

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 5011

TITLE: PROFESSIONAL DEVELOPMENT FUNDING FOR WORKSHOPS/CONFERENCES

BASED ON POLICY: 5.01 STAFF AND PROGRAM DEVELOPMENT

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

I. Purpose:

To describe the processes for tracking, applying for, and the granting of funding for workshops, seminars, conferences, industrial trainings, and professional meetings (collectively referred to as workshops) that contribute to the professional development of the individual and benefits the College

II. Procedure:

- A. Each vice president will be responsible for administering and tracking a budget specifically allocated for professional development at workshops.
 - 1. The vice president for academic affairs and student services (VPAA/SS) will review and approve or deny all submissions from individuals under VPAA/SS authority.
 - 2. The vice president for administrative services (VPAS) will review and approve or deny all submissions from individuals under VPAS authority.
 - 3. The president will review and approve or deny all submissions from individuals under his/her authority. The VPAS will track the spending and process the paperwork.
- B. Employees who attend workshops may be asked to share information with colleagues in a format and at a time agreed to by the supervisor.
- C. Travel outside the contiguous United States requires documentation of the direct contribution and benefit of the travel and requires the approval of the president of the College.
- D. The president may approve reallocation of funds.
- E. Eligibility
 - 1. All full-time employees of the College who have successfully completed the 90-day probationary period are eligible to receive workshop funding. Exceptions may be granted by the appropriate vice president or president

upon the supervisors' written request to allow probationary employees to attend workshops.

2. Part-time employees, dual enrollment instructors, and volunteers may be authorized to attend workshops only when participation is requested in writing by the appropriate supervisor to the appropriate vice president or president documenting the workshop's importance to the department, program, accreditation, or outside agency approval.
3. Grant funded employees must first seek funds through their grant before requesting College workshop funds as specified on the SPD Funding Request for a Seminar, Conference, Workshop, or Meeting form.
4. An employee of the College who is 100% funded through a contract with the College to carry out the purposes of the contracting agency shall not be eligible for workshop funding.

F. Applying for funding for workshops

1. Completed applications must be submitted as soon as possible before the event and approved prior to the beginning of any workshop.
2. The employee must complete the SPD Funding Request for a Seminar, Conference, Workshop, or Meeting form, attach required documentation, and submit the completed form to the appropriate vice president.
3. Multiple requests for the same workshop should be submitted as a single request. It must be submitted for signature to all of the appropriate supervisors whose employees are affected by the proposed activity.

G. Funding of workshops

1. The following guidelines will be used when reviewing applications for funding:
 - a. The degree to which the planned outcomes directly support the institutional mission.
 - b. The degree to which the planned outcomes are related to the program, departmental, and division goals and objectives.
 - c. The degree of positive impact upon the College (immediate and long-range) of the planned outcomes, especially in relation to its projected cost.
 - d. The degree to which the planned outcomes are educationally sound, measurable, and achievable.
 - e. The degree to which the planned outcomes will enhance employee job

performance and skills.

f. The degree to which funds are available.

2. Each application will be reviewed on its individual merit.
3. The College encourages departmental financial support of applicant's requests for funding. Workshops that are attended regularly should be budgeted within department cost centers.
4. Funding will not be considered for a workshop when a similar workshop is offered by SFSC, unless scheduling conflicts make it impossible to participate.
5. Workshop funds may be used to fund only those portions of an approved request which are not being funded by another source.

H. Notification of funding and reimbursement

1. The employee will be notified by the vice president, or designee, to move forward with registration, hotel, etc., as approved.
2. Employees who are approved for travel must submit travel expense requests for reimbursement according to College policies and procedures within 60 days of workshop completion and are subject to applicable deductions. Requests for payment made more than 60 days after the end of the request will require additional approval by the vice president.
3. All activities and expenditures must be consistent with the original application. Variations in excess of \$100 or 10% of the approved application (whichever is greater) must be requested in writing and be approved by the appropriate vice president prior to implementation.
4. Approved funds not obligated by the agreed upon ending date shall revert back to the appropriate fund, unless an extension is approved by the appropriate vice president.
5. Any materials or equipment purchased with workshop funds are the property of the College.

HISTORY: Last Revised: xx/xx/xx

Adopted: 5/17/85

Reviewed: -

Revised: 2/6/02, 6/1/05, 12/1/09, 1/12/16, 01/16/18, xx/xx/xx