

# MEMORANDUM

**Date: August 15, 2017**

**To: Everyone @ LMC**

**From: Professional Development Advisory Committee (PDAC)**

Re: PDAC Conference and Nexus Funding - Directions for making a request in 2017-18

**PLEASE READ CAREFULLY:**

The Review and Approval schedule has changed. **PLEASE CALENDAR** the following dates proposals are due for the 2017-2018 Academic year. Your application MUST include all documents requested including an APPROVED Leave Request. If these items are not included, your request will be delayed. A more detailed review and approval timeline is attached to this email.

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| **Due Dates for a Completed Wufoo Request and ALL Documents, including an Approved Leave Request** |
| Tuesday, August 22, 2017,  9 am. |
| September 5, 2017 |
| November 6, 2017 |
| February 6, 2018 |
| April 2, 2018 |

**OVERVIEW:**

The purpose of LMC’s Professional Learning Program is to strengthen and support a dynamic learning environment that promotes and enhances the personal, professional and organizational learning 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 Learning 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. In addition, funding is available through this application process from various sources such as Student Success and Support Services Plan (3SP), Nexus (for New Faculty) and the Student Equity Plan (SEP). The following Funding Levels of Support have been created for PDAC Conference Funding in the 2017-2018 Academic Year:

1. Employees may be awarded up to $1,500 per person per academic year (July 1 – June 30)
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.
3. Nexus 2nd-Year Co-hort Requests for Professional Development/Conference Funding: As 2nd year New Faculty, you may also use the form link to apply for funds. PDAC will consider funding any Nexus conference costs over $1,000 for any one conference during the second year of employment for new faculty, up to $500). (Nexus funding will pay up to $1,000 and upon approval, PDAC will pay the difference, for a total cost up to $1,500).

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

All staff participating in funded professional learning 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 that is attached to this memo 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, PDAC’s Professional Development Outcomes, or other goals listed on the form?
* 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.

Complete the ***Request for Conference Funding from PDAC on-line Wufoo form*** by following the directions and including **all required documentation.**

**TO APPLY:** [**https://moleson.wufoo.com/forms/m16wwn0a16a4ir6/**](https://moleson.wufoo.com/forms/m16wwn0a16a4ir6/)

**NOTE: YOU MUST UPLOAD AN APPROVED LEAVE REQUEST ALONG WITH THE WUFOO FORM.**

1. Your request must have the following items included by uploading them along with the on-line application. Your application will not be moved forward in the process until these items are provided.

* Completed Conference Registration form showing cost. Summary brochure listing activities and showing what meals are and are not provided.
* **COPY** of ***Approved*** Leave Request.
* Mileage costs (i.e. MapQuest print-out, Bart print-out) “P:\FORMS\Expenses-Mileage-Meals 2017.doc”

(currently 53.5 cents per mile – this changes in January each year)

* Taxi/Shuttle Estimate.
* Flight cost estimate.
* Hotel cost estimate.
* Meal cost estimate.

We will forward the completed on-line request to you and your Dean when we receive it from the Wufoo system. Your Dean/Manager will forward the form back to us with their approval and any comments/questions.  Please see the last page of this document for approval deadlines/timeline. Please note that the College **may** be able to pre-pay conference registration fees. No other expenses can be prepaid or reimbursed until you return from your trip. Any expenses that the college does not prepay will be reimbursed to you contingent upon you submitting your expense claim reimbursement within 30 days of your return. Please note that during the final months of the fiscal year, it becomes more difficult for the college to prepay expenses due to Business Office Accounts Payable deadlines.

1. The Review Committee will not review your request without these items attached. **Please note:** These forms requires your manager’s signature who will need ample time to read and sign them. The manager’s signature represents his/her approval of the submission of your request and that no other known sources of funding have been identified.
2. All requests for conference funding **must** be approved in advance of the event. The submission and review deadlines are noted at the end of the *Request for Conference Funding from PDAC* form.
3. **Submit Employee Expense Reimbursement requests to the Equity and Inclusion Office 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.

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**For further information/clarification and to answer any questions, please contact Mary Oleson in the Equity and Inclusion Office, ext. 37316.**