

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PROFESSIONAL DEVELOPMENT

WHEREAS, the Board of Trustees recognizes the importance of well trained employees to more effectively carry out the mission of the College; and

WHEREAS, the Board of Trustees is committed to providing resources to support professional development activities at the institutional level; and

WHEREAS, procedures for the selection of administrators, faculty and staff professional development are on file in the office of the President of the College.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees establishes a Professional Development Account of the Non-Appropriated Fund for the professional development of faculty and support personnel. The President shall annually submit a budget for professional development for approval by the Board of Trustees.

BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the following:

1. The selection of faculty will be through the Professional Development Review Committee (PDRC), in alignment with procedures established for the comprehensive institutional professional development plan. The recommendation of selected faculty will then go to the Deans, Academic Vice President and the President for final approval.
2. The selection of administrators and staff will be through the Administrators/Staff Professional Development Committee. The recommendation of selected staff and administrators will then go to the President for final approval.

BE IT FURTHER RESOLVED, that it is the policy of the Board of Trustees that professional development activities will be undertaken outside of the employee's normal working hours. In the event that a workshop or course is only offered during working hours, the supervisor may make arrangements for the employee to make up hours, as necessary and appropriate.

BE IT FURTHER RESOLVED, that administrative leave may be granted for professional development activities under any of the following conditions:

1. The scheduling of the professional development activity will not compromise the critical operations of the department and the Guam Community College.
2. The professional development activity is required by the employee's supervisor as part of an employee improvement plan.
3. The professional development activity is conducted off-island.
4. The professional development activity is an integral part of the employee's job classification.
5. The professional development activity is offered only during normal working hours.

Reviewed with no changes: August 11, 2017
Amended and Adopted: January 13, 2015
Resolution 1-2015

Amended and Adopted: January 8, 2009
Resolution 1-2009

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Resolution 24-94