Las Positas College
Staff Development
2008/09 Conference Proposal Instruction Sheet
(Incomplete Proposals will NOT be considered)

Staff Development proposals are due on the 1st Monday of each month by 5:00 p.m., and are evaluated for approval at regularly scheduled Staff Development meetings. Only proposed activities occurring after the Staff Development meetings will be considered. See important dates on the back of this page. Keep this instruction sheet as a reference.

CHECK OFF LIST FOR STAFF DEVELOPMENT PROPOSAL PACKET
(All paperwork is the responsibility of the proposer)

Preparation:

______ Obtain a Staff Development Proposal Form online at http://grapevine.laspositascollege.edu/staffdevelopment/documents.php or at room 2119.

______ Fill out the form completely. (Incomplete proposals will be returned to the proposer); PRINT the completed forms.

______ Obtain your Dean’s or Immediate Supervisor’s signature.

______ Attach all supporting materials, conference brochures, schedules and registration forms.

______ Attach the original District 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 the 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 Conference

AFTER Conference

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 $400.00 for Full-time & $150.00 for Part-time

Please refer to the backside of this sheet for important deadline and submittal information.
### Staff Development Deadlines for Conference Proposals:

<table>
<thead>
<tr>
<th>Due Dates for Submitting Conference Proposals...</th>
<th>Committee Meeting/Approval Dates (for conferences occurring after these dates)...</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2, 2008 (Due to holiday)</td>
<td>September 8, 2008</td>
</tr>
<tr>
<td>October 6, 2008</td>
<td>October 13, 2008</td>
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<tr>
<td>November 3, 2008</td>
<td>November 17, 2008 (tentative)</td>
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<td>December 1, 2008</td>
<td>December 8, 2008</td>
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<tr>
<td>No January Meeting</td>
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<tr>
<td>February 2, 2009</td>
<td>February 9, 2009</td>
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<tr>
<td>March 2, 2009</td>
<td>March 9, 2009</td>
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<tr>
<td>April 3, 2009 (due to Spring Break)</td>
<td>April 13, 2009</td>
</tr>
<tr>
<td>May 4, 2009</td>
<td>May 11, 2009</td>
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</tbody>
</table>

♦ First Monday of the Month
♦ No retroactive proposals will be accepted

The end of the fiscal year is June 30, 2009

### Out-of-state Conferences: Please note:

Out-of-state conference proposal requests require additional time to process due to the requirement that they must be Board approved. The entire process can take between 4-6 weeks. Please keep this in mind when submitting your conference request (see above for important dates).

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### What Can Staff Development Funds Be Used For?

According to AB1725, authorized uses of Staff Development funds shall include all of the following:

1. Improvement of teaching.
2. Maintenance of current academic and technical knowledge and skills.
3. In-service training for vocational education and employment preparation programs.
4. Retraining to meet changing institutional needs.
5. Intersegmental exchange programs.
6. Development of innovations in instructional and administrative techniques and program effectiveness.
7. Computer and technological proficiency programs.
8. Courses and training implementing affirmative action and upward mobility programs.
9. Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors.

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### What Am I Eligible For?

Eligibility for regular Staff Development conference proposals is as follows. Note: funds are limited.

**Full-Time:** Classified, Faculty, & Administrative Staff
- $400 per person/per fiscal year

**Part-Time:** Part-time Staff
- $150 per person/per fiscal year
- Part-time faculty must have a 40% workload (6 hours of teaching at LPC per week) and 2 consecutive years with LPC.
- Part-time classified staff must have a 40% workload (18 hours/week) and 2 consecutive years with LPC.

**Sabbatical:** Faculty Members
- $400 per person/per year as long as the staff development activity is not part of the sabbatical proposal and is not included in the sabbatical leave report.

* Fiscal Year July 1 - June 30