

INDIAN HILLS COMMUNITY COLLEGE
2021-2022
Individual Staff Development Activity Proposal

STATEMENT OF PURPOSE

The goal of this college-wide program is to formulate and develop a comprehensive collection of individualized staff development activities designed for those who will make a commitment to professional improvement. It should be noted that staff professional development and personal development are not the same. Professional development is not personal in nature. Instead it focuses on activities that improve the person's job performance and is a benefit to the college. All staff development initiatives funded will be conducted in accordance with established policies at Indian Hills Community College.

CRITERIA FOR ELIGIBILITY

Priority will be given to staff members who are full-time Indian Hills Community College employees. Applications for part-time staff and other exceptions will be considered.

SUGGESTED ACTIVITIES

1. **Seminars/workshops/conferences** – specifically designed state/national educational opportunities for professional advancement and competency enhancement.
2. **Return to industry** – at state of the art business/industry sites to upgrade skills, and to develop professional competencies.
3. **Return to university** – for staff who demonstrate significant interest in developing professional competencies and/or to meet requirements within their discipline. Application must be made, unless extenuating circumstances exist, not later than the second week of the term. Approval for college credit coursework will not exceed six semester hours in one year and must be job specific. Reimbursement will be made upon showing successful completion with GPA of at least 2.5.
4. **Staff mini-grant program** – whereby staff submit proposals to conduct special studies or investigations, which enhance their abilities.
5. **Other** – special or unique proposals not previously identified may be considered for approval.

The Staff Development Committee must reserve the right to refuse proposals due to inadequate information on the application or lack of funding. An executive committee consisting of the Chief Financial Officer, Vice President of Academic Affairs, and Director of Human Resources will act on completed requests when there are time constraints that do not permit committee action. In these extreme circumstances, a report will be made to the Staff Development Committee.

Staff members accepting staff development funding will be asked to sign a form guaranteeing repayment if they should voluntarily leave Indian Hills employment within one year from completion of the activity. This obligation may be discharged by agreement of both parties.

All requests must coincide with Indian Hills travel guidelines (please refer to staff handbook). Approval is not final for out-of-state travel until the College President has approved the out-of-state travel request.

The staff member requesting staff development funds is responsible for initiating all purchase orders, travel requests, expense forms, etc.

SAMPLE EVALUATION FORM:

Evaluation for Staff Development Activity

1. Completeness of application; all sections of the application are detailed and complete, inclusive of time frame, costs, rationale, etc.
2. Primary goals are clearly stated and are in line with college and department goals.
3. Benefit of the proposed activity to the applicant's department.
4. Potential benefit of the proposed activity to the college.
5. Application demonstrates the necessity to obtain training from an outside source. There is no viable expertise within the college to be shared.
6. Potential to enhance the job performance of applicant.
7. Strength of supervisor's recommendation; supervisor feels strongly that this activity is important to the operation of the department and provides rationale in support of the proposal.
8. Value to the college based on cost.

**INDIAN HILLS COMMUNITY COLLEGE
INSTRUCTIONS FOR COMPLETING AND SUBMITTING
A STAFF DEVELOPMENT PROPOSAL PLAN**

1. Carefully review the application procedure on the form itself. Please note that you are to plan your activity in conjunction with your immediate supervisor.
2. Complete the application in detail, then route your completed application form to your supervisor, Department Chair and/or Dean. Please make sure all detail is provided (staff replacement cost, travel, etc.).
3. Once the proposal has been approved by the people listed above, submit your proposal to Tiffany Teeter in the Human Resources Office (it will then be forwarded to the Staff Development Committee) for evaluation. **The committee requests that proposals be submitted at least 2 weeks prior to a scheduled opportunity so that it can be fully considered by the committee.**

Subsequent flow of action:

- a. Once submitted, your proposal is given to the committee members for review.
- b. Proposals are reviewed and voted upon electronically. Committee members will be asked to respond with their vote within 3 days of receiving the proposal from Human Resources.
- c. After the voting is complete, applicants are informed immediately whether or not their proposal has been accepted.

**STAFF DEVELOPMENT ACTIVITY PROPOSAL
2021-2022**

NAME _____

DIVISION _____

**PROGRAM OR
DEPARTMENT** _____

**IMMEDIATE
SUPERVISOR** _____

I. Description and Location of Proposed Activity:

II. List Primary Goals and Rationale for Proposed Activity (Include Benefit to College)

III. Proposed Activity Time Frame/Documentation of Costs:

Beginning Date: _____ Ending Date _____

Total Days Released from Regular Work Assignment: _____

If faculty, how will your classes be covered in your absence (requires approval of division dean):

Dean's initial

Reimbursement of Transportation costs will be computed at the least cost to the College. (All travel arrangements must comply with existing college policy. Please refer to IHCC Staff Handbook approval of travel expenditures and expenses.) Out of state travel requires approval of the College President. The travel request should clearly indicate if it has been approved by the staff development committee.

Mode of Transportation: _____ Privately owned vehicle
_____ Other (Specify) _____ \$ _____

Mileage: _____ Miles @ \$.560/mile \$ _____

Number of days for lodging: _____ Number of rooms required: _____

Motel or hotel where you will be staying: _____

Rate: Maximum allowable per day - \$75.00 plus local fees/taxes
The \$75.00 rate may be exceeded with proper documentation and approval.
_____ Days @ \$ _____ \$ _____

Meals: Meal costs should be reasonable and necessary, and incurred while away from home for the purpose of the staff development activity. \$ _____

If substitute staff required, include cost: \$ _____

Registration Cost: \$ _____

Other (e.g. parking, taxi, materials/supplies, etc.)
Explain: _____ \$ _____

ESTIMATED TOTAL EXPENSES: \$ _____

(If attending a conference or special event, include copy of brochure or program.)

IV. Additional Information (e.g. external funding for proposal from other source, other supportive information.

V. Personal Statement:

In accepting staff development funds, I agree to repay to Indian Hills Community College in full for any expenses should I terminate my employment within one year after completion of this staff development activity. This obligation may be terminated by agreement of both parties.

Applicant Signature: _____ Request Date: _____

VI. Supervisor's Recommendation (should address value added to the college and our students):

Is this required training? _____ Yes _____ NO Supervisor's initials _____

Has applicant attended this activity in the past? _____ Yes _____ No

If yes, please provide the dates attended and how the activity was funded: _____

Supervisor's initials _____

Please note: If this activity was paid by staff development funds within the last three years, the committee may be less likely to approve this activity proposal.

I acknowledge that this is a worthy staff development activity for our department

Supervisor's Signature: _____ Date: _____

Department Chair or Dean: _____ Date: _____