Date: January 21, 2016  
To: Everyone @ LMC  
From: Professional Development Advisory Committee (PDAC)  
Re: PDAC Conference Funding Request Guidelines and Directions for 2015-2016  
Updated 1/20/16

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 (3SP), the Student Equity Plan (SEP), and the Title V Hispanic Serving Institutions Grant (EXITO).

The following Funding Levels of Support have been created for PDAC Conference Funding in the 2015-2016 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 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, which are noted at the end of the Request for Conference Funding from PDAC 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, 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.

2. Complete the Request for Conference Funding from PDAC 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 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.

3. 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.

4. Submit Employee Expense 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 in the Office of College Advancement, ext. 37316.
LOS MEDANOS COLLEGE
Request for Conference Funding from PDAC

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, meals, hotel costs, etc.).
3) Include a Copy ONLY 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: ☐ Classified ☐ Full-time Faculty ☐ Part-time Faculty ☐ Management
ACTIVITY NAME __________________________ LOCATION __________________________
DATE(S) __________________________________________

College Strategic Priorities: Check all that apply.
☐ Increase Equitable Student Engagement, Learning & Success
☐ Strengthen Community Engagement & Partnerships.
☐ Promote Innovation, Expand Organizational Capacity & Enhance Institutional Effectiveness
☐ Invest in Technology, Fortify Infrastructure & Enhance Fiscal Resources

Student Equity Plan Goals: Check all that apply
☐ Access for ESL Students and Veteran Students
☐ Course Completion for African American Students, Foster Youth Students, and Low-Income Students
☐ Math Completion for Disabled Students, ESL Students, Foster African American, Foster Youth, and Low Income Students
☐ English Completion for African American Students, Disabled Students, and Low Income Students
☐ Degree/Certificate Completion for African American Students, ESL Students, Foster Youth Students
☐ Transfer for African American Students, Disabled Students, Low-Income Students

3SP - Four (4) core service areas: Check all that apply
☐ Orientation
☐ Assessment – Student Placement in English, ESL, and Math
☐ Counseling, Advising and Other Education Planning Services
☐ Follow-up for At-Risk 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.

Please turn over to continue reading and to review Request for Funding deadlines
What do you expect to gain from this conference? How will the activity benefit the College? Attach Additional pages if necessary.

EVALUATION/DISSEMINATION OF INFORMATION (as agreed to with manager). The following should be completed within four weeks of the event:
1. A brief written report addressing how this experience will impact your job or student success submitted along with your expense reimbursement.
2. One of the following: (please check):
   - Workshop or presentation as appropriate, i.e., Flex
   - Sharing of materials/information with other individuals through department or committee meetings.
   - Other: ____________________________________________________________

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

Evaluation of Conference: You will be asked also to complete a brief on-line survey about your experience.

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 below (please check boxes above as applicable and approve the submission of this request: ___ (I made a larger space here)

__________________________ __________________________
Signature Date

Approved by Funding Source Manager: Check one: ☐ SEP ☐ EXITO ☐ 3SP ☐ Other

Date of Approval: __________________________ Signature: __________________________

Comment: ___________________________________________________________________________ 

For PDAC Office Use Only:
Conference Attendee’s Name: ___________________________________________________________

PDAC Conference Review Recommendation:
Recommended for Approval ☐ Not Recommended for Approval ☐
Date: __________________________
Comments: __________________________________________________________________________

President’s Signature _____________________________________ ☐ Approved ☐ Denied for PDAC Funding
Date: __________________________

Comments: __________________________________________________________________________

Evaluation/Dissemination of Information Due Date: __________________________
Evaluation/Dissemination Proposed Date: __________________________
Evaluation/Dissemination Received Date: __________________________
# REVIEW AND APPROVAL SCHEDULE

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*Note: November 2015 PDAC meeting due to Thanksgiving Holiday.

**PDAC Meeting pushed back one week due to Spring break.

***Adjusted date due to Spring break.

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*If you are requesting funding for a conference scheduled for June, July, or August, it is recommended that you submit your application no later than the May deadlines. Summer (June and July) will be reviewed on a case by case basis.*

J: Oleson/CoA/PD /ConferenceFunding/ConferenceMemoandForms/Updated 1-20-16