

Policy 271 - Professional Development and Training

Lower Columbia College encourages and supports the growth and development of faculty and staff. The College provides professional development opportunities in a variety of formats, training types, and presentation styles.

A. New Hires

As part of the onboarding process, new faculty and staff are assigned required trainings through our college-supported Learning Management System (LMS) and our college-supported training platform. The trainings cover a wide range of topics including but not limited to: safety, ethics, general information about the College and our policies, diversity, FERPA, data security, accessibility, etc.

B. Supervisors

In compliance with WAC 357-34-055, new supervisors are required to participate in a leadership training offered through the Department of Enterprise Services.

C. Training Topics

Human Resources strives to offer a variety of training topics based on faculty and staff interests and needs while also ensuring alignment with College and wellbeing initiatives. In addition, there are several required trainings offered on a specific schedule. Evaluations are required for all Diversity Equity & Inclusion (DEI) related topics. DEI trainings and evaluations are posted on the **DEI Webpage (lowercolumbia.edu/diversity-equity)** as required by SB 5227.

Supporting Funding for Professional Development

All full-time faculty and staff are eligible for the tuition waiver program, which allows them to take LCC classes for \$10/class (**Employee Tuition Waiver (lowercolumbia.edu/registration/employee-tuition-waiver)**). Human Resources also maintains a list of the tuition waiver amounts for other Washington State colleges on the **Human Resources Webpage (internal.lowercolumbia.edu/departments/human-resources)**.

D. Classified Professional Development Fund

Classified employees are eligible for a \$150 reimbursement annually for training opportunities such as workshops, conference registration, college course registration and fees, college course textbooks, and other activities as approved. College departments may also fund professional development activities as department budgets allow. (**Classified Training Request Form (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/ClassifiedTrainingRequestForm.pdf)**)

E. Exempt Development Fund

Exempt employees are eligible for a \$150 reimbursement annually for training opportunities such as workshops, conference registration, college course registration and fees, college course textbooks, and other activities as approved. College departments may also fund professional development activities as department budgets allow. (**Exempt Professional Development Training Request (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/ExemptProfessionalDevelopmentTrainingRequest.PDF)**)

F. Foundation & Exceptional Faculty Grants

The College Foundation offers two types of grants to LCC employees on an annual basis. Foundation Grants and Exceptional Faculty Grants support projects that promote student learning, or that develop services that promote student learning in alignment with the college's **Mission Areas (lowercolumbia.edu/strategic-plan)** . Projects should emphasize innovative approaches to teaching and learning and may relate to existing or new programs, courses or services. Grant applications are typically accepted during spring quarter for use the following year. Any full-time or adjunct faculty member may apply for an Exceptional Faculty Grant. Funds must be expended within a one-year period, typically by June 30.

- **Lower Columbia College Foundation Grants (internal.lowercolumbia.edu/organization/foundation-grants)**
- **Exceptional Faculty Grant Committee (internal.lowercolumbia.edu/organization/committees/exceptional-faculty-grant)**

G. Faculty Professional Development Fund

Both full-time and adjunct faculty are eligible for professional development funds on an annual basis to pursue professional development opportunities. The program and eligibility are defined in the faculty negotiated agreement and the funds are administered by the Faculty Professional Development Committee.

Historic Information

- Reviewed by Executive Leadership Team: March 6, 2024
- Reviewed by Governance Council: April 3, 2024
- Reviewed by UMCC: March 19, 2024
- Campus Review: April 23- May 7, 2024
- Approved: April 24, 2024

Resource/Reference/ Procedure	Title	Unit Responsibility
LCC website	Professional Development webpage (internal.lowercolumbia.edu/departments/human-resources/supervisor-resources/professional-development)	Human Resources
Faculty Collective Bargaining Agreement (CBA)	Collective Bargaining Agreement – Lower Columbia College Faculty Association of Higher Education (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/2023-2026-Faculty-Contract-Official-Document.pdf)	Human Resources
Classified Staff Collective Bargaining Agreement (CBA)	Collective Bargaining Agreement, Washington Federation of State Employees of High Education Community College Coalition (ofm.wa.gov/sites/default/files/public/labor/agreements/23-25/wfse_he.pdf)	Human Resources
LCC website	Employee Tuition Waiver (lowercolumbia.edu/registration/employee-tuition-waiver)	Registration
Exempt Training Request Form	Exempt Employee Professional Development Training Request form (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/ExemptProfessionalDevelopmentTrainingRequest.PDF)	Human Resources
Classified Training Request Form	Classified Professional Development Training Request form (internal.lo	Human Resources

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	wercolumbia.edu/departments/human-resources/_assets/documents/ClassifiedTrainingRequestForm.pdf	
Foundation grant application form	Lower Columbia College Foundation Grants (internal.lowercolumbia.edu/organization/foundation-grants)	LCC Foundation
Exceptional faculty grant application form	Exceptional Faculty Grant Committee (internal.lowercolumbia.edu/organization/committees/exceptional-faculty-grant)	LCC Foundation