

Guam Community College
Professional Development Review Committee
Internal Operating Procedures
AY 2014-2015

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 (type-written) 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. The applicant must deliver the original signed application (hard copy) including all attachments to any PDRC member and email the electronic copy to the PDRC Chairperson no later than 5:00 p.m. on 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. The Travel Authorization (TA) and documents related to the TA are **NOT** required as part of the PDRC Application. Faculty must first receive approval from PDRC and then complete and submit travel forms via their respective Deans and with the assistance of the respective Administrative Assistants following the Travel Policy.
- B. Download the PDRC Application and the PDRC Clearance Forms located under the heading Travel related forms within the Finance & Administration box on the MyGCC Work Life Tab.
- C. Submit the completed PDRC Application and Clearance Form to the respective Dean for comments, approval, and clearance from any previously approved professional development activities.
- D. The Dean will return the processed application to the applicant either signed (approved), unsigned (disapproved), or for revision.
- E. The applicant must deliver the original signed application (hard copy) including all attachments to any PDRC member and email the electronic copy to the PDRC Chairperson no later than 5:00 p.m. on 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 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. The applicant should track the process and plan accordingly (Refer to Appendix B)
- G. The Business Office shall notify the PDRC Chairperson of any changes to the TA. An email from the PDRC Chairperson to the Business Office for any approved changes will suffice as documentation.
- H. Changes in the amount funded on a Travel Authorization that result in less than a \$200 increase shall require action only by the PDRC Chairperson. Changes that result in more than \$200 shall require action by the entire committee.
- I. 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.
- J. 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 2014-2015 Deadlines

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

September 9, 2014
October 7, 2014
November 10, 2014
November 25, 2014
January 27, 2015
February 24, 2015
March 31, 2015
April 28, 2015

****Committee Meeting Dates**

September 16, 2014
October 14, 2014
November 18, 2014
December 2, 2014
February 3, 2015
March 3, 2015
April 7, 2015
May 5, 2015

* Original applications must be submitted to PDRC Chairperson or PDRC Member and electronic copy must also be sent to PDRC Chair, sally.sablan@guamcc.edu.

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

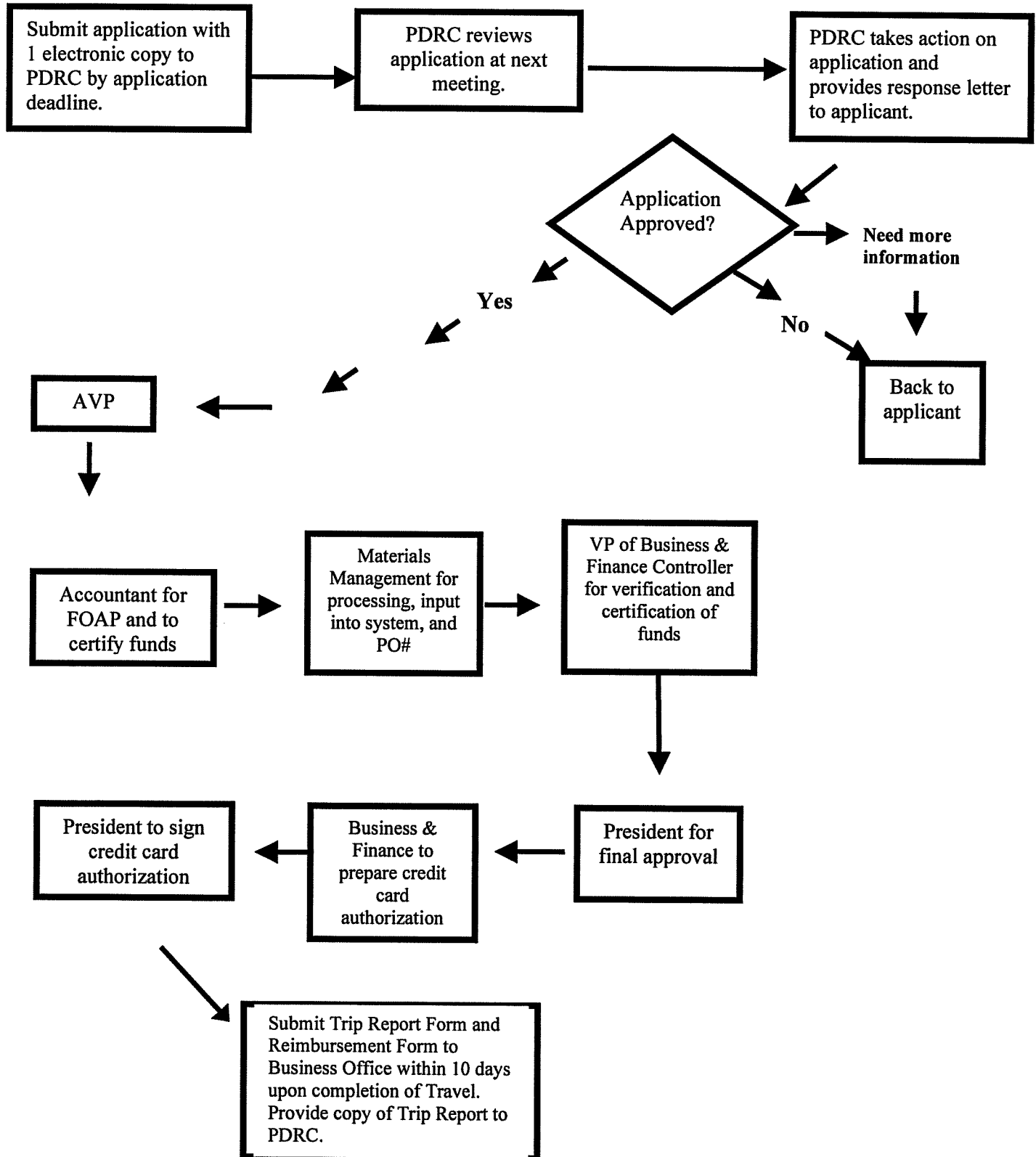
Appendix B

TRAVEL FLOW CHART

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

1. Using the approved PDRC application and checklist, applicants must complete and provide the necessary documents and obtain necessary signatures. Applicants 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 AVP'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 Division Head - AVP for approval (2 days).
8. Accountant for verification of FOAP funding availability (2 days).
9. Materials Management processes TA requisition through the system and assigns a purchase order number (1 day).
10. VP of FA/Controller for certification of funds (1 day).
11. 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).
12. Applicant should also obtain a copy of approved application form from Business Office for their personal records.
13. 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.
14. 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.
15. NOTE: Please ensure that the Travel Request/Authorization Checklist is reviewed and checked off to ensure all documents are included.

Travel Authorization Flowchart

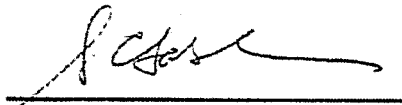


Appendix C


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 PDRC Chairperson 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.
- Upon request of the PDRC Chairperson, any member violating the above code will submit his/her resignation to the PDRC Chairperson immediately.

Professional Development Review Committee AY 2014-2015:




Sally Sablan, Chairperson



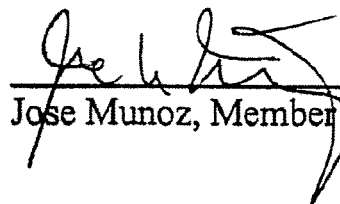
Yvonne Tam, Chair-Elect




Donna Cruz, Co-Secretary



Troy Lizama, Co-Secretary



Jose Munoz, Member



Marsha Postrozny, Member