West Liberty State College
Staff Development Committee Bylaws
Revised January 2005

The West Liberty State College Staff Development Committee of Classified Employees was established at West Liberty State College in 1989. Its primary function is to encourage skill, development and personal and professional committees, and educational opportunities.

STATEMENT OF PURPOSE: The Staff Development Committee (SCD) recognizes and supports the need for members of the Classified Staff to improve and upgrade their professional skills and personal growth. The SDC will have the sole responsibility of planning, organizing on-campus events, and have sole oversight for the distribution/reimbursement of funds. The Staff Development Committee (SCD) will fulfill their obligations by:

1. Supporting professional growth and skill development for Classified Staff members in their respective departments through reimbursement of educational expenses both on and off-campus, registration fees, and travel expenses for local, state, regional, or nation seminars, workshops, conferences, and committees.
2. Providing on-campus seminars/workshops in order to promote optimal employee performance, teamwork, and continuous professional improvement.

MEMBERSHIP: Membership shall include classified staff (full-time regular employees) as described in Policy 100 of the WLSC Policy and Procedures Manual.

The Committee shall consist of five (5) members who voluntarily agree to serve. In order to maintain a consistent flow of information/operation, no term of office will be defined. Each individual member will be replaced as they leave the committee.

All members of the Committee shall be responsible for receiving/collecting input, comments, or answering questions from other classified staff members.

OFFICERS: The officers of the SDC shall be a Chair, a Financial Officer, and a Recording Secretary. An officer may be removed from office for just causes by a two-thirds (2/3) member vote of the Committee.

DUTIES OF THE OFFICERS:

Chair - shall be elected by the Committee and shall be responsible for convening all meetings, presiding at the meetings, and directing all activities. The chair should forward all approved awards to the Financial Officer for processing.
**Recording Secretary** - shall be elected by the Committee and shall prepare minutes of all meetings. A copy of the minutes shall be sent to all Committee members and should include the notice of the next meeting if possible. At the direction of the Chair, the Recording Secretary shall notify staff members of the approval/disapproval of their requests, and shall keep the members informed of upcoming deadlines and important dates.

**Financial Officer** - shall be elected by the Committee and shall serve as an advisor to the Committee on financial matters, record keeping, and disbursement of all Committee funds. It is the responsibility of the Financial Officer to process all request for reimbursement, to verify all documentation, and to prepare the paperwork necessary for payment of the award.

**MEETINGS:** The SDC shall meet as needed to organize on-campus workshop/seminars, to discuss staff concerns or suggestions, and to approve reimbursement requests if necessary. Three members shall constitute a quorum.

**REIMBURSEMENT:** Full-time regular classified staff employees may request reimbursement related to off-campus seminars/workshops, off-campus job-related activities/committees, educational expenses, and travel expenses associated with each event up to the allowable amount of support. The maximum amount of support for any one event will be set by the Committee and is evaluated on a yearly basis, depending on the availability of funds.

**Evaluation of Reimbursement Request:** The committee will evaluate all requests for reimbursement based on the criteria outlined below. If any request has special circumstances that warrant further review, the entire Committee will meet to review the request, and its decisions will be final and binding. Every attempt will be made to ensure that the decisions of the Chair and/or the Committee are fair and equitable according to the following criteria:

1. Educational related expenses – tuition, fees, books
2. Job related seminar/workshop both on and off campus – registration fees, printed materials, travel expenses.
3. Job related attendance/presentations at off-campus committee meetings – registration fees, printed materials, travel expenses.

**GUIDELINES:** All approved requests will be reimbursed according to the following guidelines.

1. If your request is approved, all documentation (original receipts) must be received by the Finance Officer no later than 30 days after attending the event. Documentation received after 30 days will be processed, and the award money will be returned to the pool for use by other staff members.
2. Payment for college-related educational expenses will be made after the mid-term point of the semester.
3. The requests are for reimbursement purposes only, no cash advances will be provided.
4. An award may be made for an amount lower than the maximum amount allowed, but no award will exceed the maximum amount allowed for a single event.
5. An individual may request additional funding from other sources such as departmental budgets. However, at no time will any Staff Development funds be awarded for an amount greater than the actual expenses incurred during the event, nor will Staff Developments funds duplicate funds from other sources.

6. Approval of a request will encumber those funds until proper documentation can be provided to the Committee for payment.

7. An individual staff member may request and be awarded more than one grant during the academic year, providing that the requests are for separate events and that the total amount