

DISTRICT PROFESSIONAL DEVELOPMENT COMMITTEE SCOPE



I. Staff Development Committee Scope

Mission Provide broad-based input of staff needs and coordinate staff development activities for District employees. Encourage innovation in and longevity of commitment to quality professional development.

Vision The District Professional Development Committee will provide opportunities that enable all DO/FM/WED staff to enhance their professional and personal growth to reinforce the District themes in the Los Rios Strategic Plan.

Goals Determine the staff development needs of all DO/FM/WED employees. Provide activities and learning opportunities to meet the identified needs of employees that contribute to their continuous professional growth and that add value and skills in their present positions. Communicate staff development information to all staff and encourage a commitment to life-long learning activities.

II. Strategic Plan Themes

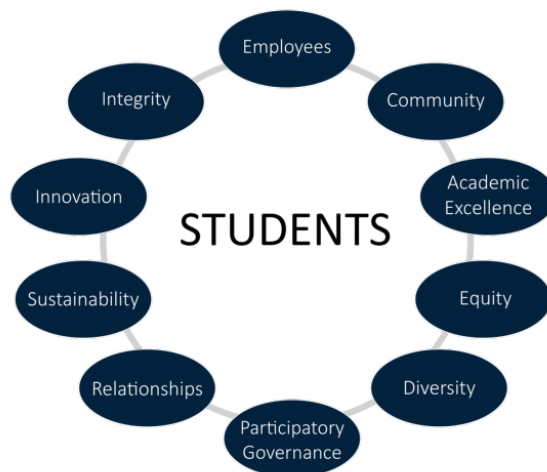
Mission The Los Rios Colleges provide a vibrant learning environment that empowers all students to achieve their educational and career goals.

Vision To transform the lives of students and enhance the vitality of our region.

Goals

1. Establish effective pathways that optimize student access and success.
2. Ensure equitable academic achievement across all racial, ethnic, socioeconomic and gender groups.
3. Provide exemplary teaching and learning opportunities.
4. Lead the region in workforce development.
5. Foster an outstanding working and learning environment.

Values:



III. District Staff Development Committee Responsibilities

- A. Attend regularly scheduled professional development committee meetings.
- B. Determine approval for professional development expenditures according to the following guidelines:
 - 1. Improvement of Teaching
 - 2. Maintenance of current academic and technical knowledge and skills
 - Any activity which supports a staff member's ability to maintain currency in the knowledge base and technologies that underlie their work assignment.
 - 3. In-service training for vocational education and employment preparation programs.
 - 4. Retraining to meet changing institutional needs.
 - 5. Inter-segmental exchange programs.
 - Exchange of information and personnel among high school and the higher education segments.
 - 6. Development of innovations in instructional and administrative techniques and programs effectiveness.
 - 7. Computer and technological proficiency programs.
 - Opportunity for computer literacy and advanced technological competency for all staff.
 - 8. Course and training implementing affirmative action and upward mobility programs.
 - Courses and training on equity, social justice and unconscious bias; and programs which encourage and support staff upgrading.
 - 9. Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including, but not necessarily limited to, programs designed to develop self-esteem. (source: AB 1725, section 3b)

IV. Committee

- A. Composition: The District Professional Development Committee will be composed of the following:
 - 1. Director, Human Resources & Support Programs
 - 2. Five (5) representatives from any non-management unit (LRCEA, LRMA, SEIU, Confidential), if possible, from each of the following locations and/or departments:
 - Facilities Management (FM)
 - Workforce and Economic Development Center (WED)
 - District Office – Business Services/Fiscal
 - District Office – General Services
 - District Office – Information Technology
- B. Responsibilities: Committee members are expected to do the following:
 - 1. Committee members attend regularly scheduled committee meetings.
 - 2. Determine approval for individual staff development awards from LRCEA, LRSA and SEIU applicants.
 - 3. Inform others in department/area of staff development activities.
 - 4. Solicit ideas from department/area for staff development activities and newsletter items and prepare draft content.

5. Work on sub-committees, as needed.
 6. Assess staff development needs and provide input to staff development plans.
- C. Terms: The representatives will have staggering terms of two years. Representatives may serve additional consecutive terms. The Director, Human Resources & Support Programs is appointed to the committee on an on-going basis.
- D. Scheduled Replacement: Each representative will consult with their administrator to either continue in their representative role or to find a replacement prior to the end of the term. The name of the replacement representative will be provided to the committee chair one month before the new representative begins the term. The new representative will obtain supervisor approval prior to the start of the two-year term.
- E. Unscheduled Replacement: When a committee member cannot complete a full term, they will recommend the appointment of a replacement to the area administrator for the remainder of the term. The new representative will obtain supervisor approval prior to the start of the term to be completed.

V. Guidelines for Authorization of Individual Awards

A. Allowable

1. The activity is fundable under the guidelines listed.
2. The proposal meets goals and objectives of the District Office, Facilities Management, and/or Workforce & Economic Development departments.
3. Availability of funds.
4. Applicant completes a *District Professional Development Funds Application* form with required supporting documentation.
5. A completed *District Professional Development Funds Application* has been approved by the immediate supervisor and appropriate department manager.
6. Funding opportunities are subject to the stipulations identified in LRCEA Article 16 Professional Growth and Career Development, SEIU Article 16.2 Professional Growth, and LRSA 5.9 Professional Growth.
7. Types of Activities
 - Workshops/classes/conferences, webinars attended by individuals.
 - Workshop/classes offered to DO/FM/WED staff in-house.
 - Departmental workshops/classes.
 - Other staff development tools: videos, newsletters, CDs, books, etc.
 - District-wide training activities.

B. Specific Guidelines

1. Funding may be awarded up to \$500 per day up to \$1,000 per event with up to \$250 additional for in-state travel and \$500 additional for out-of-state travel.
 - In-state: Someone attending a multi-day, in-state conference would be eligible to receive up to, but not over, \$1,250.
 - Out of state: Someone attending a multi-day, out-of-state conference would be eligible to receive up to, but not over, \$1,500.
 - Funding may be awarded up to, but not over, \$1,500 annually, per person.

2. First come, first served until funds are depleted.
3. Application must be approved prior to the beginning of the professional development activity by the District Professional Development Committee.

C. Application Process

1. Obtain an application (see Appendix A) at the Human Resources/Training web page.
2. Part I: Applicants complete this section and submit to their immediate supervisor.
3. Part II: Approved applications are signed by the employee supervisor and department manager.
4. Part III: LRSA members must obtain prior approval from the LRSA District representative.
5. Required support documentation.
 - Copy of the brochure, flyer, or event description.
 - Registration information.
 - Hotel, flight, and other pertinent information.
 - An approved LRCCD Travel Authorization/Reimbursement Claim.
6. Submission. Completed applications are sent to the District HR Director.

D. Approval Process

1. Upon receipt of an application, the District HR Director will prepare a summary email to committee members using the *Request for Professional Development Funds* template (see Appendix B). Note: Individual names are left off the form.
2. Committee will check the appropriate box to indicate their approval recommendation.
3. Upon receipt of the replies, the District HR Director will prepare a completed *Request for Professional Development Funds* form and send it to the applicant and the supervisor and department manager.
4. The HR Director signs the Travel Authorization showing approval and assigns a budget code. The complete packet is then returned to the applicant.
 - a. LRCEA: GENFD 5200 11 DO.VH.TRNG 67500 00000 YEAR 051E
 - b. LRSA: GENFD 5200 11 DS.VH.PERS 67500 00000 YEAR 051E
 - c. SEIU or Confidential (Or LRSA/LRCEA if their budgets are depleted):
GENFD 5200 11 DO.VH.TRNG 67500 00000 YEAR 047C
GENFD 5200 11 DO.VH.TRNG 67500 00000 YEAR 101L

VI. Appendix A: Application

VII. Appendix B: Summary to Committee Members



Summary: The following request has been deemed eligible for staff development funds. Please click on the box under Action Requested to indicate your support. Please return to me at your earliest convenience.

REQUEST FOR PROFESSIONAL DEVELOPMENT FUNDS

Employee Name:	
Present Assignment:	
Location:	
Date of Activity:	
Activity:	
Total Cost:	\$
Requested Amount:	\$

	Yes	No
Job related?	<input type="checkbox"/>	<input type="checkbox"/>
AB 1725 eligible?	<input type="checkbox"/>	<input type="checkbox"/>
Manager request?	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor approved?	<input type="checkbox"/>	<input type="checkbox"/>
Application complete?	<input type="checkbox"/>	<input type="checkbox"/>
First request from this employee this year?	<input type="checkbox"/>	<input type="checkbox"/>
First request from this department this year?	<input type="checkbox"/>	<input type="checkbox"/>
Action Requested: Do you support this request?	<input type="checkbox"/>	<input type="checkbox"/>

VIII. Appendix C: Notice to Applicant

Dear name of applicant,

Thank you for your request for professional development funds to attend a training in _____. Your request has been approved. Your request has been processed and your approved request and original Travel Authorization are attached.

REQUEST FOR STAFF DEVELOPMENT FUNDS

Employee Name:	
Present Assignment:	General Services/Purchasing 2
Location	Sacramento
Date of Activity:	9/11/18
Activity:	Community College Facility Coalition Annual Conference
Total Cost:	\$445
Requested Amount:	\$445

	Yes	No
Job related?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AB 1725 eligible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manager request?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisor approved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application complete?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
First request from this employee this year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
First request from this department this year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Action Requested: Do you support this request?	<input checked="" type="checkbox"/>	<input type="checkbox"/>