

LOS MEDANOS COLLEGE

MEMORANDUM

Date: January 14, 2014
To: Everyone @ LMC
From: Professional Development Advisory Committee (PDAC)
Re: PDAC Conference Funding Request Guidelines and Directions (updated 11/2013)

OVERVIEW:

The purpose of LMC's Professional Development Program is to strengthen and support a dynamic learning environment that promotes and enhances the personal, professional and organizational development for all employees with the ultimate goal of student success. PDAC feels privileged to have the support of our district and college for professional development opportunities.

Conference funds provide opportunities for all LMC employees to attend seminars, workshops and conferences. These activities must be related to the college goals and priorities and PDAC's Professional Development Outcomes (as stated on the Conference Request Form), as well as job and career enhancement. PDAC has limited funds each year to support conferences and professional development activities.

The following Funding Levels of Support have been created for PDAC Conference Funding in the 2013-2014 Academic Year:

1. Employees may be awarded up to \$1,500 per person per academic year.
2. Unless there is a compelling reason, the maximum allocation provided for any single event/conference is \$2,000. Funds will be allocated on a first-come-first-serve basis.

Requests are approved based on funds available and benefit to the college community.

All staff participating in funded professional development activities are required to share the information gathered or learned with the college community. This can be done in a variety of ways, including a brief written report, workshops or presentations, sharing of information through department or committee meetings, or other ways which you can develop. Additionally, upon return from the conference, you will be asked to complete a brief survey evaluating your conference experience and indicating how you will share what you learned.

Please make note of the submission deadlines for the review process at the end of the Request for Conference Funding Form and allow the necessary time to plan your participation. You must submit your request for conference funding within the submission deadlines noted on the back of the form and PRIOR to the conference.

CRITERIA FOR APPLICATION APPROVAL:

- Have all other sources of funding been explored by the applicant and the applicant's manager?
- Was the request form complete (including all requested attachments as noted in the directions on the form) and submitted by the deadline?
- Does the request meet one or more of LMC's goals/priorities and PDAC's Professional Development Outcomes?
- Is it clear how the activity will benefit the applicant and support student success at LMC?
- Is it clear how the applicant will report her/his learning to the campus?
- Is the budget clear and itemized?

APPLICATION DIRECTIONS AND REIMBURSEMENT PROCESS:

1. An application to PDAC should be submitted only after the possibility of all other funding sources has been exhausted. Other sources of funding (departmental/ program/grants/committees) should be explored by you and your manager.
2. Complete the ***Professional Development Request for Conference Funding Form*** by following the directions and including all required documentation listed at the top of the form. The Review Committee will not review your request without these items attached. **Please note:** These forms require signatures and certifications from your manager who will need ample time to read and sign them.
3. All travel and conference requests must be approved in advance of the event. Forms that are submitted after the event will not be reimbursed. (Form submission deadlines are noted at the end of this document.)
4. **Submit Reimbursement requests to the Office of College Advancement for approval and submission for payment upon your return. Expense claims will not be accepted after 30 days of your return.** You can reference the District Travel Policies and Procedures at Business procedure 9.22. Expense Reimbursement forms are available from the Business Office or on the P drive. All receipts should be taped to an 8 ½ x 11 sheet of paper and attached to the form.

PDAC is committed to assessing the process and guidelines each year based on our funding allocation and feedback from the college community.

For further information/clarification and to answer any questions, please contact Mary Oleson, Office of College Advancement, ext. 3255.

LOS MEDANOS COLLEGE
PROFESSIONAL DEVELOPMENT REQUEST FOR CONFERENCE FUNDING

Have you and/or your Manager sought other known sources of funding from department(s), program(s), grant(s) and committee(s) before requesting funding from PDAC?

Yes No Comment: _____

DIRECTIONS: Please attach **ALL** items listed or the review of your request may be delayed or returned for additional information. (Please see reverse for approval schedule and submission deadlines for Conference Funding)

- 1) Complete form and obtain Manager's signature.
- 2) Attach documentation for ALL anticipated expenses for pre-approval. (Including conference fees, flight costs, mileage costs, hotel costs, etc.).
- 3) Include a **Copy** of an **Approved** Leave Request (the Original Leave Request should be processed in the usual manner) and the Conference Agenda/flyer. NAME _____ DATE _____

DEPARTMENT OR ORGANIZATIONAL UNIT _____

CLASSIFICATION (Circle One) Classified Full-time Faculty Part-time Faculty Management

ACTIVITY NAME _____ LOCATION _____ DATE(S) _____

COLLEGE STRATEGIC PRIORITIES: Check all that apply.

- Increase and Accelerate Student Program Completion
- Promote Faculty, Staff, and Student Engagement
- Increase and Accelerate Student Completion of Basic Skills Sequences
- Improve the Academic Success of our African American Students

PROFESSIONAL DEVELOPMENT OBJECTIVES. Check all that apply:

- Create and sustain learning and working environments that are characterized by these qualities: inclusive, engaging, challenging, relevant, welcoming, purposeful and responsive to diverse cultures,
- Contribute to and participate in a culture of inquiry and institutional learning that fosters leadership and documents and builds on lessons learned,
- Effectively assess relevant aspects of college life, such as instruction, programs, services, activities, administration and student services, in order to improve student learning, college services, and institutional effectiveness,
- Be effective users of current technology,
- Use instructional and organizational models that are research-based and grounded in sound theoretical frameworks and good practice,
- Demonstrate a commitment to lifelong learning.

What do you expect to gain from this conference? How will the activity benefit the College? Additional pages if necessary.

EVALUATION/DISSEMINATION OF INFORMATION (as agreed to with manager). **The following should be completed within four weeks of the event.** Please check one of the following: You will be asked to complete a brief survey about your experience upon your return from the conference.

- Brief written report
- Workshop or presentation as appropriate, i.e., Flex
- Sharing of materials/information with other individuals through department or committee meetings.
- Other: _____
- PDAC Verification of Share-out: Member Name: _____ Date: _____

Provide details of how you will share what you have learned. Attach additional pages as necessary.

EXPENSE SUMMARY (Estimate): Return Expense Reimbursement Requests to the Office of College Advancement.

Conference fees _____ Airfare _____ Mileage _____
Lodging _____ Meals _____ Car Rental _____
Parking _____ Misc. _____ Substitute (indicate # of hours needed) _____ **Reimbursement of expenses will be up to the amount approved only and must be submitted within 30 days of return from the conference.** Meal expenses will not be reimbursed during times when the conference provides meals.

TOTAL AMOUNT REQUESTED _____ Are matching funds available? _____

Requestor's Signature _____ Date: _____

- Approved for Individual Variable FLEX Credit for FT Faculty during non-instructional hours and on weekends or other days outside of the negotiated days of service. For Adjuncts, during non-classroom or office hour time.
- Manager acknowledges there is no other known possible source of funding. _____ Manager's Initials

Manager's Signature (please check boxes above as applicable and approve the submission of this request:

_____ Date: _____

Signature

DO NOT WRITE BELOW THIS LINE _____

Conference Attendee's Name:

PDAC Conference Review Recommendation: Request Approved Denied Date: _____

Comments: _____

Evaluation/Dissemination of Information Due Date: _____ Received Date: _____

President's Signature _____ Approved Denied Date: _____

Comments: _____

PDAC CONFERENCE FUNDING REVIEW AND APPROVAL SCHEDULE AND SUBMISSION DEADLINES				
Funding Schedule for the Month of: *dates have been adjusted for holidays, etc.	Send Completed Funding Request for Manager's Review and Signature one week submission deadlines to PDAC	Send Manager-approved request with ALL attachments to the Office of College Advancement by the dates listed below for review by PDAC subcommittee.	PDAC reviews recommendations on requests and forwards recommendations to President the day after meeting	President decides within one week and notifies Office of College Advancement who will contact staff
August, 2013*	August 12, 2013	August 19, 2013	August 29, 2013	September 5, 2013
September, 2013	Sept. 9, 2013	Sept. 16, 2013	Sept. 26, 2013	October 3, 2013
October, 2013	October 7, 2013	October 14, 2013	October 24, 2013	October 31, 2013
Nov/Dec. 2013*	Nov. 18, 2013	November 25, 2013	December 5, 2013	December 12, 2013
January, 2014	January 6, 2014	January 13, 2014	January 23, 2014	January 30, 2014
February, 2014*	Feb. 10, 2014	Feb. 18, 2014	February 27, 2014	March 6, 2014
March, 2014*	March 7, 2014	March 14, 2014	March 27, 2014	April 3, 2014
April, 2014	April 7, 2014	April 14, 2014	April 24, 2014	May 1, 2014
May, 2014	May 5, 2014	May 12, 2014	May 22, 2014	May 29, 2014
Summer (June and July) will be reviewed on a case by case basis.				