

CSEA CLASSIFIED STAFF DEVELOPMENT PROPOSAL OUTLINE Fall 2014

INTRODUCTION:

At the request of Dr. Viar, CSEA convened an ad hoc task committee of 5 classified staff to research the needs, content, and structure of classified staff training. Preliminary research was conducted among the 14 community colleges that the District and CSEA regularly survey as part of the collective bargaining process. The following is a basic outline of basic suggestions developed from those findings, along with a suggested outline of how such a program might be initially coordinated and implemented. This outline has been reviewed by the CSEA Executive Board, as well as the CSEA negotiations team.

The ultimate goal of the proposal is to better serve the needs of the District and students. A changing workplace and more limited funds also bring increased requirements for productivity, creativity, and collaboration among work areas. Staff will need updated, relevant, and regular trainings to contribute effectively and proactively to this need.

MISSION STATEMENT:

The Classified Staff Development Program is systematically designed and evaluated to develop, acquire, and maintain skills among all classified staff as an essential component of the superior student service and support at GCC.

DEFINITION OF STAFF DEVELOPMENT:

Staff development is a planned learning program, activity, or experience that has the major purpose of increasing or maintaining employees' job-related knowledge and skill in order to contribute to the employees' abilities to: effectively carry out his/her job duties and responsibilities, provide positive reinforcement and enhancement to morale, self-efficacy and improvement, and upward or outward mobility. *(Adapted from Riverside Community College District, Classified & Confidential Staff Development Program.)*

PERSONNEL:

Classified Staff Development Coordinator Position (CSDC) –

Experience with the Staff Development program as it has existed for many years demonstrates that dedicated time, involvement, and skill are needed to implement staff development programs.

The ad hoc committee for this outline and CSEA leadership therefore recommend that the college invest in selecting and hiring an existing classified staff member with a specific scope of work to coordinate this program. An internal classified staff member would also have the history and experience of working within GCC and having an appreciation for the needs and purpose of training.

The major function of the CSDC position would be to provide a direct conduit to the needs of the District as well as classified staff, and to focus on development, coordination, and maintenance of the program on a weekly basis.

The Classified Staff Development Coordinator (CSDC) would work directly and on a regular basis with the Human Resources Associate Vice President and the CSEA leadership to plan the priorities, content, and a calendar of activities for classified staff during each fiscal year.

The CSDC could be a Release Time/Extra Pay position. Suggested time allowance for the pilot phase of the program would be 8 hours/week or 20% release time.

PROGRAM IMPLEMENTATION:

Classified Staff Development Needs Survey and resulting coordination of findings-

As part of his/her scope of job responsibility, the CSDC will develop informal and regular communication with classified staff to evaluate and assess training needs and gather feedback.

During the spring semester of each year, the CSDC will develop and circulate an annual survey from classified staff. The purpose of this survey would be to systematically assess training needs and collect feedback.

Results of the survey would be discussed with a Classified Staff Development Committee comprised of 3 to 6 members classified staff from the areas of Instruction, Student Services, and Administrative Services. The committee would be co-chaired by the CSDC and the Associate Vice President of Human Resources who will represent the District's needs and priorities. The committee will subsequently identify needs and priorities for the following fiscal year.

The Staff Development Committee, the AVP, and the CSDC will complete an annual training calendar, including presenters, content, and dates during the summer months. Annual events that currently exist will also be included on this calendar: Classified Institute Day in the fall, Classified School Employees Week, and the Classified Retreat in the spring.

PRIORITIZATION AND CONTENT:

Prioritization determined by the Staff Development Committee will dictate initial and subsequent offerings. The list below represents suggested categories, as compiled by research conducted for this proposal. The categories offer room for development of many topics, and is not by any means conclusive:

- Technological (ex. MyGCC, PeopleSoft, web design, etc.)
- Career Development and Transition (mentoring, job shadowing, cross-training, entrepreneurship, career assessment and preparation)
- Legal Compliance and Ethical Issues (ex. child abuse/neglect reporting, sexual harassment)
- Personal Finances (ex. Financial planning, retirement planning)
- Team Building (ex. work location teams, campus teams)
- Relational and Leadership Skills (ex. conflict management, effective communication in speech and writing, meeting skills)

- Work and Life Wellness (ex. Relaxation techniques, healthy breaks, stress reduction)
- Customer Service Skills: Internal and External
- Understanding Needs of Our Students
- Equity, Diversity, and Cultural Sensitivity
- Change Management – personal and organizational
- Educational Development and Completion (other options such as auditing GCC courses and beyond what is currently in the CSEA/District contract.)

All activities coordinated through the Staff Development Program will earn Classified Professional Growth Units (CPGU) units for staff participants.

METHODS OF DELIVERY:

Classified Staff Development workshops and activities will be available at a number of venues: on-campus, off-campus, online, or through other contracted methods.

BUDGET:

The district shall provide \$15,000 each year for campus-based classified professional development activities. This includes expenses for Classified Retreat, Classified School Employees Week, and Classified Institute Day. Depending on any increases in Staff Development funding from the state, CSEA may request additional funding from the District.

Training activities will be either offered free (if mandated by the District for all personnel), or through arrangement with external or internal providers. Some activities may be fee-based. There may be additional opportunities for fundraising or through other sources.