

Guam Community College
Professional Development Review Committee
Internal Operating Procedures
AY 2013-2014

The Professional Development Review Committee (PDRC) procedures for professional development activities are as follows:

- I. Eligibility Requirements
 - A. Applicants must be full-time, permanent employees of the college.
 - B. Applicants must meet the deadlines as identified in Appendix A.
 - C. Applicants must be cleared by their respective Dean of any obligations from previously approved professional development activities.
 - D. Application packets must be accurately completed and accompanied by all the required documentation to be considered complete for review by the PDRC committee members.

- II. PDRC Tuition Applicants:
 - A. Complete PDRC Application Form. Only courses completed within one year prior to application will be considered.
 - B. Attach necessary documents such as transcripts and receipts.
 - C. Submit completed application to respective Deans for comments, approval, and clearance from any previously approved professional development activities.
 - D. The Dean will return the processed application to the applicant with signed approval, unsigned (disapproved), or for revision.
 - E. In addition to the original signed written application, the applicant must submit one (1) hard copy and an electronic copy of the application, including all attachments, for review by the PDRC committee members. The applicant will then deliver the signed written application to any PDRC member no later than 5:00 p.m. by the deadline date (see Appendix A for deadlines). The applicant bears the responsibility for meeting all deadlines and should plan accordingly. PDRC members will notify and deliver all received applications to the PDRC Chairperson no later than 5:00 p.m. the following day. The PDRC Chairperson will disseminate applications for committee members to review in a timely manner.
 - F. After PDRC reviews an application, the PDRC Chairperson will notify applicants regarding the status of their applications within three working days after committee's decision.
 - G.
 1. Applications recommended for approval will be given back to the applicant to forward to the Section Head's/Dean's office.
 2. Applicants who have been disapproved will be notified by the PDRC Chairperson.
 - H. Once the application is approved by PDRC, the PDRC chairperson will forward a memorandum to the College President. The applicant must then complete and submit a requisition to Materials Management Office (MMO) in order to encumber funds. Applicants are responsible for tracking the progress of this process.

- I. Reimbursement will only be given to the applicant after the satisfactory completion of the course(s), with a minimum grade of C or P for pass/fail courses. Official transcripts are required for proof of completion. Unofficial transcripts for GCC courses will be accepted. A maximum reimbursement for tuition assistance of \$2,500.00 per applicant for each fiscal year is set.

III. PDRC Travel-Training Applicants:

- A. Read the Travel Policy and Procedures for institutional guidelines (MyGCC Work Life tab) and adhere to all requirements.
- B. Download the following forms located under the heading Travel related forms within the Finance & Administration box on the MyGCC Work Life Tab:
 1. PDRC Application Forms
 2. Travel Request/Authorization Checklist (to be completed and initialed by an administrative assistant prior to PDRC committee submission)
 3. Travel Request/Authorization form.
- C. Obtain and attach the necessary documents such as training information, schedule, three price quotes (obtain travel agent assigned to application at Materials Management Office), and other requirement documents.
- D. Completed applications must be submitted to respective Deans for comments, approval, and clearance from any previously approved professional development activities.
- E. The Dean will return the processed application to the applicant either signed (approved), unsigned (disapproved), or for revision.
- F. In addition to the original signed written application, the applicant must submit one (1) hard copy and an electronic copy of the application, including all attachments, for review by the PDRC committee members. The applicant will then deliver the signed written application to any PDRC member no later than 5:00 p.m. by the deadline date (see Appendix A for deadlines). The applicant bears the responsibility for meeting all deadlines and should plan accordingly. PDRC members will notify and deliver all received applications to the PDRC Chairperson no later than 5:00 p.m. the following day. The PDRC chairperson will disseminate applications for committee members to review in a timely manner.
- G. After PDRC reviews an application, the PDRC Chairperson will notify each applicant regarding the status of his/her application.
 1. Applications recommended for approval will be given back to the applicant to forward to the Section Head's/Dean's office.
 2. Applicants who have been disapproved will be notified by the PDRC Chairperson.
 3. It is the responsibility of the applicant to track the process to ensure the timely processing and issuance of the plane ticket, per diem and other requested expenses.
- H. The President's Office will forward off-island professional development documents to the MMO for a Travel Request/Authorization (TA) number.
- I. The President's Office will submit the applicant's documents to the Business Office to certify availability of funds. Upon certification of available funds, the documents will be returned to the President's Office for signature.

- J. Once the College President signs the application, copies will be disseminated to the applicant, PDRC Chairperson, the respective Dean, and the Materials Management Office. Materials Management (MMO) will then assign a TA number and route the TA for approval to the VP of Business and Finance and the College President. This process can take weeks. Therefore, the applicant should track the process and plan accordingly (Refer to Appendix B).
- K. The Business Office shall notify the chair of any changes to the TA. An email from the Chair to the Business Office for any approved changes will suffice as documentation.
- L. Changes in the amount funded on a Travel Authorization that result in less than a \$200 increase shall require action only by the PDRC Chair.
- M. After the training, the applicant must submit a GCC Trip Report form, Trip Reimbursement form (when applicable), and original copies of boarding passes and receipts to the Business Office within 10 days upon completion of travel. A copy of the Trip Report form should be submitted to any PDRC member within 10 days upon completion of travel. PDRC members shall submit the Trip Report to the PDRC Chairperson.
- N. A maximum allotment for travel of \$5,000.00 per applicant for each fiscal year is set – with only one off-island travel activity allowed per fiscal year.
- O. The applicant must follow-up on the status of his or her application once it leaves the PDRC Chairperson for final processing.

IV. For Sabbatical Initiatives Applicants –see Board-Union Agreement (pages 39-43)

V. Ethics

The members of the PDRC shall abide by the Code of Ethics established by the committee, which forbids members from disclosing the deliberations and decisions of the committee with applicants. Only the PDRC Chairperson is authorized to disclose PDRC matters. Requests for information must be submitted to the PDRC chairperson either electronically or in written form. (see Appendix C.)

* The GFT-BOT Agreement 2010-2016 is paramount to the PDRC Internal Operating Procedures

Appendix A

Professional Development Review Committee AY 2013-2014 Deadlines

*Deadline for Applications (5:00 p.m.)

September 19, 2013
October 17, 2013
November 14, 2013
November 27, 2013
January 23, 2014
February 20, 2014
March 20, 2014
April 17, 2014

**Committee Meeting Dates

September 26, 2013
October 24, 2013
November 21, 2013
December 5, 2013
January 30, 2014
February 27, 2014
March 27, 2014
April 24, 2014

* Applications must be submitted to PDRC Chairperson or PDRC Member.

** Meetings may occur prior to and after scheduled meeting dates at the discretion of the Chairperson.

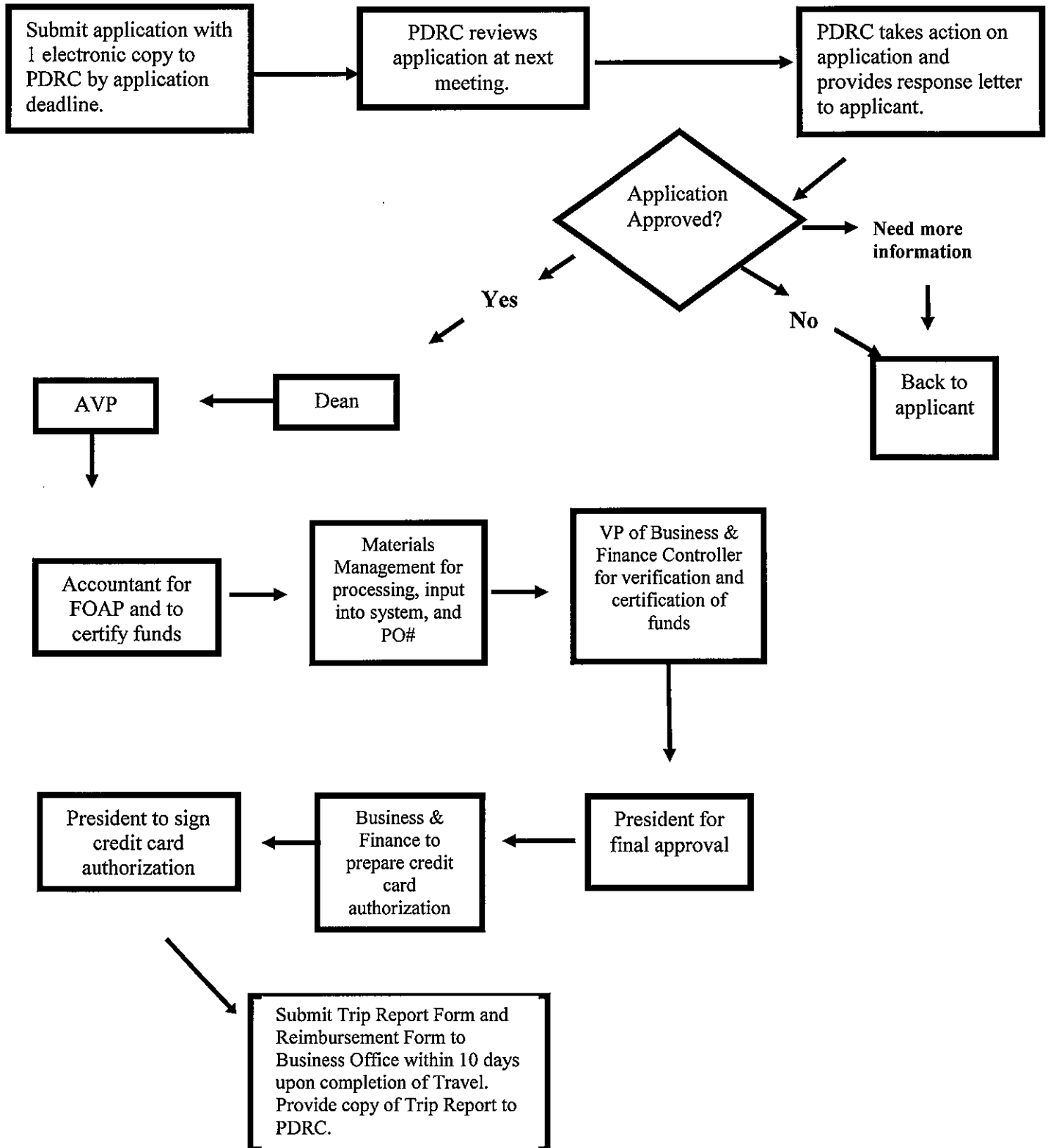
Appendix B

TRAVEL FLOW CHART

Applicants must review the PDRC's Internal Operating Procedures and note the stated application deadlines.

1. Using the approved AY PDRC application and checklist, applicants must complete and provide the necessary documents and obtain necessary signatures. Faculty members must seek the assistance of trained administrative assistants for travel requests.
2. Applicants should turn in the original application and an electronic copy to any PDRC member or PDRC Chairperson by the established deadline.
3. Upon the committee's review, the applicant will receive a response letter within three working days.
4. If application is approved, the application will be given back to the applicant to forward to the Dean's office.
5. If application requires additional information, the applicant may provide the information for committee review and get a response within three working days (depending on the content of the additional information).
6. If application is disapproved, the applicant will receive a response letter stating the reasons within three working days. In the event a faculty disputes the committee's response, the applicant may request to be placed on the agenda for the next scheduled PDRC meeting.
7. Signature of Section Head - Dean, for approval (2 days).
8. Signature of Division Head - AVP for approval (2 days).
9. Accountant for verification of FOAP funding availability (2 days).
10. Materials Management processes TA requisition through the system and assigns a purchase order number (1 day).
11. VP of FA/Controller for certification of funds (1 day).
12. College President, for final approval. Once everything is signed, it goes back to Business Office to prepare the authorization to purchase ticket, conference fees, and any other items (1 day).
13. Applicant should also obtain a copy of approved application form from Business Office for their personal records.
14. If the applicant has requested for advance per diem, the applicant should receive per diem from Business Office at least 2 duty days prior to the travel date.
15. The applicant must submit trip report and reimbursement form to the Business Office within 10 days upon the completion of the travel. The applicant must also submit a copy of the trip report to any PDRC member within 10 days upon completion of the travel. Original copies of boarding passes and receipts must be submitted with the trip report.
16. NOTE: Please ensure that the Travel Request/Authorization Checklist is reviewed and checked off to ensure all documents are included.

Travel Authorization Flowchart



Appendix C

Ethics

- We protect each applicant's right to privacy and confidentiality in respect to information provided on the application and supporting documents. Furthermore, the substance of all discussions and deliberations, including regular meetings and all materials related to the application will be kept strictly confidential by all members.
- Matters concerning the Professional Development Review Committee (PDRC) process may be discussed with former committee members for clarification.
- All meetings of the PDRC where applications or other confidential matters are discussed will be closed. Guests may be invited by the Chair to appear before the Committee to provide needed information to complete the committee responsibilities.
- Deliberations shall be conducted in an impartial manner.
- If a PDRC member submits an application, she/he must recuse herself/himself from all discussions and deliberations involving her/his application.
- Any member violating the above code will submit his/her resignation to the Chairperson of this Committee, upon request of the Chairperson.

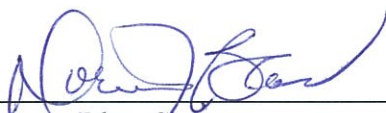
Professional Development Review Committee AY 2013-2014:



Clare Camacho, Chairperson



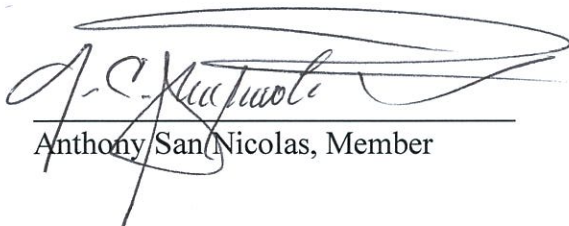
Sally Sablan, Chair-Elect



Doreen Blas, Secretary



Donna Cruz, Secretary



Anthony San Nicolas, Member



Marsha Postrozny, Member