- i. Members-at-large will provide assistance to the PDC as necessary.
- ii. Members-at-large will serve on subcommittees of the PDC (Budget, etc.).
- iii. Members-at-large will to attend PDC committee meetings.

### **H. Administrator/Administrator Liaison**

The Vice President for Human Resources or their appointed liaison serves as the administrative contact for the PDC. They shall provide guidance and support for the PDC as needed/requested.

- I. One member may serve in an ex-officio, non-voting capacity on the C4 Committee.

## **Article VI – PDC Meetings**

- A. Meetings of the PDC shall be arranged by the Chair and held at a time convenient to the majority of the body. The committee shall meet at least once monthly during the academic year.
- B. Meetings of the PDC are open meetings, and all Shoreline CC employees are welcome to attend.
- C. Notice of any PDC meetings shall be given at least five (5) working days in advance; via the Classified Listserv or as early as possible in the event of an emergency meeting.
- D. Classified Staff are encouraged to attend In-Service Day and any other training, informational, and professional development events organized by STTACC, ShorelineCC and/or the PDC.
- E. All members-at-large, the Chair, Vice Chair, Secretary, Training Coordinator and Treasurer are voting members of the PDC. For a vote during a meeting, a quorum of no less than 50 percent of the voting members must be present. To vote on an issue electronically, a quorum of no less than 50 percent of the voting members must respond to the vote.

## **Article VII – Subcommittees**

- A. Subcommittees will be determined as needed (Budget, etc.).
- B. The subcommittees will be responsible for:
  - i. Developing goals and a plan to achieve those goals.
  - ii. Develop a budget and submit it to the treasurer for review and for approval through the College budgeting process, as needed.
  - iii. Reporting progress to the PDC.

## **Article VIII – Vacancies**

- A. In the event of a vacancy in the office of the PDC Chair, the Vice Chair shall assume the duties of the Chair, without change to the length of his/her term of office.
- B. In the event of a vacancy in the office of any PDC officer position, the PDC will elect a new officer from within the committee.
- C. In the event of a vacancy for a member-at-large position, the Chair will notify the Chief Shop Steward about the vacancy.

## **Article IX – ON-SITE TRAINING PROGRAMS PLANNING**

### **A. OVERALL GOALS FOR ON-SITE TRAINING**

The goal of sponsoring on-site training is to offer a variety of programs and activities, to meet the needs of classified employees and other campus groups wishing to expand their job skills and professional growth. The PDC program offerings will be selected based on priorities identified for training needs as shown in regular needs assessments. The objective is to offer the majority of training activities at the Shoreline campus, to strive to reach the maximum number of campus participants.

### **B. DEFINITION OF ON-SITE TRAINING PROGRAMS**

On-site training programs will be defined as those initiated by the PDC, consistent with the program objectives and priorities, coordinated and planned in advance.

### **C. ANNUAL PLAN TO SET THE YEAR'S TARGETED PRIORITIES**

- 1 Generally, during Mid-Spring Quarter, a campus-wide needs assessment will be conducted to learn from classified staff and supervisors the key training needs.
- 2 The PDC will discuss and evaluate the needs assessment information to set priorities for the coming year, which will serve as the framework for planning of training events for Fall, Winter, Spring and the following Summer Quarters.
- 3 All planning for training programs will be coordinated through the PDC. Training programs will be selected based on established priorities according to the highest-ranking training needs and key interest areas identified by the committee in the staff survey/needs assessment.

### **D. QUARTER BY QUARTER PLANNING OF ON-SITE PROGRAMS**

Programs will generally be planned 3 months in advance to allow planning time for: the number of programs to be offered and their scheduling dates, contacting trainers/speakers, negotiating contract agreements, making arrangements for rooms, preparing and distributing publicity, coordinating advance registration, and a number of other associated coordinating activities.

- 1 PDC discusses priorities and needs for the succeeding quarter's training activities, including reviewing the identified priorities, and recommending a balance of program topics.
- 2 PDC considers target dates for programs based on operations concerns and balancing workload needs.
- 3 Research conducted to identify possible trainers, presenters, instructors regarding the possible topic areas selected as potentials for program offerings.
- 4 Chair (or designee) contacts identified trainers, seeks written proposals/program description and assesses the trainer's program content to the desired content, evaluates training cost and the trainer's availability per intended schedule. The PDC collaborates on speaker selections; once identified, negotiates program dates, training content, length, support services that may be provided, fees and related details with assistance of the Administration.
- 5 Chair issues a contract with assistance of the Administrative Services office to trainer in advance of program and gains signed contract prior to any publicity or program activity.

- 6 The PDC prepares program publicity, arranges pre-registration, fee payments (if any), room reservations & set-up, equipment arrangements, photocopying, and other details.
- 7 Program Evaluation Questionnaires will be distributed to attendees to gain information about the satisfaction level of the presenter and the material.

## **Article X – INDIVIDUAL PROFESSIONAL DEVELOPMENT REQUESTS**

### Professional Development Mission

To financially support and enable classified employees to attend professional and personal growth opportunities that will enhance their current or future employment.

### Definition - Professional Development

Professional development is defined as any job-related training, seminar or workshop, including public seminars, continuing and community education programs, conferences, vocational training or college classes and/or related expenses.

### Criteria For Application And Review

Requests for professional development funding will be considered for work-related job skills training or job-related development opportunities. Funding is normally limited to a maximum of \$250 per fiscal year. However, there may be an exception to the \$250 limit if the request is to attend a conference. If the conference funding request is approved, the dollar limit may be increased to a yearly maximum of \$300. If additional funding is available at the end of the academic year and a person's conference expenses exceed the \$300 limit or their training expenses exceed the \$250, they may apply for additional reimbursement based on previously approved and documented expenses.

#### **A. Procedure for Submitting a Training Request**

- 1) Employee completes a "Professional Development Request" form providing the necessary information. PDR form should be made available on the SCC Intranet.
- 2) Request will be submitted to the Training Coordinator who will prepare a voting email.
- 3) If the request is approved, the employee will be notified within one week by the Training Coordinator. If the request is denied, the Chair will respond in writing within one week with the reasons.

#### **B. Criteria for Evaluating Requests**

- 1) Did employee provide all of the needed information? (if not, send back)
- 2) Does the program/workshop/conference support training related to current job or job-related growth?
- 3) If this is a program that has been/will be offered on-site; does the program offer significantly greater depth to justify going off-site?

- 4) Is there funding available per the training program guidelines?
- 5) Has this employee attended training during the past 12 months and exceeded the maximum limit per fiscal year?
- 6) If a previous PDC fund recipient, has the employee met oral/written presentation obligations?

C. Follow-Up After Training

- 1) Employee will send reimbursement paperwork to Training Coordinator for processing.
- 2) Employee will present a report to the PDC either verbally or in writing detailing the value of the training they received.

## **Article XI – OUTSIDE TRAINING PROPOSALS**

The Classified Staff Professional Development Committee will consider unsolicited offerings of training programs from third parties, based on priorities identified for training needs as shown in regular needs assessments. No trainer can be sponsored by the training program if this presents a conflict of interest for the trainer and/or the College. All proposals are routed to the Chair, who will assess the proposal and gather additional information, if needed. If the proposal aligns with the identified training program objectives and priorities, the information will be brought forward to the PDC for consideration.

## **Article XII – SHORELINE COMMUNITY COLLEGE PARTICIPATION IN STTACC**

Shoreline Community College will maintain active liaison with the association, Staff Training for Technical and Community Colleges (STTACC). Every two years, the PDC will coordinate a campus-wide nomination process to select at least two (2) classified staff members to serve as the College's STTACC representative. Priority will be given to those who have not previously attended. The role and responsibility of the STTACC campus representatives will be:

- Act as liaison between Shoreline Community College and the STTACC association; be the contact with the STTACC Region C coordinator; and notify the campus when the STTACC Chat is posted online.
- Attend the Region C annual meeting as a representative of SCC, if available, or recommend an alternate.
- Attend the State annual STTACC convention, if available, or recommend an alternate.
- Maintain ongoing contact with the Region C STTACC coordinator.