
Staff Development and Training Committee Goal Statement

The Staff Development and Training committee is composed of classified employees appointed by the college president. The committee's main objective is to provide training and education for classified staff at Grays Harbor College. The activities of the committee are governed by Administrative Procedure 701.01. This is an open committee. Anyone is welcome to attend the meetings and present questions or issues. The attached calendar gives dates, times and locations for the meetings.

Information regarding salaries, job classifications and general Human Resource information is available on campus at Human Resources or on the Department of Personnel website: <http://hr.dop.wa.gov>

Financial assistance **may** be available for training classified staff after receiving the Personal Training Plan and a Funding Request. The GHC Personal Training Plan form submitted to the SDTC is kept on file at Human Resources.

The current committee members beginning Jan. 1, 2012 and positions are:

Janet Parker – President
Philip Darrin – Vice President
Nellie Miller – Past President
Rose Pendergast – Treasurer
Jeannette Green – Secretary
Sarah Alvarez – Communications Coordinator
Patricia Foshaug – Member
Dave Halverstadt – Advisor

Please feel free to contact any committee member with questions, training request information, or any concerns / comments / ideas you may have.

Have a great year, and please remember that forms included in this calendar are also on the web site <http://ghc.ctc.edu/sdtd/> , or can be provided for you by any committee member.

Administrative procedure **701.01** is located on the Grays Harbor College website at: <http://ghc.ctc.edu/admin/board/ap/>

Classified staff committee rotation:

Board Member

Last day of term:

Matt Crollard

Dec. 31, 2011

Patricia Foshaug / Jeannette Green / Nellie Miller

Dec. 31, 2012

Sarah Alvarez / Rose Pendergast

Dec. 31, 2013

Janet Parker/Philip Darrin

Dec. 31, 2014

Apply for Training Funds from SDTC

1. Obtain necessary forms from ghc.ctc.edu/sdtd/forms.html to receive funding for training.

Personal Training Plan ~ submit for file at Human Resources if you have a long term goal, i.e. AA degree, but not needed for a workshop/seminar.

Funding Request ~ submit if requesting funds

Application for Training Release Time ~ submit only if necessary

2. Fill out required forms and return to the committee president before the due date of the training request each quarter. Check the SDTC calendar for dates. If the training is for a seminar or workshop, turn in required forms as soon as possible before the event.
3. The committee will inform you of their decision with a letter from the committee president authorizing the total approved amount. If funding is for books, then take your letter to the bookstore when you purchase your books.
4. When funding is approved, it is the responsibility of the classified staff person to register for classes or the training activity.
5. After completing the training activity or receiving your degree, be sure to send a copy of the certificate to Human Resources.

Other Important Information

1. Employees requesting funding for training purposes, as outlined in this document, may be funded up to, but not to exceed \$125 per quarter. The committee will consider funding requests for tuition, books and fees for classes and workshop/seminar fees. It is at the discretion of the committee as to how much to fund for each request, keeping in mind that the committee has a fiduciary responsibility to account for the funds expended.
2. Summer training requests include the STTACC Conference, for the annual state meeting of classified employees. Funding for a quarter is for one event only, a class or a conference.
3. Please remember, the approval of a funding request is not guaranteed.

August 2011

SUN MON TUE WED THU FRI SAT

	1	2	3	4	5	6
7	8	9	10 SDTC Planning Day 200 Conference Room 9:00 AM—4:30 PM	11 STTACC Green River CC	12 STTACC Green River CC	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



Grays Harbor College

*Staff Development and
Training Committee*

September 2011

SUN MON TUE WED THU FRI SAT

				1	2	3
4	5 Holiday Labor Day	6	7	8	9 SDTC Meeting Room 1512 10:00 AM	10
11	12	13	14	15	16	17
18	19	20	21 Nominations & Awards Due	22	23	24
25	26	27	28 Quarterly Potluck - Sustainable and Seasonal Gardening (Janet Parker)	29	30	



Grays Harbor College

*Staff Development and
Training Committee*

October 2011

SUN MON TUE WED THU FRI SAT

						1
2	3	4	5	6	7	8
9	10	11	12	13	14 SDTC Meeting 200 Conference 10:00 AM	15
16	17	18	19	20 Candy	21 CAKE	22
23 SILENT	24 AUCTION	25	26	27 Final Drawing	28	29
30	31 Halloween					



Grays Harbor College

*Staff Development and
Training Committee*

November 2011

SUN MON TUE WED THU FRI SAT

		1	2	3	4	5
6	7	8	9	10 SDTC Meeting 200 Conference 10:00 AM	11 Holiday Veterans Day	12
13	14	15	16	17	18	19
20	21	22	23	24 Holiday Thanksgiving	25 Holiday Thanksgiving	26
27	28	29	30			



Grays Harbor College

*Staff Development and
Training Committee*

December 2011

SUN MON TUE WED THU FRI SAT

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8 SDTC Meeting 200 Conference 10:00 AM	9 A-La-Carte	10
11	12	13	14 Nomination & Staff Funding Re- quests	15	16	17
18	19	20	21 Quarterly Potluck - Make-It/Take-It Holiday	22	23	24
25 Holiday X-mas	26 Holiday X-mas Observance	27	28	29	30	31



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*Staff Development and
Training Committee*

January 2012

SUN MON TUE WED THU FRI SAT

1
HOLIDAY

2

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4

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11

12

13
SDTC
Meeting
200 Conference
10:00 AM

14

15

16
HOLIDAY
MLK Jr.

17

18

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Grays Harbor College

*Staff Development and
Training Committee*

February 2012

SUN

MON

TUE

WED

THU

FRI

SAT

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10 SDTC Meeting 200 Conference 10:00 AM	11
12	13	14 Valentine's Day	15	16	17	18
19	20 Holiday Presidents Day	21	22	23	24	25
26	27	28	29			



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*Staff Development and
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March 2012

SUN MON TUE WED THU FRI SAT

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9 SDTC Meeting 200 Conference 10:00 AM	10
11	12	13	14	15	16	17
18	19	20	21 Nominations & Funding Requests	22	23	24
25	26	27	28 Quarterly Potluck - Disaster Prepara- tions	29	30	31



Grays Harbor College

*Staff Development and
Training Committee*

April 2012

SUN MON TUE WED THU FRI SAT

1 2 3 4 5 6 7

8 Easter Sunday 9 10 11 12 13 SDTC Meeting 200 Conference 10:00 AM 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30



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*Staff Development and
Training Committee*

May 2012

SUN MON TUE WED THU FRI SAT

		1	2	3	4	5
6	7	8	9	10	11 STDC Meeting 200 Conference 10:00 AM	12
13 Mother's Day	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Holiday Memorial Day	29	30	31		



Grays Harbor College

*Staff Development and
Training Committee*

June 2012

SUN

MON

TUE

WED

THU

FRI

SAT

					1	2
3	4	5	6	7	8 SDTC Meeting 200 Conference 10:00 AM	9
10	11	12	13	14	15	16
17 Father's Day	18	19	20 Nominations & Funding Requests	21	22	23
24	25	26	27 Quarterly Potluck - Travel	28	29	30



SDTC

Grays Harbor College

*Staff Development and
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July 2012

SUN

MON

TUE

WED

THU

FRI

SAT

1 2 3 4 5 6 7

**Holiday
Independence Day**

8 9 10 11 12 13 14

**SDTC
Meeting
200 Conference
10:00 AM**

15 16 17 18 19 20 21

22 23 24 25 26 27 28

Breakaway Day

29 30 31



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*Staff Development and
Training Committee*

August 2012

SUN MON TUE WED THU FRI SAT

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8 STTACC—GHC	9 STTACC—GHC	10	11
12	13	14	15	16 SDTC Planning Day 9:00 to 4:30 Conference Room 200	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



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