Sierra College – Office of Student Equity

October 16, 2015

Deans, Department Chairs, Classified Senate, Student Senate, Management Senate

Re: Sierra College Categorical Funds for Professional Development (October 1, 2015 – June 30, 2016)

Categorical funds provide opportunities for Sierra staff (classified, faculty and management) and student leaders (student officers in the ASSC, students holding an office position in a student club or student employees) to attend seminars, workshops, and conferences focused specifically on the outcomes related to our existing Student Equity Plan. Due to limited available funds and to support as many Sierra College participants as we can, the full cost or amount requested may not be completely covered. If approved, categorical funds can be used to cover all travel expenses, with the exception of food and incidental expenses for staff members unless funds become available. Exception does not apply to students. Conference and travel funds must be related to teaching and learning, student success, job enhancement, and/or professional development. Examples of acceptable activities include:

- Attendance at off-campus professional conferences, workshops and seminars within the state of California
- Visiting other colleges or educational settings within the state of California to review exemplary programs that can be implemented at Sierra college

Categorical funds may be requested by submitting an online application with required documentation: [http://form.jotform.us/form/52505657892162](http://form.jotform.us/form/52505657892162)

Sierra staff will receive funds to cover travel expenses in the form of a reimbursement. Travel expenses for students will be paid prior to the activity date(s) by the Office of Student Equity with the exception of mileage, parking, food and incidentals, which will be paid in the form of a reimbursement.

**Criteria for Application Approval:**

In reviewing applications, the following will be considered:

- The value to Sierra College in furthering existing Student Equity Plan
- Goals and objectives of activity and its impact on advancing identified goals for equity work at Sierra
- Current and future directions in curriculum, instructional methodology, student equity & success, student services and/or management connected to equity
- Presenting or speaking at a conference
- Availability of funds
Application Deadlines:

Application must be received and approved by the review committee prior to the date of proposed activity (ies).

Fall 2015

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<th>Application Deadline</th>
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Spring 2016

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Policies:

1. Applicants may apply for multiple funds throughout the academic year. Awards are limited to $1500 per person in any academic year.

2. Funds are allocated to defray in part costs associated with travel. Please note that employees who apply for categorical funds will not be approved to use categorical funds towards food and incidentals unless funds become available. They may, however, request funds from other funding sources to cover those costs. Students may be approved to use categorical funds towards food and incidentals.

3. All students receiving categorical funds for travel must be accompanied by a Sierra Faculty or Manager at the activity.

4. All students receiving categorical funds must submit a SJCCD Liability Waiver along with their application to be considered for funds.

5. In order to ensure equitable funding throughout the year, funds are divided among fall/spring semesters. If funding is available, requests for summer activities will be considered at the last two committee meetings of the spring semester.

6. Multiple applications to the same conference will be considered as a group and whenever possible should be submitted together.

Funds will not be allocated for:

- Temporary employees;
- Faculty on leave without pay, sabbatical, or retraining stipends;
- Part-time faculty who have not yet achieved re-employment preference (REP);
- Faculty in last year of Early Retirement Incentive Program. Faculty on Early Retirement Incentive Program may receive funding up to the last fiscal year prior to retirement and must submit supervisor's verification of status;
• Students who do not hold an office position within the ASSC or a student club or students not employed by Sierra;
• Enrollment in college or university credit courses;
• Food and incidental expenses for staff members unless funds become available;
• Food and incidental expenses for students that are outside the per diem rate (Refer to Sierra College Travel and Expense Reimbursement Handbook for rates).

Application Process:

1. Application must be submitted online and is available at the following link: http://form.jotform.us/form/52505657892162. Call Katie Yang at ext. 7306 if you have questions about completing the application.
2. Completed applications will be forwarded to the review committee and must contain all information clearly entered and explained.
3. If approved, applicants will be notified by email and receive instructions for reporting expenses.
4. Staff members are responsible for paying for conference fees/travel expenses and must submit the following to the Office of Student Equity within 15 days of the date on which the activity occurred in order to receive reimbursement:
   • A completed and signed SJCCD Travel and Expense Reimbursement Form with required documentation and signatures
   • Original receipts made out to the attendee (receipts issued in someone else's name will not be reimbursed)
   • A 1-2 page written summary (12 point font, double-spaced) of the conference capturing how the conference or experience contributed to furthering the Student Equity Plan at Sierra College
5. Student conference fees/travel expenses will be paid by the Office of Student Equity prior to the activity date with the exception of mileage, parking, food and incidentals, which will be paid in the form of a reimbursement. Applicants must submit the following to the Office of Student Equity within 15 days of the date on which the activity occurred in order to receive reimbursement:
   • A completed and signed SJCCD Travel and Expense Reimbursement Form with required documentation and signatures (applicable to students with approved funding for mileage, parking and/or food).
   • Original receipts made out to the attendee (receipts issued in someone else's name will not be reimbursed)
   • A 1-2 page written summary (12 point font, double-spaced) of the conference capturing how the conference or experience contributed to furthering the Student Equity Plan at Sierra College