

# Norco College

## Professional Development Minutes

October 9, 2018

Room: IT 218

Dr. Tim Russell and Dr. Kara Zamiska co-chaired this meeting.

### Members:

Dr. Tim Russell.....	Social and Behavioral Sciences
Dr. Kara Zamiska.....	Social and Behavioral Sciences
Dr. Marshal Fulbright.....	Dean of Instruction
Colleen Molko.....	Dean, Grant Development and Administration
Dr. Sandra Popiden.....	Social and Behavioral Sciences
Dr. Lisa Nelson .....	Arts and Humanities
Jethro Midgett.....	Social and Behavioral Sciences/Counseling
Lisa Martin.....	Social and Behavioral Sciences/Counseling
Dan Reade .....	Communications
Jody Tyler .....	Sciences and Kinesiology

### Committee Administration Support:

Nicole C. Brown.....	Office of the Vice President of Academic Affairs
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### Absent:

Dr. Samuel Lee.....	Vice President of Academic Affairs
Dr. Gustavo Ocegüera.....	Dean, Grants & College Support Program
Dr. Courtney Buchanan.....	Social and Behavioral Sciences
Starlene Justice.....	Sciences and Kinesiology
Natalie Morford.....	Communications
Paul VanHulle .....	Business, Engineering and Information Technologies
Janet Frewing.....	Math
VACANT.....	ASNC
Leticia Martinez.....	Student Financial Services Analyst
Stephen Park.....	Math & Sciences

### Guest:

Farshid Mirzaei .....	Business, Engineering and Information Technologies
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**A. Approval of the Minutes May 8, 2018** MSC: C. Molko/D. Reade \* 2 Abstained, Approved

**B. Approval of the Agenda September 11, 2018** MSC: Motion to approve C. Molko/D. Reade. \* **Approved**

**C. Action: All Actions items MSC: C. Buchanan/S. Popiden \* APPROVED**

1. **Human Trafficking Symposium** - MSC: J. Midgett/ S. Popiden \* Approved

2. **New Faculty Retreat** MSC: J. Midgett/ L. Nelson \* Approved

## **D. Discussion:**

**1. PDC Budget:** Committee with working on a budget for the Spring 2019 that is transparent and fair. The PDC needs to develop a process and policy as well as follow up on results. Samples provided to the committee from Fullerton and Mt. Sac College to review and provide feedback to the PDC chairs by 10/16/18 for a 10/18/18 finalization meeting. Goal is to create our own form using the best examples from each form sample. Mt. Sac form has great 'step-by-step' instructions and Fullerton's form is simple to use with a great after action report. The management of the funding is going to be controlled by Dr. Fulbright's office. Discussion on how much money will be allocated to each person based on budget.

**2. Spring Flex:** Dr. Zamiska showed the committee the survey form to send out. Discussed the questions on the survey. Suggestion for the FLEX event survey to add a department field so it can be measured on who is interested and participating. In the request field, ask the question "Are you reporting out?" Suggestion to use the FLEX form to check list for activity. Add who is the speaker or lead for the workshop. Discussion on with committee on workshop suggestions> Grading in Canvas; Canvas show & Tell; Website Contributors; Hire Me Day; SharePoint training; Office 365 training. Please send your suggestions to the PDC chairs.

**3. Update: Student Equity Professional Development**

**4. New Faculty Retreat.** A reminder was sent out since only 14 RSVP'd to this event and over 60 were invited.

**E. Information: NONE**

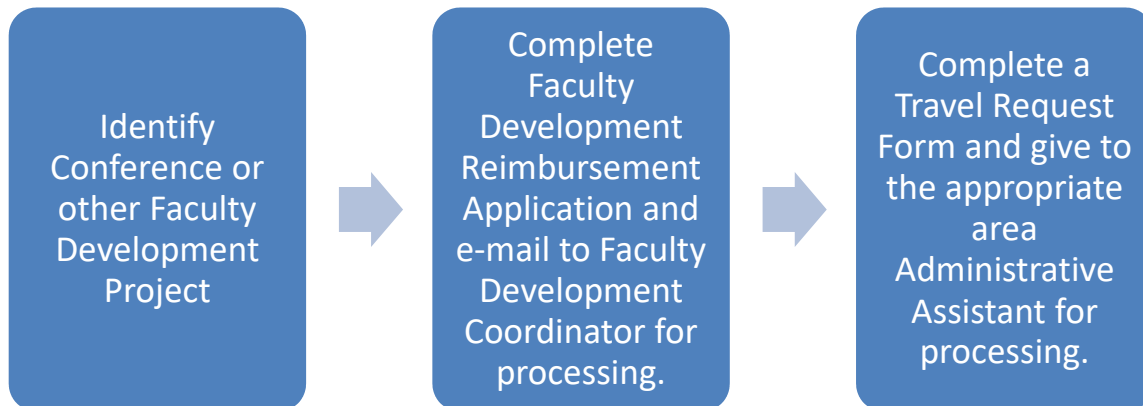
**F. Open Hearing: NONE**

**Next Professional Committee Meeting: Tuesday, November 13, 2018 in IT 218 @ 12:50 PM to 1:50PM.**

**Statement of Purpose** The Norco Professional Development Committee offers ongoing opportunities to improve, develop, and expand the skills and practices of faculty and staff who promote students' ability to achieve their educational goals.

## How to Apply for Faculty Development Funds

### Moreno Valley College Faculty Development Committee



#### When preparing your Faculty Development funding request, please do the following:

1. Make sure to indicate "Funding Source" on the Travel Request Form. You should indicate Faculty Development funding as well as any other sources such as BSI, Student Equity, etc. that may be applicable.
2. Make sure to keep records of your submitted forms and related expenses until reimbursements are fully processed.
3. Once you have attended the conference and/or participated in the planned development activities or project(s), write a brief summary explaining (1) what you did and how this contributes to your development as a faculty member, and (2) in what way(s) you will share what you have learned with the college community. **Please send the summary within a month of project completion via e-mail to the Faculty Development Coordinator.**

#### Examples of Professional Development Activities:

- Attend a conference or meeting for a professional society or discipline-related group/association.
- Participate in discipline-related activities that enhance your knowledge and experience in your field: trainings, museum exhibits, lectures, workshops, service activities, mentoring opportunities, applied/practical experience
- Conduct research or engage in other inquiry or study related to your discipline, teaching, or other college work

**Faculty Development Committee  
Professional Development Reimbursement Application**

<b>Faculty Development Goals</b>
<p>A. Provide professional development opportunities that expand skills and practices for faculty to support improvement of instruction and enhanced student learning.</p> <p>B. Develop innovative classroom strategies and instructional techniques that are responsive to evolving student needs and measures of student success.</p> <p>C. Offer training opportunities that increase computer and technological proficiency and/or support distance education and online instruction.</p> <p>D. Engage faculty as scholars and practitioners in their various disciplines, and provide opportunities for faculty to share their expertise with colleagues.</p> <p>E. Support faculty well-being, including physical and emotional health and self-esteem.</p>

**Examples of Professional Development Activities:**

- Attend a conference or meeting for a professional society or discipline-related group/association.
- Participate in discipline-related activities that enhance your knowledge and experience in your field: trainings, museum exhibits, lectures, workshops, service activities, mentoring opportunities, applied/practical experience
- Conduct research or engage in other inquiry or study related to your discipline, teaching, or other college work

**Funding:** The Faculty Development Committee has a 2017-18 budget of \$10,000 to support independent individual and group faculty development. (The fall and spring Flex Days are funded separately.) The Committee has agreed to a goal of supporting at least 10 projects at \$500 or less and at least 5 projects between \$500 and \$1000. (Amounts larger than \$1000 may be considered if cost-to-benefit is deemed appropriate and with proper consideration to competing requests for limited funds.) Please also consider applying for funding from multiple appropriate sources: Basic Skills, Transformation Grant, Equity, etc. This application is just for reimbursement of expenses; it does not pay or award Flex hours. **All faculty—full-time and part-time—are eligible to apply for Faculty Development Reimbursement of Expenses.**

**Criteria for Selection:**

- **Timeliness of the submission of this application:** The earlier you submit your application, the more likely it is to be considered for approval. We recommend at least a month lead time between Committee approval and the date of the proposed project. **Consult the Faculty Development Committee Meeting Schedule, and aim to submit your proposal to the Faculty Development Coordinator at least a week before the next meeting. All paperwork, including Travel Request form, must be submitted and approved prior to the event and in accordance with stipulated timelines.**
- **Benefit** of the activity to the professional development of the participants and MVC faculty, to the campus community as a whole, and above all to student success. Review the faculty development goals above.
- **Cost to benefit:** Cost of projects should be reasonable in relation to the professional and institutional benefits they provide.
- **Diversity:** We seek to support projects with diverse professional goals and from across the academic and CTE curriculum.

**1. Applicant Name:**

**2. Department/Discipline:**

**3. Proposed Professional Development Activity:**

**4. Date(s) of Proposed Activity:**

**5. Location:**

**6. Description of Activity:**

**7. Which Faculty Development goal(s) does this activity address?**

**8. If Faculty Development funds your activity, you will be required to submit a summary of the project within a month of completion. The summary should include a plan for sharing what you learned with the college community.**

**Date for Submission of Report:**

**Budget Breakdown:**

Faculty Development Funds allow for up to \$1000 per person, but please provide a full breakdown of your expected budget.

Category	Description	Proposed Expenditure
Conference Fees		
Hotel/Lodging		
Travel Expenses		
Meals		
Materials and Equipment		
Miscellaneous Expenses		
Totals		

**You will also need to submit a Travel Request form if your request involves travel expenses.** The form is available on the MVC Intranet under "Forms". The Travel Request paperwork must be submitted **four weeks** prior to the Board of Trustees meeting to ensure it has the appropriate administrative signatures. Please direct questions on this process to your area Administrative Assistant.

4. After receiving approval to travel prepare requisitions. All requisitions must have an approved travel authorization form attached. Find out if the vendor requires a District warrant or purchase order for registration fees, airfare and/or lodging. The District prefers that payment be made by a purchase order. If a warrant is required for registration, the requisition must be submitted two weeks prior to the deadline date. Indicate the deadline date on the requisition and if you want the warrant mailed or returned to the person processing the requisition.  
If a purchase order can be used, obtain a purchase order number from the Purchasing Department prior to making any reservations. You must send the Purchasing Department a copy of the approved travel authorization form and approved requisition before they will issue a purchase order number. When making hotel reservations, you can use either your personal credit card or a District purchase order. Overnight stay within Los Angeles and Orange County is generally not funded. *NOTE: If the registration fee is under \$50, staff is expected to pay the fee and claim it as a reimbursement.*
5. Attend the conference or workshop. Always choose the least expensive alternatives for travel. The District asks that you carpool or use a District vehicle whenever possible.
6. Complete an expense voucher within two weeks of your return and attach all original receipts. If multiple budget codes are involved, submit the expense voucher to your supervisor/dean for proper distribution of amounts prior to submitting the expense voucher to Accounts Payable.  
*NOTE: Please submit original receipts for meals, lodging (itemized statement required), registration, etc., if you have personally paid for these expenses. If you do not have receipts for meals, the maximum reimbursement you may receive is \$40 per day. Mileage will be reimbursed at the current federal approved rate. If you choose to drive to your destination, the District will not reimburse you beyond the cost of air travel.*
7. If Staff Development funds are granted for all or part of your travel, you are expected to complete an evaluation form and submit it to the Staff Development Office. Since Staff Development funds are limited, please share what you learn from the conference/seminar with your colleagues.

Any questions, please contact the President's Office at (626) 914-8821.

## Steps to Request Funds for Travel

1. All employees must complete an [Application for Travel Authorization](#) form (a District form) when traveling off campus for college business at least two weeks prior to their trip. The appropriate vice president and president must approve all trips whether reimbursement is applicable or not. *NOTE: It is the discretion of the President to approve or deny all travel.*

The District will fund full time faculty \$400 per year. Any amount over must be submitted to Staff Development. Adjunct faculty does not receive District funding, but can receive funding from Staff Development. Depending on the type of conference or workshop requested by classified staff, their travel will be submitted to Staff Development. If submitted to Staff Development and the amount of travel is not completely supported by Staff Development, it is possible that the department conference/travel budget will cover the remaining balance.

If funding is requested from Staff Development, the [Staff Development form](#) (click on link) must be completed and attached to the travel authorization form. Do not send requisitions along with the travel authorization form.

2. Get the necessary signatures from your dean and forward the Travel Authorization Form and Request for Staff Development Funding Form to Caroline Locke in Staff Development. The travel expenditure must first be approved by the Faculty Learning Institute. The vice president and president will sign the forms **after** committee approval. *Do not make any non-refundable reservations or buy tickets until your request has been approved, unless you are prepared to pay for expenses yourself.*

3. Upon approval from the Vice President, the travel form will be forwarded to the President's Office for final review. If requesting Staff Development funds, the President's Office will forward the travel request to the Staff Development Office. After the Staff Development Committee indicates their level of travel funding, the travel form will be sent back to the President's Office for final processing. The President's Office will return the goldenrod copy of the travel form to the applicant and canary copy to the supervisor/dean within three days with an approval or denial date.

[Staff Development Advisory Committee](#)

[Management Committee](#)

[Classified Staff Development](#)

[Faculty Learning Institute](#)

[Development Web Resources](#)

[Requesting Funds for Travel](#)

[Staff Development Forms](#)

[Staff Development Home Page](#)



# NORCO COLLEGE

## PROFESSIONAL DEVELOPMENT WORKSHOP PROPOSAL

Event Title: New Faculty Retreat

Short Description:

Guest speaker will discuss equity-minded pedagogy + direct related group activities. We will also have time to: 1) Discuss demographics + who our students are, 2) ~~Hold~~ <sup>Have</sup> a panel of faculty discuss experiences, 3) develop relationships among new faculty, mentors, chairs, etc.

Presenter(s)\*: Dr. Talitha Jones-Jolivet + PDC  
 Contact Person: Kara Zamiska  
 Contact Email: kara.zamiska@norcolocallege.edu  
 Contact Phone: (49-871-5272)

\* Prior to submission, classified staff presenters must coordinate their workshop schedule with their direct supervisor.

Scheduled in R25?

Yes  No

Are you requesting FLEX approval:

Yes  No

Event Date: 11/3/18  
 Event Location: Dr. Sam Lee's home  
 Event Start Time: 9:00 AM  
 Event Duration (for FLEX): 6 hours

If so, FLEX event connects to: (check all that apply)

### CONNECT WITH STRATEGIC PLANNING:

Which of the 7 Strategic Goals does this event relate to? (check all that apply)

- Increase Student Achievement and Success
- Improve the Quality of Student Life
- Increase Student Access
- Create Effective Community Partnerships
- Strengthen Student Learning
- Demonstrate Effective Planning Processes
- Strengthen Our Commitment to Our Employees
- None of the Above

- Improvement of Teaching
- Maintenance of Academic/Technical Knowledge and Skills
- In-Service Training (Vocational Ed and Employment Prep)
- Retraining
- Intersegmental Exchange Program
- Development of Innovations in Instructional and Administrative Techniques and Program Effectiveness
- Computer and Technological Proficiency Programs
- Course and Training Implementing Affirmative Action and Upward Mobility Programs
- Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including, but not limited to, programs to develop self-esteem

Please submit your completed form to the Instructional Programs Support Coordinator at least two weeks before your event.

OFFICIAL PDC USE ONLY: Professional Development Workshop: Approved <input type="radio"/>	Not Approved <input type="radio"/>	Date of Action: <input style="width: 100%;" type="text"/>
FLEX Workshop (if requested): Approved <input type="radio"/>	Not Approved <input type="radio"/>	Electronic <input type="radio"/> PDC Meeting <input type="radio"/>



# NORCO COLLEGE PROFESSIONAL DEVELOPMENT WORKSHOP PROPOSAL

Event Title: Human Trafficking

Short Description:

Human trafficking is modern-day slavery and involves the use of force, fraud, or coercion to obtain some type of labor or commercial sex act (Homeland Security, 2018).

This symposium will be led by a leading expert in the field of human trafficking and cover areas of concern and potential remedies we can instill as a society to ensure social justice for everyone and reduce or eliminate this criminal enterprise from exploiting human beings for their own profits.

Presenter(s)\*: Nancy Aguirre  
 Contact Person: Sigrid Williams  
 Contact Email: sigrid.williams@norccollege.edu  
 Contact Phone: 951-739-7825

*\* Prior to submission, classified staff presenters must coordinate their workshop schedule with their direct supervisor.*

Scheduled in R25?

Yes  No

Are you requesting FLEX approval:

Yes  No

Event Date: October 19, 2018  
 Event Location: Norco College - Theater  
 Event Start Time: 1:00 PM  
 Event Duration (for FLEX): 3:00 PM

**CONNECT WITH STRATEGIC PLANNING:**

Which of the 7 Strategic Goals does this event relate to? (check all that apply)

- Increase Student Achievement and Success
- Improve the Quality of Student Life
- Increase Student Access
- Create Effective Community Partnerships
- Strengthen Student Learning
- Demonstrate Effective Planning Processes
- Strengthen Our Commitment to Our Employees
- None of the Above

If so, FLEX event connects to: (check all that apply)

- Improvement of Teaching
- Maintenance of Academic/Technical Knowledge and Skills
- In-Service Training (Vocational Ed and Employment Prep)
- Retraining
- Intersegmental Exchange Program
- Development of Innovations in Instructional and Administrative Techniques and Program Effectiveness
- Computer and Technological Proficiency Programs
- Course and Training Implementing Affirmative Action and Upward Mobility Programs
- Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including, but not limited to, programs to develop self-esteem

***Please submit your completed form to the Instructional Programs Support Coordinator at least two weeks before your event.***

OFFICIAL PDC USE ONLY: Professional Development Workshop: Approved <input type="radio"/> Not Approved <input type="radio"/> FLEX Workshop (if requested): Approved <input type="radio"/> Not Approved <input type="radio"/>	Date of Action: <input style="width: 100%;" type="text"/> Electronic <input type="radio"/> PDC Meeting <input type="radio"/>
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# Fullerton College

## Professional Activity/Travel Request Form

(PLEASE READ *PROCEDURES FOR PROFESSIONAL ACTIVITY/TRAVEL* located on the J: drive under Forms and Procedures/Travel Requests BEFORE COMPLETING AND SUBMITTING this form.)

\*Information in blue is only for activity/travel funded by Staff Development.

**FACULTY: PLEASE DISCUSS ANY SUBSTITUTE NEEDS WITH YOUR DEAN**

Date of Request:	
Person Attending/Sponsoring Activity with Banner ID	
Requestor if different from above):	
Department/Division:	
Classified <input type="checkbox"/> Management/Confidential <input type="checkbox"/>	
Full-Time Faculty <input type="checkbox"/> Part-Time Faculty <input type="checkbox"/>	
Name of event & organization/sponsor:	
City:	State:
Date(s) (if off campus, include activity and travel time):	

Estimated Expenses:	Totals:
Speaker/Trainer fee (on-campus events only)	
Registration	
Airfare	
Hotel:            nights @ \$            /night	
Mileage:        total miles x .54 cents/mile	
Meals: (please check per diem for your area)	
Parking:        days @ \$            /day	
Shuttle/taxi	
Rental car	
Other (explain):	
<b>Estimated grand total:</b>	
<b>Total expected for reimbursement:</b>	
<small>(not to exceed \$2000 per FT employee or \$1000 for PT Faculty)</small>	

**Justification:** A) Select the authorized uses below that best support your request (check all that apply) and the mission of Fullerton College "to prepare students to be successful learners":

<input type="checkbox"/> Improvement of teaching	<input type="checkbox"/> Inter-segmental exchange programs
<input type="checkbox"/> Retraining to meet changing institutional needs	<input type="checkbox"/> Computer and technological proficiency programs
<input type="checkbox"/> Maintenance of current academic/technical knowledge & skills	
<input type="checkbox"/> In-service training for vocational education & employment preparation programs	
<input type="checkbox"/> Development of innovations in instructional & administrative techniques & program effectiveness	
<input type="checkbox"/> Courses & training implementing affirmative action & upward mobility programs	
<input type="checkbox"/> Other activities determined to be related to educational & professional development	

B) Briefly describe the objective of the activity and how it will benefit you and the work you do for the College.

C) Briefly describe here how you plan to share the information you gained from the activity to your department/division or campus and also attach a more detailed **DISSEMINATION PLAN** as a separate document.

D) Paste a link to the conference/activity website (if available/applicable).

Provide any additional information that you would like the Staff Development Committee (SDC) to consider in their evaluation of your activity/conference, such as whether you will be a presenter at the conference.

Submitting an activity/travel request form indicates that the person receiving funding has read, understands and agrees to the conditions for Staff Development (SD) funding explained at the bottom of the Procedures for Professional Activity/Travel Request found on the Staff Development website <http://staffdev.fullcoll.edu/> **Initial here:**

**TO BE COMPLETED BY SD or IMS/DEAN/VP**

<i>COMPLETE ONLY FOR STAFF DEVELOPMENT FUNDING</i>		
Maximum available for reimbursement:	Verified by:	SD Budget#:
<i>COMPLETE ONLY IF OTHER THAN OR IN ADDITION TO STAFF DEVELOPMENT FUNDING</i>		
Maximum approved for reimbursement:	Verified by:	Non-SD Budget#:

<b>Reviewed/Supported by:</b>		
Funding Applicant	Name:	Date:
<i>Forward as email attachment to Immediate Management Supervisor/Area Dean</i>		
Area Dean	Name:	Date:
<i>Forward as email attachment to AMezzano@fullcoll.edu for SD travel or to VP for non-SD travel.</i>		
Staff Development Office/SDC Chair	Name:	Date:
<i>Forward as email attachment to Dean responsible for SD Budget</i>		
Dean Responsible for SD Budget	Name:	Date:
<i>Forward as email attachment to Area Vice President</i>		
Dean Responsible for non-SD Budget	Name:	Date:
<i>(if different from Area Dean) Forward as email attachment to Area Vice President</i>		
<b>Final Approval by:</b>		
Area Vice President	Name:	Date:
<i>Forward as email attachment to AMezzano@fullcoll.edu for processing for SD travel or to division office for non-SD travel.</i>		
<b>Received/processed by:</b>	Name:	Date:

## Dissemination Plan Guidelines for Staff Development Funding

Because one of our core principles is that professional learning should be shared, the Staff Development Committee requires that a dissemination plan be included with all requests for funding.

Though much of what you learn at discipline-specific conferences will relate to your particular area of expertise, we also hope that you will take the opportunity to attend sessions devoted to teaching and learning or student success. We encourage you to discover speakers who inspire you to improve your practice, or who provide new perspectives on how students can best be served. Sharing these take-aways from the professional learning experience does not require perfect expertise, just a commitment to improving what we do at FC.

The committee has adopted the following dissemination plan guidelines for Staff Development-funded conference travel, workshop attendance, campus speakers, or trainings. When more than one person is attending the same conference, they are encouraged to collaborate and submit a joint plan.

Please address the following in your dissemination plan:

1. Describe what you seek to learn by attending the conference, and how you hope it will improve your professional practice. If the conference program is available, please include suggestions for sessions you might attend. If it is not yet available, reference the previous year's schedule to discuss the type of sessions offered at this conference.
2. Briefly discuss how this learning connects to one or both of the following:
  - a. The goals articulated in your department's program review self-study
  - b. College goals (<http://www.fullcoll.edu/president/fullerton-college-goals-institutional-slos>)
3. How do you plan to share your learning with colleagues? (See the Ideas for Dissemination Activities document.). We encourage you to consider how colleagues outside of your department might benefit from your learning. Feel free to consult with the Staff Development Coordinator for suggestions.

**\*\*Following completion** of your planned dissemination activities, submit the Dissemination Plan Follow-up form (via email or campus mail) to Aaron Mezzano ([AMezzano@fullcoll.edu](mailto:AMezzano@fullcoll.edu)), Staff Development administrative assistant.

The Staff Development Committee members are available to assist you in this process. Consult with us! We enjoy connecting our campus colleagues with professional development funding opportunities. **Please contact Jeanne Costello, Staff Development Coordinator, for assistance or questions regarding the dissemination plan** ([jcostello@fullcoll.edu](mailto:jcostello@fullcoll.edu)). Jeanne is happy to provide feedback/guidance on dissemination plans before they are submitted.

## Dissemination Activity Ideas

Consider the following options as you create your dissemination plan. While workshops are certainly welcome, they are not the only form that sharing of conference learning might take. If you have ideas different from those on the list, please consult with Staff Development Coordinator, Jeanne Costello ([jcostello@fullcoll.edu](mailto:jcostello@fullcoll.edu)) before submitting your dissemination plan.

1. **FLEX ACTIVITY:** Propose a 1 ½ or 3-hour department-specific activity for colleagues or suggest a breakout session that might have wider appeal and could be included in the general program.
2. **FACILITATED CONVERSATION:** Initiate and facilitate a conversation in a department, division, or committee meeting to discuss an issue relevant to college work. Your learning will inform and guide the conversation and could potentially lead to a proposal for further professional learning on campus.
3. **ADJUNCT TRAINING:** Contribute to adjunct support and training in some way.
  - a. Department-specific adjunct training session
  - b. Preparation of materials to share with adjunct faculty in your department
4. **CAMPUS SPEAKER:** Propose a campus speaker/presenter whom you found particularly powerful and effective at the conference. Submit a proposal to the Staff Development Committee for bringing that speaker to campus.
5. **PROFESSIONAL LEARNING MATERIALS:** Create a guide, handout, or online resource based on your learning that can be shared with colleagues in your own department or division or with the wider campus community via the Staff Development website. Include a short blurb on how this material will be useful to colleagues.
6. **WORKSHOP:** Contribute to the preparation of a workshop (1-1 ½ hours) for one of the following programs:
  - a. Teaching and Learning Certificate (see suggested TLC categories on page 2 below)
  - b. Classified Staff Development Day
  - c. District-wide Staff Development program

Workshops might focus on an idea gleaned from one or more conference presentations, but might be developed further with your own expertise. Workshops may be lead by individuals or teams, but either way, consultation and collaboration is encouraged during the development process.

## Teaching and Learning Certificate (TLC)

The TLC program is designed to provide Fullerton College educators (classified staff; managers; and faculty, both full-time and part-time) with opportunities for professional learning that helps them improve their practice and contribute meaningfully to student success.

### **Instructional Practice and Student Success**

- Instructional Technology
  - Online Pedagogy
  - Web-Enhanced Instruction
  - Instructional Software and Applications
- Pedagogy
  - Active and Collaborative Learning
  - Service Learning and Civic Engagement
  - Undergraduate Research
  - Project-Based Learning
  - Reading Apprenticeship
  - Attending to the Affective Domain
- Student Support
  - Faculty Advising
  - Creating Student Pathways
  - Academic Support Services
  - Effective Interactions with Students

### **Equity and Diversity**

- Cultural Intelligence and Responsiveness
- Understanding Student Populations
- Universal Design for Learning
- Reducing Achievement Gaps

### **Habits of Mind**

- Fostering Growth Mindset

- Mindfulness Practices
- Online Habits of Mind Modules

### **Institutional Effectiveness**

- Program Review
- Outcomes: Design and Assessment
  - Student Learning Outcomes
  - Program Learning Outcomes
  - Institutional Learning Outcomes
  - Service Area Outcomes
  - eLumen Training
- Tenure Review
- Shared Governance
- Program Evaluation and Data Assessment
- Technology
  - Website design and maintenance
  - Office software and programs
- Leadership Training

### **Health and Wellness**

- Physical Activity and Nutrition
- Stress Reduction
- Work-Life Balance
- Mindfulness

# Fullerton College Staff Development

## Dissemination Plan Follow-up

As a recipient of Staff Development funding, you are required to disseminate the knowledge gained from your conference/workshop experience with colleagues. Please complete and submit the following to demonstrate to the Staff Development Committee (SDC) how you completed this requirement. This will be used as part of the evaluation for future funding requests. When completed, please send this document to Aaron Mezzano ([AMezzano@fullcoll.edu](mailto:AMezzano@fullcoll.edu)).

Name/s: \_\_\_\_\_

Division/Department: \_\_\_\_\_

Dates of Travel/Workshop: \_\_\_\_\_

Title of Conference/Workshop/Training: \_\_\_\_\_

Please summarize how you disseminated the knowledge and information gained. Address the following: dates of dissemination/s, audience, format, and any other pertinent information the SDC members need to know.







## PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT CONFERENCE FUNDING PROCESS

### How Much POD Funding is Available to Me?

The Professional Development Council (PDC) may approve up to \$1800 per person until all funds for the academic year are exhausted. Employees may apply multiple times until they have reached the \$1800 threshold.

### How Do I Get Professional Development Funding for My Conference?

#### STEP 1: You Will Create A Packet That Includes The Following Three Things:

- A. **COMPLETED CONFERENCE AND TRAVEL REQUEST/EXPENSE CLAIM FORM ([Link](#))**
- This is the College's form to generally approve your travel on behalf of the institution and, if you are funded, how you will process your reimbursement.
  - It must be signed by your manager and Vice President before being submitted.
- B. **COMPLETED POD CONFERENCE FUNDING APPLICATION ([Link](#))**
- This form will be reviewed by PDC to see if it meets funding criteria, so it is important that your request aligns as closely as possible to those criteria.
  - Group requests (three or more employees attending the same conference together) require only one justification statement and must be submitted together.

C. **PRINTED SUPPORTING MATERIALS ABOUT THE CONFERENCE**  
**(Packets without attached support materials will not be forwarded to PDC for review)**

Brochure or copy of information containing the following:

1. Conference Overview
2. Date(s), Time(s), Location
3. Agenda (If no current agenda is available, use agenda from last year's conference)
4. List which meals are included
5. Cost of registration
6. Lodging costs
7. Any other information pertaining to travel reimbursement

#### STEP 2: Submit Your Packet to POD

- It must be received in POD at least four (4) weeks prior to the start of the conference.
- Application for funding does not guarantee approval.
- PDC will review your documents, make a decision, and contact you with its decision.

#### STEP 3: Once Your Travel is Complete Create A Second Packet That Includes:

- A. **ATTENDANCE VERIFICATION**
- Please include a document to verify your attendance at the conference.
  - Remember you cannot request Professional Growth Increments/Benefits for any activities/events supported with college funding.
- B. **COMPLETED PART B CONFERENCE AND TRAVEL REQUEST/EXPENSE CLAIM FORM**
- Complete the bottom portion (Part B) of the original Conference and Travel Claim Form that you received back from Fiscal Services with a "T" number.
  - Include original itemized receipts for all reimbursement requests.
  - Your signature and your Immediate Manager/Supervisor signature is required.
- C. **COMPLETED POD EVALUATION REPORT**
- This form is required for PDC Review and reimbursement processing.

#### STEP 2: Submit Your Second Packet to POD By June 1

- POD reviews and submits approved expenses to Fiscal Services for reimbursement.

MtSAC website for Professional Development:

<http://www.mtsac.edu/pod/conference-and-travel/forms.html>

## POD Conference & Travel Funding

The Professional Development Council may approve up to \$1800 per employee until all funds for the academic year are exhausted. Employees may apply multiple times until they have reached the \$1800 threshold. If three (3) or more employees are attending the same conference a group application must be submitted. Requests must be received at least four (4) weeks prior to the start of the conference. *Application for funding does not guarantee approval.*

### Prior to Travel

- Download the POD Conference Funding Process [Funding Guidelines](#)
- Review Sample Documents and frequently asked questions [Samples](#) [FAQs](#)
- Fill out pre-travel Mt. SAC Conference and Travel Request/Expense Claim Form [Claim Form](#)
- Fill out the POD Conference Funding Application [Funding Application](#)

### After Travel

- Fill out the POD Conference Evaluation [Conference Evaluation Form](#)
  - Send your attendance verification, post-travel of the Mt. SAC Conference and Travel Request/Expense Claim Form with "T" number, and original receipts to POD
-

**IN-STATE TRAVEL/ OUT-OF-STATE TRAVEL  
(NON-PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT)**

1. Complete top portion completely including A# number and home address as well as Section A prior to travel. Please include account number(s) and cost estimates. Be as accurate as possible in estimating costs.
2. Any prepayment request must include a fully completed and approved "Payment/Reimbursement Request Form" (found on the web), along with invoice, supporting back up, and any special mailing instructions.
3. Requestor submits travel request to their immediate manager for approval and budget approving manager if needed. If you are using multiple budgets, please indicate the Budget Department and the Program. For example, Counseling/SSSP or Counseling/Student Equity.
4. Immediate managers keeps a copy of the form and forwards the original to Fiscal Services. Further Vice President approval is needed for the following:
  - Conference and travel funded with Management Department Funds
  - Conference and travel is out-of-state (including student travel)
  - Conference and travel funded with Stars of Excellence Funds (student travel)
  - Pre-payment of hotel accommodationsVice President then forwards the form to Fiscal Services. Board approval is needed for the following:
  - Student conference and travel out of the country (approved agenda item must be attached)Non-approved request will be returned to requestor.
5. Once received by Fiscal Services, please allow five (5) business days to process and assign a "T" number and/or any pre-payments. The form is returned to the requestor. Please DO NOT incur any travel expenses prior to receiving this "T" travel number or the requestor will be personally responsible and will not be reimbursed. Please indicate where you would like the original conference and travel form returned to by completing the "Return to" portion of the conference and travel form.
6. After completion of travel, requestor/claimant completes Section B, signs and forwards claim form to immediate manager for approval with original itemized receipts secured to an 8 ½ x 11 paper to ensure they do not become detached or lost.
7. If an original receipt has been lost, please refer to AP7400 and complete the "Missing Itemized Receipt Affidavit".
8. Immediate manager then forwards approved claim form along with original itemized receipts to Fiscal Services for auditing and reimbursement processing within 30 days of the travel date (exception is year-end close, see schedule). Please indicate the disbursement amount(s) by account number in the Total & Disbursement portion of Section B.

**PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT  
FUNDS USE**

1. Complete the "Professional & Organizational Development Conference Funding Application and Guidelines Form" and the top portion of the "Conference and Travel Request/Expense Claim Form", including Section A (see Step 1 above).
2. Requestor submits both forms, along with POD required descriptive material, to immediate manager and Vice President for approval. Vice President then forwards forms to POD office at least four (4) weeks before the date of the conference to allow for reviewing and processing.
3. Professional Development Council (PDC) reviews all documents and makes a decision on the application. Non-approved request will be returned to the requestor.
4. Professional Development Council (PDC) then forwards original "Conference and Travel Request/Expense Claim Form" to Fiscal Services.
5. Once received by Fiscal Services, a "T" number is assigned within five (5) business days and the original form is returned to the requestor. Please DO NOT incur any travel expenses prior to receiving this "T" number or the requestor will be personally responsible and will not be reimbursed. Please indicate where you would like the original conference and travel form returned to by completing the "Return to" portion of the conference and travel form.
6. After completion of travel, requestor/claimant completes the "Professional & Organizational Development Evaluation Form" and Section B of the "Conference and Travel Request/Expense Claim Form" and forwards both forms to Immediate Manager for approval, along with original itemized receipts attached secured to an 8 ½ x 11 paper to ensure they do not become detached or lost.
7. If an original receipt has been lost, please refer to AP7400 and complete the "Missing Itemized Receipt Affidavit".
8. Immediate Manager forwards approved forms and original itemized receipts to POD office.
9. POD office forwards "Conference and Travel Request/Expense Claim Form" and original itemized receipts to Fiscal Services for auditing and reimbursement processing within 30 days of the travel date (exception is year-end close, see schedule). Please indicate the proper disbursement amount(s) by account number in the Total & Disbursement portion of Section B.



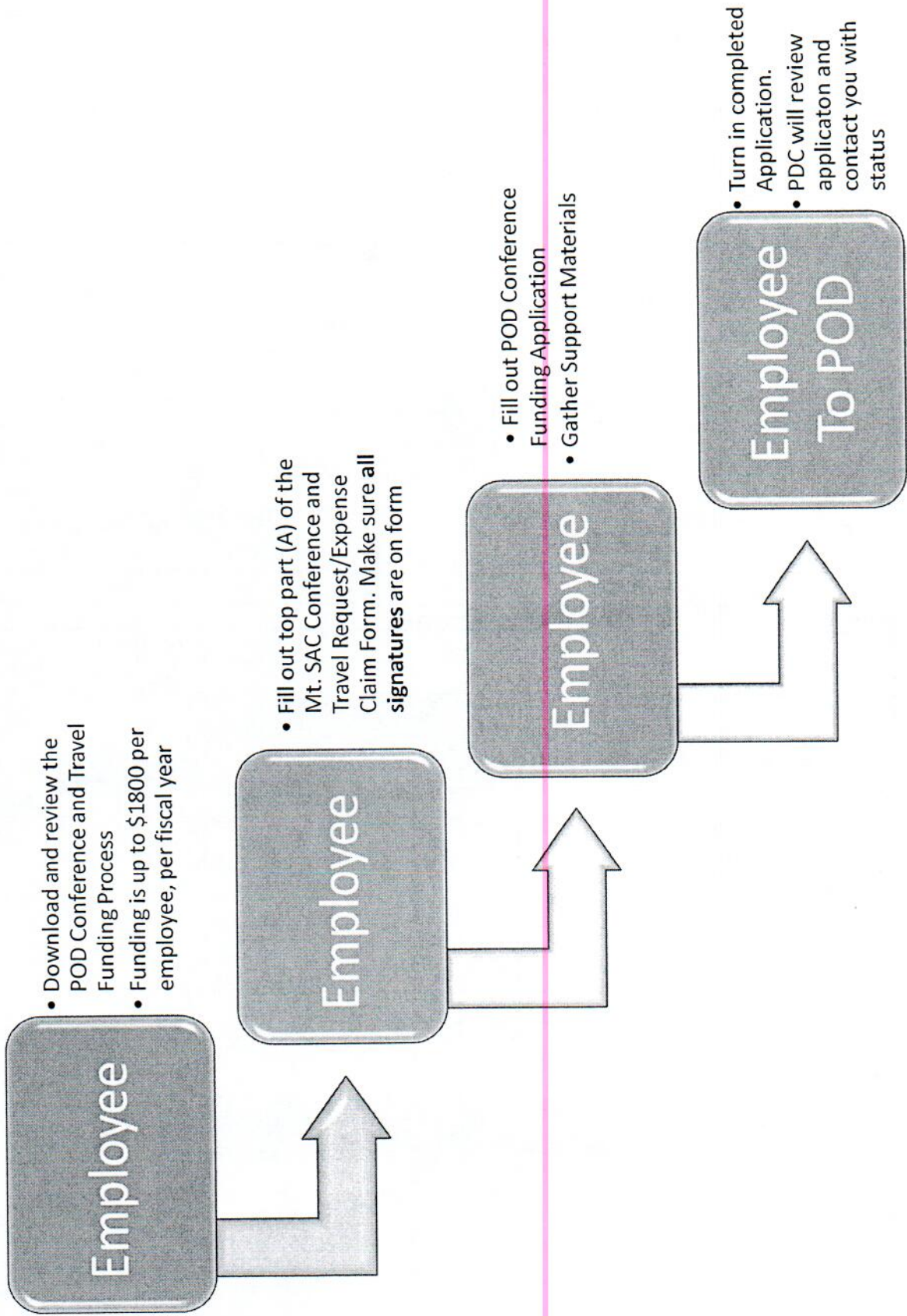
**Mt. San Antonio College**

**Professional and Organizational  
Development**

# **Conference & Travel Process and Sample Documents**



# STEP 1 – POD CONFERENCE & TRAVEL FUNDING: PRIOR TO TRAVEL







# PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT CONFERENCE FUNDING APPLICATION

## GENERAL INFORMATION

POD Conference Funding is available for travel to conferences and workshops.

Requestor Name: Joe Mountie Title & Department: Coordinator, Marketing

Phone/Extension: 1234 Email: jmountie@mtsac.edu

Courses you regularly teach at Mt. SAC: N/A (Classified Employee)

Department/Division Office Contact: John Lewallen Phone/Extension: 1234

### \*\* GROUP APPLICATION (3 or more employees attending the same conference)

- Please submit your applications together. Each employee completes a Conference and Travel Claim Form and a POD Conference Funding application but **only ONE** justification statement needs to be submitted.
- In your group justification statement please include each person's name and their role.
- Explain how expenses will be shared and note if there is a group conference rate.
- Describe how your group will work together (pre-conference meeting, coordination plan, post-conference meeting, etc).

## 1. FUNDING

A. Up to \$1800 per year is available per person. How much are you requesting?

Provided estimate: \$ 1072.00

B. Are you requesting funds for this conference from other sources?

Other Funding Source: 12345 123456 251000 123456

Other Funding Estimate: \$ 640.00

## 2. PROFESSIONAL DEVELOPMENT PLAN ALIGNMENT

Check all that apply. If your conference does not align with the professional development plan, please check other and explain. P: \_\_\_\_\_

ORGANIZATIONAL DEVELOPMENT	EMPLOYEE DEVELOPMENT	INSTRUCTIONAL DEVELOPMENT
<input type="checkbox"/> 1.1 CUSTOMER SERVICE <input type="checkbox"/> 1.2 TECHNOLOGY SKILLS <input type="checkbox"/> 1.3 STATE/FEDERAL TRAINING REQUIREMENTS <input type="checkbox"/> 1.4 STUDENT SUPPORT	<input checked="" type="checkbox"/> 2.1 EMPLOYEE ENGAGEMENT <input checked="" type="checkbox"/> 2.2 LEADERSHIP DEVELOPMENT	<input checked="" type="checkbox"/> 3.1 TEACHING/LEARNING BEST PRACTICES <input type="checkbox"/> 3.2 TEACHING WITH TECHNOLOGY <input type="checkbox"/> 3.3 STUDENT SUCCESS/SUPPORT SERVICES

Other (Please explain): \_\_\_\_\_

## 3. FUNDING CRITERIA

Funding is competitive. Please check **ALL** of the criteria options that support that apply.

- The activity supports ongoing required certification or mandated training.
- The activity supports the improvement in skills or knowledge required of my job.
- The activity supports skill development required for a recently acquired position or release time position, new college planning goal, or area of need identified in PIE.
- The activity supports staying current in my field.
- I have been selected to present at the conference through a competitive process or formal invitation (or have applied to present).
- I would be serving as a formal representative of Mt. SAC at this conference.
- The activity supports a campus plan or strategic goal where other professional development funds are not available or sufficient.
- I am accompanying students to an academic or professional event or conference.
- I am attending as part of a team from Mt. SAC (General justification statement must address the need for team participation).

#### 4. JUSTIFICATION STATEMENT

##### A. JUSTIFICATION STATEMENT

Describe sessions you will attend, material you will present (if applicable), and how you plan to apply and/or how you will disseminate your learning experience back on campus. Also, please provide a detailed rationale for hotel need if your conference is within a 25 mile radius of Mt. SAC.

Write statement here

**SAMPLE STATEMENT:** The institute will have various sessions to attend. My goal is to attend the sessions that promote how to engage students, managers, and peers in a positive way. For example, positive team building, new technology for engaging students etc. My expectation is to provide guidance and support on implementing the updated information and current information provided at the institute.

# Sample





## PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT CONFERENCE FUNDING PROCESS

### B. OUT OF STATE OR INTERNATIONAL TRAVEL – ADDITIONAL CRITERIA *(if applicable)*

The Professional Development Council supports *essential* out-of-state and international conference and travel activities and asks funding applicants to reflect on the necessity of these requests and then provide additional information to the Council for funding consideration. Please check the items below which apply to this request and add supplemental materials to your packet, as requested.

- I have been selected or tasked to attend this particular conference on behalf of Mt. SAC (include email from individual who made the assignment or minutes from the appropriate committee meeting).
- I have been selected to present at this conference through a competitive selection process (include letter from organization in packet).
- I was invited to be a featured or keynote presenter at this conference by the hosting organization (include letter of invitation in your packet).
- I will be the sole manager, staff, or faculty member accompanying students who are representing Mt. SAC at this event or conference.
- There is no in-region or online means to access the unique, essential content I will receive through on-site participation at this conference (Please add a justification statement summarizing similarly themed in-state and/or domestic conferences you explored but will not attend and a rationale that explains the unique attributes of your selected conference).
- Other rationale (please add a justification statement supporting your need for out-of-state or international travel)

Write statement here

### C. OUT OF STATE OR INTERNATIONAL TRAVEL JUSTIFICATION STATEMENT *(if applicable)*

## PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT CONFERENCE FUNDING PROCESS

### PRINT SUPPORTING MATERIALS

Please provide the following information along with this completed application. *Support materials must be included for your application to be forwarded to PDC for review.*

1. Conference Overview/Brochure
2. Date(s), Time(s), Location
3. Agenda (If no current agenda is available, use agenda from last year's conference)
4. List which meals are included
5. Cost of registration
6. Lodging costs
7. Any other information pertaining to travel reimbursement

### SIGNATURE

- I understand that application for funding does not guarantee approval.
- I am aware that the legitimacy and merit of the conference is reviewed by PDC in relationship to my role as an employee.
- I certify that I have attempted to utilize other available resources for this travel prior to submitting this request.

Applicant Signature:

sample

2018 Building a Better You Institute  
San Francisco, CA  
July 12-14, 2018

Registration	\$540
Flight	\$340
Taxi	\$90 (Hotel is about 15 miles from airport)
Mileage	\$36 (to and from Airport)
Parking	\$66
Meals	\$200.00 (Lunch and snack will be provided)
Hotel	\$139.00 per night plus taxes and fees (3 days/ 2 nights) <i>(\$340 estimated)</i>
<hr/>	
Estimated Total:	\$1,612

<http://www.betteryou.org/events/2018-better-you-institute>

SAMPLE



## MEMORANDUM

Date: May 16, 2017

To: Professional Development Council

From: Joe Mountie and Team

cc: Team member A, Team Member B, and Team Member C

Subject: Group Justification Statement for Funding for Building a Better You Institute

The members of the Mt. SAC Team are requesting POD funding to attend the Building a Better You Institute at San Francisco City College on July 12-14, 2017. The Mt. SAC team is the college's primary team to make Mt. SAC a better place. We accept referrals of students of concern who need inspiration. We receive 6-10 student referrals per month. The reasons for referral vary from concerns regarding need for greater creativity and motivation, etc. Please visit <http://www.mtsac.edu/inspiration> for more information on the Mt. SAC Team.

One of the tasks of the Team is to conduct a campus assessment of each referral to inform Student Life of a student who might need closer monitoring. The National Building a Better You Institute is sponsoring a conference July 12-14, 2017. One of the major activities at the Conference is training and certification for team members in working with students. This is a very important certification which will allow us to become more proficient and accurate at supporting students to be more motivated in their daily lives. Additionally, Day 1-2 is best practices training in happiness intervention. I began as Chair as the Mt. SAC Team only 9 months ago. Other members of the team have been participating longer, however, no one has attended formal training since the Team's inception several years ago. Training for work with students is long overdue. We need to keep up with the latest in best practices and we need to be certified in working with students.

National Building a Better You Institute encourages team attendance and participation as evidenced by the registration fee structure. To maximize the registration fee of \$3,000, we can send up to 4 individuals. Four have expressed interest in attending: Member A, Member B, Member C, and myself, Joe Mountie. The composition of this team is faculty, management and classified staff. This brings valuable differing perspectives to our team and when we return each team member will have a different role in sharing information on campus and training colleagues in their constituency groups. Team planning meetings will take place before, during, and after the conference to maximize our learning opportunities.

The Mt. SAC Team does not have a budget of its own, therefore we are requesting POD funding to cover our registration costs, mileage, and lunch for the training days. We are requesting \$4,400 total for 4 individuals to attend. The group registration fee is \$3000. Team members will share rooms, so anticipated lodging is only \$600. Travel and food is expected to be \$800. On behalf of Joe Mountie and Team we thank you for consideration of our request. Please feel free to contact me at x6044 if you have questions or concerns.

## STEP I – POD Conference & Travel Funding Process Checklist: Prior to Travel

<http://www.mtsac.edu/pod/conference-and-travel/forms.html>

**Please note:** Forms must be filled out correctly or they will be considered incomplete and will be returned to you

### **PRIOR TO TRAVEL:**

- DOWNLOAD THE POD CONFERENCE FUNDING PROCESS GUIDELINES

### **FILL OUT THE 2 TOP SECTIONS OF THE MT. SAC CONFERENCE & TRAVEL REQUEST/EXPENSE CLAIM FORM:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Employee Name   | <input type="checkbox"/> Conference Name       | <input type="checkbox"/> Check your Position   |
| <input type="checkbox"/> A#  | <input type="checkbox"/> Conference Location:  | <input type="checkbox"/> POD Fund to be used   |
| <input type="checkbox"/> Home Address  | City & State                                   | <input type="checkbox"/> Check Expensed needed |
| <input type="checkbox"/> Department Name   | <input type="checkbox"/> Date(s) of Conference | <input type="checkbox"/> Add Account(s)        |
| <input type="checkbox"/> <b>Signatures:</b> Immediate Manager, President or Vice President & Dates |  |  |

- COMPLETE POD CONFERENCE FUNDING APPLICATION:

POD funding Application can be found through the following link:

[http://www.mtsac.edu/pod/documents/conference travel/POD C T Application rev 8-15-17 Fillable.pdf](http://www.mtsac.edu/pod/documents/conference%20travel/POD%20C%20T%20Application%20rev%208-15-17%20Fillable.pdf)

- SUPPORTING MATERIALS NEEDED WITH FORMS:

- |   |   |
|---|---|
| <input type="checkbox"/> Conference Overview (Flyer)            | <input type="checkbox"/> List Which Meals are included                              |
| <input type="checkbox"/> Date(s), Time(s), Location             | <input type="checkbox"/> Lodging Costs  |
| <input type="checkbox"/> Cost of Registration                   | <input type="checkbox"/> Agenda (Can be the tentative agenda or last year's agenda) |
| <input type="checkbox"/> Any other information regarding travel |   |

\*A lot of the information might be on flyer or Conference Overview Description. Highlight information needed.

### **TURNING IN APPLICATION TO POD:**

- APPLICATION MUST BE TURNED AT LEAST FOUR (4) WEEKS PRIOR TO CONFERENCE

*\*Application does not guarantee approval*

PDC will review documents, make a decision, and contact you with application status

## Step II – POD Conference & Travel Funding Process Checklist: After Travel

<http://www.mtsac.edu/pod/conference-and-travel/forms.html>

**Please note:** Forms must be filled out correctly or they will be considered incomplete and will be returned to you

### ATTENDANCE VERIFICATION

INCLUDE A DOCUMENT TO VERIFY YOUR ATTENDANCE AT THE CONFERENCE:

*\*You cannot request Professional Growth Increments/Benefits for any activities/events supported through college funding.*

### COMPLETE BOTTOM PART OF CONFERENCE & TRAVEL REQUEST/EXPENSE CLAIM FORM

- |   |   |
|---|---|
| <input type="checkbox"/> Transportation * | <input type="checkbox"/> Other (registration, etc.)                                     |
| <input type="checkbox"/> Meals **         | <input type="checkbox"/> Right column total expenses                                    |
| <input type="checkbox"/> Housing          | <input type="checkbox"/> Signatures: Claimant's Signature, Immediate Manager, and Dates |

*\*If you are driving your own vehicle mileage is paid "IN EXCESS" of what you normally drive to/from Mt. SAC.*

*\*\*If you do not submit itemized receipts for meals you will be paid at the \$30 per day rate. A credit card receipt for a meal is not sufficient documentation; it must be itemized.*

### COMPLETE POD CONFERENCE EVALUATION

PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT EVALUATION REPORT

The POD Conference Evaluation Report is completed online and can be found through the following link:

<https://app.smartsheet.com/b/form/ce0171fa5f3d420187137bdc70c1013b>

### SEND ALL COMPLETED FORMS AND ORIGINAL RECEIPTS TO POD

POD WILL REVIEW AND SUBMIT APPROVED EXPENSES TO FISCAL SERVICES FOR REIMBURSEMENT



## After Travel

Log No.: T1234567  
For Fiscal Services Use Only

### CONFERENCE AND TRAVEL REQUEST/EXPENSE CLAIM FORM

Return to: \_\_\_\_\_  
Ext: \_\_\_\_\_ Bldg: \_\_\_\_\_  
Completed Prior to Sending to Fiscal Services

Name:	Joe Mountie	A#	01234567
Home Address:	1100 N. Grand Ave. Walnut CA, 91789	Dept. Name	Marketing
Conference Name:	Building a Better You Institute		
Conference Location: City & State	San Francisco, CA	Dates:	July 12-14, 2018

- Classified       Full-Time Faculty      Will POD funds be used?       No cost to the District  
 Part-Time Faculty       Management       No       Yes  
 Date received from POD: \_\_\_\_\_ (Fiscal Services use only)

#### CONFERENCE AND TRAVEL REQUEST/BUDGET (Completed Pre-Travel)

- Commercial Air       Housing       P-Card to be Used      District Vehicle\*  
 Automobile Rental       Meals      Bus  Van  Truck   
 Private Automobile       Registration      \$ 540.00      Use of District Credit Card for District Vehicle Fuel Only

\*Requires separate request not to be included in estimate.

Fund	Org	Account	Program	Amount \$	Budget Department/Program	Date
1234	123456	521000	123456	\$ 540.00	Marketing	08/18/17
POD: xxxx	xxxxxx	521000	xxxxxx	\$ 1,072.00		
<b>TOTAL</b>				<b>\$ 1,612.00</b>		

I recommend approval of the above request. To the best of my knowledge, expenses will not exceed available funds.

Professional & Organizational Development Management (POD) / Date (If Applicable) \_\_\_\_\_

Immediate Manager's Approval / Date \_\_\_\_\_

Date of Board Approval \_\_\_\_\_  
Attach a copy of the Board Approval for out of country travel

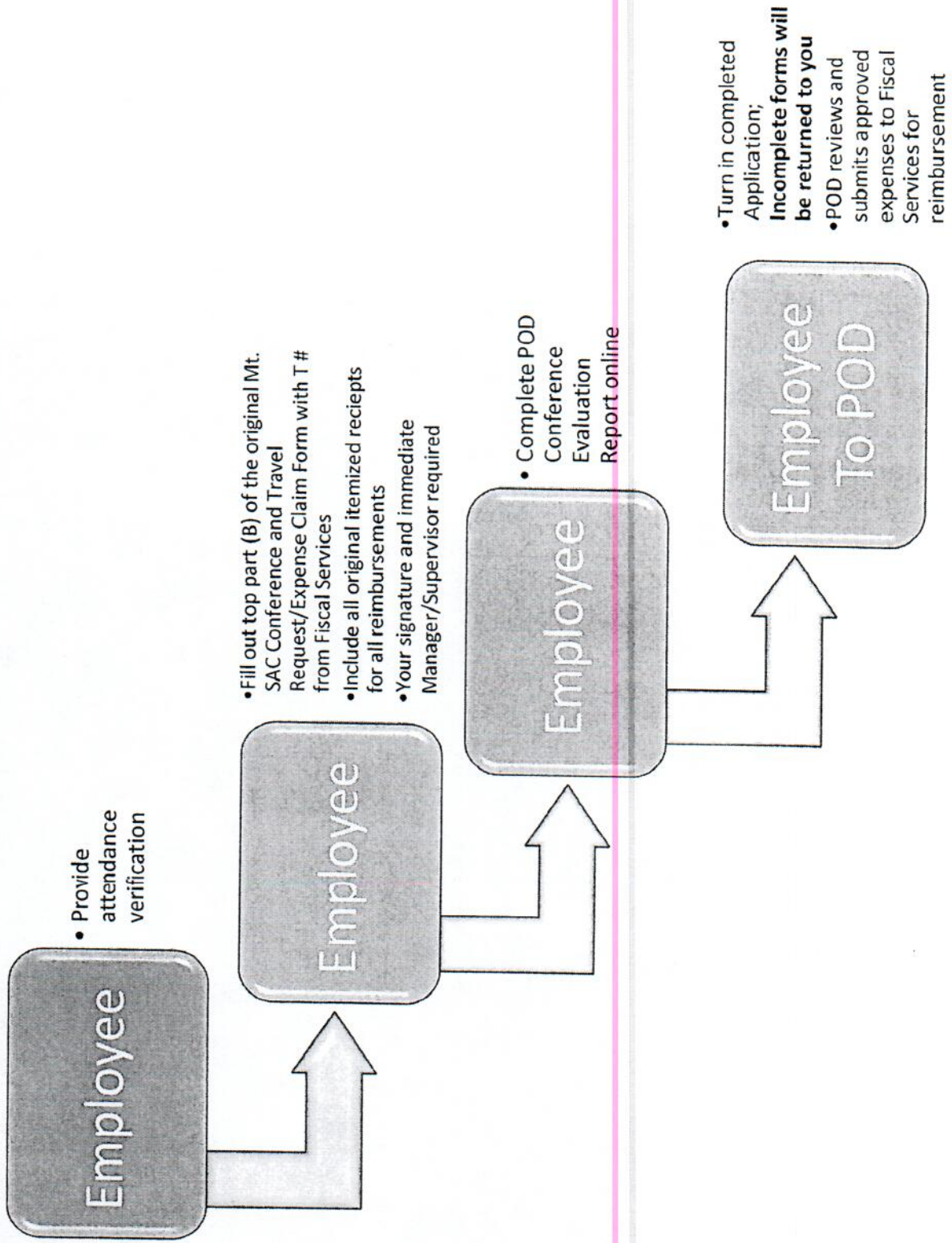
\_\_\_\_\_  
President or Vice President / Date

#### CONFERENCE AND TRAVEL EXPENSE CLAIM (Completed Post-Travel)

	Date	Date	Date	Date	Date	Amount of Pre-Payment (P-card or District CC)	Total Expense Amount to be Reimbursed
Date (mm/dd/yyyy)	07/12/17	07/13/17	07/14/17				
Airfare (must submit receipt)						\$	\$
Car Rental (must submit receipt)						\$	\$
Private Automobile: Number of Miles 0.535 per mile	16.00		6.00				\$ 17.12
Taxi/Shuttle	\$ 48.20		\$ 5.00			\$	\$ 98.20
Parking	\$ 18.00		\$ 1.00			\$	\$ 54.00
Lodging - Room & Tax only broken down by day (must submit itemized hotel bill) *List	\$ 172.60	\$ 172.60	\$	\$	\$	\$	\$ 345.20
Breakfast	\$	\$	\$	\$	\$	\$	\$ 0.00
Lunch	\$	\$	\$ 15.32	\$	\$	\$	\$ 15.32
Dinner	\$ 28.67	\$ 19.26	\$	\$	\$	\$	\$ 47.93
<b>Total per day \$30 per diem w/o itemized receipts</b>	\$	\$	\$	\$	\$	\$ 0.00	\$ 0.00
Registration	\$ 540.00					\$	\$ 540.00
Webinar	\$					\$	\$ 0.00
Other _____	\$	\$	\$	\$	\$	\$	\$ 0.00
<b>*Please submit original, itemized receipts</b>						<b>Total Expenses:</b>	\$ 1.1      \$ 1,117.77
Disbursement by Account:	Fund	Org	Account	Program		<b>Grand Total Expenses:</b>	\$ 1,117.77
						Amount:	\$
						Amount:	\$
						Amount:	\$

I hereby certify that the above expenses were incurred while on official business.  
 Claimant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Immediate Manager's Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 Professional & Organizational Development Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STEP 2 – POD CONFERENCE & TRAVEL FUNDING: AFTER TRAVEL





## POD CONFERENCE & TRAVEL FUNDING FAQs AND TIPS

- 1. Am I guaranteed \$1800 per year conference and travel funding?**
  - A. NO.** Application for POD funding does not guarantee approval. The Professional Development Council reviews and votes on each individual application using the Funding Criteria, justification statements, and supporting documents.
- 2. Can I combine multiple sources for funding and/or apply for multiple sources at the same time?**
  - A. YES.** Please note this in section 1.B. of the application as an "Other Funding Source".
- 3. Can I request funding from POD for a repeat conference (one I was funded for in a previous academic year)?**
  - A. YES.** In your justification statement, please describe how repeat attendance at the conference this year is of benefit to your role at the college and how it is different from your past attendance.
- 4. What should I include in my Out of State or International Travel Justification Statement?**
  - A. PDC supports Mt. SAC's commitment to environmental sustainability.** Please explain why traveling out of state or internationally is a necessity. Is there a regional conference that could be attended instead? If you are traveling to a common tourist destination, is there a full daily schedule of conference activities that you will attend? If you have previously received funding for out-of-state or international travel, what documents can you attach to show the impact of your prior travel on the college?
- 5. Can I get reimbursed after the fact for a conference I attended?**
  - A. NO.** POD Conference and Travel Funding is not retroactive. All applications for POD funding must be turned in at least four weeks prior to the conference.
- 6. If I attended a conference using POD funding earlier this fiscal year, can I apply again for use of the funding?**
  - A. YES.** Employees may apply multiple times for use of POD funds until they reach the \$1800 threshold for the fiscal year.
- 7. Can I attend a conference as part of a group? (Groups - 3 or more)**
  - A. YES.** In some cases, coordinated group conference attendance benefits the college. If you are attending as a group, please submit your applications together. Each applicant completes a Conference and Travel Claim Form and a POD Conference Funding application but only one justification statement needs to be submitted. In your group justification statement please include each person's name and their role. Explain how expenses will be shared and note if there is a group conference rate. Describe how your group will work together (pre-conference meeting, coordination plan, post-conference meeting).
- 8. Can I use POD funding to attend a vendor fair or pay my tuition or fees to enroll in an educational program or class elsewhere (such as for a certification)?**
  - A. Highly unlikely.** POD Conference and Travel funding does not support off-campus training, attendance at vendor events, participation in trade shows, or tuition and fees for other educational institutions. However, if there are exceptional circumstances necessitating your participation, the Council will review all requests.
- 9. How much can I spend per day on my meals?**
  - A.** If you do not submit itemized receipts for meals you will be paid at a rate of \$30 per day. If you exceed this amount you must submit itemized receipts. A credit card receipt for a meal is not sufficient documentation; it must be itemized. Alcohol cannot be included.

Management  
 Classified

Faculty  
 Adjunct Faculty

Supervisor/Confidential  
 Other \_\_\_\_\_

Please check one:

- I request approval and funding from Staff Development for the following activity which is for the benefit of the College.
- My supervisor has requested I attend the following activity and that it be funded by Staff Development.

Your name \_\_\_\_\_ Department \_\_\_\_\_

Name of activity \_\_\_\_\_

(Please spell out associations name)

Location \_\_\_\_\_

Purpose/Description \_\_\_\_\_

(Please attach additional sheets if needed)

Date \_\_\_\_\_

EXPENSES to be involved with this activity:	
Registration	\$ _____
Lodging	\$ _____
Meals	\$ _____
Transportation	\$ _____
Parking	\$ _____
Shuttle	\$ _____
Other Expenses:	\$ _____
<b>Total Estimated Cost:</b>	<b>\$ _____</b>

**Criteria for Approval**

(Check as many as applicable):

- 1. Illustrate, develop and/or improve teaching/training techniques.
- 2. Increase evaluation skills (grading, testing, personnel).
- 3. Assist in curriculum or program development and/or improvement.
- 4. Develop, improve and/or demonstrate new technologies or skills
- 5. Increase awareness of gender or ethnic issues
- 6. Provide resource materials and/or information that will be shared with other members of the staff who could not attend.
- 7. Enhance and further the reputation of Citrus College and increase networking opportunities with other institutions.
- 8. Develop leadership and/or organizational skills needed by Citrus College.
- 9. Not be available within California in the near future.

10. I will be a presenter at the activity or I am an executive officer of the association/organization.

11. This is a national conference which will include activities on topics of significant interest to Citrus

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

**PLEASE ATTACH ANY ADDITIONAL RATIONAL AND SUPPORTING DOCUMENTS**

This activity meets the following authorized program uses:

- Improve of teaching of skills
- In-service training for vocational ed. or employees
- Intersegmental exchange
- Computer/technological competency
- Self-esteem/professional growth
- Maintenance of current knowledge and skills
- Retraining to meet institutional needs
- Development of innovative techniques
- Affirmative action upward mobility

\_\_\_\_\_  
 Staff Development Coordinator

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Amount