

Training Opportunities for Classified staff

There are a variety of training opportunities available to the Santa Monica College classified staff, mostly through the Academic Computing department. The following is a summary of various avenues the classified staff can follow for training options, through Santa Monica College:

Online Training

Technology Training: Microsoft Office training is offered through Academic Computing office at Santa Monica College - the online contact is Waleed Nasr. Training is online, free and open to all staff.

ElementK: Online Technology training: There are hundreds of online courses to choose from on ElementK - training is offered to both faculty and staff, and is accessible via SMC website.

@ONE: Online training @ONE offers online computer training, workshops, video conferencing and more. Training is accessible through the SMC website and all training is free.

HP Learning Center - Offers a variety of online technology classes, which are easy to access and navigate through. There is no current link to the HP Learning Center through the SMC website, but maybe this could be added as an additional source of training for the SMC staff.

Human Resources Department - Training

There is currently online training offered by the Human Resources Department in the areas of discrimination, sexual harassment and diversity. This training is not currently mandatory, but is being highly encouraged by the SMC HR Department, so that the college can be in compliance with federal discrimination and diversity laws.

FERPA

Family Educational Rights and Privacy Act (FERPA). FERPA a set the Federal government confidentiality laws put in place to protect the educational rights of students, and which Santa Monica College is mandated to follow. Information on FERPA is currently being posted on the Santa Monica College website. FERPA training has been offered to managers and administration, and is being gradually offered to student services staff that work closely with students. Kiersten Elliot is working on getting this training available to all staff and faculty system-wide.

In addition to the above training, and in accordance with the CSEA contract,

1. Article 11.1.5 states that the district has also **waived tuition for unit members** who take classes at SMC.
2. Article 11.10 encourages and implements **Education Pay Differential** for classified staff, as a way of upgrading the skills and knowledge of classified staff through continued education. The pay differentials are:

11.10.3.1 Associate of Arts/Science Degree

Each permanent employee shall receive a 1.5% differential above his/her regular rate of pay on the salary schedule upon receipt of an Associate of Arts/Science degree.

11.10.3.2 Bachelor of Arts/Science Degree

Each permanent employee shall receive a 1.5% differential above his/her regular rate of pay on the salary schedule upon receipt of a Bachelor of Arts/Science degree.

11.10.3.3 Master of Arts/Science Degree

Each permanent employee shall receive a 1.5% differential above his/her regular rate of pay on the salary schedule upon receipt of a Master of Arts/ Science degree.

11.10.3.4 Educational Certificate

Each permanent employee shall receive a .75% differential above his/her regular rate of pay on the salary schedule upon receipt of a certificate of completion of a certificate program requiring a minimum of 20 semester units or 30 quarter units in a job-related field. Certificates which re-quire less than 20 semester or 30 quarter units shall be reimbursed on a pro-rata basis. The differential pay for an educational certificate shall terminate upon receipt of a degree with a major in the same field.

3. Article 11.11 provides for **Professional Growth** through the **reimbursement of tuition fees**, registration of classes and/or the costs of textbooks and materials for classes, conferences, or workshop that are attended during an employee's non-working hours. This reimbursement is not exceed \$500 per fiscal year per employee, and is in addition to the AB1725 funding that is also currently available to classified staff.
4. **AB1725 Funds** are professional development monies that are offered through the SMC Professional Development Committee (PDC), and made available to SMC administration, classified staff and faculty, for professional development activities. AB1725 funds can be applied for during the academic years, with funds being distributed beginning in July of the fiscal year. These funds are distributed on a first come, first served basis.

FLEX DAY - Campus-wide staff development training, in the form of "Flex Day" is also offered on a bi-yearly basis to Santa Monica College Faculty, staff and administrators. These workshops and breakout training sessions cover a myriad of subjects, but lean greatly towards academic needs, with few sessions focused on classified interests.

ADDITIONALLY - In compliance with Ed. codes 87108 and 87153, there is also inner department training offered by many departments, both for new employees to a department, and for continued professional development for current employees. These measures have been put in place to ensure equal employment opportunities for all Santa Monica

College employees, improve skills, as well as build confidence and self-esteem.

The district has, and will continue to offer training to faculty, staff and administrators, as and when necessary, and as it becomes available.