LOS MEDANOS COLLEGE

Date: Fall 2026
To: LMC Community
From: Professional Development Advisory Committee (PDAC)
Re: PDAC Conference and Professional Development Funding Guidelines for 2026-27

We are excited to support your professional learning and development!
PLEASE CALENDAR the following 2026-27 proposal submission due dates:

PDAC reviews proposals four (4) times this fall, and five (5) times next spring.

Here's how your proposal gets approved:

- ✓ Discuss your proposal/request with your Dean/Supervisor for approval
- ✓ Submit your Professional Learning Conference and Mini Grant proposal
- ✓ PDAC reviews and recommends
- ✓ Follow up with your Dean/Supervisor to move forward

Fall 2026 Due Dates for Submitting Request	PDAC Meeting to Review Request
8/13	8/27
9/10	9/24
10/8	10/22
11/19	12/3
Spring 2027 Due Dates for Submitting Request	**PDAC Meeting to Review Request**
1/TBA	1/TBA
2/TBA	2/TBA
3/TBA	3/TBA
4/TBA	4/TBA
5/TBA	5/TBA

LMC's Professional Learning Program strengthens and supports a dynamic learning environment that promotes and enhances personal, professional, and organizational learning for all employees with the 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. To maximize access to available resources, funding is generally limited to one award per applicant per year. Individuals who submit more than one application during the same funding year may not be approved for additional funding. In addition, funding is available through this application process from sources such as Nexus (for New Faculty),

and the Student Equity and Achievement (SEA) program, and district PD funds. Additionally, individual departments or grants may have funds for professional conferences related to that area of work. Discuss these opportunities with your manager (ex. Financial Aid, SACNAS, WAVES Conference). At the end of this document, we have noted additional district resources for professional development.

PDAC Conference Funding Levels of Support 2026-27 Academic Year:

- **Individual Conference**: Employees may be awarded up to $1,500 per person per academic year (July 1 – June 30). Requests are considered on a first-come first-serve basis.

- **Multiple Attendees**: 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.

- **Nexus 2nd-Year Cohort Requests for Professional Development/Conference Funding**: In the second year, you may apply your approved Nexus funding ($1,000) through this form. If the activity is above $1,000, PDAC will consider funding up to an additional $500 to support expenses, for a total cost up to $1,500.

- **Pedagogy Innovation Project (PIP):** Participants who successfully complete the program will receive a $1,000 professional development grant, to be spent on conference attendance, materials, and/or other professional development needs in 2026-2027.

Requests are approved based on funds available, benefit to the college community, and alignment with college goals.

Staff participating in funded professional learning activities are required to share the information gathered or learned with the college community. Sharing may be done in various ways, including brief reports, workshops or presentations, through department or committee meetings, curriculum development, or other ways to develop. Upon return from the conference or activity you will be asked to complete a brief survey evaluating your conference experience, indicating how you will share what you learned.

Note the funding criteria and application process below, allowing necessary time to plan your participation. Conference funding requests must be submitted prior to the conference and within deadlines.

FUNDING CRITERIA:

- 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 or share their learning with the campus?
- Is the budget clear and itemized?

APPLICATION DIRECTIONS:

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.

TO APPLY: Complete the Request for Conference Funding Form by following the directions and **including all required documentation**.

> **Classified Staff and Managers**: Please complete a Leave Request on Insite for conference approvals as required by your Dean/Manager. Use the InSite Resources Tile and scroll down to Leave Request.
>
> **Faculty**: Please complete a Leave Request – Faculty Form for conference approvals as required by your Dean. The Office of Instruction will send you **a copy of your approved Leave Request** form via email - please upload this copy with your application.

2. Your request must include the items noted below. The Committee will not review incomplete applications.

- Completed Conference Registration form showing cost. Summary brochure listing activities and showing what meals are and are not provided.
- Mileage costs (i.e. Google maps, BART print-outs)
- Estimates for the following: Taxi/Shuttle/Rideshare; Flight; Hotel; Meals

Note: The application requires your manager's approval of the submission of your request and confirms that there are no other funds available for this purpose. Please allow ample time for their review. We will take your completed form as your official request to review at the next scheduled PDAC meeting, where there are two or more weeks in advance to process after submission. You will be notified of PDAC approval and/or funding recommendations promptly after the meeting (see meeting schedule table on page 1).

3. All requests for conference funding **must** be approved in advance of the event.

REIMBURSEMENT PROCESS:

Submit Employee Expense Reimbursement requests to the DEIB and Professional Development Office for approval and submission for payment upon your return. Please do not submit an Expense Claim until after you have completed your trip. Expense claims must be submitted within 30 days of your return.

The College **may** be able to pre-pay conference registration fees. If approved to utilize Concur, the district travel-store partner, the College **may** also be able to prepay your hotel, flight, and other transit services. No other expenses can be prepaid or reimbursed until you return from your trip. During the final months of the fiscal year, the PD budget may be exhausted, and it becomes more difficult for the college to prepay expenses due to Business Services Accounts Payable deadlines.

You can reference the District Travel Policies and Procedures at Business procedure 9.22. Expense Reimbursement forms are available from the Business Office SharePoint site. All receipts should be scanned 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.

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 the **Program Coordinator for Professional Development** at **PD@losmedanos.edu**.

ADDITIONAL RESOURCES AVAILABLE THROUGH 4CD:

Local 1 Classified Professionals (Educational Incentives)

- **Classified Employee Enhancement Program (CEEP)** – organized by District Office
  - 1.7 District Human Resources
  - Employees are eligible for up to $2,400 per applicant per fiscal year and provides funding for course work outside of 4CD (i.e., community colleges other than 4CD, adult educational programs, universities and colleges), conferences and other appropriate learning and educational activities.
  - To be eligible, the applicant must demonstrate the educational activity meets one of the nine criteria listed in the Local 1 contract.

- **Educational Incentive Program (EIP)**
  - Academically supports classified professional members by encouraging preparation for upward mobility through education.
  - Awards may be applied to community college, vocational/technical, private certificate programs, four-year college, university, or graduate tuition
  - Up to $700.00 per applicant per semester or quarter

Tuition Reimbursement for Classes Taken Within Contra Costa Community College District

- The purpose is to enhance the knowledge, skills, abilities and promotability of classified employees.
- All Classified (members of Local 1), Confidentials, Supervisors and Managers who have passed their probationary period, if applicable, shall be eligible for this program.
- Criteria Reimbursement only for tuition paid for any credit or non-credit classes offered by the District. Must complete the course with a grade of at least "C" (or pass if a pass/fail course) Exclusions. Expenses incurred for non-CCCCD classes will not be eligible for reimbursement.

- **Classified Leadership Institute (CLI)** – organized by Classified Senate, employees can apply to attend

Confidential Employees

- Confidential Employees can utilize the Confidential Tuition Reimbursement funds, which reimburses course work, conferences, workshops, and other appropriate learning and educational activities of $1,500 per fiscal year per employee.
- Application submitted to DO

Managers and Supervisors

- Currently, funding is available up to $2,000 per applicant every other fiscal year. This total is adjusted every year to ensure utilization. How much one receives will depend on how many applications have been submitted and the amount of funds available at the time an application is forwarded. These professional development funds cover the costs of various job-relevant training and educational activities.
- Application submitted to DO

Full Time Faculty

- District Matching Funds – As of Spring 2025, full time faculty now have access to District matching funds approved by UF. Campuses have discretion to approve the use of these matching funds when reviewing requests through their local processes (in our case through PDAC).