

Guam Community College
Professional Development Initiatives Committee Standard Operating Procedures AY 2023-2024

The Professional Development Initiatives Committee (PDIC) procedures for professional development activities are as follows:

A. Requirements

- a. Applicants must be full-time, permanent employees of the college.
- b. Application packets must be typewritten and accompanied with all the required documentation to the respective dean.
- c. Complete payback provision form.

B. PDIC Tuition Reimbursement/Assistance, Applicants, Approval/Disapproval

a. Applicants

- i. The applicant's approval or disapproval will be determined by the respective dean.
- ii. The Dean will require a maximum of five (5) working days to either approve or deny the application.
- iii. Upon approval, the applicant is required to email the PDIC Chair their application.
- iv. In the event of a denial, the applicant will receive a denial letter or message along with the unsigned application.

b. Tuition

- i. **Reimbursement:** Tuition requested after taking a course(s).
 - 1. Download the PDIC Application under the heading Travel related forms within the Finance & Administration box on the MyGCC Work Life Tab.
 - 2. Complete PDIC Application Form
 - 3. Only courses completed within the fiscal year (October through August) will be considered for reimbursement.
 - 4. The minimum requirement for reimbursement is a grade of **C** or **P** for pass/fail courses.
 - 5. Unofficial transcripts are required for proof of completion.
 - 6. The maximum tuition is **\$5,250.00** per applicant.
- PDIC Recommendations**
 - o Please consult with your dean before paying for tuition out of pocket.
 - o Faculty who chooses to pay out of pocket for

courses and then apply for tuition reimbursement are not guaranteed tuition reimbursement.

- All reimbursement applications must be submitted prior to **MMO's fiscal year requisition deadline (ex. late August)**.

ii. Assistance: Tuition requested prior to taking a course(s).

1. Tuition assistance can be granted for courses that will be completed within the current fiscal year.
2. After class has completed, the applicant must submit a transcript/grade report indicating a satisfactory completion of the course(s) with a minimum grade of **C** or **P** for passing courses within **30 days** of completion to any member of PDIC and their dean.
3. The maximum tuition is **\$5,250.00** per applicant.
4. Applicants will waive their right to confidentiality of grades or passing a class to the members of PDIC.
5. Failure to pass or complete a class will result in having to pay back the college the full amount awarded.

PDIC Recommendations

- Consult with your dean before applying for tuition assistance.
- All reimbursement applications must be submitted prior to **MMO's fiscal year requisition deadline (e.g., late August)**.

C. PDIC Travel-Training Applicants

- a. Download the PDIC Application located under the heading Travel related forms within the Finance & Administration box on the MyGCC Work Life Tab.
- b. Read the Travel Policy and Procedures for institutional guidelines found in MyGCC Work Life tab.
- c. Complete the Travel Authorization (TA) and all associated documents.
- d. Submit an application to their respective dean.
- e. The Business Office shall notify the respective dean of any changes to the TA.
- f. The applicant must email any member of PDIC upon approval of application.

PDIC Recommendations

- Review the “Travel Request Authorization Checklist” when compiling your travel packet.

D. For Sabbatical Initiatives Applicants –see GCC Faculty Union and BOT Agreement 2023-2029

E. Ethics

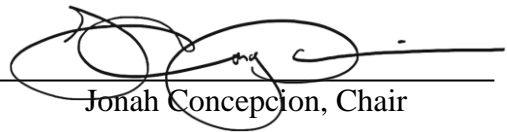

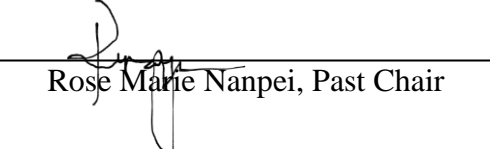

- We protect each applicant’s right to privacy and confidentiality.
- Matters concerning the Professional Development Initiatives Committee (PDIC) process may be discussed with former committee members for clarification.
- All meetings of the PDIC where applications or other confidential matters are discussed will be closed.
- Guests may be invited by the PDIC Chairperson to appear before the Committee to provide needed information to complete the committee responsibilities.
- Meetings shall be conducted in a fair and impartial manner.

Committee Meeting Dates

August 25, 2023
September 15, 2023
October 20, 2023
November 17, 2023

January 19, 2024
February 16, 2024
March 15, 2024
April 19, 2024

Professional Development & Initiatives Committee AY 2023-2024:

 Jonah Concepcion, Chair	 Donna Cruz, Chair-Elect
 Rose Marie Nanpei, Past Chair	 Marsha Postrozny-Torres, Member

Checklist

PDIC Application Checklist AY 2023-2024

Prior to submitting your application to the committee, please go through this checklist:

- ☐ PDIC Application
 - ☐ Are all the fields completed with the respective Dean's signature?
 - ☐ Are the Starting and Ending Date(s) consistent?
 - ☐ Is the total amount requested on the top of the page?
 - ☐ Is the starting and ending date of the professional development activity within the fiscal year?
 - ☐ Did you complete and sign the Clearance Form?
 - ☐ Did you sign the [Payback Provision Form](#)?
 - ☐ Did the Dean and President sign the Payback Provision Form?
- ☐ For Tuition Assistance
 - ☐ Did you place a checkmark next to the appropriate box?
 - ☐ Did you attach the costs of your course(s)?
 - ☐ Did you fill out the justification for tuition assistance?
 - ☐ Did you fill out your educational plan?
- ☐ For Tuition Reimbursement
 - ☐ Did you place a checkmark next to the appropriate box?
 - ☐ Did you attach the costs of your course(s)?
 - ☐ Did you fill out the justification for tuition assistance?
 - ☐ Did you submit your unofficial transcripts?
- ☐ For Conferences/Workshops/Training
 - ☐ Did you attach the cost of the conference/workshop/training?
 - ☐ If you are traveling off-island, did you attach the cost of the hotel and airfare?
 - ☐ Did you attach the description of the conference?
 - ☐ Review [the Travel Request/Authorization Checklist?](#)