

Staff Development “Developments” Giving everyone a chance to grow

Need Professional Development Funds?
Going to a Conference or planning an event for faculty and staff?

Our Vision for the year is *Reflection*. We are encouraging staff to participate in development activities that will give them an opportunity to pause and reflect on what we’re doing and how we’re doing it—the whole bag of potatoes we call Higher Education.

Here’s how to go about requesting funds from Staff Development.

1. File the following forms:
 - a. A Staff Development Conference/Workshop request (available from the intranet under staff development; write “staff development” in the search box if you have trouble finding our forms)
 - b. A Conference Request form (hard copy available from division offices.)
 - c. An Out of State Conference Request (if applicable: IMPT: If you are going out of state, you must file this form 6 weeks in advance – this is so that the Board can approve your leave. These forms are available in hard copy from division offices. Heads up.)
2. Acquire signatures from your dean and V.P. of Academic Services.
3. Forward all completed forms to Rosie Mogle.
4. Have these forms to Rosie at least 2 weeks before you are planning on going or hosting the event. This will give the committee a chance to approve your request.
5. You will need to use “out of pocket” money, save your receipts! Turn them in, along with a Conference Expense form to Rosie Mogle. You will then receive your reimbursement. These forms are available in hard copy in your division offices
6. There is a \$300.00 limit for conference attendance per person, per year. We know that this not enough to cover many conferences, but this is the amount we can afford so that many people can go on these professional development outings.
7. There is now a new limit -- \$500.00—for adjunct faculty training or workshop attendance. This is due to our diminishing funds this year.
8. Upon returning from the conference or event, you may be asked to give us a short presentation, orally or in writing, that shows how your attendance can benefit all of us. We may want to post some of your thoughts on our website and we are asking you to give us permission to do this.
9. There is TTIP money available for technology-oriented staff development. There is more money in this account than in our regular state SD funding, so please keep this in mind. The process for applying for this money is the same as the above.

For help, please contact Rosie Mogle or Rachel LePell via Groupwise