I. Charge/Mission
The Staff and Organizational Development committee oversees the campus professional development program (Title 5, Section 55720), which offers faculty and staff the opportunity to participate in activities that enhance institutional effectiveness practices and promote engagement by all employee groups.

II. Composition
The Coordinator of Staff and Organizational Development is appointed by the College President.

Staff and Organizational Development voting membership is limited to 20, including:
- 6 faculty members - 1 AFT, 1 Department Chair appointed by Senate and 4 at-large elected by Faculty in Spring of odd numbered years during the regular Academic Senate elections.
- 6 classified employees - 2 AFT and 1 SEIU or Local 99 appointed by their units and 3 at-large elected by Classified Staff in Fall of even numbered years.
- 3 administrators/managers, including teamsters unit, to be appointed by the President every year.
- Additional members (volunteers and resources) may also participate.

Terms:
- 2 years for Faculty (4 at-large elected by the Faculty) to be elected in Spring of odd numbered years
- 2 years for Faculty (1 AFT and 1 Department Chair) to be renewed/appointed by their units in Spring of odd numbered years.
- 2 years for Classified (3 at-large elected by Classified Staff), to be elected on even numbered years.
- 2 years for Classified (2 AFT and 1 SEIU or Local 99) to be renewed/appointed by their units on Fall of even numbered years.
- 1 year for Administrators/Managers, to be renewed or appointed.
- 1 year for volunteers and resources.

III. Operating Procedures
Meetings are the second Thursday of each month at 2:30pm. Meetings are open to the College community.

Current subcommittees include the Book Program, Classified, and Professional Development. Subcommittee meetings are held once a month.

IV. Decision-Making/Recommendations/Communications
The director of Staff and Organizational Development reports on committee activities to the Strategic Planning Committee and College Council at its monthly meeting.

This document will be reviewed each fiscal year.

V. Plan Linkages
The Staff and Organizational Development plan creates strategic priorities that assist in implementation of all campus master plan goals and outcomes. Each September the Staff and Organizational Development committee reviews the internal Staff and Organizational Development strategic plan by assessing past action items and determining new action items.

The committee has the responsibility of implementing any goals relating to staff development in all of the campus plans, including Strategic, Educational Master, Technology, Facilities, and Enrollment Management.