

MAY 05 2013

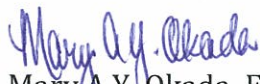
MEMORANDUM

TO: All Employees
FROM: President
SUBJECT: Administrative Directive No. 2013-03
Professional Development

The Guam Community College recognizes and encourages training and professional development of its Faculty, Staff, and Administrators to further maximize and improve their knowledge and skills.

Effective immediately, in an effort to institutionalize processes, any requests for financial assistance for professional development (inclusive of tuition and fees, travel costs, lodging and per diem) regardless of funding source, must follow the Faculty or Staff/Administrator Professional Development Committee Procedures as set forth by the respective committees. In addition, all forms associated with tuition/fee or other cost reimbursement will be used.

Requests for tuition/fee reimbursement outside of PDRC or Staff/Administrator funding, will continue to be routed through the respective committees for recording purposes.


Mary A.Y. Okada, Ed.D.
President