

# **STAFF AND PROGRAM DEVELOPMENT**

## **Manual**

**2005 – 2006**

*As of 08/22/2005*



SEMINOLE COMMUNITY COLLEGE

**Seminole Community College  
Staff and Program Development Manual  
2004-05**

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## INTRODUCTION

Staff and Program Development (SPD) was established in the Florida Community College system to help provide support for professional growth, innovation, program development, research, and analysis. Consistent with this purpose, Seminole Community College provides funding to assist with staff training, teaching-learning activities, instructional equipment, and travel.

Development using SPD funds may include the following:

- In-service training for faculty, staff, and administrators
- Design, analysis, implementation, and improvement of current program offerings
- Initiation of programs designed to meet student and community needs
- Improvement of professional competencies
- Articulation with the community, institutions, industries, and other organizations
- Projects that attract and retain external support
- Equity issues
- Develop instructional programs and curricula

All personnel are encouraged to utilize these resources to advance the institution and for professional development. SPD funds are available to all college personnel to support the following:

- Staff development
- Sabbatical Leave
- Travel
- Curriculum and instructional development
- Program development

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**COMMITTEE PRACTICES AND PROCEDURES**

**Attendance – Attendance is mandatory at the meetings.** After missing two meetings, the SPD committee may determine that the absent member will be replaced.

**Quorum -** A majority constitutes a quorum for any meeting of the Staff and Professional Development Committee. No business shall be transacted at any meeting unless a quorum is present.

**Proxy – A member who is unable to attend a meeting may designate another committee member as a substitute with voting privileges for that meeting. This proxy designation must be directed in writing to the SPD Representative prior to the meeting.**

**Voting –** Voting shall be by voice unless a written ballot or email ballot is requested by the Chairperson of the committee.

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COLLEGE WIDE GOALS

1. **Student Success:** SCC will help students define and successfully achieve their learning objectives and career goals through student-centered processes and the highest quality learning environment.
2. **Access:** Access to SCC programs and services will increase to meet Seminole County's need for an educated, highly skilled workforce.
3. **Workforce Development:** The pool of employees qualified to meet the needs of regional employers will increase.
4. **Efficiency and Effectiveness** of college operations will improve.
5. **Quality Workplace:** SCC will be a great place to work.

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**COMMITTEE**

**Mission Statement**

The mission of the SPD Committee is to promote the professional development of staff, enrich college programs and services, and enhance teaching and learning.

**Purpose**

The purpose of the SPD Committee is to enhance decision-making in matters pertaining to the professional development of college personnel and the improvement of college program offerings. Members of the committee assist in publicizing the benefits and making suggestions for improvements. The committee reviews funding requests and makes recommendations to the President. Each year a Staff and Program Development Plan is developed that includes the process for administering the program and a guide for participants.

**Membership**

The Staff and Program Development Committee is a standing elected committee with membership consisting of fifteen (15) College employees who have expressed a desire to be an elected SPD representative. Members serve two-year terms that are staggered so that eight are elected in even-numbered years and nine in odd-numbered years. Each spring the SPD Administrator will conduct an election to choose representatives for the following academic year. The SPD Committee Chair will replace members who have resigned or terminated their membership. The committee includes the following elected representatives:

Voting Members

Administration	1
Instruction	
Adult and Continuing Education	2
Arts and Science	2
Career & Technical Education	2
College-wide Instruction	2
Total Instruction	8
Career Service personnel	4
Other Professional personnel	2
Total Voting Members	<b>15</b>

Non-Voting Members

Associate Director Human Resources	1
Equity Coordinator	1

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**COMMITTEE MEMBERS  
2005-06 – 2006-2007**

Area	Representative	Department
Administration	<b>Christine Robinson</b>	Planning, Assessment, and Quality Improvement
Faculty - Adult & Cont Ed.	<b>Cynthia Godby</b>	Adult High School
Faculty - Arts and Sciences	<b>Karen Schwitters</b>	Mathematics
Faculty - Career and Technical Programs	Pending August Election	
Faculty - College-Wide	Ben Taylor	Networking
Career Service	Elanie Iannelli	Comptroller
Career Service	Anita Poole	Staff & Program Development
Other Professional	Curtis Hague, Jr.	Criminal Justice Institute
Other Professional	Janet Gary	Enrollment Services
<b>Ex-officio Members Non-Voting Members</b>		
Associate Director, Human Resources	Kendra Kokoska	Human Resources
Equity Coordinator	Pending new hire	Equity

**COMMITTEE MEMBERS  
2004-05 – 2005-2006**

Area	Representative	Department
Career Service	Lisette Guillen-Dolby	Recruiting and Admissions–
Career Service	Erika Wagner	Career and Technical Programs
Faculty - Career and Technical Programs	Pending August Election	

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Faculty - College-Wide	Will replace Lisa for the one year she had remaining	
Faculty - Arts & Sciences	Barbara Hunnicutt	Biology
Faculty - Adult & Cont. Ed.	Kristopher Reed	Adult High School

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**OBJECTIVES**

This section identifies the objectives for Staff and Program Development. Following each objective statement is a statement of the rationale for the objective.

- I. Objective: Provide in-service training programs for faculty, staff, and administrators.

Rationale: The quality of education services offered at Seminole Community College is directly related to the level of expertise of the staff members. The involvement of college staff in workshops, seminars, symposia, and selected visitations to exemplary programs is important to their continued development and to the offering of quality educational services.

- II. Objective: Provide opportunities for full-time and part-time instructional staff to design, and implement new program offerings and to analyze and improve current program offerings.

Rationale: Instructional staff must have opportunities to explore more effective methods of conducting programs. Through this process of analysis and development, instructors will acquire knowledge and skills, grow professionally, and increase their ability to offer improved educational experiences to students.

- III. Objective: Encourage the full-time and part-time college staff to innovate, to experiment, to implement and to evaluate programs specifically designed to meet student and community needs.

Rationale: A need exists to experiment with administrative and instructional techniques and formats, resource materials, and innovative programs.

- IV. Objective: Maintain a staff of qualified full-time and part-time personnel with up-to-date and improved professional competencies.

Rationale: Change is occurring in education at an unprecedented rate. If the commitment to quality education for students is to be met, the enhancement and updating of professional competencies must be a continuous process. Seminole Community College staff will have the opportunity to become involved in college credit courses and in-service education programs to enhance job-related professional competencies.

- V. Objective: Provide opportunities for efficient utilization of the professional expertise of staff.

Rationale: Personnel must have opportunities to make the best use of their abilities and talents. The involvement of staff in in-service education programs will enhance their professional status and their ability to serve the students and enhance instruction.

- VI. Objective: Provide for development and/or articulation with the community, institutions, industry, and other organizations that receive SCC graduates.

Rationale: Expansion and improvement of the performance of Seminole Community College graduates and non-completers, which are in senior institutions, and business and industry, will improve programs and student performance.

- VII. Objective: Develop special projects that attract and retain external support for the identified program needs and commitments of the college.

Rationale: A variety of community and special support efforts are important to the College. Effective methods of providing general and financial support for all programs must be routinely developed and implemented.

- VIII. Objective: Further implement the equal access/equal opportunity plan.

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Rationale: EA/EO is a part of the institution's responsibility, thus support for efforts to accomplish this objective should be provided in all areas of the college.

**PROFESSIONAL STUDY**

I. Objective:

To provide opportunities for instructional, administrative, and career support staff to improve their professional and work-related competencies, work toward a degree in an approved and accredited program, or retrain to meet new institutional program objectives.

The purpose of the study or training may be one or more of the following:

- A. Department need, job related study, or skill improvement
- B. Degree
- C. Professional certification or re-certification
- D. Update training directly related to job responsibilities

II. Guidelines:

- A. All personnel
  1. The above objective will be accomplished by providing payment for tuition and certain fees, which are indicated in section IV - Reimbursement.
  2. Request for tuition or fee reimbursement must be submitted **prior** to the starting date of the study or training. Tuition and fee reimbursement requests received after the activity or class has started or finished will not be approved.
  3. For degree seeking applicants, a planned program of study is required. For all other applicants a statement of the direct relationship of the activity to work improvement is required.
- B. Full-time employees must have been employed full-time for at least six (6) months
- C. Part-time Personnel

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Part-time employees must meet the following eligibility requirements in order to be eligible for tuition reimbursement. These requirements must be met prior to **each** request.

1. Part-time instructional employees must be employed at the college and must have at least 225 contact hours (equivalent of one term of hours for a full-time college credit instructor: 15 hour-load x 15 weeks in a term) within a 2-year period prior to applying for funding.
2. Part-time non-instructional employees, excluding student employees, must have completed 600 hours of employment within a 2-year period prior to applying for funding. Student employment positions are ineligible for SPD travel and professional study funding.
3. Part-time employees who are employed in both instructional and non-instructional non-student positions will need to work the minimum required hours within a 2-year period prior to applying for funding. The hours in each category will be weighted to determine if this criterion is met. Example: an employee who works 56.25 instructional hours, which is 25% of the 225-hour requirement and 450 non-instructional non-student employment hours, which is 75% of the 600-hour requirement, will be considered to have met the requirement because the combination equals 100% of the minimum requirement.
4. The SPD committee may grant special consideration to employees who do not meet these requirements provided that the study and training activities are immediately needed for college responsibilities.

### III. Application Procedures

- A. Obtain Request for Professional Study form from the Human Resources Office. The form is included in this manual.
- B. Submit completed form to the Human Resources Office, with required signatures, registration paperwork, **prior** to the start of the activity.

### IV. Reimbursement

- A. The person must be employed at the end of the activity funded.
- B. All employees requesting SPD reimbursements for professional study are hereby advised that reimbursements will **only** occur if funds are available at the time the reimbursement is being processed.
- C. The SPD committee may grant special consideration to employees who do not meet the full-time or part-time service requirements, provided that the study and training activities are immediately needed for college responsibilities.

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- D. Proof of payment is required for reimbursement. The intent is that reimbursement will be made to employees when the initial payments are related to: personal out-of-pocket expenses, personal loans obtained through financial aid, payments made by family members, the Florida Prepaid College Program, etc. Payments made by federal, state, or institutional grants, (e.g. Pell, Bright Futures), or scholarships are ineligible for reimbursement. Payments made by other third parties will be approved/disapproved according to the intent of this guideline.
- E. For full-time employees, the maximum reimbursement per fiscal year for any combination of tuition and travel is \$2,000.
- F. For part-time employees, the maximum reimbursement per fiscal year for any combination of tuition and travel is \$750.
- G. Reimbursement is for tuition and certain associated fees that are charged with tuition, such as, access fees, capital improvement fees, financial aid fees, student activity fees, technology fees, laboratory fees, health fees, and certification fees incurred by college personnel while enrolled in college credit and non-credit activities. Testing fees will also be covered if the testing is for job-related certifications, such as automotive certification testing for automotive faculty, computer certification testing for networking faculty. **Books, organizational memberships, test preparation courses (examples: GMAT and GRE test preparation courses), testing (other than job-related certification testing), application fees, and convenience fees for charging tuition online, are not included.** Seminole Community College parking fees will be covered, but parking fees at other institutions are not covered.
- H. If the course(s) or job-related certification tests are not completed successfully with a “C-” or better (or equivalent), the employee must notify the Human Resources Office that reimbursement will not be requested.
- I. For *college credit* courses, transcripts and/or certificates of completion are to be submitted to the Human Resources Office at the end of the course. A certificate of completion is required for *non-credit* courses and activities. If a certificate of completion cannot be obtained, a brief written verification may be submitted along with documentation from the event. Transcripts and/or certificates of completion are to be submitted to the Human Resources Office at the end of the course.
- J. Reimbursements must be requested in the fiscal year in which they occur. No payments will be issued unless all documentation is received prior to June 30.

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Request for Funding – Professional Study

**Section 1 – Employee** Complete sections 1, 2, and 3 and submit all pages with required documentation attached, **PRIOR** to the start of the class/workshop. Submit form to Human Resources SPD Office – A-101. **See back of form for instructions.** Detailed instructions can be viewed at [http://www.scc-fl.edu/hr/media/spdrequest\\_for\\_funding.pdf](http://www.scc-fl.edu/hr/media/spdrequest_for_funding.pdf)

Name \_\_\_\_\_ Employee ID # \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Dept # \_\_\_\_\_ Department \_\_\_\_\_  Full Time  
 Part-time (excludes student employment)

**Section 2 -Employee - Development Activity** (Please put *all* classes you are requesting reimbursement for this term.)

Course Number	Section Number	Course title, Conference Workshop title, etc.	Credit Hours	CEU
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Include payment for tuition, lab fees, job-related test certification fees, etc. **Books, parking fees, convenience fees, test prep courses, testing (other than job-related certification testing), and application fees are not included**

**Required:**  Copy of fee statement attached  Copy of course schedule attached **In order to be approved for reimbursement you will need to provide proof of payment. Some third party payments are ineligible for reimbursement – see back of form. You must also receive a grade of C or better.)**

Tuition or Cost \$ \_\_\_\_\_ Lab \$ \_\_\_\_\_ Other \$ \_\_\_\_\_ Total Request \$ \_\_\_\_\_

What institution are you attending? \_\_\_\_\_ Beginning date of course \_\_\_\_\_ Ending date of course \_\_\_\_\_

Notify the HR SPD Office and Business Office immediately upon dropping, changing, withdrawing from a course, or not attending a conference or workshop so that funds can be reallocated.

**Section 3 – Employee - Reason for Study or Training** (complete one and forward to Human Resources SPD Office) Instructions on back.

1. Job Related \_\_\_\_\_
2. Degree/Certificate \_\_\_\_\_
3. Other (specify) \_\_\_\_\_

**Section 4- Human Resources SPD Office**

Employee's Full-time date of employment \_\_\_\_\_ (must be employed at least 6 months full-time) **OR**  
 Employee's Part-time date of employment \_\_\_\_\_ Accumulated hours must meet minimums within 2-year period prior to beginning of prof. study. Instruct. hrs worked (225-hour min.) \_\_\_\_\_, Non-Instruct. Non-Student Employment hrs worked (600-hour min.) \_\_\_\_\_

Yes  No Eligibility for request approved \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of SPD Representative \_\_\_\_\_ Date \_\_\_\_\_

**Section 5 – Employee-Certification Upon Completion of Course/Conference**

I hereby certify that the above course, conference or workshop **has been completed**. I have not received and will not receive compensation from any source other than Seminole Community College. The initial payments were **not** made by a federal, state, institutional grant, or scholarship. This claim is correct and conforms with policies related to professional study. **Required:**  Copy of grade and/or certificate  Copy of proof of payment

Sign **after** course is completed \_\_\_\_\_  
 Signature – Employee \_\_\_\_\_ Date \_\_\_\_\_

**Section 6 – Human Resources SPD - Reimbursement** (this is completed by SPD office after course is completed.)

\$ \_\_\_\_\_  
 Amount of Reimbursement \_\_\_\_\_ Signature SPD Administrator \_\_\_\_\_ Date \_\_\_\_\_

**Section 7 – Business Office**

Budget Center # _____	Fund _____	Program _____	Dept _____	Class _____	Account Code _____	Total Reimbursement \$ _____
Audited by: _____					Date _____	

## Instructions for “Request for Professional Study”

Employee requesting funding completes sections 1, 2, and 3 and submits form to the Human Resources SPD Office with required documentation. **Form MUST be turned in PRIOR to the start of the class/workshop to be considered for reimbursement.**

Detailed instructions can be viewed at <http://www/hr/spd>.

### **Section 1**

Fill in all requested information.

### **Section 2**

**All employees requesting SPD reimbursements for professional study are hereby advised that reimbursements will *only* occur if funds are available at the time the reimbursement is being processed.**

Fill in all requested information and attach the required copy of the fee statement and the course registration/schedule. Requests received that are incomplete or are without supporting paperwork will be returned to the employee. Indicate payment for tuition, lab fees, certifications fees, etc. ***Books, organizational memberships, parking fees, late fees, convenience fees, test prep courses, testing (when not job-related certification testing), and application fees are not allowable for reimbursement.*** Full-time employees may request up to \$2000.00 per fiscal year after being employed full-time for 6 months. Part-time non-student employees may request up to \$750.00 per fiscal year after reaching the required accumulated hours. Part-time instructional employees must be employed at the college and have completed 225 contact hours within the 2-year period prior to applying for funding. (Equivalent of one term of hours for a full-time instructor: 15 hour-load x 15 weeks in a term). Non-instructional employees (excluding student employees who are ineligible) need 600 hours.

### **Section 3**

Specify the reason for requesting funding. The reason must be related to your job, such as skill improvement, department need, working toward a degree, professional certification or re-certifications, or a study that contributes to the accomplishment of the college’s mission, vision, and goals. For degree seeking applicants, a planned program of study is **required**. For all other applicants, a statement of the direct relationship of the activity to work improvement is **required**.

### **Section 4**

To be completed by the HR SPD Office. The hours worked by **part-time** non-student employees will be filled in by the SPD office when the form is turned in with sections 1-3 already completed.

### **Section 5**

Submit a copy of your completed grade/certificate along with proof of payment to the HR SPD office, certifying that the activity has been completed. The intent is that reimbursement will be made to employees when the initial payments are related to: personal out-of-pocket expenses, personal loans obtained through financial aid, payments made by family members, the Florida Prepaid College Program, etc. Payments made by federal, state, or institutional grants, (e.g. Pell, Bright Futures), or scholarships are ineligible for reimbursement. Payments made by other third parties will be approved/disapproved according to the intent of this guideline. The form is signed at this time. **Do not sign beforehand.**

### **Section 6**

The SPD office completes this section, **after** the course has ended. No funds will be refunded if paperwork was not approved and turned in prior to the start of class/workshop.

### **Section 7**

The business office will complete this section once all other sections are completed and required documentation has been received.

**Required documentation:** (1) Copy of fee statement showing class registration and the specific amount requested. (2) Planned program of study, or statement of the direct relationship of the activity to work improvement. (3) Upon completion of activity, submit a copy of grade/certificate and proof of payment.

Please contact the SPD office if you have any questions. This information is also located in the SPD Manual, which is located in the Human Resources section on the SCC web site: <http://www/hr/spd/>

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**TRAVEL  
2005-2006**

I. Objectives:

- A. Provide opportunities for employees to become involved in educational experiences and professional activities that are relevant to assigned responsibilities.
- B. Provide support needed by full-time employees because of their service as a state, regional, or national officer of a professional organization. The services to be rendered should relate to the mission, vision and goals of the college and to the duties and responsibilities of the requester at SCC.

II. Procedures:

SPD guidelines exist to assist in extending the limited funds to support as much travel as possible. SPD support may not exceed fifty percent (50%) of the travel cost. *The maximum reimbursement, per full-time individual, per fiscal year, for any combination of tuition and travel is \$2,000.00. The maximum reimbursement per part-time employee (excluding student employees – who are ineligible) is \$750.00 per fiscal year, for any combination of tuition and travel.*

- A. Employees may attend conferences, workshops, or seminars, and make visitations for the purpose of updating knowledge and skills as it pertains to their college position.
- B. Employees should minimize costs by seeking programs at the closest location with the least expensive registration and lowest fares.
- C. Support is **not** intended to pay dues or ordinary expenses for a professional organizational membership, but is intended to cover travel costs for out-of-state, regional, or national meetings, which are not otherwise covered by the organization.
- D. Travel outside the contiguous United States requires documentation of travel benefits and requires the approval of the President and the District Board of Trustees.
- E. Requests for travel must be submitted on the Travel Request and Reimbursement form five business days prior to the next regular SPD Committee meeting. **All travel requests must be submitted prior to departure.** All requests will be considered at the next monthly SPD Committee meeting, but not necessarily approved. **Reimbursement is not guaranteed until approved by the committee.** The SPD Committee will make recommendations on travel requests that exceed \$250.00. **See example form in this manual.**
- F. Travel requests of \$250.00 or less are approved by the SPD Human Resources Specialist without committee review. A report of the travel approved for \$250.00 or less will be made to the SPD Committee at the next regular meeting.
- G. All pertinent travel information should be attached to the request including itineraries, activity descriptions, costs, etc.
- H. The approval of the SPD Committee must be obtained prior to any action, which may result in a commitment of college services or resources.



## **GUIDELINES FOR TRAVEL REQUEST AND REIMBURSEMENT FORM (see College Proc. 5.0550)**

**Detailed instructions can be viewed at <http://www.scc-fl.edu/hr/media/Request-for-travel-form.pdf>**

If traveler is not requesting reimbursement, no travel forms are required to be processed. Traveler's should ensure they have their supervisor's authorization prior to traveling.

Complete when travel is performed for extended leave time In-District, Out-of-District, Out-of-State and International. Include reimbursement for mileage, airfare, per diem, lodging, meal allowance, registration, college vehicle, car rental, parking, tolls, ground transportation, telephone and other expenses.

**Travelers are cautioned not to confirm reservations until this document has been approved.**

### **SECTION I**

- Fill in Traveler's Name and Employee ID Number. - Fill in Beginning and Ending Travel Date and Time. - Fill in Department and Department ID #.
- Fill in Destination and Purpose of Travel: Either give the name of the Convention or the purpose for the trip, whichever is applicable.

**NOTE: Whenever overnight in-district travel is requested, written justification must be attached to the Travel Request and Reimbursement Form.**

**The request will be authorized only in those cases where overnight stay is necessary for fulfilling specific professional responsibilities.**

**NOTE: Out-of-Country Travel: The District Board of Trustees' must approve travel expenses for out-of-country-travel. Request must be submitted 90 days prior to travel.**

### **SECTION II - SPD Support and Estimated Expenses**

**Send entire packet directly to HR/ SPD once completed.**

- Request for Travel Requires the Estimation of expenses: Complete the left portion of the form for each category of expense.

**Route the entire original form through the approval process for signature.**

- Acquire approval of the appropriate Budget Administrator(s), or Supervisor. Print Budget Center Number(s).

**If not requesting SPD funding, send entire original form to the Business Office for processing after acquiring approval(s).**

### **SECTION III - Reimbursement Request**

- Upon completion of travel complete the reimbursement request of Section III and return all copies to the Business Office.
- **All requests for reimbursement of travel expenses are required to include a photocopy of the registration forms, all copies of receipts, and agendas directly related to the travel. In absence of an agenda, attach a memo that outlines the activities. Small receipts should be taped to plain white paper for audit purposes. Requests that do not provide copies will not be processed and will be returned.**
- Mileage: All mileage is from point of origin to point of destination and shall be computed on the basis of a current State D. O. T. map; however, odometer readings will be considered when submitted by traveler.
- Vicinity Mileage: Must be documented by the traveler.
- Airfare: Must have receipt. Please indicate if you are to receive reimbursement, or if the airfare is being processed separately by check request.
- Per Diem: Fixed rate includes lodging and all meals for continuous travel of 24 hours or more away from the College. The travel day shall begin at the same time as the travel period. Fractional parts of a day shall be computed to the nearest 1/4 of a day.
- Lodging: Original-lodging receipts must be submitted. The college will reimburse only single occupancy room rate plus taxes. Please indicate if you are to receive reimbursement or if the lodging is being processed separately by check request. Receipt should indicate single room rate, plus taxes, and a balance due of \$0.00.
- Meal Allowance: Fixed rate; receipts not required. Do not request reimbursement for meals that are included in the registration fee. In computing meal allowance use the following guidelines: Breakfast: \$3.00 When travel begins before 6:00 a.m. and extends beyond 8:00 a.m. Lunch: \$6.00 When travel begins before 12:00 noon and extends beyond 2:00 p.m. Dinner: \$12.00 When travel begins before 6:00 p.m. and extends beyond 8:00 p.m.
- Class C Travel (same day return): No meal allowance is authorized for Class C Travel per State statute.
- Registrations: Requires a receipt and photocopy of your completed registration form. Please indicate if you are to receive reimbursement or if the registration is being processed separately by check request.
- College Vehicle: Indicate if using College vehicle for this travel. Reimbursements for fuel/oil charges require receipts.
- Car Rental: Receipt required for rental as well as fuel/oil charges.
- Parking, Tolls, Ground Transportation (taxi, ferry, shuttle, bus, limo). Must have receipts if request is in excess of college policy \$5.00.
- Telephone: Must be business-related calls; please indicate on the bill which calls are to be reimbursed.
- Miscellaneous Expenses: Itemize any incidental expenses that you may have incurred and are not listed on the front of request.

**Attach additional sheets if necessary.**

### **SECTION IV**

- **If Reimbursement Request exceeds the estimated expenses by more than 10%, Budget Administrator approval is required.**
- Certification of Traveler: Traveler's Signature and Date.

**Upon completion of your conference, seminar or workshop, submit your reimbursement request within 30 business days of completing your assignment or you will not be reimbursed.**

### **SECTION V - BUSINESS OFFICE USE ONLY. Form Distribution: If you need additional information, please contact the Business Office.**

- White: Send to the Business Office after completion of travel with all pertinent travel information.
- Yellow: Send to the Business Office after completion of travel. Will be returned with reimbursement check to traveler.
- Pink: Retained by the Department after completing Section II including approvals.
- Gold: Send to the Business Office for processing after completing Section II including approvals.

## PROGRAM DEVELOPMENT (PROJECTS)

### I. Objectives

- A. Provide funds to be used by instructional personnel for curriculum development, for the development of instructional materials, and conducting research.
- B. Provide funds for the development of programs for instructional support, including start-up equipment. Note: Equipment allocations are limited to **20%** of the SPD project budget.
- C. Provide funds (mini projects) during the second semester for innovative or special proposals that can be completed in a six-month period unless an extension is requested and granted by the SPD Committee.

### II. Procedures

- A. Project proposals must be submitted on the SPD project request form by the published deadline. Project proposals are reviewed by the SPD Committee. If funds are available, a call for mini projects may be made prior to the end of the fiscal year. These projects must be completed by June 30.
- B. Project initiators must be full-or part-time personnel.
- C. Get project request form from the Human Resources Office or the College BBS, under Human Resources.
- D. Complete form and narrative following the guidelines on the back of the SPD Project Request form. In the narrative be sure to include the following:
  - **Relationship of the project to SCC's Organizational Goals and the SPD objectives:** Identify the SCC goal that this project addresses. Explain how this project will help SCC achieve that goal.
  - **Target Population:** Describe the populations(s) that will benefit from this project. Give evidence of the need for the project in terms of the population benefited. Describe the value to the college for the money spent.
  - **Project Objectives:** List measurable objectives that will be attained by the proposed activities.
  - **Rationale for project:** Clearly indicate evidence of the need for the project and the value to be gained at the college.
  - **Procedures:** State specific procedures that will be followed in developing the project.
    - A timetable and a list of persons who will hold major responsibilities for carrying out the proposed activities should be included
    - Activities should be planned so that an interim report can be provided and final report submitted upon completion of the project.
    - If you do not complete the project in the fiscal year in which it was begun, you must request permission to carry over the funds to the next fiscal year.
  - **Evaluation:** The project evaluation methods should specify the criteria that will be used to measure the intended results.
  - **Cost:** Include a statement of the commitment of an area or department of the college that will support the activities.
    - Expenditures (equipment, supplies, salaries, consultants, etc.) should be described in the proposal narrative, and summarized on page 1 in the budget section
      - Payments for services rendered, such as stipends will be in accordance with the Board approved salary schedule. Part-time employees will be paid on an hourly basis in accordance with the Board approved salary schedule
      - Any purchase under \$750.00 should be considered **materials**, not equipment. Account code (65500). See **sample of excel spreadsheet** that can help calculate costs.
- E. Submit (**20**) copies of form and narrative to HR/SPD office by the published deadline

Seminole Community College  
Staff and Program Development  
2004-05

**PROJECT REQUEST  
2005/2006 FY**

REQUESTER(s) \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

PROJECT NAME \_\_\_\_\_ STARTING DATE \_\_\_\_\_

Project relates to: SPD Goal number \_\_\_\_\_ SCC Organization Goals 2005/2006 \_\_\_\_\_

PROJECT DESCRIPTION (check all that apply)

New Program _____	Consultant Services _____
Media Development _____	In-Services Training _____
Staff Development _____	Instructional Package Development _____
Innovative Instruction _____	Prof. Organization Service _____

Has this request received prior support? YES \_\_\_\$\_\_\_\_\_ NO \_\_\_\_\_

Has this request received prior support from other college budgets? YES \_\_\_\$\_\_\_\_\_ NO \_\_\_\_\_

\*NOTE: (1). **Submit original copy of request.** (Directions on reverse side).  
(2). If funds are not expended in this fiscal year, a request to extend funds must be submitted.

**COST OF PROJECT**

*(Include Details in Narrative)*

GL	Descrip.	Compensation	Cost Of Benefits	Amount Requested SPD Funds	Amount From Other Sources	Source Of Other Funds	Total amount of Project
52100	Academic Stipend						
53100	Admin. Stipend						
65000	Consultant		N/A				
65500	Materials	N/A	N/A				
70__	Equipment	N/A	N/A				
_____	Other	N/A	N/A				
	<b>Total</b>						

\_\_\_\_\_  
Requester

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

## **SAMPLE PROJECT PROPOSAL**

### **GUIDELINES**

The following items should be included in the proposal:

#### **Relationship to SCC Organization Goals 2005-2006**

Identify the SCC goal, which this project addresses. Explain how this project will help SCC achieve that goal.

#### **Target Population**

Describe the population(s), which will benefit from this project. Give evidence of the need for the project in terms of the population benefited. Describe the value to the college for the money spent.

#### **Project Objectives**

List measurable objectives for the proposed activities.

#### **Procedures**

State specific procedures that will be followed in carrying out the objectives. A timetable and a list of persons who will hold major responsibilities for carrying out the proposed activities should be included. Activities should be planned so that an interim report can be provided to the SPD Office, and a final report submitted upon completion of the project. If you do not complete the project in the fiscal year in which it was begun, you must request permission to carry over the funds to the next fiscal year.

#### **Evaluation**

Include the project evaluation methods that specify the criteria used to measure the intended results.

#### **Cost**

Include a statement of the commitment of an area or department of the college that will support the activities. Expenditures (equipment, supplies, salaries, consultants, etc.) should be included in the proposal, and summarized on page I in the cost section of the Project Request form.

#### **Submission of Request**

Submit requested number of copies (20) **and the original**, of the application to Anita Poole, HR SPD Office, by **the published deadline**.

## Estimate of Benefit Costs For SPD Project 2005/06

To calculate benefit costs for your proposed SPD project, please request that Anita Poole-Sheppard email this form to you. Complete only the highlighted sections of the form and the benefits will automatically calculate.

<b>Name of Employee to be Paid by SPD Project</b>	
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**Estimate of gross pay to be paid by SPD project. Indicate the gross pay in the appropriate box, depending upon whether the employee is full-time, regular part-time or temporary part-time.**

Full-Time Employee	Regular Part-Time Employee	Temporary Part-Time Employee

**Benefit Costs Will Automatically Calculate**

Benefit Type	GL	Fiscal Year 2005-06 Benefit Rates			Full-Time	Regular Part-Time	Temporary Part-Time
		Full-Time	Regular Part-Time	Temporary Part-Time			
FICA	59101	0.0620	0.0620	-	\$ -	\$ -	\$ -
Medicare	59102	0.0145	0.0145	0.0145	\$ -	\$ -	\$ -
Retirement	59203	0.1043	0.0783	-	\$ -	\$ -	\$ -
<b>Total Estimated Cost of Benefits</b>					\$ -	\$ -	\$ -

**SABBATICAL LEAVE  
2005-2006**

I. Objectives:

To provide extended professional leave for professional enrichment to employees who have a minimum of five years full-time experience at SCC.

II. Guidelines:

The established SCC Sabbatical Leave procedure (#2.2300) will be followed in allocating these funds. The procedures can be accessed via the SCC website. The Sabbatical Leave committee rather than the SPD Committee makes the final recommendation to the President for Sabbatical Leave consideration.

III. Application Procedure:

Contact the Human Resources Office for appropriate forms and follow the procedure.