

A dark blue vertical bar runs down the left side of the page. A blue arrow points to the right, overlapping the bar, with the text 'FY 2020-2021' inside it.

FY 2020-2021

Staff Development Application

PLEASE SUBMIT ALL SIGNED APPLICATIONS & REQUISITIONS TO THE CHAIR OF STAFF COUNCIL **BEFORE** BEING SUBMITTED TO THE BUSINESS OFFICE.

ONCE STAFF COUNCIL APPROVES APPLICATIONS THE CHAIR WILL SUBMIT ALL DOCUMENTS TO THE BUSINESS DEPARTMENT FOR PROCESSING.



GLENVILLE
STATE COLLEGE

APPLICATION
STAFF PROFESSIONAL DEVELOPMENT (SC-10/19)

Be sure to thoroughly read all regulations on the back of this application.

SECTION 1. To be completed by employee.	
Name _____	
Address _____	
Semester <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year _____	Field of Study _____
Title of activity or course: _____	
Number of credit hours: _____	Day(s)/Time(s) of activity or course: _____
Institution offering courses: _____	
Description of activity or course description. _____ _____ _____	
Justification of activity or course(s): _____ _____ _____	
Cost of project/activity or course (tuition, transportation, etc.): _____	
Have you previously been the recipient of professional development? <input type="checkbox"/> Yes Please specify semester and/or year of most recent award. _____ <input type="checkbox"/> No	
Will you be receiving any Financial Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify type and amount. _____	Have you been employed by Glenville State College for 1 year? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>By signing below I understand that I will be reimbursed for the above activity/course I am requesting Staff Development Funds</i>	
_____ Signature of Employee	_____ Date
SECTION 2. To be completed by supervisor or department head.	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____ Signature of Supervisor or Department Head Date	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____ Signature of Vice President or President Cabinet Member Date	
SECTION 3. To be completed by Staff Council.	
Application Received: Date _____ Time _____ _____ Signature of Receiving Staff Council Member	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____ Signature of Awarding Staff Council Member _____ Date
AMOUNT APPROVED BY STAFF COUNCIL: _____	
REASON FOR DENIAL: _____	

Staff Development at Glenville State College

Glenville State College is a learning community. As such, we are committed to supporting the professional development of all employees. In support of our mission we value assisting our staff to be “thoughtful, productive, engaged and responsible citizens.” Our human resources are our greatest resources and, as such, deserve opportunities for growth, change and continuous professional improvement.

Professional development of our staff will help the College to become more focused on our strategic goals and initiatives, more responsive to the changing higher education environment, and more knowledgeable about issues impacting the world in which we live.

Staff Development is an employee-initiated, supervisor-supported learning opportunity either at Glenville State College or through other education and training programs whose central purpose is to meet personal and/or professional career goals. Employee learning is purposeful, planned, and supported. Professional and organizational growth may be enhanced through the use of staff development funds to increase professional development to advance job-related knowledge and skills, to advance higher education degrees, and to advance organizational skills regarding strategic planning, leadership or cultural competence.

GUIDELINES AND REGULATIONS FOR AWARDING STAFF PROFESSIONAL DEVELOPMENT

- I. Staff Council will be responsible for awarding all staff professional development. Applications should be fully completed and turned in no later than December 1 (first 6 months) or June 1 (second 6 months). Completed applications with requisition should be submitted to the Staff Council Chair.
- II. Activities included in staff professional development are: off-campus workshops, seminars, college courses, self-study, in-service meetings, lectures or projects designed to improve the communication/learning process and study or training in primary or auxiliary skills designed to enhance job performance.
- III. Professional Development funds will only cover the cost of tuition for a course or registration fees associated with an activity. **Funds will not cover costs such as textbooks, supplies, food, lodging, parking, or travel expenses. The maximum professional development award per semester/per employee will be \$1,000.00.**
- IV. A copy of the employee's grade(s) after a course(s) is completed must be submitted to the Business Office before any professional development funds will be released. If a grade of “F” is received for a course taken, the employee is not eligible to apply for additional professional development funds for three (3) years.
- V. If the employee is attending a seminar, conference etc., a copy of his/her **paid** registration for the event must be submitted to the Business Office in order for funds to be released. It must include the name of the event, the dates of the event and the payment receipt of registration.
- VI. All funds granted through professional development are reimbursements to the requestor. Applicants will be notified of their application status by means of a letter and/or a copy of the submitted application indicating their status. The original application will be housed with Staff Council.
- VII. Professional development will be awarded with priority given to first-time applicants while funds are available. Applicants who are previous recipients are to be ranked in such a way that the most recent recipients have the lowest priority. Date and time that applications are received will be considered whenever necessary.
- VIII. Employees are only permitted one approved application per 6 months. (July 1 - Dec. 31 & Jan. 1 - June 30).
- IX. Any incomplete or incorrect applications received will not be considered.
REQUIRED FOR APPLICATION CONSIDERATION: Completed and signed application and a completed Purchase Requisition with the employee requesting reimbursement listed in the “vendor” section (Requisition will be signed by Staff Council Chair).
REQUIREMENTS UPON APPROVAL: W-9 sent to Office of Business and Finance (if needed), copy of receipt of payment or tuition costs, final grade(s) in courses (if requesting funds for an academic course).

GLENVILLE STATE COLLEGE REQUISITION FORM										REVISED 20121109							
REQUISITION # (ASSIGNED BY THE BUSINESS OFFICE):										DATE:							
SECTION 1: REQUESTOR INFORMATION																	
DATE:				NAME:						DEPARTMENT:							
SECTION 2: HOSPITALITY AND EVENT INFORMATION																	
DATE OF EVENT:					# OF ATTENDEES:				TYPE OF ATTENDEES:								
NAME OF EVENT:								LOCATION OF EVENT:									
SECTION 3: PURPOSE (REASON FOR EXPENDITURE AND/OR DESCRIPTION OF HOW EXPENDITURE MEETS THE GRANT OBJECTIVES AND THE GOALS OF THE COLLEGE)																	
SECTION 4: VENDOR, TRAVELER OR GROUP INFORMATION																	
NAME & ADDRESS:										NAME OF CONTACT:							
PHONE #:						EMAIL ADDRESS:											
SECTION 5: ORDER INFORMATION										QTY		UNIT PRICE		EXT PRICE			
										TOTAL							
SECTION 6: TRAVEL										QTY		UNIT PRICE		EXT PRICE			
DATE OF TRAVEL:																	
DESTINATION:																	
AIRFARE:																	
CAR RENTAL:																	
LODGING:																	
MEALS:																	
MILEAGE:																	
CONFERENCE FEE:																	
OTHER:																	
										TOTAL							
SECTION 7:		FUNDING INFORMATION															
FUND						ORGN				ACCT				AMOUNT			
FUND						ORGN				ACCT				AMOUNT			
FUND						ORGN				ACCT				AMOUNT			
FUND						ORGN				ACCT				AMOUNT			
SECTION 8:		REQUIRED APPROVAL SIGNATURES (MUST BE OBTAINED BEFORE SUBMITTING TO THE BUSINESS OFFICE)															
1		DEPARTMENT HEAD OR COACH: <small>VERIFIES EXPENDITURE IS NECESSARY AND IS IN BEST INTEREST OF THE DEPARTMENT.</small>										DATE:					
2		OFFICE OF TECHNOLOGY FOR ALL COMPUTER GOOD AND SERVICES: <small>VERIFIES EXPENDITURE IS APPROPRIATE AND COMPATIBLE WITH GSC TECHNOLOGY.</small>										DATE:					
3		AREA VICE PRESIDENT OR DIRECTOR IF EQUAL TO OR GREATER THAN \$1,000.00: <small>VERIFIES THAT EXPENDITURE MEETS THE OBJECTIVES OF THE UNIT.</small>										DATE:					
4		GRANT OFFICE FOR ALL GRANT EXPENDITURES: <small>VERIFIES EXPENDITURE MEETS THE OBJECTIVES OF THE GRANT AND PROMOTES THE GOALS OF THE COLLEGE.</small>										DATE:					
5		PRESIDENT: ALL GRANT AND 1 ST YEAR EXPERIENCE EXPENDITURES; ALL EXPENDITURES >= \$5,000.00. <small>VERIFIES APPROVAL OF EXPENDITURE.</small>										DATE:					
SECTION 9:		REQUIRED BUSINESS OFFICE SIGNATURE (REQUISITIONS WITHOUT ALL REQUIRED SIGNATURES WILL BE RETURNED TO THE REQUESTOR)															
1		CONTROLLER: <small>VERIFIES THAT FUNDING IS AVAILABLE WITHIN DESIGNATED FUNDING SOURCE.</small>										DATE:					
2		VICE PRESIDENT FOR BUSINESS & FINANCE: <small>VERIFIES THAT EXPENDITURE IS NECESSARY AND IN BEST INTEREST OF COLLEGE.</small>										DATE:					