

**STAFF AND ORGANIZATIONAL DEVELOPMENT****A. Goal**

District Human Resources and Organizational Development, in accordance with Board Policy 1013, shall work cooperatively with various colleges and District departments in an effort to share resources and to standardize processes in the area of staff and organizational development in order to serve employees and consequently improve student services.

**B. Procedures**

- 1.1 District Human Resources shall chair the District Staff Development Committee, and will coordinate and strategize on Districtwide and college specific staff development initiatives. Members of this committee shall include representatives from management, faculty and classified representative from each college and the District Office.
- 1.2 With input from the staff development representatives, District Human Resources shall coordinate all state required staff development reports.
- 1.3 With input from the staff development representatives, District Human Resources shall coordinate all staff development reports and presentations to the District's Governing Board.
- 1.4 District Human Resources shall coordinate the District's Tuition Reimbursement Program, including developing consistent policies and procedures, forms, approval processes, etc. District Human Resources shall work with the District's Business Office to determine the appropriate distribution of staff development funds to specific colleges and the District Office.
- 1.5 District Human Resources shall coordinate and work cooperatively with the Regional Training Institute to provide a source for employee training for District employees.
- 1.6 District Human Resources shall work with the colleges and District Office departments in the development and implementation of a District New Employee Orientation Program. Input shall be received from faculty, management and classified employees. Such a program would be offered to part-time and full-time employees in all classifications Districtwide. This program will be coordinated with any site-specific orientation program for new employees.
- 1.7 District Human Resources shall coordinate all Classified Employee Enhancement Programs (CEEP), including developing consistent policies and procedures, forms, approval processes, etc. In addition, it shall work with representatives of the colleges to determine appropriate site representatives of the various committees.
- 1.8 District Human Resources shall coordinate the District's Career Counseling and Mentoring Program for all employees. This program shall be managed with appropriate input and discussions with various stakeholder groups, including unions, employee groups, managers and the Chancellor's Cabinet.
- 1.9 All organizational development and process improvement projects shall be coordinated by District Human Resources. Project committees shall include appropriate representatives

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from the various stakeholder groups. District Human Resources shall serve as an “internal” consultant on organizational development initiatives at the District, college, or departmental level.

- 1.10 Suggestions for process improvements shall be coordinated through District Human Resources using the previously agreed upon Process Improvement Program.
- 1.11 District Human Resources shall assist in coordinating an enhanced effort in intra- and inter-disciplinary faculty staff development activities across colleges.

**C. Approvals**

Approval Date: August 13, 2002

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