

Classified Professional Development & Travel Funding Subcommittee

June 29, 2026

Approved by: Johanna Fisher, AVPHR



I. Purpose and Scope:

This process establishes a consistent and equitable method for classified employees to request and access professional development funding, including travel and skill-based training opportunities.

Professional development funds are intended to support activities that follow:

- Individual travel and training requests
- District-sponsored in-service training opportunities

The goal is to support employee development while maintaining transparency, consistency, and alignment with District operational needs.

II. Funding Overview

Professional development funds may be used for:

A. Individual Professional Development

Conferences
External training programs
Skill-based learning opportunities

B. District-Sponsored In-Service Training

On-campus or virtual training sessions
External trainers or facilitators brought in by the District

Funds may not be used for degree programs or courses intended to meet professional growth program requirements.

III. Classified Professional Development Subcommittee

IV.

To support planning, transparency, and ongoing review of professional development resources, the District has established a Classified Professional Development subcommittee, which serves as a subcommittee of the Institutional Effectiveness and Development Committee (IEDC).

Subcommittee Membership

The Subcommittee consists of:

Associate Vice President of Human Resources (Chair)
Senior Human Resources Analyst

Associate Dean of Institutional Effectiveness
Two designated classified employee representatives
Executive Assistant to the AVP of Human Resources

Roles and Responsibilities of Subcommittee

Members:

Associate Vice President of Human Resources (Chair)

- Provides overall leadership and oversight of the program
- Ensures compliance with District policies and applicable regulations
- Facilitates committee meetings
- Final review/approval authority
Reviews recommendations and makes final determinations on individual funding requests.
- Ensures equitable and consistent application of review criteria

Senior Human Resources Analyst

- Supports review of program data and funding utilization
- Assists in evaluating requests for alignment with established criteria
- Helps identify trends, gaps, and program improvements
- Reviews funding requests for alignment with established professional development criteria and available funding and provides analysis to support recommendations.

Associate Dean of Institutional Effectiveness

- Provides leadership in the Associate Vice President of Human Resources' absence.
- Provides data-informed analysis to support planning and decision-making
- Assists with evaluation of participation trends and program outcomes
- Supports alignment of professional development efforts with institutional priorities
- Reviews funding requests for alignment with institutional priorities and professional development criteria and provides advisory input to support recommendations.

Classified Employee Representatives (2)

- Provide input on classified staff professional development needs
- Review funding requests for alignment with professional development criteria and provide recommendations to Human Resources
- Participate in annual planning and prioritization discussions

- Assist in identifying training gaps and areas of interest
- Support transparency by reviewing overall program utilization and participation trends

Executive Assistant to the AVP of Human Resources

The Executive Assistant provides coordination and administrative support, including:

- Preparing meeting agendas and maintaining official notes
- Coordinating logistics for District-sponsored training opportunities
- Assisting with procurement processes, including purchase orders (POs)
- Coordinating scheduling and communication with external trainers or facilitators
- Supporting implementation of approved professional development activities

V. Annual Planning and Monitoring

Budget Allocation

At the beginning of each fiscal year, the Classified Professional Development Subcommittee

will:

- Review the total professional development budget
- Identify District priorities for employee development
- Discuss classified staff development needs
- Determine how funds will be allocated across:
 - External training including travel expenses
 - District-sponsored in-service training

This process supports participatory governance by incorporating classified staff input into planning and resource allocation at the program level.

Ongoing Monitoring and Review

The Classified Professional Development Subcommittee will meet monthly, or as needed, to:

- Review professional development funding requests for alignment with established criteria and provide advisory recommendations to Human Resources.
- Review overall utilization of professional development funds.
- Monitor access to and participation in professional development opportunities across departments.
- Identify trends, gaps, and areas of need.
- Provide input regarding future professional development opportunities and priorities.
- Review post-training reports submitted by employees who received professional development funding.

These meetings are intended to support transparency, equitable access, accountability, and continuous program improvement.

Subcommittee Voting Process

All professional development funding requests reviewed by the Subcommittee shall be subject to a vote of the members present. Each member may vote:

- **Yea** (approve)
- **Nay** (deny)
- **Abstain**

Recommendations shall be determined by a simple majority vote of Subcommittee members in attendance.

VI. District-Sponsored In-Service Training

Identification of Training Needs

Training topics may be identified through:

- Subcommittee planning discussions
- Classified staff and supervisor input
- Human Resources assessment of District needs

Training Delivery

- Contract with external trainers or facilitators
- Utilize internal subject-matter experts
- Participation expectations (voluntary or required) will be communicated in advance.

Recommendations for District-Sponsored Training

Classified staff or Administrators may submit recommendations for district-sponsored training by emailing Executive Assistant to the AVP of Human Resources with the proposed topic, purpose, and suggested training provider. The submitted recommendations will be added to the Classified Professional Development Subcommittee agenda for discussion

VII. Individual Travel Request Process

Request Form

All requests must be submitted using the following form:

[Professional Development](#)

To utilize the professional development fund individually employees must complete the follow steps:

1. Employee completes the Professional Development / Travel Request Form and submits it to their supervisor. Supervisor must approve before moving forward.
2. After supervisor approval, the employee submits the request for [professional development forms](#).
3. The Classified Professional Development Subcommittee reviews the request based on established criteria and available funding.
4. Subcommittee members will vote on the request.
5. Human Resources notifies the employee of the decision and processes approved requests.
6. Complete the [travel request form](#) with all required documentation.
7. Complete Post- Training Requirement.

VIII. Post-Training Reporting Requirement

Employees who receive professional development funding are required to submit a post-training report within 30 calendar days of completing the training, conference, workshop, or event.

The report may be submitted in a format that best reflects the learning experience, including but not limited to:

- Written outline or summary.
- PowerPoint presentation.
- Training notes or handouts.
- Department presentation materials.
- Other documentation approved by the Subcommittee.

The purpose of the report is to demonstrate the knowledge, skills, and information gained and how the training may benefit the employee, department, or District.

Submitted reports will be reviewed by the Classified Professional Development Subcommittee at its next regularly scheduled meeting as part of the Subcommittee's ongoing evaluation of professional development outcomes and program effectiveness.

IX. Review Criteria

Requests are evaluated using the [Classified Professional Development Rubric](#) and based on:

- Alignment with job duties
- Benefit to department or District operations
- Cost reasonableness
- Equitable distribution across employees and departments