

STAFF DEVELOPMENT

2005/2006 Conference Proposal Instruction Sheet (Incomplete Proposals will not be considered)

Staff Development proposals are due on the **1st Monday of each month** and are evaluated for approval at regularly scheduled Staff Development meetings. Only proposed activities occurring after the Staff Development meetings will be considered.

CHECK OFF LIST FOR STAFF DEVELOPMENT PROPOSAL PACKET

(All paperwork is the responsibility of the proposer)

Preparation:

- _____ Obtain a Staff Development Proposal Form off the LPC Intranet, mailroom bldg. 100, or room #2119.
- _____ Fill out the form completely. **(Incomplete proposals will be returned to the proposer)**
- _____ Obtain your Dean's or Immediate Supervisor's signature
- _____ Attach all supporting materials, conference brochures, schedules and registration forms.
- _____ **Attach an original Conference Request Form** signed by your Dean or Immediate Supervisor. If the President approves your request, a conference number (C#) will be assigned to you by the Business Office.

Submission:

- _____ Submit the complete proposal packet to Carie Kincaid in room 2119 or Barbara Morrissey in Room 704 by deadline. **Keep this instruction sheet to guide you through the report and claim process.**

Notification:

- _____ Proposers will be notified about the status of their proposal within one week of the Staff Development Committee meeting. If your proposal is approved, a Staff Development number (SD#) will be assigned to you.

BEFORE

AFTER

Reports/Claims:

(must be submitted within 30 days of the activity date. Claims not submitted within this time frame will not be reimbursed)

Reports:

- _____ Submit a one-page report by e-mail or hard copy to Carie Kincaid within 30 days of the activity date. All reports must include the following: summary of activity, best aspect of the activity and how you will share what you have gained from the activity with the college community. **A report must be submitted before a reimbursement claim will be processed.**

Claims:

- _____ Complete a Conference Expense Claim Form and Include signature of Dean or Immediate supervisor.
- _____ Attach all **original** receipts (photocopies not accepted by business office)
- _____ Submit to Carie Kincaid in room 2119 or Barbara Morrissey Room 704.

Questions: Please contact Carie Kincaid, Administrative Assistant at ext. 1083 or Barbara Morrissey, Staff Development Coordinator at ext. 1412.

Please note that we can only authorize up to \$300.00 for Full-time & \$150.00 for Part-time

Las Positas College
Staff Development
2005/2006 Conference Proposal Form

Fill out this form completely and submit it along with all supporting documents and Conference Request Form to Carie Kincaid, Room 2119 or to Barbara Morrissey, Room 704 by the **first Monday** of each month.

Incomplete forms will be returned.

Full-Time

1. Proposer Name: _____ Check One
Faculty _____ Classified _____ Administrative _____

Part-Time*

Proposer Name: _____ Faculty _____ Classified _____
of yrs. at LPC: _____ Current workload: _____ %

2. Conference Title: _____

3. Sponsoring Organization: _____

4. Work Group to Benefit: _____

5. Proposed Date(s): _____ Location: _____

6. Total Cost of the Proposed Conference: \$ _____

****Note that a maximum of \$300 for F/T & \$150 for P/T will be allowed per participant (hotel, travel, registration). If the amount is over the limit, the participant will be responsible for the difference. (no other items are covered at this time)**

7. Signature of Dean or Immediate Supervisor: _____

***(signature verifies that part-time staff applying for Staff Development funding meet the minimum requirements of both 40% workload and 2 consecutive years with LPC.)**

Box area for Staff Development Committee only. Please do not write in this space.

CONF. REQ. #: _____ STAFF DEVELOPMENT PROJECT #: _____

Amount of Funding Approved by Staff Development Committee: \$ _____

Committee Chair: _____ YES _____ NO _____ Date: _____

Amendments or Reason for Disapproval: _____

Staff Development funds may be used according to AB 1725. You must check the following AB 1725 categories that apply to your proposed activity and include a brief explanation:

☐ Improvement of teaching

☐ Maintenance of current academic and technical knowledge and skills

☐ In-service training for vocational education and employment preparation programs

☐ Retraining to meet changing institutional needs.

☐ Intersegmental exchange programs.

☐ Development of innovations in instructional and administrative techniques and program effectiveness.

☐ Computer and technological proficiency programs.

☐ Courses 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 necessarily limited to, programs designed to develop self-esteem.

Please fill out this page **completely**. Your responses will assist the Staff Development Committee with evaluating your proposal for approval. (This is not the required one page summary)

1. Description of the proposed activity/conference:

2. Objectives and rationale of the proposed activity/conference:

3. How will this proposed activity/conference benefit the college?

4. How do you plan to share what you have gained from the proposed activity/conference with the college community, (i.e., present information at town meetings, division meetings, brown bag lunches, workshops, etc.)?

When Staff Development pre-pays a conference and you do not attend, you are responsible for repaying the money to Staff Development unless there are extenuating circumstances. You have the option to find your own replacement. If you find a replacement, the dollar amount would not be charged against the substitute's yearly eligibility. However, the money would be counted against your yearly eligibility.

STAFF DEVELOPMENT DEADLINES 2005/2006

Due date for submitting 2005/06 Proposals:

Fall 2005

September 6, 2005
October 3, 2005
November 7, 2005
December 5, 2005

Spring 2006

February 6, 2006
March 6, 2006
April 3, 2006
May 1, 2006

Signature of Proposer: _____ **Date:** _____

Staff Development

Itemization of Conference Expenses

Conference Expenses (Membership fees are not reimbursed)

Itemize all estimated costs below. **RECEIPTS MUST BE SUBMITTED FOR ALL ITEMS WHEN YOU REQUEST REIMBURSEMENT. REIMBURSEMENT MAXIMUM: \$300 F/T OR \$150 P/T.**

1. Registration Fees: \$ _____

2. Commercial Travel: \$ _____

3. Accommodations: cost/night _____ x # nights _____ = \$ _____

4. Mileage (**to/from LPC**): Mileage _____ x \$0.445/mile = \$ _____

5. Food: Up to \$15 meal or \$30/day
MAXIMUM = \$ _____

6. Other (specify): _____ \$ _____

Conference Expense Total: \$ _____