

Pensacola Junior College

Staff and Program Development Handbook

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I. PURPOSE OF SPD FUNDING

Each year the college allocates funds for Staff and Program Development. The purpose of the funds is to provide a better learning environment for all students who are enrolled or who will be enrolled in the future. PJC policy ensures this goal in the following statement: "The direct benefit from staff and program development funded activities is to be to the college rather than to the staff members personally and is to be documented in each instance." The documentation is included on each SPD request both through explanation and indication of the college's strategic goals that the project supports. (See Appendix B for PJC's Strategic Goals.)

Project proposals should benefit the college in two areas:

- **Staff Development.** Staff development is the improvement of staff performance through activities which update or upgrade competence specified for present or planned positions. Staff includes all college employees.
- **Program Development.** Program development is the evaluation and improvement of existing programs, including the design of evaluation instruments to establish bases for improvements, as well as the designing of new programs. It is program initiation or improvement rather than maintenance or expansion. Development may be in any of the community college functions: instruction, organized research, public service, academic support, student support, institutional support, physical plant operations and maintenance, student financial assistance. Program development includes researching, planning, designing, and evaluating; salary payment; and purchasing of equipment for program initiation.

II. ORGANIZATION AND RESPONSIBILITIES

General

The goal of the SPD program is to provide avenues to assist in meeting institutional goals by providing avenues for staff and program development. Consequently, all staff members are encouraged to participate in staff and program development activities. All members of each department are also encouraged to participate in the management of SPD funds. This begins by electing an individual to oversee the distribution of funds within the department. The individual elected to perform this duty will be the primary liaison between the department and the SPD Office. If members of the department so choose, the Department Head may perform this task. If members of the department do not elect an individual to perform this function, the Department Head will assume this function automatically. With regard to any given SPD project, keep in mind that SPD project requests originate with the individual who desires to perform an activity. If judged to be an appropriate use of SPD, the proposal is forwarded through usual administrative channels for approval. Approval and determination of use of allocated funds rests with each administrative unit. Upon request, the SPD Office will act in an advisory capacity, clarifying the application of SPD guidelines to project requests.

The Office of Staff and Program Development

The Director of Staff and Program Development monitors the use of SPD funds. The SPD Director receives and processes SPD requests. Incoming requests are processed to ensure that they meet SPD guidelines, are complete, have appropriate signatures and attachments, and have funds available. Final reports of projects are processed for documentation and policy appropriateness. The SPD Office has no role either in determining the use of SPD funds (except those allocated to operate the SPD Office) or in approving projects except in the determination of compliance with policy, rule, or law. Files are maintained for all projects for policy auditing purposes. The SPD Office maintains a budget record for each college department. The SPD Office will provide assistance or answer any questions regarding SPD policies or procedures.

SPD Committee

The SPD Committee is composed of faculty, career service, professional, and administrative staff. The primary role of the committee is to assist the SPD Director in determining staff development needs and developing activities to meet those needs. The committee assists in developing the annual district Staff and Program Development Plan. (Guidelines for submitting an SPD project proposal can be found in Appendix P.) Minutes of the meeting are kept in the Office of Staff and Program Development. Members of the SPD committee may serve for a period of two years.

III. SPD PLAN AND ALLOCATIONS AT THE DISTRICT LEVEL

Planning begins with the Staff and Program Development Goals (Appendix C). These are reviewed each year and revised as needed. The budget process is based on providing opportunities that work toward the achievement of objectives for each goal. The Vice President of Instructional Affairs, with President's Council approval, distributes the allocation and carry forward monies throughout the college via the following steps:

1. A decision is made to determine if salary positions should be funded for new program start-ups. These are limited to a few positions. This decision is made with President's Council.
2. District-wide projects (e.g., FACC, CAEOP, Leadership, CSAC) are determined and funds allocated.
3. Each administrative unit receives an SPD allocation based on the schedule below. It is, however, important to note that this means of distribution does not necessarily mean that each individual employee within the unit is restricted to this amount. **The schedule is used simply as a means of arriving at a total allocation for the department.** Each department has a great deal of flexibility in determining how their budgets are expended, i.e., division between travel, tuition and other expenses, who travels where, etc., as long as expenditures meet SPD guidelines. (The specifics regarding the distribution of funds within each department are described in the following section.)
 - \$100.00 per career service employee

- \$350.00 per professional/administrative employee
- \$350.00 per faculty employee

*This schedule may change based on the college's current financial goals and ability to meet those goals.

IV. DEPARTMENTAL GUIDELINES FOR SPD MANAGEMENT

General

SPD funds are budgeted and allocated at the department or unit level. Faculty and staff may plan how best to use the allocated funds for that department or unit as long as the planned activities fall within state SPD guidelines. Typical SPD activities at the unit level include, but are not limited to:

- Conferences, workshops, seminars, etc., consistent with SPD guidelines.
- Travel associated with an approved SPD activity.
- Tuition reimbursement. Employees may take course work related to the employee's field, consistent with SPD guidelines.
- Special projects. Departments or units may sponsor and fund speakers or departmental workshops consistent with SPD guidelines.

SPD and Professional Development

Every PJC faculty, professional, and administrative employee is required to have a completed professional development plan on file in the Office of Staff and Program Development. **SPD funds are not available unless this plan is on file with the SPD Office.** Although many SPD activities will be used to fulfill an individual's professional development plan, activities do not necessarily have to be part of a professional development plan. (Primary consideration should be given to activities that contribute to an individual's professional development plan during the planning process.)

Planning and Distribution of Funds

The planning of SPD expenditures should be a group effort and proceed via the following steps:

1. SPD funds will be distributed district-wide at the beginning of the fall term to departments or units based on the number of faculty/professional/administrator/career service personnel within the department/unit. (Designated rollover monies currently allocated to a specific project from the previous year will be included in this amount.)
2. Within two weeks of the beginning of the fall term, department or unit members will decide on specific SPD activities for that department or unit for that year, based on the general long-term unit plan and emergent information. Members will then complete the yearly Departmental SPD Plan Form (Appendix M).
3. The Department Head, Dean, Provost, or other individual responsible for SPD funds management will provide the unit members the SPD History Form (Appendix N) for the members to use in planning. (Please note: The individual elected to manage the SPD funds will be the primary liaison between the department and the SPD Office. If members of the department so choose, the Department Head may perform this task. If members of the department do not elect an individual to

perform this function, the Department Head will assume this function automatically.)

4. Department or unit members will plan how to use that year's allocation (which may not exceed the unit total allocation for that year). NOTE: There is no limit to the amount of SPD funds available to any individual or project so long as the total for the department or unit does not exceed the annual allocation. If the department or unit members agree that the expense is within SPD guidelines and is worthy for their department, then the expense can be planned.
5. The department head or unit leader will keep a copy of the yearly SPD plan and forward a copy to the SPD Office (with info copy to chain of command as appropriate). The unit office copy will be available to any unit member for review during the year.
6. As the year progresses, the department or unit head will note actual expenditures against estimates on the original form. The unit leader will not approve any project which is not on the list or which exceeds estimates, unless previous activities have been completed and excess dollars are available. Nor should any activity be approved which will cause the unit total costs to exceed the unit allocation for that year.
7. Modifications of SPD plans such as two workshops instead of one conference are allowable so long as the projected expense for the change does not exceed the funding for the original activity and the change is within SPD guidelines.
8. By the first week in April of the following spring term, department or unit members will determine what funds, if any, need to be carried forward to the succeeding year. These activities should be recorded on the SPD Carry Over Form (Appendix O) and forwarded to the SPD Office. Note: it is extremely important that this information reach the SPD Office by the end of the term.
9. At the end of the fiscal year, unspent and non-carried forward SPD funds go into the district account for rollover.
10. At the end of the fiscal year, the department or unit leader will fill in the SPD History Form (Appendix N) for the completed year, to offer, at a glance, a history of that unit's SPD activities and expenditures.

V. PROCEDURES FOR SPD PROJECT REQUESTS

The college supports the concept of staff development through activities that update or upgrade competencies required for an individual's present position. The college supports the concept of program development through activities to develop new and improved programs and courses that enhance the curriculum. **SPD project requests originate with the individual who desires to perform an activity appropriate for SPD funds.** (Please note, the primary use of Staff and Program Development funds must be to the benefit of the college rather than staff members. Also, SPD funds may not be used to pay for normal operating expenses.)

The following considerations should be given to all projects:

- **Approval of a project does not indicate an amount will be reimbursed.** Appropriate documentation and reports are necessary; law, rule, and policy will determine reimbursements for any project.
- **No activity of the SPD request should begin before receiving appropriate documentation from the SPD Office.** It is important to submit project requests early enough to allow time for getting appropriate signatures and SPD processing. All requests must reach the SPD Office two weeks prior the SPD activity.

- Faculty and Administrative/Professionals requesting SPD funds must have a current **professional development plan** on file with the Office of Staff and Program Development.
- If the project for any reason exceeds the amount originally approved, an **Increase Memo** (Appendix E) with appropriate signatures must accompany request for reimbursement.
- **Reimbursement request should be made immediately upon completion of the project.** No reimbursement will be made for a project unless the request is made in the same fiscal year of the project. With few exceptions (e.g., pre-registration at a discounted rate), no SPD funding is available prior to completion of the project.
- If money is expended for a project through a purchase order and the project is not carried out, the individual requesting the purchase requisition is responsible for canceling the project or reimbursing the college. Reimbursement to the college will also be expected if appropriate reports and documentation are not forthcoming upon completion of the project.
- When project requests are not complete or do not include all of the appropriate documentation, approval will be delayed until the SPD Office or the Comptroller's Office receives the necessary information.
- When project reimbursements are not complete or do not include all of the appropriate documentation, reimbursement will be delayed until the SPD Office or the Comptroller's Office receives the necessary information.
- **Late requests** will not be considered without a letter of explanation approved by the relevant provost (or vice president). The explanation should clearly be an emergency or unavoidable circumstance.
- SPD funds are available to faculty during the summer whether or not the faculty member is under contract.
- If the SPD applicant is applying for tuition and receiving financial aid, SPD will cover only the portion of tuition not covered by the financial aid.
- Adjuncts/temporary employees are eligible to receive SPD funding.
- SPD funds above and beyond the annual departmental allocation may be available to PJC employees who are making a presentation at a national professional conference. Applicants for this type of funding will, however, be required to submit their proposal to the SPD Office prior to funding.

Inservice Projects

SPD funds enable the College staff members to participate in professional development activities that are related to their duties and benefit the college. The project may include honorariums for consultants to provide the inservice activities or the purchase of instructional materials to conduct workshops for inservice. Allow 6 weeks to 2 months to receive contract approval or purchase of instructional materials.

Procedure for Requesting:

1. Complete the SPD application (Appendix D) describing the activity, value to the college, and all costs to be incurred. Make sure that the value to the college is explicit.
2. If an honorarium is needed, complete an Honorarium Contract (Appendix F) and a Contract Request Transmittal Form (Appendix G). Attach these documents and an additional copy of the Honorarium Contract to the SPD application and forward all documents to the SPD Office for appropriate signatures. The date of the project must take into account the time needed to obtain this approval, and no activity of the project can begin until approval is given.
3. If the project includes purchase of instructional materials, complete and attach a purchase requisition to the SPD application. Forward the purchase requisition and SPD application for appropriate signatures and SPD processing. College Policies regarding purchasing must be followed. (See the PJC Administrative Procedures Manual for details regarding purchasing.) Careful consideration should be given to the purchase of instructional material for inservice activities. The use of instructional materials for inservice activities should be documented.

SPD processing will consider the following:

- Is this activity an inservice activity?
- Is the request complete and are all the appropriate documents included?
- If instructional materials are to be purchased, are the materials clearly related to the inservice activity?

Reimbursement Procedure:

1. Complete the Project Report Form (Appendix H).
2. If an honorarium was included in the project, complete a check requisition (Appendix I) and completion statement (Appendix J), and forward to the SPD Office with the project report.

Registration for Workshops/Seminars/Conferences

SPD funds may be used for registration fees for workshops and seminars when the attendance at such an event will improve the work performance of the individual and consequently benefit the college. Consideration for selecting a workshop or seminar should be given as to whether a similar experience is available through a PJC inservice activity or a college credit/noncredit course. **Allow 7 days; 15 days if requesting prepayment.**

Procedure for Submitting Request:

1. Complete the SPD application (Appendix D) and attach information regarding the activity (e.g., agenda, brochure, flier) and a copy of registration information about the workshop or seminar.
2. **All in-district and prepaid out-of-district requests must be accompanied by a purchase requisition.** If the individual requesting prepayment does not attend the workshop or seminar, reimbursement must be made to the college through appropriate cancellation of the registration. (In some cases, an individual may be obligated to personally reimburse the college.)

3. Forward for appropriate signatures and submit to the SPD Office.

SPD processing will consider the following:

- Is this training/workshop (or a closely related training/workshop) available at PJC?
- Is the training/workshop/seminar job related?
- Is the request complete and are documents attached?

Reimbursement Procedures:

1. Complete the project report form.
2. Complete a check requisition form unless prepayment was requested.
3. Attach **an original** paid receipt and copy of the agenda. (Please do not submit more information than required. Usually no more than a couple of pages will suffice.)
4. Forward for appropriate signatures and submit to the SPD Office.

Travel

SPD monies may be used by college employees for approved travel that meets staff and program development purposes. Travel requests may include travel and attendance at a conference, workshop or meeting, a visit to another institution, etc. When part of an approved SPD project, SPD monies may be used for in-district, out-of-district, and international travel.

Important considerations regarding travel:

- All travel requests must abide by the college travel policies. Before making application for traveling, please review the travel policies in the PJC Employee Handbook (p. 15) and the Administrative Procedures Manual.
- **All travel must be authorized and approved through the proper channels BEFORE travel takes place. The original copy of the travel authorization form will be returned to the traveler.**
- The travel must be directly related to the work of the traveler.
- The mode of travel should be the most economical standard mode available. Travel by car cannot exceed the price of state or excursion airfare, whichever is less. The project initiator should secure the lowest airfare.
- All travel must be by the usually traveled route to and from the approved destination. If a person travels by an indirect route for their own convenience, they must assume any extra costs. Any reimbursements for expenses will be based only on such charges as would have been incurred by the usually traveled route. The approving authority must designate the most economical method of travel for each trip, keeping in mind the following conditions:
 - Nature of the business.
 - The most efficient and economical means of travel (considering time of travel, cost of transportation, and per diem or subsistence required.)

- The number of persons making the trip, and the amount of equipment or materials to be transported.
- Expenses must be paid by the traveler and are reimbursed only after presentation of appropriate documentation to the SPD and Comptroller's offices. The traveler may arrange for a "Corporate Travel-American Express Card" for this purpose if the traveler desires.
- The traveler should secure the most appropriate economical accommodations considering location, needs for transportation, etc.
- In addition to reimbursement for common-carrier ticket or mileage, per-diem or hotel and food, the following incidental travel expenses may be reimbursed: taxi fare, tolls, storage or parking fees, baggage checking fees, convention registration. Any meals or lodging included in the registration fee will be deducted from per diem. Limousine fare may not be reimbursed to and from Pensacola airport.
- All expenses shall be properly substantiated with original receipts and no reimbursement will be made for any expense not documented with original receipts.
- Renting a vehicle at the traveler's destination may be more economical than hiring limousine service. The use of the rental vehicle and the expense must be included in the SPD project and approved before travel takes place. The Vice President for Business Affairs should be contacted regarding rental cars. (See PJC Employee Handbook, p. 15)
- Unless prior approval indicates differently, the traveler may claim reimbursement at the identified rates. Presently per diem is \$50.00 for continuous travel of 24 hours or more (i.e., \$50.00 per day), with one-fourth that amount paid for each quarter of a day or fraction thereof based on the following quarters:
 - 12:00 midnight - 6:00 a.m.
 - 6:00 a.m. - 12:00 noon
 - 12:00 noon - 6:00 p.m.
 - 6:00 p.m. - 12:00 midnight
- For continuous travel of less than 24 hours requiring overnight absence, calculation of the number of quarters of a day for per diem reimbursement begins at the time of departure. If actual expenses exceed \$50 daily, the necessary and reasonable costs of lodging at a single occupancy rate may be reimbursed, and a meal allowance provided as follows:
 - Breakfast -\$6.00 when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
 - Lunch - \$11.00 when travel begins before 12:00 noon and extends beyond 2:00 p.m.
 - Dinner -\$19.00 when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.

Allow 2 weeks to have request processed, approved, and to receive a copy of the approved travel authorization before traveling.

Procedures for Requesting Travel:

1. Make sure all information regarding travel is complete on the SPD Application (Appendix D). When traveling by common carrier the departure time and return time are the official time designated by the ticket. Mileage should be official (contact the Comptroller for official mileage.) Include all anticipated expenses including rental car expenses if one is to be used.
2. Complete a time and leave report form.
3. Complete a Travel Authorization Form (Appendix K).
4. Attach appropriate documentation: hotel cost, copy of registration form, announcement of meeting, etc.
5. Forward SPD application, travel authorization, and attached documentation through channels for appropriate signatures and then to the SPD Office. Obtain department head approval on time sheet and leave with department secretary to be submitted with payroll.
6. **Upon approval, the Comptroller will return the original travel authorization form to the traveler. The form must be approved and received prior to travel.**

SPD processing will consider the following:

- Are forms complete and appropriate documentation attached?
- Is the purpose of the travel related to the individual's role at PJC and appropriate for SPD funds?
- Are the travel mode and accommodations the most economical and appropriate?
- Does the department of the individual have funds to cover cost of travel?

Reimbursement Procedure:

1. Complete the Voucher for Per Diem form and/or the Reimbursement of Expenses Incident to Official Travel form (Appendix L).
2. Attach all documentation: ticket stub from commercial carrier, original copy of receipt of hotel bill, original receipts for registration, tolls, parking, limousine or taxi, etc. Deduct any meals that were included in registration fees. Do not include either mileage or transportation expense when you are gratuitously transported by another person or when you are transported by another traveler who is entitled to mileage or transportation expenses.
3. Complete the Project Report (Appendix H) with appropriate signatures and attach it to the reimbursement request. Reimbursement will not be processed until this report is received.
4. If the reimbursement request exceeds the original amount requested, an increase/justification memo (Appendix E), appropriately signed, must be received by the SPD Office or the original amount requested will be reimbursed.
5. Forward the reimbursement documents (including the Project Report) to the Business/Comptroller's Office for auditing purposes.
6. If traveler does not complete project, the project report must be marked incomplete and returned to the SPD Office. A copy of this report should also be sent to the Comptroller's Office.

Tuition

The administration may identify college needs by requiring employees to obtain additional credentials which may be underwritten by use of SPD funds. Direct cost of tuition, fees and books and other direct cost must be approved by the appropriate VP and the President.

Policies that affect whether a course may be considered for SPD funding:

- Tuition will be reimbursed only for courses that are satisfactorily completed with A, B, C, P(assing) or S(atisfactory).
- Requests to take courses at another institution, which are also offered at PJC, will not generally be approved for SPD funding. Tuition waivers are available in the Financial Aid Office for PJC courses.
- Professional training school activities equate to course work. An applicant will not be approved for a course if the applicant is currently enrolled in a professional training school without careful consideration of impact on job performance.
- Adjuncts or temporary employees are not excluded from tuition requests. However, consideration will be given to the value to the college and the length of time the college will benefit. In the case of an adjunct or temporary employee, course enrollments for which tuition reimbursement is anticipated must be approved in advance by the appropriate vice president.
- Faculty on sabbatical leave are eligible for SPD funds.

The administration will look at all full and part time employees (including temporary employees) as possible candidates to fulfill college needs.

This policy is not applicable to tuition waivers.

Procedures for Requesting Tuition:

1. Complete an SPD application (Appendix D). Be sure to include course number, name of course, and beginning and ending date of course. Make sure that the purpose and value to the college clearly indicates benefit to the college. **Submit request as soon as possible prior to registration.**
2. Attach a copy of the course description (from the school catalog).
3. If you have been requested by your administrator to be retrained in a new area, a memo with appropriate administrative signatures should be attached to the SPD application.
4. Maintain appropriate signatures and forward to the SPD Office for approval. **Allow enough time to drop the course if SPD approval is not received.**

SPD processing will consider the following:

- Is the application complete and are the appropriate documents included?
- Have the appropriate signatures been obtained?
- Does the enrollment of this individual in this course have value to the college?
- Does this course directly relate to the individual's job at the college or has the individual been requested by appropriate administrator to be retrained in the area related to the coursework?
- How many courses has this individual taken during the school year?
- Does the request include any fees that cannot be funded by SPD?
- Is this course a research course?

Reimbursement Procedure:

Send the following documents to the SPD Office:

- A copy of the course grade indicating satisfactory completion
- An original paid registration receipt
- A completed check requisition for the approved amount of the course with appropriate signatures. (Please indicate the SPD project number on the check requisition form.)

Appendix A

PJC Strategic Plan Goals (2005-2010)

The College will:

1. Continue to develop as a learning-centered college.
2. Enhance internal and external partnerships to further develop capabilities to better serve students, staff, and the community.
3. Invest in people by improving support and reward systems and celebrating achievement.
4. Enhance the quality of academic programs and improve student learning and achievement outcomes.
5. Develop systems for continuous improvement and quality enhancement.
6. Assure that existing and developing technologies are fully and effectively applied to the advancement of the academic, student support, and administrative functions of the college.
7. Seek new financial resources to assure the long-term health of the college, and ensure that existing resources are effectively utilized through improved efficiencies and effectively distributed to meet college goals.
8. Acquire and redesign the physical plant to better support the learning-centered college and to better meet the changing demographics of the college service area.
9. Seek increased diversity and promote a campus climate where the principles of affirmative action, equal opportunity, and multiculturalism are truly valued.
10. Enhance Continuing Workforce Education (CWE) programs and economic development efforts by drawing from academic department expertise and other resources to meet the continuing workforce education and training needs of the region.
11. Develop a college-wide system of recruitment and retention to enhance access for the community to higher education and to assure that students achieve their goals.

Appendix B

PJC Staff and Program Development Goals

1. Develop and evaluate all student support areas.
2. Develop, revise, and evaluate instructional courses and programs in all academic and vocational areas of the college.
3. Develop and implement services and informational programs addressing community services and community education.
4. Upgrade faculty and staff job skills through formal coursework, off-campus workshops, seminars, and professional meetings.
5. Enhance the expertise and scholarship of the instructional faculty by providing unique experiences, in-service training programs, and other activities in addition to regular academic coursework.
6. Recruit and retain students.
7. Develop, evaluate, and improve non-academic and non-student areas of the college.
8. Sponsor College programs for administrators, faculty, and career staff employees addressing areas of interest and concerns.
9. Provide training for tenured faculty from declining enrollment areas to increasing enrollment areas.
10. Implement the equal access/equal opportunity policies of the college/state including the American with Disabilities Act of 1990, Title VI and VII of the Civil Rights Act, Title IX of the Educational Amendments of 1972, Section 504 of the rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1973.
11. Foster classroom research for the improvement of curriculum and instruction.
12. Enhance accountability of the institution through inservice, program evaluation, and development.

Appendix C

Application for Staff and Program Development Funds

This form should be available in your department office. If not, a form may be obtained from the Office of Staff and Program Development (Bldg. 96, Rm. 9624). (An **example** of this form is provided below.)

Project Number _____ Date Received ___/___/___

**PENSACOLA JUNIOR COLLEGE
STAFF AND PROGRAM DEVELOPMENT
APPLICATION**

Name _____ Title _____ Date ___/___/___

Department or Division _____

Purpose of Request _____

Location _____
School/Agency City State

Starting Date ___/___/___ Time _____ a.m./p.m. Ending Date ___/___/___ Time _____ a.m/p.m.

Value to Pensacola Junior College _____

Objective(s) Related to: _____
PJC Goal Number(s) SPD Goal Number (s)

Names of Persons Involved in this Project _____

ESTIMATED COSTS

- | | | | |
|---------------------|----------|---------------------|----------|
| 1. Airfare | \$ _____ | 3. Tuition | \$ _____ |
| Mileage | _____ | 4. Registration | _____ |
| Rental Car | _____ | 5. Materials | _____ |
| Parking | _____ | 6. Equipment | _____ |
| Limo/Taxi | _____ | 7. Honorarium | _____ |
| Total Travel | _____ | 8. Printing | _____ |
| 2. Hotel | _____ | 9. Salary/Benefits | _____ |
| Food | _____ | 10. Other (specify) | _____ |

Total Per Diem \$ _____ **Total Project** \$ _____

Amount of funds from other budget _____ Cost Center _____

| | | | |
|---|-------|------------------|----------------------------------|
| Applicant | _____ | Date ___/___/___ | |
| Department Head | _____ | Date ___/___/___ | Approved _____ Disapproved _____ |
| Dean | _____ | Date ___/___/___ | Approved _____ Disapproved _____ |
| V. P. or Provost | _____ | Date ___/___/___ | Approved _____ Disapproved _____ |
| SPD Director | _____ | Date ___/___/___ | Processed _____ |
| President or Designee (when applicable) | _____ | Date ___/___/___ | Approved _____ Disapproved _____ |

Appendix D

PENSACOLA JUNIOR COLLEGE
DIRECTOR, STAFF DEVELOPMENT AND INSERVICE TRAINING
MEMORANDUM

Increase Memo

To: Director, Office of Staff and Program Development

From: _____

Subject: Project # _____

Please increase the above project by \$ _____

due to _____ being higher than anticipated.

Original allocation \$ _____

Increase \$ _____

For a total allocation of \$ _____

Signatures:

Department Head

Date

V.P. or Provost

Date

SPD Director

Date

Appendix E

Honorarium Contract

This form is available from the V.P. of Business Affairs Office (Bldg. 7) (An example of this form is provided below.)

STATE OF FLORIDA

COUNTY OF ESCAMBIA

HONORARIUM CONTRACT

THIS CONTRACT is entered into between **THE DISTRICT BROAD OF TRUSTEES OF PENSACOLA JUNIOR COLLEGE, FLORIDA**, hereinafter referred to as

the "College", and _____
Social Security No. _____ hereinafter referred to as "Contractee".

In consideration of the mutual agreements, covenants, terms and conditions herein contained, the parties hereto agree as follows:

1. Contractee agrees to provide the following instructional or other services to the college, to-wit: _____

2. These services shall be provided on:

- Pensacola Campus
- Warrington Campus
- Milton Campus
- Other

at such places as may be designated by the College on the following dates or times:

3. For the services to be rendered by the Contractee, the College agrees to pay the Contractee the total sum of \$ _____, said sum to be paid in the following manner:

4. Contractee agrees that this contract may be canceled at any time if the number of students enrolled for the course or event to which this contract pertains is insufficient to justify offering the course or conducting the event.

5. Contractee agrees to perform the services described hereinabove in a location designated by the College or by the President as authorized by the District Board of Trustees.

6. Contractee acknowledges that he/she is acting as an independent contractor in entering into this agreement, and that while performing services under this contract, he/she will not be regarded as an employee of the College for purposes of worker's compensation or any other purpose.

7. This contract shall at all times be subject to any and all laws, Florida State Board of Education regulations, and Board policies and regulations now existing or hereafter lawfully enacted or promulgated.

GIVEN under our hands and seals this ____day of _____, 199__, at Pensacola, Florida.

CONTRACTEE

**THE DISTRICT BOARD OF TRUSTEES OF
PENSACOLA JUNIOR COLLEGE, FLORIDA**

By: _____
President

Approved as to Form:

By _____

Thomas J. Gilliam, Jr - Attorney for
Pensacola Junior College

Appendix F

Contract Request Transmittal Form

This form is available from the V.P. of Business Affairs Office (Bldg. 7) (An example of this form is provided below.)

CONTRACT REQUEST TRANSMITTAL FORM

(If the contract is to be prepared by the College Attorney, attach a memorandum containing all information that should be included in the contract.)

TO: Dr. Rand Spiwak
Vice President for Business Affairs

FROM: Dr. Bill Waters
Director, Staff Development

DATE: August 2, 1999

I request that the attached contract (identified below) be presented to the District Board of Trustees, Pensacola Junior College, at the _____, 1999 meeting of the Board.

Legal Name of Contractor: _____

If the Contractor is not incorporated, list the taxpayer identification number (for individuals, social security number): _____

Period of Contract: Beginning _____ Ending _____

Amount of Contract: \$ _____

Source of Funds: _____

Account to be Charged: _____

Information to be presented to the Board: _____

Approved: _____
Dean or Director

Approved: _____
Provost or Vice President

NOTE: This form does not initiate payment. A requisition must be submitted and approved through the appropriate channels in order for payment to be made.

For Business Affairs Use:

Availability of Budgeted Funds Verified: _____
Comptroller

SPD Approval (if applicable): _____
SPD Office

Verification of Nonconviction of
Public Entity Crimes (if over \$10,000 annually): _____
Purchasing

Appendix G

SPD Project Report

Applicant: _____ Dept: _____ Date: _____

SPD Project # _____ Amount: \$ _____ Date(s): _____

To comply with State regulations governing the use of SPD funds, the following information must be provided for project activities that are completed, canceled, or never started.

Funds Approved \$ _____ Funds Expended \$ _____

Activity Completed _____ Cancelled _____ Never Started _____

PROVIDE THIS INFORMATION FOR COMPLETED PROJECTS

Date(s) and location of the activity: _____

Provide brief narrative of your activities with comments to explain how these activities helped to accomplish specific Pensacola Junior College Institutional and Staff and Program Development Goals. Attach additional pages if needed. *If your statement does not adequately cover these topics, it will be returned to you for clarification.*

Signatures required on all project reports:

Recipient Date

Dept: Head Date

Dean Date

Provost/Vice President Date

Appendix I

Completion Statement for Honorarium Contract Form

Completion Statement for Honorarium Contract forms are available in the SPD Office (Bldg. 7) (An example of this form is provided below.)

HONORARIUM STATEMENT

ATTACH TO CHECK REQUISITION

I, _____ hereby certify that I have fulfilled the obligation
(print name)

to Pensacola Junior college by completing the _____
(name of course, workshop, seminar, etc.)

with a total of _____ contact hours on the following dates:

(applicant signature)

(contractee signature)


(date)

(date)

Appendix J

Travel Authorization Form

Travel Authorization Forms are available in the comptroller's office (Bldg. 7) (An example of this form is provided below.)

|  PENSACOLA JUNIOR COLLEGE Request for Travel Authorization (please submit in duplicate) | | | | | | | | | | | | | | | | |
|---|---|------------------------|---------|---------|----|---------------------------|--|-----|----|--|--|--|--|--|--|--|
| TO: President or Authorized Representative | | | | | | | | | | | | | | | | |
| FROM: | _____ | | | | | | | | | | | | | | | |
| | Name _____ Date _____ | | | | | | | | | | | | | | | |
| | Title _____ Department _____ | | | | | | | | | | | | | | | |
| I hereby request authorization to perform the travel hereinafter described, and certify that such travel is essential to the transaction of official College business. | | | | | | | | | | | | | | | | |
| Point of Origin _____ | Point of Destination _____ | | | | | | | | | | | | | | | |
| Date and Time of Departure _____ | Date and Time of Return _____ | | | | | | | | | | | | | | | |
| Purpose of Travel: _____ | | | | | | | | | | | | | | | | |
| Benefit to College: _____ | | | | | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | | | | | |
| Other Employees Attending This Function: _____ | | | | | | | | | | | | | | | | |
| Others Riding in Vehicle: _____ | | | | | | | | | | | | | | | | |
| Instructors Only: Provision made for Classes: _____ | | | | | | | | | | | | | | | | |
| Estimated <i>Maximum</i> Expenses to be Incurred: Amount | | | | | | | | | | | | | | | | |
| Travel (Airfare/Mileage, etc.) | \$ _____ | | | | | | | | | | | | | | | |
| Per Diem | \$ _____ | | | | | | | | | | | | | | | |
| Other (Registration/Taxi, etc.) | \$ _____ | | | | | | | | | | | | | | | |
| | \$ _____ | | | | | | | | | | | | | | | |
| TOTAL | \$ _____ | | | | | | | | | | | | | | | |
| | <table border="1" style="width: 100%;"> <tr> <td colspan="2">Mode of Transportation</td> </tr> <tr> <td colspan="2">_____</td> </tr> <tr> <td colspan="2">College Vehicle Requested</td> </tr> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table> | Mode of Transportation | | _____ | | College Vehicle Requested | | Yes | No | | | | | | | |
| Mode of Transportation | | | | | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | | | | | |
| College Vehicle Requested | | | | | | | | | | | | | | | | |
| Yes | No | | | | | | | | | | | | | | | |
| Traveler _____ | Date _____ | | | | | | | | | | | | | | | |
| Supervisor _____ | Date _____ | | | | | | | | | | | | | | | |
| President or Authorized Representative _____ | Date _____ | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Fund</th> <th>Cost Center</th> <th>ID</th> <th>Project</th> <th>GL</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | Fund | Cost Center | ID | Project | GL | | | | | | | | | | | |
| Fund | Cost Center | ID | Project | GL | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Funds are Available _____ | Date _____ | | | | | | | | | | | | | | | |
| <small>NOTE: Prior to the commitment of funds and the performance of travel, this authorization must be approved by the President or his Authorized Representative and the Comptroller's Office must certify that funds are available. The original Request for Travel Authorization form (BA-002) must be attached to the Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel (BA-003) to claim reimbursement.</small> | | | | | | | | | | | | | | | | |
| <small>BA-002</small> | <small>TMT 08208 Revised 8/96</small> | | | | | | | | | | | | | | | |

Appendix K

Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel

This form is attached to approval letter. If lost, a form may be obtained from the comptroller (Bldg. 7) (An example of this form is provided below.)

PENSACOLA JUNIOR COLLEGE
Voucher for Per Diem and/or Reimbursement
of Expenses Incident to Official Travel

Attach *original* Request for Travel Authorization (BA-002), proper *original* receipts, and agenda or announcement of meeting attended. Submit to Comptroller's Office within five (5) days after travel is performed.

Name _____ Work Number _____

Address _____ Department _____

City _____ State _____ Zip Code _____

For per diem in lieu subsistence, mileage for privately owned motor vehicle and/or reimbursement of travel and other expenses paid by me in the discharge of official duties while in attendance at _____ as shown in the itemized statement below. (city, state)

| | Amount Claimed | For Accounting Use |
|--|-----------------|--------------------|
| Travel - Please Complete One | | |
| Private Auto _____ miles @ 29¢ a mile | \$ _____ | \$ _____ |
| Rental Car _____ Yes _____ No | \$ _____ | \$ _____ |
| Common Airline Carrier - Please attach original ticket | \$ _____ | \$ _____ |
| Per Diem | | |
| Hotel - Attach itemized receipt | \$ _____ | \$ _____ |
| Meals based on actual departure and return times | | |
| Actual Departure: Date ____/____/____ Time _____ | | |
| Actual Return: Date ____/____/____ Time _____ | \$ _____ | \$ _____ |
| Other - Attach receipts (limousine, taxi, tolls, parking, etc.) | \$ _____ | \$ _____ |
| Registration Fee: _____ Yes _____ No | | |
| If Yes, College Check _____ or Personal Check _____ | | |
| If Personal Check, please enter amount | \$ _____ | \$ _____ |
| Were any meals provided or included in Registration Fee? _____ Yes _____ No | | |
| If Yes, please deduct \$3.00 for each breakfast, \$6.00 for each lunch, and \$12.00 for each dinner. | \$(_____) | \$ _____ |
| Total Claimed | \$ _____ | \$ _____ |

I hereby certify that this account and statement of travel are true and just in all respects, that payment, therefore, has not been received and that the statements of travel herein set forth correctly reflect travel performed by me on official business and authorized by the College President or Authorized Representative. I further certify, if applicable, that I actually incurred or paid the operating expenses of the motor vehicle indicated, for which reimbursement is claimed on a mileage basis.

Payee (signature) _____

Title _____

Date Submitted _____

Social Security Number _____

Certified for Payment:

Approved: _____
Comptroller

| Fund | Cost Center | ID | Project | GL | Amount |
|------|-------------|----|---------|----|--------|
| | | | | | |
| | | | | | |

Vendor# _____ Bank Code _____ Check Control _____ (0 - Merge, 1 - Begin New Check, 2 - Office)

BA-003 Revised 05/97

Appendix O

Proposal for District Organizational Activities Supported by Staff and Program Development Funds

The purpose of the proposal is to establish criteria for distribution of Staff and Program Development funds to support district activities which enhance the professional development growth of individuals and/or organizations. The activities should also meet the strategic goals of Pensacola Junior College. The request will be forwarded to the district Staff and Program Development Committee for review. An evaluation of the project will be required.

The request should include a summary of the activity in no more than one page, including:

- A brief statement of need.
- Objectives and outcomes that will be addressed.
- How the activity enhances the professional development growth of the individual(s) and/or organization(s) to meet the strategic goals of Pensacola Junior College.
- Criteria for selection of participants.
- Total budget requested.
- Evaluation of previous year's project, if applicable.

6/11/09