



# Professional Development Council General Guidelines

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The Professional Development Council (PDC) receives requests for funding from all PIN employees for the purposes of professional development by attending conferences, workshops, seminars or courses. Professional development is the improvement of staff performance through activities which update or upgrade competencies specified for present or planned positions. For the purpose of the PDC travel budget, staff includes all PIN faculty, staff and administrators. Council members review all college-wide travel/conference, seminars, and workshop requests for funding.\*

## **Council**

The PDC is a standing council comprised of President Staff approved faculty, staff and administrators from the college.

### Council Recommendation

The PDC may recommend *Approval/Denial* of the funding request as submitted, or may defer a recommendation pending the submission of additional information or clarification by the employee submitting the request. Notification of *Approval/Denial* will be sent to the employee and immediate supervisor within five (5) days of the council's decision.

### Not Recommended by Department Manager

For tracking purposes and to ensure equality, employees/managers are required to forward a copy of all travel requests to the Professional Development Coordinator, even when they are not recommended within the department.

### Items NOT Eligible for PDC Funding

- Athletic department travel for team events, parking and tolls, grant-funded travel, Middle States; these expenses will be handled internally by each department;
- Reimbursements for meals **when included** in the conference package;
- Reimbursements for meals when itemized receipts are not provided;
- Refreshments, lunches, for non-training related activities sponsored by the college (i.e., employee celebrations, college-wide events);
- Social activities and ticketed meals during a conference for the employee or their guests;
- Membership fees- All membership requests should be referred to the President's Office (Administrative Coordinator).

### International Travel/Conferences

- Discontinued until further notice;



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The PDC will not approve travel for Puerto Rico, Hawaii, or Alaska as they are all outside of the Contiguous USA.

## Council Meetings/Late Submissions

- The PDC will meet on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, except when the college is closed.
- The submission deadline is at least a **45-day lead** notice when planning to attend out-of-state conferences. Late submissions (less than 45 days processing time from the meeting date and the start of the conference will be denied). This is due to the increased travel costs that usually result when arrangements are made close to the travel date.
- \*Requests for local conferences that do not exceed \$500 may be reviewed by the PDC Chairperson without consultation from the council. However, supervisor approval is required.

## Submitting a Funding Authorization for Travel:

- I. A Supervisor's signature is **ONLY** required on the PDC Funding Authorization form. The conference program showing dates/times, hotel registration information, justification statement, and a completed BCCC Individual Request for Funding form must be attached and submitted by the monthly deadline. No phone or email requests will be accepted.
  - a. The Vice President's signature will be required when there are three (3) or more people requesting funding for the same conference/workshop.
- II. A one-page conference program overview (program at a glance) with dates, times, session topics, and location for the upcoming travel must be provided with the PDC Travel Authorization. The one-page 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 internet. A cover page to a conference brochure is **not** acceptable.
- III. A BCCC Individual Request for Funding form must be completed for **all in-state & out-of-state travel**. Estimated costs must be included on the form to determine the estimated funding request. Current travel rates from airlines or travel companies as well as State of Maryland meal rates should be accurately totaled. (See DBM's Reimbursement Limits included in the Travel Appendix); The Professional Development Office will provide the appropriation number and sign the State form when travel is approved. This form can be found on the DBM website and on the [Professional Development](#) website. A copy is also included in the Travel Appendix.



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- IV. Employees may submit more than one travel request per fiscal year. Priority will be given to those who are presenting, chairing a panel, organizing a conference, serving on a professional organization board, active role in coordinating the conference, seeking certification required for their current position, or attending the conference for the first time.
- V. Professional Development Travel funds have been allocated for:
  - a. Leadership and Management Training
  - b. License and Certifications
  - c. Accreditation
  - d. Employee Awards (NISOD)
  - e. Divisional Workshops
  - f. General Conferences and Training
  - g. Work related training
- VI. Travel funds are limited. Therefore, every employee at the college will not be able to travel. Employees should not expect to attend all desired conferences and multiple request will be limited so that preference can be given to other college staff and first time requestors.
  - a. Due to limitations in funding, all requests must not exceed \$2,500—all inclusive.
  - b. An employee who is grant funded is obligated to use travel funds associated with their respective grant. Money is usually allocated within the grant enabling the employee(s) to utilize those funds; otherwise the travel request will be denied by PDC.
- VII. Funding for **BCCC department trainings, webinars and retreats** must be requested **in writing** directly to the Professional Development office. The request should include justification/relevance of the training, names of participants and cost.
- VIII. A justification statement must be submitted from the VP when more than two (2) employees from the same department/division are recommended for travel. The council will make recommendations for these requests on a case-to-case basis. The factors listed in #4, as well as available funding will be important considerations for conference requests of more than two employees per department.
- IX. Explanations for non-approvals will be furnished to all requestors.
- X. Hotel taxes must be included in the calculation of the total estimated costs. The council encourages using the tax-exempt certificate for sales tax when lodging at Maryland hotels.
- XI. If there is a need for a rental car, you must obtain approval from the division's Vice President before reserving the vehicle. *Budget/Avis Rental* is the approved vendor for BCCC. The Federal ID number is 1590975377. **Unauthorized car rentals will be at the employee's expense.** When unavailable, the use of conventions and hotel shuttle services is required.

PDC Funding must be applied for **prior** to travel or conference attendance and cannot be used to reimburse anyone for travel that is not pre-approved. Unauthorized travel will be at the employee's expense and/or may result in disciplinary sanctions.



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## **Submitting an Expense Form for Reimbursement:**

- XII. Reimbursements must be submitted within 30 days of travel for all reimbursable items such as **“approved”** meals, hotel lodging and car rentals. The Accounting Office requires original itemized receipts for dining. Information about the meal rate allowances will be provided at the time of travel approval from the Professional Development Coordinator. Should you need assistance, please contact the Professional Development Office. Any upgrades or unauthorized additional purchases made will be the responsibility of the employee. **Unauthorized charges for travel on any College credit card are prohibited.**

## **Recycled Learning:**

- XIII. All employees utilizing PDC travel funds will be required to complete a Professional Development Credit form and share relevant conference information with the community. Forums such as “Shop Talk” will be available for faculty and staff presentations. Professional Development Credit will be awarded upon receipt of this form. Prompt completion of these follow-up measures will help ensure professional development credit and that the college community has the opportunity to benefit from your experience. Failure to complete this step in the process may jeopardize future travel.

## **Cancellations**

- XIV. Any and all cancellations require a minimum of thirty six (36) business hours’ notice. Cancellations should be emailed to the Professional Development Coordinator ([pdcoordinator@bccc.edu](mailto:pdcoordinator@bccc.edu)). Failure to notify the PD Coordinator in writing (an email would suffice) of a cancellation within the designated time frame will result in a suspension of approved travel for one (1) full calendar year for the individual.
- XV. Additionally, any charges that are not refundable will be charged to the respective department rather than the PDC travel budget

Forms are available on the BCCC website: <http://www.bccc.edu/hr/pd>.

Questions pertaining to these guidelines should be directed to the Professional Development Coordinator at (410) 209-6004.