

Support Staff Professional Development Committee Guidelines

Purpose

The Professional Development Committee serves to solicit, collect, and judge proposals submitted by full-time regular professional employees for professional development.

Guidelines

1. Funds should be distributed on a first come, first served basis.
2. Refrain from funding the same conference two years in a row for the same individual.
3. Funding should be awarded for only one person from a department to attend the same event.
4. Other forms of financing should be examined before the PD Committee is asked to fund a proposal (ex. grant/outside funding/match moneys).

College Directives

1. Attendees should always endeavor to find/take the cheapest route of travel to the event. (Do not use travel websites.)
2. Daily food allowance determined by state website and should be followed.
<http://www.gsa.gov/portal/category/21287>
3. Funding is not available for part-time employees.
4. The PD Committee will not consider proposals for events that the employee is participating in as part of an outside organization and/or do not **directly** relate to the enhancement of MCC.