

Campus Map (</assets/docs/LPC-Campus-Map.pdf>) Find People (<http://laspositascollege.edu/directory/index.php>)

Faculty & Staff (<http://www.laspositascollege.edu/facultystaff/index.php>) Student Resource Guide (</resourceguide/index.php>)

CLASS-Web (<https://bw11.clpccd.cc.ca.us/>) Canvas (<http://clpccd.instructure.com/>)

Online Learning (<http://www.laspositascollege.edu/onlinelearning/>) Library (<http://laspositascollege.edu/library/index.php>) Quick Links ▾



LAS POSITAS
COLLEGE

(</index.php>)

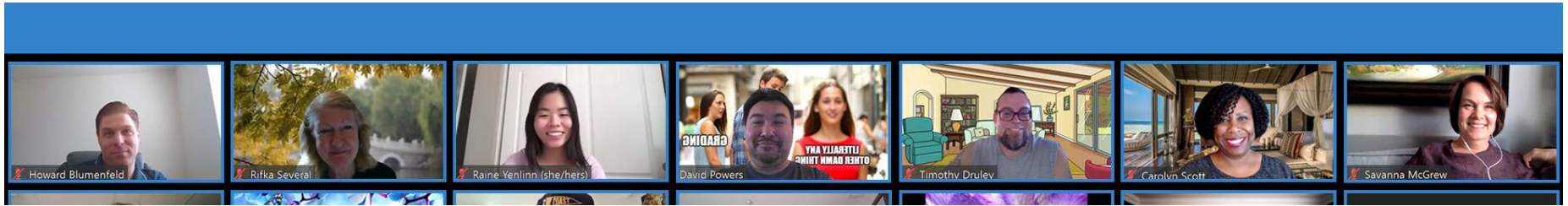


Free COVID-19 testing (<https://www.cityhealthuc.com/cityhealth-urgent-care-opens-new-covid-19-testing-locations-in-dublin-livermore>) is now available to Chabot-Las Positas Community College District students, employees, and the community. Appointments are required for COVID-19 testing and can be made at norcalcovid19testing.com (<https://norcalcovid19testing.com/>).

COVID-19 Response: Las Positas College has transitioned to [Online Classes and Services \(/onlinecollege/index.php\)](/onlinecollege/index.php). [Details and Resources Here \(http://laspositascollege.edu/spring2021/\)](http://laspositascollege.edu/spring2021/).

The Zone Student Portal is unavailable. However, you can still access [Class-Web \(http://banner-web.clpccd.cc.ca.us:700/\)](http://banner-web.clpccd.cc.ca.us:700/) and [Zonemail \(http://stumail.clpccd.edu/\)](http://stumail.clpccd.edu/).

Professional Development Committee



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Professional Development Committee

Conferences



Important Information

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Important Information

Everyone **MUST** complete a Conference request form and obtain approval from your supervisor(s) **BEFORE** attending any conference outside of the district. Even if you don't anticipate asking for reimbursement, there are liability issues that could arise if LPC employees travel outside of the district without first obtaining the necessary approval.

Eligibility

Full-Time Faculty and Staff may apply for Professional Development Funds after obtaining their supervisor's approval. Part-Time Faculty applying for Professional Development funding must meet the minimum requirements of both a 40% workload (6 CAH) and 2 consecutive years with LPC.

Beginning in Fall 2019, there will be an important change to this policy . Part-Time Faculty applying for Professional Development funding must meet the minimum requirements of either a 40% workload (6 CAH) or obtain 3 cumulative (not necessarily consecutive) years with LPC, broken up into six semesters. These years of service may be retroactive from the date of this new policy. There is no minimum unit requirement for a semester of service. For instance a faculty member working for 6 cumulative semesters at 2 CAH would become eligible for conference funding in their 7th semester of employment at LPC, regardless of their load balance (as long as they are currently teaching at that time).

Current Funding Level

The institutional budget for the Professional Development General Fund for the 2020-2021 Academic Year is **\$12,000**. Faculty are eligible for up to **\$500** in annual reimbursement for the 2020-2021 Academic Year. Prior to applying for the PD General Fund, please consult the Funding (/gv/pdc/funding.php) webpage to determine if you are eligible for grant or initiative funds. In the event that you are eligible, please apply for those funds in order to free up general fund money for other faculty who might not be eligible for such funds.

Should you be approved for grant/initiative funding, you will **not** be eligible to apply for funds via the Professional Development General Fund.

Please also note that the PDC cannot authorize travel to states mentioned in AB 1887 (<https://oag.ca.gov/ab1887>).

Current Mileage Rate

The 2021 mileage reimbursement rate is 56 cents per mile.

Conference Checklist

Please download an updated conference checklist (</gv/pdc/assets/docs/conferences/Checklist.pdf>) for your convenience. This checklist contains everything you need to know from start to finish before submitting your conference paperwork. In the event that you wish to apply for grant funding, please consult the Funding (</gv/pdc/funding.php>) webpage and follow the instructions for applying for grant/initiative funds. In this case, you do **not** need to fill out the Professional Development Activity Proposal Form unless specifically requested to do so, as you will not be eligible for Professional Development Funding in the event your request is approved. Instead, you will complete the grant/funding application through the appropriate grant/fund administrator.

Before the Conference

1. Download, complete, and print out the Professional Development Activity Proposal Packet. (/gv/pdc/assets/docs/conferences/PDC_Conf_Request_Packet_092920.pdf) Fill out the form completely and print it out.
2. To determine if you are eligible for grant funding, please consult the Funding (</gv/pdc/funding.php>) webpage and follow the instructions for applying for grant/initiative funds. In this case, you do not need to fill out the Professional Development Activity Proposal Form unless specifically requested to do so, as you will not be eligible for Professional Development Funding in the event your request is approved. Instead, you will complete the grant/funding application through the appropriate grant/fund administrator.
3. Attach all supporting materials, conference brochures, schedules, and registration forms.
4. Submit the Professional Development Activity Proposal Form, documentation, and the district conference request form to your Dean or Immediate Supervisor for approval. If you are applying for additional grant funding, please submit both forms to the Grant Administrator prior to submitting to your Dean or Immediate Supervisor.
5. Make sure your supervisor or Dean forwards the completed paperwork to the Professional Development Coordinator by no later than **5:00 PM on the 1st Monday of each month**. It is also a good idea to email the PDC coordinator in advance notifying them of your incoming proposal.
6. Proposers will be notified about the status of their proposal within one week of the Professional Development Committee meeting. Please check the Professional Development Meeting Minutes (</gv/pdc/agenda.php>) to see if your proposal was approved or denied.
7. Please keep in mind that out-of-state travel requires Chancellor approval and international travel requires Board of Trustees approval. The PDC cannot authorize the use of funds without these prior approvals.

During the Conference

1. Collect all **original** receipts (photocopies are not accepted) including conference registration, hotel & travel expenses, and your allotted food & beverage expenses (up to \$15 per meal and \$30 per day).
2. Collect all relevant conference related material, including programs, flyers, and other documents.
3. Make sure you are in attendance for all relevant conference activities and events.
4. Take copious and meaningful notes at the sessions and events you attend.

After the Conference



1. Download, complete, and print out a Conference Expense Claim Form (/gv/pdc/assets/docs/conferences/ConfExpenseForm_updated_1-1-18.pdf). Indicate "Approved for Professional Development Funds" on there. Make certain your signature is on the form before proceeding to step #2.
2. Attach all **original** receipts. Submit the completed and signed forms to your Academic Dean or direct supervisor for approval and signature within **30 days** of your attendance at the conference. Then your Dean or direct supervisor will forward it to the appropriate Vice President for signature.
3. A one page summary of the conference or activity is no longer required.

Professional Development Funding Deadlines

Professional Development Deadlines for 2020-21	
Due Dates for Submitting Conference Proposals	Committee Meeting/Approval Dates (for conferences occurring after these dates)
September 8, 2020 (1st Tuesday due to Labor Day Holiday)	September 14, 2020
October 5, 2020	October 12, 2020

November 2, 2020	November 9, 2020
December 7, 2020	December 14, 2020 (no formal committee meeting - will approve through email)
January 4, 2021	January 11, 2021 (no formal committee meeting - will approve through email)
February 1, 2021	February 8, 2021
March 1, 2021	March 8, 2021
April 5, 2021	April 12, 2021
May 3, 2021	May 10, 2021
First Monday of the Month	No retroactive proposals will be accepted
The end of the fiscal year is June 30, 2021	

FAQ

- **What can Professional Development Funds be used for?**

Section 87153 (http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=87153), of California Education Code specifies the type of Professional Development activities that may be funded by the Community College Professional Development Program. They are as follows:

- Improvement of teaching.
- Maintenance of current academic and technical knowledge and skills.
- In-service training for vocational education and employment preparation.
- 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.

- *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.*
- **What types of Conference Activities can be used toward Variable FLEX credit and what types cannot?**

If you attend a conference during your normal work week and the hours of the activities fall out during your regular work hours, you may not use that time towards Variable FLEX credit. The rationale for this is that you are carrying out “alternate duties” during a regular workday.

On the other hand, if you were to attend activities that fall out OUTSIDE of your normal working hours, then you can count that time. For instance, say you went to a conference that had activities from 8-4 and you normally work from 8-2 (assigned hours). Then the talks you attended from 2-4 could be used toward Variable FLEX.

The best conferences to attend to obtain Variable FLEX credit are the ones that fall out on a weekend or over a school break.

For More Information Please Contact:

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Apply for Admission (<https://www.openccapply.net/ccapply-welcome?cccMisCode=481>)

Bookstore (<http://www.bkstr.com/laspositasstore/home>)

Canvas (<https://clpccd.instructure.com/login/canvas>)

Contact (</feedback.php>)

Jobs (<https://clpccd.peopleadmin.com/>)

Employer Services (</careercenter/employer-services.php>)
Parking (</parking/index.php>)

Safety & Security (</safety/index.php>)

Campus Crime Statistics (</safety/documents/clery.pdf>)

Academic Senate (</gv/academicsenate/agenda.php>)

Curriculum Committee (</gv/curriculum/minutes.php>)

Incident Referral Forms (</maxient/index.php>)



(<https://www.facebook.com/Las-Positas-College-271570229564419/>)

(<https://www.youtube.com/channel/UCg8faFMq-WM-HoiZTfd4OjA>)

Faculty & Staff Email (<https://mail.clpccd.org/>)

Student Email (<https://mail.google.com/a/zonemail.clpccd.edu>)

The Zone (<https://myportal.clpccd.cc.ca.us/cp/home/displaylogin>) | CLASS-Web
(<https://bw11.clpccd.cc.ca.us/>)

Student Government (</lpcsg/index.php>)

Document Viewers (</disclaimers/viewers.php>)

Accreditation (<http://laspositascollege.edu/accreditation/index.php>)

Title IX (</title-ix/index.php>)

Accessibility (</disclaimers/accessibility.php>)

Disclaimers (</disclaimers/index.php>)

Governing Board Agenda
(<http://www.clpccd.org/board/BoardMeetingAgenda.php>)

HEERF Cares Act Reporting (</caresact2020/index.php>)



(<https://twitter.com/LPCOfficial>)

(<https://www.instagram.com/laspositascollege/>)

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