

## 2009-10 SPD COMMITTEE OPERATING GUIDELINES

### PROPOSAL DEADLINES/COMMITTEE MEETING DATES

<u>Deadline Dates:</u>	<u>Meeting Dates:</u>
1. Aug 31, 2009	Sept 14, 2009 (2 <sup>nd</sup> Monday of month)
2. Sep 21, 2009	Oct 5, 2009
3. Oct 19, 2009	Nov 2, 2009
4. Nov 23, 2009	Dec 7, 2009
5. Dec 18, 2009	Jan 11, 2010 (2 <sup>nd</sup> Monday of month)
6. Jan 19, 2010	Feb 1, 2010
7. Feb 15, 2010	March 1, 2010
8. Mar 22, 2010	April 5, 2010
9. April 19, 2010	May 3, 2010
10. May 24, 2010	June 7, 2010

(All SPD meetings are held pending availability of funds)

**New guidelines are highlighted in gray.**

### OVERALL PROPOSAL GUIDELINES

Only **complete** proposals with all signatures and appropriate attached documentation received by the deadline date will be forwarded to the SPD committee members for their review. **Complete is defined by the following:**

### TRAVEL PROPOSAL GUIDELINES –Travel Proposals will only be accepted as e-forms.

1. Only employees classified as full-time regular employees can apply.
2. There is a \$1,500 per person maximum allowable award, with one exception listed below in #4, for 2009-10; however, an individual will not automatically receive that amount unless a proposal warrants it and is approved for that amount. There is **not** an SPD allocation or travel budget of \$1,500 available for each employee at the college.
3. As long as funds are available, priority will be given to those who are presenting, chairing a panel, organizing a conference, serving on a professional organization board with an active role in coordinating the conference, receiving an award on behalf of the college, attending job-related certification programs or other travel deemed essential by the college, particularly travel that addresses the college's goals of student success, increased access, and economic development and partnerships. Faculty members will also be given priority when their proposal includes activity for professional development credit. However, all travel proposals will be considered.
4. Employees who receive one travel approval to present a paper in their discipline/field and/or chair/participate in a panel are permitted to submit additional proposals to present papers and/or chair/participate in panels; the total fiscal year award for an employee who is selected to present/chair one or more times shall not exceed \$2,500.
5. There is currently no limit to the number of travel proposals per individual employee per year; however, the committee will make recommendations based on each individual request, keeping in mind the travel limit of \$1,500 and the SPD available budget. If any travel costs more than \$1,500, the requestor is required to provide documentation of how the remainder of the travel will be funded. You are required to attach written approval from your department stating that department funds will cover the overage.
6. All SPD travel proposals must be submitted as e-forms. Each traveler will submit an e-form travel proposal and electronically attach all pertinent information including hotel, flight, registration and conference program agenda. The attachments can be submitted as scanned documents or word files containing conference and travel information. All SPD e-forms must be submitted with ample time before the SPD deadline to allow all supervisors time to review each proposal before submitting it to the next level approver.
7. A one-page to three-page conference program overview (program at-a-glance) with dates, times, session topics, and location for the upcoming travel is the preferred format; attaching a program overview from the prior year's conference is acceptable if the upcoming year's conference program overview is not yet available in print or on the Web. The committee does not want complete program booklets attached.

**\*\*Contents subject to change\*\***

**\*\* All dollar figures pending budget approval\*\***

8. Taxes on hotels must be included in the calculation of the total amount requested. The college requires you to use the tax-exempt certificate on Florida hotels; however, you can only use the tax-exempt number if you use a Broward College corporate credit card. If you don't use a corporate credit card you may not be reimbursed the taxes.
  - It is recommended that employees wishing to travel through SPD apply for a Broward College American Express corporate credit card - applications are available through **Accounts Payable Dept.** 954.201.7587, WHC 31/2<sup>nd</sup> floor. This requires a personal credit check.
9. Proposals for SPD travel must be submitted, reviewed and approved **prior** to the occurrence of the travel. SPD funds cannot be used to reimburse anyone for travel that is not pre-approved by the SPD Committee and/or the VP for Human Resources/Equity
10. All supervisors up through the Vice President or Provost level must electronically sign either approval or rejection of the proposal.
11. To request a change to an approved travel proposal the employee must submit a written request (email) to the SPD Committee through the HR-PD&T Office prior to their travel. This includes, but is not limited to, change in approved amount, change of conference, change of conference venue, transferring funds to another member of his/her department.
12. Once travel is completed, an online evaluation must be completed.
13. Travel for July-September must be submitted in May and June of the prior fiscal year, pending available funds.
14. All travel is subject to current state and Broward College travel guidelines.

### **PROGRAM PROPOSAL GUIDELINES**

1. Any employee can apply for **2009-10** SPD program funds, provided they will be employed during the period through which the program is being implemented.
2. Program funds cannot be used for gift cards, food, refreshments or other hospitality expenses.
3. When applying for any personnel funds, fringe benefits must be calculated into the total amount according to the type of position(s) being requested. There are approximately 20 different GLC categories ranging from 1.45% to 17.5%. Call the Budget Office at 954.201.7494 or Professional Development & Training at 954.201.7339, for specifics.
4. If you received program funds within the last three years, the most recent program evaluation must be submitted before a new SPD program proposal will be considered.
5. The supplemental/reassignment form (page 6 of the SPD program proposal) must be completed **if** the proposal requests a supplement or reassignment for an employee. Requests for supplements are encouraged and preferred.
6. If the proposal request includes paying an outside consultant(s), a Contract Agreement form obtained from Purchasing, must be completed by the SPD program budget manager, signed by the provider(s), and sent to the President's Office to be submitted to the District Board of Trustees at least 3 months prior to providing the service.
7. All necessary signatures are on the original proposal.
8. All appropriate documentation is attached to the original proposal.
9. The original hard-copy proposal including signatures and any supporting documents must be submitted by the monthly deadline.
10. An electronic copy of the proposal must be attached to an email and forwarded to Human Resources – Professional Development & Training by the monthly deadline.
11. The total amount of the proposal on the front page matches the total amount on the budget page and all calculations are correct.
12. The current SPD program proposal and evaluation forms are available online at <http://www.broward.edu/HR/FacultyStaff/ProfDevTraining/SPD/page10171.html>

If you have any questions pertaining to these guidelines, contact Human Resources-Professional Development and Training, 954.201.7339

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