



**PROFESSIONAL DEVELOPMENT
COMMITTEE (PDC)
BY-LAWS**

A Committee of the Staff Council

Mission Statement:

The Professional Development Committee (PDC) serves full-time staff members by providing, promoting and funding training opportunities for career and professional development.

Purpose:

- Assess training needs not offered on campus, for staff, at least once a year
- Provide and promote professional development to campus
- Manage the disbursement of funds and maintain accurate records
- Evaluate programs for current trends

Membership:

PDC members shall be appointed by the Staff Council Chair.

- ✓ Core member group is appointed by Staff Council Chair however, other interested staff members may be invited to join the committee on a non-voting basis.
- ✓ Only core members of the Professional Development Committee may vote.

Officers:

1. Chair
2. Vice Chair
3. Secretary
4. Treasurer

Meetings:

The Professional Development Committee may meet, at minimum, once a month as needed to review applications and/or discuss professional development needs. The committee will meet prior to the Staff Council meetings. All meetings will take place during regular business hours. Notification of the date, time and place of the meeting; along with a copy of the agenda shall be emailed to each Staff Council delegate at least three (3) working days prior to the scheduled meeting.

Submission Deadlines:

Once a completed packet is received by the Committee Chair; a committee meeting will be called to review the request. Please allow 7-10 business days for notification to be sent to the applicant and the supervisor if request has been approved or denied.

Final applications for the end of the fiscal year must be submitted to the Committee Chairperson no later than April 30th. Any PDC fund requests for trainings occurring in May and June must be submitted by April 30th in order to allow adequate time for approval and registration during the fiscal year process deadlines.

Reimbursement of Funds:

If approved, payment of funds occurs in three (3) ways.

- 1.) If the employee paid for the registration fee, you have 10 business days upon return of your trip to submit a travel expense report to the Procurement office. The PDC department chart string should be included on your expense report if you are to be reimbursed for registration costs that you paid out-of-pocket. Be sure to notify the Budget Office if you forget to include this information on your expense report.
- 2.) If the employee department paid for the registration fee via P-card, the department should allocate these costs to the PDC departmental chart string once the P-card statement is received.
- 3.) If the registration cost is paid via a check request, the employee will expense the registration fee to the PDC department chart string that will be provided to the employee.