

**WEST VIRGINIA**  
**SECRETARY OF STATE**  
**KEN HECHLER**  
**ADMINISTRATIVE LAW DIVISION**

Form #2

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OFFICE OF THE SECRETARY OF STATE  
STATE OF WEST VIRGINIA

**NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE**

AGENCY: Board of Directors of the State College System TITLE NUMBER: 131

RULE TYPE: Interpretive; CITE AUTHORITY 18B-1-6 and 18B-7-5

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: \_\_\_\_\_

TITLE OF RULE BEING AMENDED: \_\_\_\_\_

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: 41

TITLE OF RULE BEING PROPOSED: Policy regarding staff development

IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON May 31, 1990 AT 4:30 p.m.

ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS.

Public Information Officer  
1018 Kanawha Boulevard, East, Suite 700  
Charleston, WV 25301

THE ISSUES TO BE HEARD SHALL BE LIMITED TO THIS PROPOSED RULE.

Stephen E. Hail/jc

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

Fiscal Note - Board of Directors Policy Bulletin No. 41

Proposed Policy Bulletin No. 41 requires institutions in the State College System to develop and operate training and development programs for classified staff employees. It requires that each institution develop and support such a program by designating a portion of its institutional budget for such purposes. Most institutions currently allocate a portion of their existing resources to this purpose either directly or indirectly.

Since such funds must come from existing resources of the institution, either State Appropriated funds or Special Revenue allocated by the Board of Directors, there would be no additional costs to the State associated with this policy.

POLICY BULLETIN NUMBER 41

Policy Bulletin Number 41 requires institutions under the governance of the Board of Directors of the State College System to develop and operate a classified staff training and development program.

Institutional presidents or his/her designee, shall establish a written policy on staff training and development by June 30, 1990.

TITLE 131

INTERPRETIVE RULE

BOARD OF DIRECTORS OF THE STATE COLLEGE SYSTEM

SERIES 41

POLICY BULLETIN NO. 41

TITLE: Policy Regarding Staff Development

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TITLE 131

INTERPRETIVE RULE

BOARD OF DIRECTORS OF THE STATE COLLEGE SYSTEM

SERIES 41

POLICY BULLETIN NO. 41

Title: POLICY REGARDING STAFF DEVELOPMENT

Section 1. General

1.1 Scope - Each institution shall maintain a program to develop the knowledge, skills and abilities of the classified staff of each campus. The institutions' best interests are best served through the acquisition and development of a skilled and highly trained work force in which each employee is informed of the best methods of performance and of the importance of his/her role in relation to the goals and objectives of each campus. The primary responsibility for accomplishing these ends resides at the institutional level.

1.2 Authority - West Virginia Code 18B-1-6,  
18B-7-5

1.3 Filing Date -

1.4 Effective Date -

1.5 Replaces Administrative Bulletin No. 26 dated December 13, 1985.

Section 2. Purposes of Staff Training and Development

2.1 Understanding that the scope of campus training and development programs may be different in terms of the types of programs and activities offered and supported, there should be some consistency among institutions. A basis for each institution's development program should be that each is designed to enhance the professional level and effectiveness of the staff member in his/her assigned duties and to broaden the individual's knowledge and skills for future job assignments, where appropriate. While there are many by-products of training (e.g., increased knowledge and personal satisfaction), the real measure of success must be improved job performance.

**Section 3. Definition of Staff Training and Development**

3.1 Training and development activities will differ in breadth in relation to the needs and resources of individual institutions. The purpose of training and development is to increase professionalism, productivity, and individual and organizational effectiveness. Examples of such activities include, but are not limited to: skills acquisition, job-related skill enhancement, and personal development and career development, instructional development, and research and scholarship, where appropriate.

**Section 4. Staff Eligibility and Participation**

4.1 Any person who is a classified employee of a West Virginia institution of higher education in the state college system is eligible for staff training and development at the employing institution of higher education in accordance with Board of Directors' policy. Participation of eligible personnel is assumed as an inherent part of staff responsibility.

**Section 5. Board of Directors of the State College System: Roles and Responsibilities**

5.1 The Board of Directors shall:

5.1.2 Require each institution to develop and operate a classified staff training and development program appropriate to the needs and resources of the institution.

5.1.3 Require that institutions support such activities by designating a portion of the funds each year for staff training and development, and report annually to the Chancellor the status of their staff training and development programs.

5.1.4 Establish system-wide direction, priorities and plans for staff development.

5.1.5 Serve as a clearinghouse of information on programs, conferences, training, materials, research and other matters relevant to staff development.

5.1.6 Sponsor and support statewide and regional conferences and workshops on staff development on a regular basis.

5.1.7 Assist institutions in establishing, upgrading, evaluating or refining staff development programs and in developing techniques and procedures for assessing the effectiveness of staff development programs.

Section 6. College: Roles and Responsibilities

6.1 The president, or his/her designee, shall establish a written institutional policy on staff training and development consistent with this policy bulletin by June 30, 1990. Institutional policies shall be shared with the Senior Administrator, as established by 18B-4-2.

6.2 The president, or his/her designee, shall establish a functioning staff training and development program by that same date. Institutions may have a separate program for staff training and development, or a professional development program combining staff development with other professional development according to the institutions' needs and resources. If a college provides a combined professional development program, the respective groups representing the participants shall be consulted and involved in creating that program. Any advisory committee at each institution which is representative of affected employees may be used to assist in the initial development of the program and with its on-going administration. Through these programs, institutions shall conduct in-house professional development activities.

6.2.1 Each campus program shall include the following:

6.2.1a A method for identifying training and development needs.

6.2.1b A scheduled set of training and development activities, seminars, teleconferences, apprenticeships, on-the-job training, supervisory skill development programs, etc.

6.2.1c An annual written report on training and development activities, including a summary of financial resources dedicated to the program, that is distributed on the campus and to the Chancellor.

6.3 The president, or his/her designee, shall establish appropriate organizational structures, procedures, standards and criteria for the on-going operation and assessment of the staff training and development program.

6.4 The president and personnel directors at each public college have the responsibility to support staff training and development since such administrative support is instrumental to achieving the personal and institutional benefits of such a program.

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6.5 Financial Roles - Each public college has the responsibility for providing financial and logistical support to operate its staff training and development program.

Adopted: - January 16, 1990