

**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.

