

# GUIDELINES FOR PROFESSIONAL DEVELOPMENT REQUESTS

**CLASSIFIED, ADMINISTRATORS/  
CONFIDENTIAL STAFF  
PACKET**



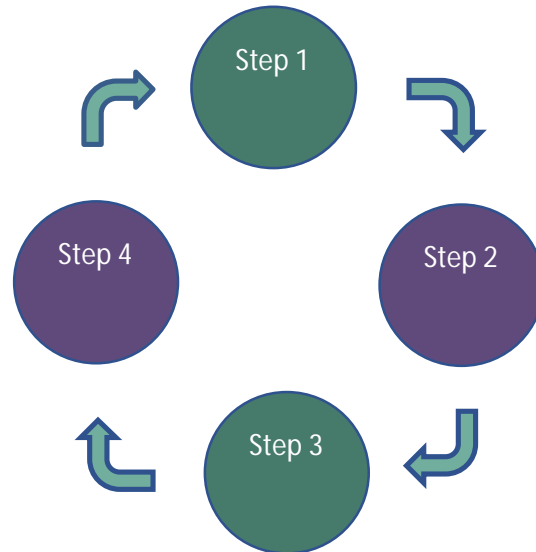
**OFFICE OF HUMAN RESOURCES, TRAINING & DEVELOPMENT  
ROOM 1544**

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## OVERVIEW OF PROCESS IN FOUR QUICK STEPS!

### **Purpose**

Colleges with strong and supportive professional development programs demonstrate an increase in student retention and performance and overall student success. Napa Valley College is committed to supporting and encouraging the improvement of leadership, job training, teaching and learning and includes professional development as part of its Strategic Plan and institutional mission



### **Overview of Process**

#### **Step 1: Cabinet Meets – Summer Session**

The Cabinet meets to discuss professional development allocation and process for the academic year that meets the training goals of various grants, initiatives, foundation and other funding sources related to training and professional growth.

#### **Step 2: Department Supervisors are Trained – Summer Session**

Department supervisors are cross-trained on, 1) goals of funding sources, 2) available funding and 3) process for staff to apply for funding.

#### **Step 3: Department Meets throughout Year**

Department supervisors lead professional development discussions and determine goals and activities related to their unique focus and needs. Established activities benefit individual staff members and/or the institution as a whole. Departments share goals with their staff.

#### **Step 4: Individual Staff Request Funding**

Individuals may request funding throughout the academic year. All requests are signed by the dean and department supervisor and submitted to the Office of Human Resources (HR).

## QUICK DIRECTIONS TO SUBMIT FOR PROFESSIONAL DEVELOPMENT ACTIVITY

### Individual Activity (i.e., conference, lecture, course, observation)

- Complete the online Professional Development Activity form (PDF or DocuSign).
- Submit the completed form with the appropriate signatures, conference literature, and course information electronically or deliver to Christina Rivera, Training and Development Manager, in room 1544F, up to forty-five (45) days prior to the date of the event.
- Include all estimated expenses for the training.

#### Notes:

- If an advance to pay for expenses is needed, please submit up to sixty (60) days prior to date of the event to allow for processing.
- Out-of-state travel needs the approval of the college president.
- Calculate the cost of travel for the Professional Development Activity form.
- Should a request come in three weeks or less prior to the activity, please note that approval process may not be made in time for the Business Office to cut a check. If you have any questions, please contact Christina Rivera.
- **Criteria for approving professional development request is on page 5.**
- **Information on what happens next is on page 6.**

### Examples

#### Individual Request:

Staff work with the supervisor to determine individualized professional development goals. Examples include:

- ✓ Conferences
- ✓ Site visits to other campuses, area schools, agencies, facilities, etc. for observations, demonstrations, professional development conversations, etc.
- ✓ Attending needed workshop or training, etc.

## PROFESSIONAL DEVELOPMENT ACTIVITY (EXAMPLE)

Use this form for pre-approval for a professional development activity. Please review professional development guidelines and timeline.

Name Herman Munster Division/Department A&R

Contact Information [hmunster@napavalley.edu](mailto:hmunster@napavalley.edu); (w) 707-222-1313 (c) 707-777-7777  
Email, Phone Number and Cell Phone Number

Date of Activity October 29, 2017 Amount of Funding Requested \$700

Type of activity, please mark one:

- Individual activity you plan to attend in the future (i.e., conference, lecture, course, observation)  
**Note:** If an advance to pay for expenses is needed, please submit up to sixty (60) days prior to date of the event to allow for processing.
- Division or department group activity/project/presenter  
**Note:** If the activity requires outside speaker or workshop presenter, the division/department designee will need to submit paperwork up to ninety (90) days prior to the event to enable an independent contract to be processed.
- Flex day presenter (estimate number of hours \_\_\_\_\_)
- Other:

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**Descriptions: (For both descriptions, you may attach a separate sheet.)**

Brief description of activity

*Attend Annual CACCRAO conference on the latest state mandates that affect admission requirements.*

Relevance to the strategic plan initiatives, Student Equity, or department's goals, and teaching assignment.

*The conference is related to addressing the goals of Guided Pathways and Student Success Center model.*

**Before turning in your proposal, please obtain approval from the list below.**

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

# CRITERIA FOR APPROVING PROFESSIONAL DEVELOPMENT FUNDING

## Classified and Administrators/Confidential Staff

Professional development funding is available in support of enrichment activities that support the mission of the college. Those individuals seeking professional development have an opportunity to request funding for activities in those areas they need support in within their professional roles at NVC. All are encouraged to apply for funds as outlined per the following criteria:

### Individual Activity Requests

- Individual applicants for this process include classified and administrators/confidential staff.
- Conference attendees/trainees may be asked to participate in on-campus training opportunities or to share what they have learned with others across campus.

**Note:** For group or department activity, it is recommended that requests are included in the unit plan.

### Funding and Conference Limits

- During the academic year, there may be a limit as to how many conferences an individual can attend in one year; overall training costs are considered for each request.
- Out-of-state travel: Requesting to attend a single out-of-state conference is limited to full-time employees and a team (3 or 4 maximum) will be considered for a single out-of-state conference. The President must approve out-of-state travel.

### Funding Approval

- Activities must have a demonstrable impact on students and/or staff at NVC.
- Individuals will be funded based on direct training benefits for the individual's specific role at the college and the NVC strategic plan.
- Conferences that are not endorsed by the employee's supervisor will not be funded.

## NEXT STEPS IN THE FUNDING APPROVAL PROCESS

### After Submitting Request Form, What Happens Next?

- The completed Professional Development Activity form (PDF or DocuSign) signed by your supervisor is electronically submitted or in person to the Office of Human Resources, Christina Rivera.
- The Professional Development Team reviews proposals weekly. These individuals are part of the District's Staff Development Committee. **Note:** The Professional Development Team is listed on page 8.
- The team recommends and distributes professional development requests to appropriate funding sources. The funding source manager will approve or deny the funds.
- Priority will be given to proposals that meet the college's Strategic Plan initiatives; goals of the Student Equity plan, foundation and other funding sources; and to those that submit completed requests.
- Notification of the status of requests is within two to three weeks after submitting the request.
- Notification of funding approval/denial will be by email (see next page for example approval email).

# PROFESSIONAL DEVELOPMENT NOTIFICATION

## Example Approval Email

Congratulations on your approved professional development request to attend the ACCCA Conference in Monterey, February 22-25, 2022 (total amount \$1,000). **Below are next steps to complete the travel process prior to the conference and after you return from your conference.** Administrative assistants in your department or division can assist with your registration and travel accommodations.

**Please let me know who will be entering the requisition for your travel as soon as possible.** Once you give me the name of your assistant, I will be sending an email to Wendy Nucho for budget code access to the funding source area(s) that will support your travel.

### Items to complete prior to your conference (check off steps):

- The travel approval process will now utilize the same district requisition for the PO process through WebAdvisor. The approval for travel expenses will be reflected on the requisition's approval workflow.
- Make sure that you keep track of flyers/brochures about your conference and supporting documents for estimated mileage (map), meals, tolls, and parking. A separate requisition for PO is needed for hotel and conference vendors if paying directly.
- Your district purchase card may be used for travel expenses. You will still need to submit a requisition for PO to obtain the necessary approvals for the travel expenses.
- **The support documents will need to be forwarded to the Business Office with the requisition number written on top.** It takes 7 to 10 business days to process once all approvals and support documents are received.
- **If you need an advance**, it needs to be noted in the printed comments. This will be done by a Blanket PO. Please note that the Business Office needs a minimum of two weeks advance notice and can only advance up to 85% of estimated mileage, meals, parking, and tolls, etc. Please note if you have questions about your travel advance, you will need to check with the Business Office.

### Items to complete after your conference:

- Once you come back from your trip, send your travel expense receipts to the Business Office via email to [accounts.payable@napavalley.edu](mailto:accounts.payable@napavalley.edu) or interoffice mail and reference the Blanket PO number you received when the requisition for travel was approved. If the travel expenses exceed the total Blanket PO amount, an approval from the budget center/grant manager must be emailed to the Business Office. If you are being reimbursed for the difference after receiving an advance, you can submit the receipts referencing the Blanket PO. Requesting reimbursement should be done within 30 days of your travel.

For mileage reimbursement rates, meal allowance rates & PCard guidance visit the Business Office webpages:

<https://www.napavalley.edu/businessfinance/Pages/travreimbinfoms.aspx>

<https://www.napavalley.edu/businessfinance/Pages/districtpurchcdguidelinesfms.aspx>



## Professional Development Teams

The Professional Development teams will consist of the two or members from the Staff Development Committee below.

### Staff Development Committee composition:

- Associate Vice President, Human Resources and Training & Development and Title IX Coordinator **(Co-Chair)**
- Professional Development Faculty Coordinator**(Co-Chair)**
- Training and Development Manager
- 1 Representatives from the Academic Senate Professional Development Committee
- 1 Representative from the Administrative Senate
- 2 Representative from the Classified Senate
- ASNVC, Student Representative

### Funding Source Approvers:

Assistant Superintendent/Vice President, Academic Affairs **(as needed)**

Assistant Superintendent/Vice President, Student Affairs **(as needed)**

Dean, Counseling Services & Student Success **(SSSP as needed)**

Director, Equity and Inclusivity **(SE as needed)**

Managing Director of the Foundations **(as needed)**

Administrators and/or faculty responsible for other funding sources **(as needed)**

