



ACCREDITATION EVIDENCE

Title: General Admin. Regulation for Professional and Career Development

Evidence Type: Corroborating

Date: 25 November 2013

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Classification: Resource

PII: No

Redacted: No



WESTERN WYOMING COMMUNITY COLLEGE GENERAL ADMINISTRATIVE REGULATION

Professional Development for Employees

Background and Purpose

The College Administration is supportive of providing professional and career development opportunities for faculty, professional and paraprofessional staff. Each year, funds are budgeted for this purpose.

Professional Development Opportunities For Faculty and Professional Staff

The College provides funds for professional development and for specialized training.

Professional Development Funds

Each year \$650 for each full-time faculty and professional employee and \$200 for each paraprofessional employee is budgeted for professional development. \$200 is allocated for each part-time benefitted employee. The appropriate Vice President administers these funds. The general operating principle is that each individual is provided an established amount of money each fiscal year.

For example, in Student Learning, the funds are initially allocated to each individual. If an individual will not use all or some of his/her allocated funds, then his or her division or group of professionals can make a recommendation to the Vice President regarding how these funds will be allocated. The area's Vice President must keep a history of these allocations to assure equitable distribution over time.

College employees may also be required or encouraged to take advantage of professional development opportunities provided by their supervisors. These activities are typically outside of the funding scenario described above.

Training

The Administration may budget funds for training for employees. Examples are customer service, sexual harassment, assessment of student learning, etc. Funds for these activities will be budgeted separately. Some departments have additional training funds that are utilized for technical or specialized training and workshops. They are administered by department managers and/or Vice Presidents. Student Learning also has funds allocated to the Great Teachers Seminar series. The Senate oversees this program.

Approved Professional Development Expenditures

Professional Development Funds

These professional development funds may be used for position-related activities or items, subject to the approval of the appropriate supervisor and vice president. Examples include: seminars, workshops and conferences courses, books, magazines and periodicals, software, equipment and supplies that might be outside the scope of normal operations, dues and memberships. Tangible items

must adhere to college procedures and must be approved by the appropriate vice-president.

Unallocated Individual Funds (Professionals and Faculty)

Individual Professional Development Funds not spent or encumbered by March 1 will be pooled and made available again to applicants. Applications for this pool are due April 1, see attached application and criteria. Each Vice President will notify the Senate Chair of the amount of unallocated funds by April 1 and transfer such funds into the following unallocated professional development line items for the Senate's use:

One Mill Fund

- 11-711-473801-9775 - Student Learning
- 11-711-513801-9775 - Student Success
- 11-711-633801-9775 - Administrative Services

Unrestricted Operating Fund

- 10-711-465000-9775 - Student Learning
- 10-711-611301-9775 - Administrative Services

By April 15, the Senate will review the applications and award the remaining funds.

Ownership of Tangible Items

Tangible items, such as books, periodicals, equipment, are the property of the College because they are purchased with College funds. Permanent items are to be returned to the College upon the termination of the employee from College employment.

Career Development Opportunities for Paraprofessional Staff

Career Development Funds

Each year an amount of money is budgeted for career development for the use by full time and selected part time employees. These funds are administered by the Career Development Committee, elected each year by the Paraprofessional Alliance. Employees make application to the Committee for funding. The Committee makes the decisions as to which employees receive these funds.

On-Campus Training

(Same as stated above under Professionals)

Approved Career Development Expenditures

(Same as above for professionals under "Approved Professional Development Expenditures, Professional Development Funds")

Ownership of Tangible Items

(Same as stated above under professionals)

Approved: Executive Council: November 25, 2013

**Unallocated Professional Development Funds
Procedure and Application (Professionals and Faculty)**

Procedure: On April 1st, the Senate receives an unspecified amount of money resulting from unallocated professional development funds. The deadline to apply for these funds is also April 1st. All full-time faculty and professionals are eligible. Senate will distribute these monies by no later than April 15 and according to relevancy of activity to current position and completeness of application.

Criteria: Applicants shall itemize all expenses and shall attach all receipts for all monetary requests. If receipts are not attached at the time of application, it may be rejected. Only expenses encumbered by June 30 will be allowed. If the event is between April-June, an itemized budget estimate may be used with copies of actual estimates from airlines, conferences, etc. to substantiate the expenses.

Stipulation: Individuals who did not receive these monies in any previous years are given priority consideration. If enough monies are available, then individuals applying for a second year will be considered.

Please complete all items below and submit this application to your Senate Representative by no later than 5pm, April 1.

Name: _____

Have you received these funds in the past? _____yes _____no

If yes, when did you receive them? _____

Briefly describe the professional development activity for which you are applying and how it relates to your current position:

Itemize your expenses and attach ALL receipts or budget estimates:

Registration: _____ Travel: _____ Lodging: _____ Meals: _____

Other (please also describe)

Total Costs: _____

Deduct amount provided by other sources: _____

Amount requested: _____

Applicant Signature: _____ Date: _____

Senate Representative Signature: _____ Date: _____

Amount Approved by Senate: _____ Date: _____