I. Statement of Purpose

The Staff Development Committee ("SDC" or "Committee") supports the mission of Honolulu Community College ("HCC") by providing a program that will enhance the personal and professional knowledge, skills, and abilities of Civil Service and APT employees. The SDC recognizes the staff as an integral part of the fabric of campus life, and endeavors to ensure that its people are engaged, productive, and motivated. The SDC operates as an attached agency of the Staff Senate Executive Committee ("SSEC") under Article 7, Section 4 of the SSEC Bylaws.

Key Tasks and Responsibilities of the Committee:

A. Provide opportunities to develop workplace skills and support career advancement
   - Provide direct financial assistance in full or in part to staff training requests in accordance with established criteria
   - Plan and conduct meetings, workshops, or conferences that will benefit the entire staff or large components of the staff population
   - Develop other programs in support of career pathways within the College, UHCC System, and University

B. Demonstrate the value of staff to the College
   - Support College efforts to raise awareness of the institution and its programs
   - Plan and conduct service projects that benefit community groups in surrounding areas
   - Encourage informal discussions on various topics (e.g. safety, campus beautification, etc.) to build communication networks within and between campus constituencies
   - Raise awareness of various staff position responsibilities and excellence via newsletter and other modes of communication

C. Promote personal growth of employees
   - Plan and conduct social events to build camaraderie among College employees
   - Plan and conduct workshops and other activities

D. Direct financial stewardship of staff development
   - Seek to expand dedicated College funding for staff development
   - Plan and conduct fundraising activities to support all staff development objectives, including supplementing general fund professional development where appropriate as determined by the Committee
   - Explore possibilities for additional funding or to leverage existing funds by partnering with other groups

It is imperative that the SDC remain flexible in its approach to both budget and operations to respond to changing circumstances, opportunities and obstacles alike, while maintaining transparency and integrity in its decision-making processes.

II. Scope of Authority

- The Committee has the authority to establish timelines, deadlines, and activities under its jurisdiction (e.g., pro forma budgets, staff training awards, fundraising, etc.) with final approval by the Chancellor.
- The SDC may establish ad hoc subcommittees or task forces for specific issues with a limited time frame.
- The SDC will periodically update the SSEC on its planned and completed activities, and to College leadership and other campus committees where applicable.
III. Membership

- Two (2) members from SSEC (any sector)
- Four (4) members from staff-at-large

IV. Operating Procedures

- The SDC will meet as often as deemed necessary by the Chair.
- The Chair will collect input to create meeting agendas and ensure completion of identified tasks and responsibilities.
- SDC members are responsible for bringing to the Committee their energy and commitment to staff development and the investing the requisite of time to support SDC.
- Committee decisions are consensus-oriented and made according to SDC Bylaws; unity is valued above unanimity.

V. Documentation/Communication

- An agenda will be distributed by the Chair to SDC members prior to each meeting.
- The Recording Secretary will distribute a draft of the minutes via email to SDC members for review and revision.
- The Recording Secretary will post approved meeting minutes and any other relevant documents produced by the committee in a designated area of the HCC intranet site.
- The Treasurer will produce a financial report detailing the income and expenditures of the SDC, including its UH Foundation account and funds from other sources.
- The Chair will produce and distribute to the SSEC Chair an annual summary of SDC accomplishments, incorporating the Treasurer's financial report and an assessment of the Committee's effectiveness.