

INSTRUCTIONS FOR COMPLETING PROFESSIONAL DEVELOPMENT CONFERENCE REQUEST FOR FACULTY

All conference request forms must have original signatures.

- Completed request must reach PDC Chair thirty (30) days prior to date of event
- Complete the blue "Professional Development Conference Request for Faculty" and the white form, "SMC Academic Senate Professional Development Committee Request for Funding AB1725." If you print the forms out from the web, make sure the first form is printed on blue paper.
- Obtain signatures from Dept. Chair or supervisor and from VP on BOTH of the forms
- Send both of the forms to the Chair of the Professional Development Committee via campus mail. Current Chair of the Committee is listed on the PDC webpage at <http://www.smc.edu/ACG/AcademicSenate/Pages/Professional-Development.aspx>
- If you would like the District to prepay your registration fees, "prepay" must be marked on the blue request form. Please include all necessary application forms, including the name and address where the check is to be mailed.
- You will receive a written notice and a copy of your request with the college president's signature. Once you receive this paperwork you may go ahead and make your arrangements.
- Please retain all original, detailed receipts; you will need to submit copies of these in order to receive reimbursement. SUMMARY RECEIPTS, SUCH AS CREDIT CARD RECEIPTS, ARE NOT ACCEPTABLE.
- Requests for reimbursement must be submitted on a "SMC Conference Reimbursement Claim Form" (white form) to Accounts Payable *within two (2) weeks* of your return. Failure to submit the request within this time period will result in your request for reimbursement being denied.
- Please note that in order to insure a greater distribution of funds, a maximum of **\$300** per person per fiscal year will be awarded.
- If you find you are unable to attend the conference or meeting, please advise Human Resources and Accounts Payable. It is the employee's responsibility to cancel any conference registrations or hotel reservations and to request a refund to the District of any advance payment issued.**

PROCEDURES FOR CLAIMING REIMBURSEMENT OF CONFERENCE EXPENSES

- An approved PDC Santa Monica College District Conference and Meeting Attendance Request For Authorization Form (blue form) must be on file in Accounts Payable.
- Fill out and sign the Conference Reimbursement Claim form (white form)
- Attach the original detailed receipts to the claim form. If an original detailed receipt is not available, a canceled check or a photocopy of a canceled check or credit card statement must be submitted as proof of payment, accompanied by a letter from the Division Vice President approving repayment without original detailed receipts.
- Submit the claim form with original receipts to Accounts Payable for all reimbursable items.
- If you have any questions regarding your reimbursement please contact Lois Dewit at extension 4369.

**SANTA MONICA COMMUNITY COLLEGE DISTRICT
 PROFESSIONAL DEVELOPMENT COMMITTEE
 PROFESSIONAL DEVELOPMENT CONFERENCE REQUEST FOR FACULTY
 COMPLETED REQUEST MUST REACH PDC CHAIR THIRTY (30) DAYS PRIOR TO DATE OF EVENT**

SECTION A – AUTHORIZATION REQUEST (INSTRUCTIONS ON REVERSE SIDE)

Meeting/conference authorization is requested. Each employee must complete a separate form.

Name _____ ext. _____		Position/Dept. _____	
Event _____		Sponsoring Agency _____	
Date(s) From _____	To _____	City _____	Facility _____

Estimated Amount of Conference Expenses:

TRANSPORTATION: (Private auto reimbursement not to exceed cost of air coach fare)

<input type="checkbox"/> Air (coach)	<input type="checkbox"/> District Vehicle	<input type="checkbox"/> Private Auto/Mileage: _____ Miles @ 55.5 cents per mile	\$ _____
CAR ALLOWANCE: (rental)			\$ _____
REGISTRATION FEES: To be prepaid by District? <input type="checkbox"/> No <input type="checkbox"/> Yes (must attach registration form)			\$ _____
HOTEL: for _____ nights at \$ _____ per night and include all taxes and surcharges			\$ _____
MEALS: for _____ days at \$ _____ per day			\$ _____
INCIDENTALS: (parking, baggage, taxi, bus)			\$ _____
OTHER: (specify)			\$ _____
ESTIMATED GRAND TOTAL:			\$ _____
Signature _____		Dept. # _____	Date of application _____

Original itemized receipts required for all reimbursements

SECTION B – THESE SIGNATURES MUST BE OBTAINED PRIOR TO SUBMITTING TO PDC

	APPROVAL	DISAPPROVAL	SIGNATURE	DATE
Supervisor or Dept. Chair	<input type="checkbox"/>	<input type="checkbox"/>		
Division VP	<input type="checkbox"/>	<input type="checkbox"/>		

SECTION C – TO BE COMPLETED BY PROFESSIONAL DEVELOPMENT

Upon final approval, a maximum total of \$ _____ will be authorized for reimbursement

ACCOUNT NUMBER _____

	APPROVAL	DISAPPROVAL	SIGNATURE	DATE
PDC Chair	<input type="checkbox"/>	<input type="checkbox"/>		
Vice President, HR	<input type="checkbox"/>	<input type="checkbox"/>		
Superintendent/President	<input type="checkbox"/>	<input type="checkbox"/>		

SECTION D – ACCOUNTS PAYABLE USE ONLY

Payments Issued: Encumbrance #	Date		Amount \$		
Payee	Reason	Amount	Date Paid	Check #	Balance

THIS FORM MUST BE PRINTED ON BLUE PAPER

**Santa Monica College
Academic Senate Professional Development Committee
Request For Funding**

Name _____ Position/Dept. _____ Date _____

Activity/Conference to be attended _____
Sponsoring Agency _____
Dates _____ to _____ City _____ Facility _____

Training **Conference** **Other**

How does this conference or activity relate to your current assignment and career goals?

How will attendance at this activity enhance your productivity or help achieve the college's goals and objectives?

Describe how your request will meet the priorities for use of funds? (Please see criteria on reverse side of this form.)

This event will assist me in using computer technology in performing my job duties. yes no

	Approval	Disapproval**	Signature	Date
Supervisor/Chairperson/Mgr.	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Dean/Administrator/VP	<input type="checkbox"/>	<input type="checkbox"/>	_____	
Total conference cost _____ (Please include all expenses, i.e. mileage, incidentals, etc.)				

**If this request is not approved, please state reason and return to the Professional Development Committee.

For Committee Use Only

Committee action:
 Approved Not Approved Amount Allocated _____
 Other _____

Committee Chairperson Signature Date PDC Administrator Date

AB 1725 Guidelines

Santa Monica College is strengthened by continued professional participation on the part of faculty, staff, management and administrators in their areas of specialty. Training should not only be for improved job performance, but should provide for the upward mobility needs authorized by AB 1725 legislation.

AB 1725 gives all employees of California Community Colleges a right to professional development, but the benefits to the College of an in-depth staff development plan move well beyond compliance of the law.

Authorized Uses of Funds Allocated Under AB 1725:

- A. Improvement of teaching.
- B. Maintenance of current academic and technical knowledge and skills.
- C. In-service training for vocational education and employment preparation.
- D. Retraining to meet changing institutional needs.
- E. Intersegmental exchange programs.
- F. Development of innovations in institutional and administrative techniques and program effectiveness.
- G. Computer and technological proficiency programs.
- H. Courses and training implementing affirmative action and upward mobility programs.
- I. 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.

Institutional Goals:

I. Student Success:

All students will have the opportunity to develop to their full potential.

II. Academic Excellence:

The College will continue its tradition of academic excellence centered on a strong core of classified staff, faculty and administrators and will provide internal and external professional development opportunities to encourage lifelong development of individual skills and competencies and personal career advancement.

III. Community of Mutual Respect:

The College will be exemplary as a diverse community of mutual respect, characterized by commitments to excellence in all endeavors, respect for the individual, the open and free exchange of ideas, broad collaboration, and shared advancement.

IV. Technology:

The College will promote universal access to information technology and will utilize state-of-the-art technology to achieve its goals.

V. Community Partnerships:

The College will develop public-private partnerships to meet the educational needs of our community, promote the full time employment of our students and alumni, assure financial viability in an era of limited state revenues, and assist otherwise in achieving its goals.

VI. Facilities:

The College will plan, develop, maintain and utilize state-of-the-art facilities, and equipment to provide an educational environment that maximizes the opportunity for learning.