Professional Development Council (PDC)
General Guidelines

The Professional Development Council (PDC) receives requests for funding from all PIN employees for the purpose of professional development travel to conferences, workshops, and seminars. Professional development is the improvement of staff performance through activities which update or upgrade competence 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 Organization

The Professional Development Council is a standing council comprised of faculty, staff, and administrators from the college.

Council Recommendation

The Council may recommend approving the travel request as submitted, may recommend denying the travel request as submitted, or may defer a recommendation (table) pending the submission of additional information or clarification by the employee submitting the request.

Non-Approval by Department Manager/VP

For tracking purposes and to ensure equity, employees/managers are required to forward a copy of all travel requests to the PDC, even when they were not approved within the department.

Items NOT eligible for PDC funding:

- Athletic Department travel for team events, parking and tolls, grant-funded travel, ; these expenses will be handled internally by each department;
- Reimbursements for meals **when included** in the conference package;
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- Refreshments, lunches for non-training related activities sponsored by the college (i.e., retirement and employee celebrations);

- Social activities and ticketed meals during a conference for the employee or their guests;

- Membership fees. Requests should be referred to the Institutional Advancement, Marketing and Research.

International Travel/Conferences

- Discontinued until further notice.

- Based on budgetary, availability of funds for international travel will be determined annually.

Council Meetings/late Submissions

- The PDC will meet on the first and third Tuesday of each month, except when the college is closed. The deadline for submitting Travel Authorizations is outlined in the chart on page 3)

- The submission dates are designed to allow at least a 60 day lead time when planning to attend out-of-state conferences. Late submissions (less than 30 days processing time from the meeting date and the start of the conference will be denied and returned). This is due to the increased travel costs that usually result when arrangements are made close to the travel date.

- Requests for local conferences/seminars that do not exceed $500 may be reviewed by the PDC Chair without consultation from the council.
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FY2013 DEADLINES TO SUBMIT DOCUMENTATION and COUNCIL MEETING DATES

<table>
<thead>
<tr>
<th>If you are traveling or planning a seminar in:</th>
<th>Submission Deadlines (30-60 days prior to travel)</th>
<th>PDC Meeting Dates (1st and 3rd Tuesday)</th>
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</thead>
<tbody>
<tr>
<td>August, Sept. 2012</td>
<td>July</td>
<td>July 3 and July 17</td>
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<tr>
<td>October, November</td>
<td>August</td>
<td>August 7 August 21</td>
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<td>November, December</td>
<td>September</td>
<td>September 4 and 18</td>
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<td>December, January</td>
<td>October</td>
<td>October 2 and 16</td>
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<td>January, February</td>
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<td>November 1 and 22</td>
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<td>February, March</td>
<td>Dec. – Jan. 2013</td>
<td>December 4 and 18</td>
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<td>March, April</td>
<td>Jan – Feb. 2013</td>
<td>January 8 and Jan 22</td>
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<td>April, May</td>
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<td>February 5 and 19</td>
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<tr>
<td>May, June</td>
<td>March – April</td>
<td>March 5 and 19</td>
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<tr>
<td>June</td>
<td>April - May</td>
<td>April 2 and 16, May 7</td>
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<tr>
<td>July 2013 (FY2014)</td>
<td>June</td>
<td>June 5</td>
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</table>

Submitting a Travel Authorization:

1. A supervisor’s and Vice President’s signature is ONLY required on the Travel Authorization form. The Conference program showing dates/times, and hotel registration information, and a completed State of Maryland Individual Request for Travel form must be attached and submitted by the monthly deadline. No phone or email requests will be considered.

2. 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 Web. A cover page to a conference brochure is not acceptable.

3. A State of Maryland Individual Request for Travel form must be completed for all in-state, out-of-state, and out-of-the country travel. Estimated costs must be included on the State form to determine the estimated costs.
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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 off on the State form when travel is approved. This form can be found on the DBM website and on the Ndrive. A copy is also included in the Travel Appendix.

4. Employees may submit more than one travel request per 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.

5. Profession Development Travel funds have been allocated for:
   - Leadership and Management Training
   - License and Certifications
   - Accreditation
   - Employee Awards (NISOD)
   - Divisional Workshops
   - General Conferences and Training
   - Work related training

6. 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 requests will be limited so that preference can be given to other college staff and first time requestors.

7. 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.

8. 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 2 employees per department.
9. Explanations for non-approvals will be furnished to all requestors.

10. 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.

11. If there is a need for a car rental, you must obtain approval from the department Vice President before reserving the vehicle. Budget Rental is the approved vendor for BCCC. The Federal I.D. number is 1590975377. **Unauthorized car rentals will be at the employees’ expense.** When available, the use of convention and hotel shuttle services is required.

12. PDC travel funds 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.

13. Immediately submit paperwork for all reimbursable items such as “approved” meals, hotel lodging and car rentals. The Accounting Office requires meal receipts for high rate cities. 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.

14. 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.

**Forms are available on the N:Drive in the Human Resources & Staff Development/Public/Professional Development Council documents Folder. Questions pertaining to these guidelines should be directed to the Professional Development Office at 410-209-6004.**