

*Las Positas College*  
**STAFF DEVELOPMENT**  
Proposal Instruction Sheet  
**(Incomplete Proposals will not be considered)**

Staff Development proposals are due on the **1<sup>st</sup> Monday** of each month and are evaluated for approval at regularly scheduled Staff Development meetings. Only proposed activities occurring after the Staff Development meetings will be considered.

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**CHECK OFF LIST FOR STAFF DEVELOPMENT PROPOSAL PACKET**

(All paperwork is the responsibility of the proposer)

**Preparation:**

- \_\_\_\_\_ Obtain a Staff Development Proposal Form off the LPC Intranet, mailroom bldg. 100, or room #2119
- \_\_\_\_\_ Fill out the form completely. **(Incomplete proposals will be returned to the proposer)**
- \_\_\_\_\_ Obtain your Dean's or Immediate Supervisor's signature
- \_\_\_\_\_ Attach all supporting materials, conference brochures, schedules and registration forms.
- \_\_\_\_\_ If the proposed activity is a conference or an off campus activity attach an original **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 the Staff Development Administrative Assistant (Cenovia Romero) in Room #2119 by 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.

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**BEFORE  
AFTER**

**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, hard copy, pc disk to the Staff Development Administrative Assistant within 30 days of the activity date. **A report must be submitted before a reimbursement claim will be processed.** 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.

**Claims:**

- \_\_\_\_\_ Obtain a Requisition Form in the mailroom in Building 100, or LPC Intranet (print hard copy)
- \_\_\_\_\_ Complete Requisition Form (Include signature of Dean or Immediate supervisor, C# (conference number) & SD# (staff development number))
- \_\_\_\_\_ Attach all **original** receipts (photocopies not accepted by business office)
- \_\_\_\_\_ Submit to Staff Development Administrative Assistant in Room 2119.

**Questions: Please contact the Staff Development Office at ext. 5883.**

Please note that we can only authorize up to \$200.00 for Full-time & \$100.00 for Part-time

dollars toward registration fees and no other items. (hotel, food, travel, etc.)

*Las Positas College*

## Staff Development Proposal Form 2003/2004

Fill out this form completely and submit it along with all supporting documents and Conference Request Form to Cenovia Romero, Room 2119 by the **first Monday** of each month. **Incomplete forms will be returned.**

### Full-Time

Check One

1. Proposer Name: \_\_\_\_\_ Faculty \_\_\_\_\_ Classified \_\_\_\_\_ Administrative \_\_\_\_\_  
Proposer Name: \_\_\_\_\_ Faculty \_\_\_\_\_ Classified \_\_\_\_\_ Administrative \_\_\_\_\_  
Proposer Name: \_\_\_\_\_ Faculty \_\_\_\_\_ Classified \_\_\_\_\_ Administrative \_\_\_\_\_  
Proposer Name: \_\_\_\_\_ Faculty \_\_\_\_\_ Classified \_\_\_\_\_ Administrative \_\_\_\_\_

### Part-Time\*

- Proposer Name: \_\_\_\_\_ Faculty \_\_\_\_\_ Classified \_\_\_\_\_  
# of yrs. at LPC: \_\_\_\_\_ Current workload: \_\_\_\_\_ %  
Proposer Name: \_\_\_\_\_ Faculty \_\_\_\_\_ Classified \_\_\_\_\_  
# of yrs. at LPC: \_\_\_\_\_ Current workload: \_\_\_\_\_ %

2. Proposed Activity: \_\_\_\_\_  
3. Sponsoring Organization for the Proposed Activity: \_\_\_\_\_  
4. Work Group to Benefit: \_\_\_\_\_  
5. Proposed Activity Date(s): \_\_\_\_\_ Activity Location: \_\_\_\_\_  
6. Total Cost of the Proposed Activity: \$ \_\_\_\_\_ **\*\*(Registration Fee Only)**

\*\*Note that a maximum of \$200 for F/T & \$100 for P/T for registration will be allowed per participant. If the registration fee is over the limit, the participant will be responsible for the difference. **(no other items are covered at this time)**

7. Signature of Dean or Immediate Supervisor: \_\_\_\_\_

\*(signature verifies that part-time staff applying for Staff Development funding meet the minimum requirements of both 40% workload and 2 consecutive years with LPC.)

**Box area for Staff Development Committee only. Please do not write in this space.**

CONF. REQ. #: \_\_\_\_\_ STAFF DEVELOPMENT PROJECT #: \_\_\_\_\_

Amount of Funding Approved by Staff Development Committee: \$ \_\_\_\_\_

Committee Chair: \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ Date: \_\_\_\_\_

Amendments or Reason for Disapproval: \_\_\_\_\_

Staff Development funds may be used according to AB 1725. You must check the following AB 1725 categories that apply to your proposed activity and include a brief explanation:

☐ Improvement of teaching

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☐ Maintenance of current academic and technical knowledge and skills

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☐ In-service training for vocational education and employment preparation programs

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☐ Retraining to meet changing institutional needs.

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☐ Intersegmental exchange programs.

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☐ Development of innovations in instructional and administrative techniques and program effectiveness.

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☐ Computer and technological proficiency programs.

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☐ Courses and training implementing affirmative action and upward mobility programs

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☐ 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.

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Please fill out this page **completely**. Your responses will assist the Staff Development Committee with evaluating your proposal for approval. (This is not the required one page summary)

1. Description of the proposed activity:

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2. Objectives and rationale of the proposed activity:

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3. How will this proposed activity benefit the college?

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4. How do you plan to share what you have gained from the proposed activity with the college community, (i.e., present information at town meetings, division meetings, brown bag lunches, workshops, etc.)?

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When Staff Development pre-pays a conference and you do not attend, you are responsible for repaying the money to Staff Development unless there are extenuating circumstances. You have the option to find your own replacement. If you find a replacement, the dollar amount would not be charged against the substitute's yearly eligibility. However, the money would be counted against your yearly eligibility.

**STAFF DEVELOPMENT DEADLINES 2003/2004**

Due date for submitting Proposal...

December 1  
February 2  
March 1  
April 5  
May 3  
June 7

For activities occurring After...

December 8  
February 9  
March 18  
April 12  
May 10  
June 14

**Signature of Proposer:** \_\_\_\_\_ **Date:** \_\_\_\_\_