External Professional Development Funding Process

INTRODUCTION

The Employee Professional Development Committee (EPDC) will use Employee Professional Development (EPD) funds to provide financial support for individuals engaging in external professional development activity. Eligible activities include conferences, workshops, and training related to:

- Teaching improvement
- Maintenance of current academic and technical knowledge and skills
- Training/re-training to meet institutional needs
- Other activities determined to be related to professional development pursuant to criteria established by the BOG of the CA Community Colleges.

Applicants for Professional Development funds may be awarded up to $1000.00 for funds per fiscal year. All full-time and part-time classified, faculty, adjunct, and management employees are eligible to apply. Applications are processed and approved by the EPDC. The following restrictions apply:

- Recipients will be reimbursed for costs incurred (up to the awarded amount). Original receipts for all allowable expenses (see AP 7400) shall be submitted to Fiscal Services.
- After the event, recipients of professional development funds shall participate in an internal professional development activity in which they will share and highlight key takeaways. Presentation materials from these activities will be collected by the EPDC and posted to a PD website available for all college employees. Potential avenues of sharing include but are not limited to:
    - Presentations at All College Day (contact the PD coordinator)
    - Reports at meetings of the Academic Senate or College Council
    - Talks at scheduled professional development events on campus, e.g. the New Faculty Academy
    - Other relevant area or department meetings
    - Additionally, attendees may create a short video or slide presentation of their key takeaways and provide it directly to the EPDC
- Sharing key takeaways from external professional development activities is essential to maintaining EPD funding and may affect an individual's eligibility for future awards.

APPLICATION STEPS

For all district-related travel, VVC employees complete a series of forms in accordance with VVC policy. With the exception of links found below, all forms and reference materials you will need can be found in the "Travel Forms and Resources" section of the Fiscal Services Home page. You will need to scroll down to find the section.

In addition to the standard district policy, employees using Employee Professional Development funds will need to complete a separate application and report back. Here is the sequence of steps to complete both the district requirements as well as the application for reimbursement using Employee Professional Development funds.

1. Review both district travel policy found in **AP 7400** (found on the Board Policies and Administrative Procedures website) as well as the **travel flow chart** from the Fiscal Servies site linked above.
2. Complete a **Travel Authorization Form**
3. Submit a Professional Development Funding Request .
4. E-mail a copy of your authorized Travel Authorization Form to epdc@vvc.edu . You should be notified of your approval and award within 7 business days of submitting your request.
5. Attend the event and keep your original receipts. Afterward, complete the following administrative forms available on the Fiscal Services home page.
    a. Use the **Expense Report form**, also found on Fiscal Service's home page, to submit receipts to Fiscal Services upon your return.
    b. You will also need to complete a written conference report using the **Conference Report Template** from the Fiscal Service's site.
6. Share what you have learned with your colleagues through one of the above means (All College Day talk, meeting, etc.). Let the EPDC know your plans and provide written confirmation of the report/talk and presentation materials to epdc@vvc.edu.

The EPDC encourages all college faculty and staff to engage in external professional development activities and share what you have learned with the college.

Again, all employees are welcome to apply for reimbursement, and we look forward to receiving your application. Please reach out to the committee with any questions.

Revised 2017, May 2026