

# Classified Staff Development

Classified Senate

Cañada College

10/29/07



# Classified Staff Development Opportunities

The SMCCCD recognizes that the quality of its educational offerings and services is enhanced by the professional growth and development of its employees.

- District
- MOT (special initiatives)
- Independent Classified Fund

# District



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

- All permanent classified employees who have completed the required probationary period (6 months) are eligible to participate.
- Each Classified staff member can access up to \$325.00 each fiscal year to attend conference(s)/workshop(s).
- Each classified staff member can receive up to \$700.00 for tuition (including classes, books etc.) per fiscal year. The requirements are that the class must be related to the position or towards a degree and a grade of C or better must be received unless the class is pass/fail only.
- These funds are available on a first-come, first serve basis. All requests must have the necessary documentation and approvals.
- Stephanie Bergren processes the applications for Cañada College.



## San Mateo County Community College District Staff Development Program

Office of Human Resources 3401 CSM Drive San Mateo, CA 94402 (650) 574-6553

### Classified Staff Development

The San Mateo County Community College District recognizes that the quality of its educational offerings and services is enhanced by the professional growth and development of its employees. The Classified Staff Development Program is intended to provide opportunities to attend classes and workshops that will promote outstanding District departments, programs and services, while fostering the creativity, personal growth and advancement of our employees. Through our staff development opportunities we hope to create a positive climate of open communication, mutual respect and appreciation for the advantages of a diverse community.

#### Highlights:

- Permanent Classified employees who have completed the required probationary period are eligible to participate.
- The CSD Program was established in 1985 and has since supported the advancement and learning of hundreds of employees.
- On-line reimbursement forms are available for convenient download from your computer at <http://smcweb.smc.ccd.net/portal/> under Human Resources.

#### Campus Contacts:

District Office  
Megari Ezebeki X6822  
ITS  
Becky Winchester X6333

Facilities  
CSM - Pam Emmons X6113  
Skyline - Belinda Ho X4115  
Cañada - Tatiana Degal X3276

College of San Mateo  
Kathy Chaika - Conference  
X6209  
Jeanne Stalker - Tuition  
X6495

Skyline College  
Theresa Tentis  
X4331

Cañada College  
Stephanie Bergren  
X3204

### Conference Reimbursement

Employees are encouraged to attend work-related professional conferences, workshops and/or seminars.

Reimbursement up to a maximum of **\$325** per conference workshop per each fiscal year may be made.

If you are interested in attending a workshop, complete the Application for Workshop and Conference Attendance well in advance of the date of the event, and obtain your supervisor's approval. The application should then be forwarded

to the District Office, Office of Human Resources. HR will process the request for reimbursement after submission of Statement of Conference Expense form **no later than 30 days after the conference**, via proper CSD campus contact.

*Additional funds may be available from your college.*

### Tuition Reimbursement

Employees who successfully complete approved college coursework towards a degree may be eligible for funding through the tuition reimbursement program. The program is intended to support employees who wish to upgrade their skills and/or complete a college degree program at an accredited institution.

Employees may be reimbursed for tuition,

books and related expenses (not including meals or mileage) for a **maximum** reimbursement of **\$700** in a one year period (July 1 through June 30). Reimbursement will be made upon satisfactory completion of approved coursework with a grade of C or better.

Interested employees should complete a Tuition Reimbursement application before starting

their class work and obtain the approval of their supervisor and administrator. The application should then be forwarded to the District Office, Office of Human Resources. **No later than 30 days after completion of the class**, submit Request for Tuition Reimbursement form with attached receipts and final grades to your proper CSD campus representative who will approve and send the form to HR

Classified Staff  
Development Policy  
found on the Downloads  
where other Classified  
Staff Development  
Forms are located.

# Classified Independent Fund/Donation

- An independent fund was set up by Ileana Gadea for the purpose of having classified staff come together as a group and receive a training/workshop on an agreed topic of interest. The current amount in this fund is \$700.

# Other Funds



- Special Interest
  - Museum of Tolerance (MOT)- twice each year, each college sends members of their community to a two day training at the Museum of Tolerance in Los Angeles, CA. This opportunity is open to all classified staff.
  - One Time Only - SB 1131
    - This fund gave the district a dollar amount to be divided between the three colleges. This funds professional development for both classified/faculty. The fund has very limited restrictions. Cañada Classified Senate has the discretion to decide how to best use this money to serve the training needs of the classified staff.
    - Proposing we split Cañada's portion of funds by FTE; classified would receive \$7,313; faculty \$8,206 and administrators \$962

# Q&A



- Questions and Answers
- Suggestions