

Staff Development Committee Operating Agreement
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Purpose:

The committee will review and recommend requests for employee professional development and training. Recommendations are forwarded to college president for approval.

Jurisdiction:

Staff Development Committee is a campus committee that contributes to/oversees disbursement of funds to facilitate professional development.

Product:**Composition:**

5 Faculty Representatives Appointed by Academic Senate
1 Administrator Appointed by College President
1 Classified Management Appointed by Classified Senate
1 Classified Employee Appointed by Classified Senate
3 Classified Employees Appointed by CSEA
The committee shall elect a chair at the first meeting of the year

Meeting Schedule:

The Staff Development Committee develops a schedule of meetings each year and notifies faculty and staff of the deadlines for submitting staff development funding requests.

Quorum:

The required quorum is a 50% + 1 of the membership assigned (unfilled positions do not count towards or against quorum) to the committee.

Operating Procedures:

- The committee chair will collect staff development funding requests and provide copies for each member to review.
- The committee members review staff development funding requests and discuss each request.
- Committee members will each volunteer for note/minute taking.
- The committee chair asks for a motion to approve or deny each request. Once a motion is made and seconded, the committee chair calls for a vote of all members.
- The committee chair notifies the requestor if staff development funding was approved or denied.
- In the event the committee cannot meet in person, proposals may be reviewed and approved through electronic communication.
- The Reedley College Academic Senate will be guaranteed up to \$6,000 of Staff Development funds per year to send 2 representatives to each ASCCC Plenary and representatives to ASCCC sponsored institutes.

- Individuals are capped at \$1500 for the fiscal year (July 1st-June 30th).
- Any committee member presenting a staff development proposal on behalf of himself/herself shall be recused from voting on this proposal. A proxy can be appointed by the designated constituency.

Reedley College Strategic Goal(s):

1. Excellence in Education
 - a. Instructional Services
 - b. Student Services
2. Institutional Effectiveness
 - a. Foster Student Success
 - c. Engage in collaborative and integrated planning
 - d. Intentionally pursue inclusion
 - e. Maximize resources (financial and other)

Subcommittee(s):

The role of the Madera Community College Center/Oakhurst Community College Center subcommittee is to develop expertise in its defined area and make appropriate recommendations to the full committee on all matters under the jurisdiction of the Reedley College Staff Development Committee. Should the Madera Community College Center/Oakhurst Community College Center subcommittee receive separate funding, the allocation of that funding shall be the purview of the subcommittee. The subcommittee will maintain a balanced composition that includes no more than one member each from Academic Senate, California School Employees Association, Associated Student Body, and Administration as voting members of the committee.

Other: