

Pierce College Professional Development Committee Charter

I. Statement of Purpose

The purpose of the Professional Development Committee is to establish a strong professional development component at Pierce College. We believe that professional development is inclusive of all employees in accordance with the California Education Code definition; and it exists to create a continuum of strategic professional development opportunities that are appropriately supported and aligned with the mission of the college. We also adhere to state and local agreements, ensuring all collective bargaining agreements and state laws are carried forward within the practice and procedures related to professional development.

II. Mission

The mission of the Los Angeles Pierce College Professional Development Committee is to improve and sustain the professional growth for all employees through learning opportunities that continue to support the institution's strategic goals.

III. Responsibilities

- a) Establish guidelines and procedures for the College professional development activity proposals.
- b) Propose and develop professional development opportunities that align with the mission of the college.
- c) Evaluate the effectiveness of the College professional development activities and make recommendations for improvement.
- d) Review and evaluate the implementation and completion of the College professional development plan.
- e) Review and revise charter as needed.

IV. Composition

a) Committee Co-Chairs

- i. The committee shall have two co-chairs who will be elected from the membership.
- ii. Each co-chair will serve a two-year term from July 1 through June 30.
- iii. The co-chairs' terms shall be staggered, such that a new co-chair is elected each year.
- iv. Voting for the co-chairs will occur via secret ballot at a meeting from April through June.

b) Voting Members

- 1 - Academic Senate Representative
- 2 - AFT Faculty Guild Local 1521 Representatives
- 1 - Administration Representative – Appointed by the President or designated proxy

Pierce College Professional Development Committee Charter

- 1 - Associated Student Organization Representative
- 1 - Teamsters Local 911 Representative
- 2 - AFT College Staff Guild Local 1521A Representatives
- 1 - S.E.I.U. Local 99 Representative
- 1 - S.E.I.U. Local 721 Supervisor Representative
- 1 - Building and Construction Trades Council Representative
- 1 - Professional Development Coordinator
- 1 - Unrepresented Managers and Confidential Employees Representative

c) Term of office

- i. Each constituent group shall select representatives for their group to serve a two-year term. At the end of the one-year term, the constituent group shall appoint a representative to the committee.
- ii. There are no maximum number of terms an individual person can serve but they must be officially appointed by their constituent group at the end of each term.
- iii. Members' terms end at the conclusion of the June meeting and begin at the next meeting following the June meeting.
- iv. Each constituent group shall determine the method by which representation shall be selected.

V. Procedures and Operations

a) Quorum

- i. Quorum is reached at 50% plus one (1) of voting membership. A proxy may be designated if a member will be absent from a meeting.
- ii. If a constituent group has not forwarded a representative for the committee, the absent constituent group representative shall not be counted towards quorum.
- iii. If the committee meets on a date that falls outside the fall or spring academic semesters, the Associated Student Organization representative will not be counted toward quorum.

b) Attendance

- i. Members should attend all CPDC meetings.
- ii. A proxy will be permitted to vote as long as the member notifies the co-chairs of the substitution prior to the commencement of the meeting.
- iii. If a representative misses more than two meetings during any semester without appointing a substitute who attends in their place, the constituent group will be notified in writing by the co-chairs so it may take action to ensure its interests are fully represented.

Pierce College Professional Development Committee Charter


- c) General Business Meetings
 - i. Meetings will be held on a monthly basis. Special meetings may be called.
 - ii. Robert Rules of Order: All meetings shall be conducted under Robert's Rules of Order.
 - iii. Posting of agendas and minutes: agendas and minutes will be posted online and distributed electronically.
 - iv. Anyone may submit discussion items and action items to the co-chairs for consideration at any time. Action items submitted after the agenda has been distributed will be considered for the next meeting.
- d) Amendment of Charter
 - i. Any member of CPDC may propose amendment to this Charter at any time.
 - ii. Proposed amendments must be submitted in writing to the co-chairs, who will add it to the next meeting agenda.
 - iii. An amendment becomes part of the Charter, or replaces part of this Charter, after two thirds of quorum approves and it is approved in writing by the College President.

VI. Reporting and Decision Making

- a) College Professional Development Committee reports to the College President.
- b) Motions receiving a majority of votes (50% plus 1 of quorum) will be carried forward as recommendations to the College President.

Approved by CPDC on September 13, 2018

Approved by:



Dr. Lawrence Buckley, Interim President

10.9.2018

Date

