



**GUAM COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT
REQUEST FOR FUNDING APPLICATION FORM**

FUNDING SOURCE: PROFESSIONAL DEVELOPMENT FUNDS: FOAP#: _____

TOTAL AMOUNT REQUESTED: \$ _____

CATEGORY FOR WHICH FUNDING IS REQUESTED:

☐ **CONFERENCE/WORKSHOP/TRAINING**

☐ **On-island**

☐ **Off-island**

☐ **Mini-Grant**

☐ **GUEST SPEAKER/CONSULTANT FEE**

☐ **TUITION ASSISTANCE**

☐ **OTHER:** _____

PROPOSED PROFESSIONAL DEVELOPMENT ACTIVITY:

LOCATION / INSTITUTION: _____

STARTING DATE: _____ **ENDING DATE:** _____

I certify that all information included in this application is true.

NAME: _____ **DEPARTMENT:** _____

Home Phone: _____ **Work Phone/Ext.:** _____

SIGNATURE: _____ **DATE:** _____

Dean's Recommendation: _____ Recommend approval _____ Do not Recommend approval

SIGNATURE OF DEAN

DATE



- A) State how the proposed professional development activity responds to the professional development priorities established by your department or the College.**
- B) State how the proposed professional development activity will enhance/improve student learning outcomes or student needs.**

- C) Provide an action plan of how you will implement what you have learned from the professional development activity. Provide objectives and timelines.

Objective (s) and Activity (ies)	Target Date

D) COSTS:

Registration Fees..... \$ _____

Transportation..... \$ _____

Per Diem (no. days X cost)..... \$ _____ X _____ = \$ _____

Other*..... \$ _____

TOTAL COST \$ _____

*Complete only if requesting actual reimbursement.

- E) Prior approved applicants must submit a Clearance Report Form with the PDRC Chair person signature and Dean's signature certifying completion of obligations to PDRC and the college.

For Tuition Assistance only

I am requesting assistance for:

_____ Associate's _____ Bachelor's _____ Master's _____ Doctorate

_____ Certification _____ Certificate _____ Other (Specify)

COURSE(S) TO BE TAKEN:

REQUIRED ATTACHMENTS:

1. Verification of course cost
2. Statement of Individual Educational Plan. This should include the name and description of the course, date of when you intend to take the course or completed the course, amount of credit offered for the course, how this course is applicable to your course of study.

GUAM COMMUNITY COLLEGE
Office of the President
735-5700/5638

OCT 01 2009

MEMORANDUM

TO: Administrators/Faculty/Staff

FROM: President *Muykade*

SUBJECT: Administrative Directive 2010-01
PAYBACK PROVISIONS FOR ADMINISTRATORS/ FACULTY/STAFF

This Administrative Directive 2010-01 supercedes Administrative Directive 2009-01.

The Guam Community College values, encourages and supports the training and professional development of its Administrators/Faculty/Staff to further maximize and improve their knowledge and skills. Professional development for the Administrators/Faculty/Staff provides opportunities for them to serve the educational process, the academic community, and the institution by increasing their effectiveness as an Administrator/Faculty/Staff through participation in ongoing training and development in their current capacities, while preparing for the future.

Effective immediately, when Administrator/Faculty/Staff personnel receives financial assistance from the Guam Community College and leaves the college before working the equivalent of **12-months** after receipt of funding, the following table will be used to determine the amount of money to be paid to the college by the recipient:

Time Worked After Funding (months)	Percentage of payback	Amount
0	100.0%	
1		Less \$200.00 from entire travel & trip expense
2		Less \$400.00 from entire travel & trip expense
3	90.0%	Of Net Balance
4	80.0%	Of Net Balance
5	70.0%	Of Net Balance
6	60.0%	Of Net Balance
7	50.0%	Of Net Balance
8	40.0%	Of Net Balance
9	30.0%	Of Net Balance
10	20.0%	Of Net Balance
11	10.0%	Of Net Balance
12	0.0%	

Memo from President
Revised Administrative Directive 2010-01
Re: Payback Provisions for Administrators/Faculty/Staff
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This payback provision allows the Guam Community College to recover money, all or in part, for training of Administrators/Faculty/Staff who depart from the college prior to fulfilling their training obligations.

GCC's payback provision will not apply to college-required workshops, conferences and/or seminars approved by the president of the college. Also excluded from this provision will be travel expenses provided by a funding source separate from GCC.

This document serves as a binding contract between **(employee full name)** and **Guam Community College**, as acknowledged and agreed upon by the signatures below.

(Employee Full name), Employee

Date: _____

(Employee Immediate Supervisor), (Title)

Date: _____

MARY A.Y. OKADA, Ed.D., President

Date: _____