



BSI CONFERENCE FUNDING REQUEST GUIDELINES AND PROCEDURES

Please submit e-version of application to: Celia.Cruz@sjcc.edu

A. Funding Objectives and Goals

The Basic Skills Initiative Committee (BSIC) solicits made by faculty, staff, and administrators who seek funding for professional conferences, seminars, workshops, and classes, and for bringing experts in these field to campus. Approved activities must focus on ways to improve the success of basic skills, ESL, and vocational students.

B. Funding

1. Priority and preference will be given to applicants requesting attendance to conferences or events specifically addressing the success of our basic skills, ESL, and vocation students' needs.
2. Requests must be aligned to the
 - a. BSI Best Practices Poppy Copy found at:
<http://www.cccbsi.org/instructional-practices>
 - b. College Goals (attached to this application)
http://www.sjcc.edu/AcademicAffairs/Documents/SJCC_Performance_Indicators.pdf
 - c. Key Performance Indicators (KPIs) attached to this application)
http://www.sjcc.edu/AcademicAffairs/Documents/SJCC_Performance_Indicators.pdf
3. Conference budget is limited. Once funds are awarded, applications will not be accepted until the following semester.
4. Funding preference is given to activities completed by June 2015.
5. Funding for faculty and staff is limited to a maximum of \$500 for local conference (1 day conference or within a 45 mile radius of SJCC), and \$1,000 out of area conference (2 days conference that requires air travel).

The BSIC will consider these factors when approving funding requests:

- how does the request align the BSI Best Practices
- how does the request align the College Goals and their Key Performance Indicators (KPIs)
- preference to conference presenters
- number of requests for the same conference will be 2 employees

C. Funding Guidelines

1. Prior to the conference, fill out the (a) **Application for BSI Conference Funds** and the (b) **SJCC Request for Conference Attendance**, and obtain the necessary approval from supervisor or administrator (the signatures).
2. Please attach conference flyer or URL to the BSI Conference Fund Application.
3. Submit electronically your applications (**Application for BSI Conference Funds** and **SJCC Request for Conference Attendance Form**) to Celia.Cruz@sjcc.edu and Duncan.Graham@sjcc.edu.
4. The BSI Committee will vote on the conference application at their next meeting and will notify applicant.
5. Applicant gets approved application from the BSIC Chair and attends conference.
6. After attending the conference, please submit original receipts to Business Services (B-101) within nine (9) working days to begin reimbursement process.
7. Expenditures beyond the applicant's allotment must be paid by the applicant.

Not to exceed the applicant's maximum allotment within the fiscal year, the BSI account will fund: --

- actual costs incurred by faculty and staff for the following expenses: conference or course registration, lodging, meals (\$30 per diem maximum) and mileage/transportation (including airfare, ground transportation, automobile mileage, etc., other than in the greater Bay Area).
- reasonable fees and actual costs incurred by experts brought to campus for the purpose of staff development.

NOTE: Applicants are encouraged to take advantage of early registration whenever possible.

Those awarded funding will, within a month after the activity or during the fall semester for summer awards, complete two of the following:

- ❖ Hold a campus wide workshop at the Professional Development Center for disseminating what was learned. Once your funding is approved, please email Celia.Cruz@sjcc.edu to coordinate your presentation. Your presentation needs to be completed by the end of the semester your conference was funded.
- ❖ Integrate new skills/knowledge in a teaching or work assignment, **and** write an analysis of this implementation, and submit a copy of your analysis to the Professional Development Center. (The submitted document will be stored in a binder and made available to the college community.)
- ❖ Make a presentation at your division or department meeting.
- ❖ Conduct a breakout session at the next Professional Development Day.

***Failure to comply with the two obligations listed above will result in the ineligibility of professional development funding for 1 year thereafter.**

Reimbursement Guidelines: Approved requests not used are not transferable. Each request is treated separately and requires a new application.



Date: _____

Application for BSI Conference Fund

(This form needs to be completed by you, approved by your supervisor, and approved by the BSI Committee prior to you attending the conference.)

Name: _____ Dept: _____

Employee Classification: Circle or underline the correct classification.

PT Classified	FT Classified	Adjunct Faculty	FT Faculty	Manager/Administrator
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Activity:

Name of Activity and Nature of Activity: (Conference, workshop)
Sponsoring Organization:
Location:
Dates of Activity:
Note: Include a copy of the conference program with this document.

Will you be a presenter at the conference or workshop?

Yes	No
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If yes, attach a brief description of your presentation. Or if possible, attach URL to conference.

Will the activity for which you are applying require your absence from work?

Yes	No
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List the Basic Skills Best Practices you will be addressing by attending this conference.

Which College Goal does your proposal address? College Goals can be found at http://www.sjcc.edu/AcademicAffairs/Documents/SJCC_Performance_Indicators.pdf

Which Key Performance Indicators (KPIs) will be measured as a part of your request?

How will you measure the Key Performance Indicators (KPIs)? Please describe the activity you will conduct.

Proposed date for you follow-up presentation in the Professional Development Center:

Give a brief descriptive statement about the activity and how it relates to one or more of the priorities listed in "A. Funding Objectives" on page 1 of the Funding Request Guidelines.

Estimated Expenses: (Attach a copy of SJCC Conference Request Form signed by the supervisor.)

Registration/Tuition	\$ _____
Travel/Mileage	\$ _____
Lodging	\$ _____
Meals	\$ _____

Estimated total expenses \$ _____

BSI Committee Decision:

Approved: _____

Denied: _____

Total amount approved from BSI funds: \$ _____

Date: _____

Required Signatures:

Supervisor

Date

BSI Advisory Committee Chair

Date

SJCC Strategic Goals

Goal #1: Promote Student Success:

1A: Increase the persistence rate of first-time students each year.

1B: Increase the successful course completion (SCC) rate of both full-time and part-time students each year.

1C: Increase the successful course completion (SCC) rate in basic skills courses each year.

1D: Increase the improvement rate of students in basic skills.

Goal #2: Expand Partnerships with Our External Communities

2A: Increase the number of partnerships with business and industry each year.

2B: Enhance partnership with neighborhood associations.

Goal #3: Enhance Employee Development

3A: 25% of all full-time faculty and staff will participate in training offered by the Professional Development Center each year.

3B: 85% of participating faculty and staff will indicate satisfaction with the workshop(s) they attended through the Professional Development Center (PDC).

Goal #4: Foster Cultural Competence

4A: 85% of the students who participate in multi-cultural programs/events will indicate increased understanding and awareness of cultural diversity.

4B: Increase the number of international students by 5%.

4C: 85% of faculty and staff who participate in workshops intended to foster cultural competence will indicate increased understanding and awareness of cultural diversity.

Goal #5: Increase Campus Safety

5A: 85% of the participating faculty and staff will be satisfied with emergency preparedness safety training received.

5B: Increase use of technology to enhance campus safety.

Goal #6: Expand Resource Development

6A: Apply for at least two new grants annually.

6B: Obtain at least one new grant of at least \$100,000 annually.

6C: Increase the ending balance of SJCC's Foundation Account each year.

