



Discover LPC Admissions Financial Aid Students Academics Performing Arts

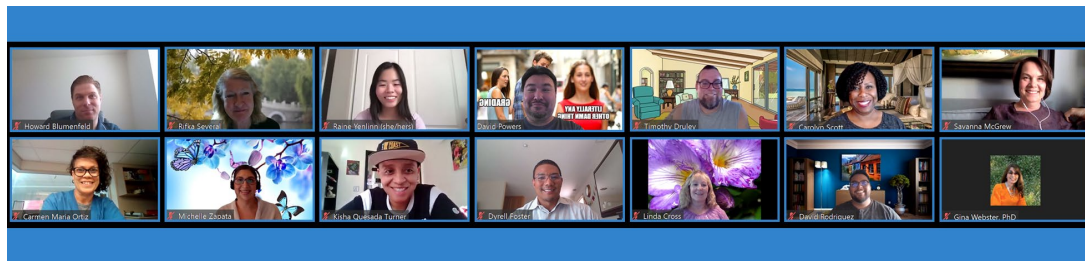
Athletics

[LPC Zoom Room \(Live Help\)](#): Meet Live with LPC staff for general assistance.

Free COVID-19 testing 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](http://norcalcovid19testing.com).

All students accessing in-person classes and services must show proof of vaccination before starting classes. [Learn more](#).

## Professional Development Committee



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Professional Development Committee

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Conferences

## Conferences

For More Information Please Contact:

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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 2021-2022 Academic Year is approximately \$12,000. Faculty are eligible for up to \$500 in annual reimbursement for the 2021-2022 Academic Year. Prior to applying for the PD General Fund, please consult the [Funding](#) 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](#).

## **Current Mileage Rate**

The 2021 mileage reimbursement rate is 56 cents per mile.

## **Conference Checklist**

Please download an updated [conference checklist](#) 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](#) 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](#). Fill out the form completely and print it out.
2. To determine if you are eligible for grant funding, please consult the [Funding](#) 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](#) 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](#). 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 7, 2021 (1st Tuesday due to Labor Day Holiday)	September 13, 2021
October 4, 2021	October 11, 2021
November 1, 2021	November 8, 2021
December 6, 2021	December 13, 2021 (no formal committee meeting - will approve through email)
January 3, 2022	January 10, 2022 (no formal committee meeting - will approve through email)
February 7, 2022	February 14, 2022
March 7, 2022	March 14, 2022
April 4, 2022	April 11, 2022
May 2, 2022	May 9, 2022
First Monday of the Month	No retroactive proposals will be accepted
The end of the fiscal year is June 30, 2022	

## FAQ

- What can Professional Development Funds be used for?

Section [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.



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