

STAFF AND PROGRAM DEVELOPMENT

Manual

2006 – 2007

As of 11/15//2006



SEMINOLE COMMUNITY COLLEGE

**Seminole Community College
Staff and Program Development Manual
2006-07**

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INTRODUCTION

Staff and Program Development (SPD) was established in the Florida Community College system to help provide support for professional growth, innovation, program development, research, and analysis. Consistent with this purpose, Seminole Community College provides funding to assist with staff training, teaching-learning activities, instructional equipment, and travel.

Development using SPD funds may include the following:

- In-service training for faculty, staff, and administrators
- Design, analysis, implementation, and improvement of current program offerings or services
- Initiation of programs designed to meet student and community needs
- Improvement of professional competencies
- Articulation with the community, institutions, industries, and other organizations
- Projects that attract and retain external support
- Equity issues
- Develop instructional programs and curricula

All personnel are encouraged to utilize these resources to advance the institution and for professional development. SPD funds are available to all college personnel to support the following:

- Staff development
- Sabbatical Leave
- Travel
- Curriculum and instructional development
- Program development

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COMMITTEE PRACTICES AND PROCEDURES

Attendance – **Attendance is mandatory at the meetings.** After missing two meetings, the SPD committee may determine that the absent member will be replaced.

Quorum - A majority constitutes a quorum for any meeting of the Staff and Professional Development Committee. No business shall be transacted at any meeting unless a quorum is present.

Proxy – **A member who is unable to attend a meeting may designate another committee member as a substitute with voting privileges for that meeting. This proxy designation must be directed in writing to the SPD Representative prior to the meeting.**

Voting – Voting shall be by voice unless a written ballot or email ballot is requested by the Chairperson of the committee.

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COLLEGE WIDE GOALS

1. **Student Success:** SCC will help students define and successfully achieve their learning objectives and career goals through student-centered processes and the highest quality learning environment.
2. **Access:** Access to SCC programs and services will increase to meet Seminole County's need for an educated, highly skilled workforce.
3. **Workforce Development:** The pool of employees qualified to meet the needs of regional employers will increase.
4. **Efficiency and Effectiveness** of college operations will improve.
5. **Quality Workplace:** SCC will be a great place to work.

COLLEGE-WIDE PRIORITIES

1. **Lead Our Region:** SCC will lead Seminole County and our region in higher education, community enhancement, economic development, diversity and cultural enrichment.
2. **Engage Our Many Constituents:** SCC will engage our community constituents, students, faculty, and staff in the design, delivery, and support of programs and services that meet or exceed changing student and community needs.
3. **Collaborate With Our Educational Partners:** SCC will collaborate with K-12, college, and university educational partners to improve opportunities for access and success from secondary studies through the baccalaureate degree.
4. **Enhance Our Exceptional Quality:** SCC will enhance the quality of instruction and learner support services by providing students with optimum opportunities to learn and to succeed.
5. **Impart Our Distinctive Qualities:** SCC will define and promote the distinctive qualities that SCC will impart to students and community constituents through College programs and services.
6. **Develop And Grow The Finest Faculty and Staff:** SCC will create a comprehensive personnel development program designed to increase institutional effectiveness and performance and enhance the strategic capabilities of SCC faculty and staff.
7. **Strengthen Our Resource Base:** SCC will strengthen the resource base and the financial capabilities of SCC by securing major gifts, grants, equitable funding, and non-traditional revenue streams through collaborative initiatives with profit and not-for-profit organizations.

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8. **Balance Our Growth And Quality:** SCC will balance the relationship between growth and quality by aligning the organizational structure of SCC with conditions that encourage diversity, consider optimal growth, respond to changing infrastructural needs, and reflect available resources.
9. **Remain “One College” Even As We Expand:** SCC will establish a coordinated “One College” campus developmental plan that addresses uniqueness and consistency in operations using varied delivery modes at multiple sites throughout Seminole County and our extended service region.

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COMMITTEE

Mission Statement

The mission of the SPD Committee is to promote the professional development of staff, enrich college programs and services, and enhance teaching and learning.

Purpose

The purpose of the SPD Committee is to enhance decision-making in matters pertaining to the professional development of college personnel and the improvement of college program offerings or services. Members of the committee assist in publicizing the benefits and making suggestions for improvements. The committee reviews funding requests and makes recommendations to the President. Each year a Staff and Program Development Plan is developed that includes the process for administering the program and a guide for participants.

Membership

The Staff and Program Development Committee is a standing elected committee with membership consisting of fifteen (15) College employees who have expressed a desire to be an elected SPD representative. Members serve two-year terms that are staggered so that eight are elected in even-numbered years and seven in odd-numbered years. Each spring the SPD Administrator will conduct an election to choose representatives for the following academic year. The SPD Committee Chair will replace members who have resigned or terminated their membership. The committee includes the following elected representatives:

Voting Members

Administration		1
Instruction		
Adult and Continuing Education	2	
Arts and Science	2	
Career & Technical Education	2	
College-wide Instruction	2	
Total Instruction		8
Career Service personnel		4
Other Professional personnel		2
Total Voting Members		15

Non-Voting Members

SPD/Budget Specialist		1
Equity Coordinator		1

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COMMITTEE MEMBERS 2006-2007

Area	Representative	Department
Administration	Christine Robinson	Planning, Assessment, and Quality Improvement
Faculty - Adult & Cont Ed.	Cynthia Godby	Adult High School
Faculty – Adult & Cont Ed	Frankie Huff	Adult High School
Faculty - Arts and Sciences	Barbara Hunnicutt	Biology Sciences
Faculty – Arts and Sciences	Karen Schwitters	Mathematics
Faculty - Career and Technical Programs	Sandy Keeter	Information Systems/Business & Legal Studies
Faculty - Career and Technical Programs	Laura Aromando	Nursing
Faculty - College-Wide	Ben Taylor	Business & Information Technology
Faculty – College-Wide	Carol Clayton	Health & Public Safety
Career Service	Elaine Iannelli	Office of Finance and Budget
Career Service	Anita Poole	Diversity & Equity
Career Service	Marsha Santos	Student Recruitment
Career Service	Erika Wagner	Career Programs
Other Professional	Curtis Hague, Jr.	Criminal Justice Institute
Other Professional	Janet Gary	Enrollment Services
Ex-officio Members Non Voting		
SPD/Budget Specialist	Susan Montgomery	SPD/Office of Finance and Budget
Equity Coordinator	Lonnie Thompson	Equity

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COMMITTEE MEMBERS 2007-2008

Area	Representative	Department
Administration	TBA 2007-08 Election	
Faculty - Adult & Cont Ed.	TBA 2007-08 Election	
Faculty – Adult & Cont Ed	Frankie Huff	Adult High School
Faculty - Arts and Sciences	Barbara Hunnicutt	Biology Sciences
Faculty - Arts and Sciences	TBA 2007-08 Election	
Faculty - Career and Technical Programs	TBA 2007-08 Election	
Faculty - Career and Technical Programs	Laura Aromando	Nursing
Faculty - College-Wide	TBA 2007-08 Election	
Faculty – College-Wide	Carol Clayton	Health & Public Safety
Career Service	TBA 2007-08 Election	
Career Service	TBA 2007-08 Election	
Career Service	Marsha Santos	Student Recruitment
Career Service	Erika Wagner	Career Programs
Other Professional	TBA 2007-08 Election	
Other Professional	TBA 2007-08 Election	
Ex-officio Members NonVoting		
SPD/Budget Specialist	Susan Montgomery	SPD/Office of Finance and Budget
Equity Coordinator	Lonnie Thompson	Equity

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OBJECTIVES

This section identifies the objectives for Staff and Program Development. Following each objective statement is a statement of the rationale for the objective.

- I. Objective: Provide in-service training programs for faculty, staff, and administrators.

Rationale: The quality of education services offered at Seminole Community College is directly related to the level of expertise of the staff members. The involvement of college staff in workshops, seminars, symposia, and selected visitations to exemplary programs is important to their continued development and to the offering of quality educational services.

- II. Objective: Provide opportunities for full-time and part-time instructional staff to design, and implement new program offerings or services and to analyze and improve current program offerings.

Rationale: Instructional staff must have opportunities to explore more effective methods of conducting programs and services. Through this process of analysis and development, staff will acquire knowledge and skills, grow professionally, and increase their ability to offer improved educational experiences to students.

- III. Objective: Encourage the full-time and part-time college staff to innovate, to experiment, to implement and to evaluate programs specifically designed to meet student and community needs.

Rationale: A need exists to experiment with administrative and instructional techniques and formats, resource materials, and innovative programs.

- IV. Objective: Maintain a staff of qualified full-time and part-time personnel with up-to-date and improved professional competencies.

Rationale: Change is occurring in education at an unprecedented rate. If the commitment to quality education for students is to be met, the enhancement and updating of professional competencies must be a continuous process. Seminole Community College staff will have the opportunity to become involved in college credit courses and in-service education programs to enhance job-related professional competencies.

- V. Objective: Provide opportunities for efficient utilization of the professional expertise of staff.

Rationale: Personnel must have opportunities to make the best use of their abilities and talents. The involvement of staff in in-service education programs will enhance their professional status and their ability to serve the students and enhance instruction.

- VI. Objective: Provide for development and/or articulation with the community, institutions, industry, and other organizations that receive SCC graduates.

Rationale: Expansion and improvement of the performance of Seminole Community College graduates and non-completers, which are in senior institutions, and business and industry, will improve programs and student performance.

- VII. Objective: Develop special projects that attract and retain external support for the identified program needs and commitments of the college.

Rationale: A variety of community and special support efforts are important to the College. Effective methods of providing general and financial support for all programs must be routinely developed and implemented.

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VIII. Objective: Further implement the equal access/equal opportunity plan.

Rationale: EA/EO is a part of the institution's responsibility, thus support for efforts to accomplish this objective should be provided in all areas of the college.

PROFESSIONAL STUDY

I. Objective:

To provide opportunities for instructional, administrative, and career support staff to improve their professional and work-related competencies, work toward a degree in an approved and accredited program, or retrain to meet new institutional program objectives.

The purpose of the study or training may be one or more of the following:

- A. Department need, job related study, or skill improvement
- B. Degree
- C. Professional certification or re-certification
- D. Update training directly related to job responsibilities

II. Guidelines:

- A. All personnel
 1. The above objective will be accomplished by providing payment for tuition and certain fees, which are indicated in section IV Reimbursement.
 2. Request for tuition or fee reimbursement must be submitted **prior** to the starting date of the study or training. Tuition and fee reimbursement requests received after the activity or class has started or finished will not be approved.
 3. For degree seeking applicants, a planned program of study is required. For all other applicants a statement of the direct relationship of the activity to work improvement is required.
- B. Full-time employees must have been employed full-time for at least six (6) months
- C. Part-time Personnel

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Part-time employees must meet the following eligibility requirements in order to be eligible for tuition reimbursement. These requirements must be met prior to each request.

1. Part-time instructional employees must be employed at the college and must have at least 225 contact hours (equivalent of one term of hours for a full-time college credit instructor: 15 hour-load x 15 weeks in a term) within a 2-year period prior to applying for funding.
2. Part-time non-instructional employees, excluding student employees, must have completed 600 hours of employment within a 2-year period prior to applying for funding. Student employment positions are ineligible for SPD travel and professional study funding.
3. Part-time employees who are employed in both instructional and non-instructional non-student positions will need to work the minimum required hours within a 2-year period prior to applying for funding. The hours in each category will be weighted to determine if this criterion is met. Example: an employee who works 56.25 instructional hours, which is 25% of the 225-hour requirement and 450 non-instructional non-student employment hours, which is 75% of the 600-hour requirement, will be considered to have met the requirement because the combination equals 100% of the minimum requirement.
4. The SPD committee may grant special consideration to employees who do not meet these requirements provided that the study and training activities are immediately needed for college responsibilities.

III. Application Procedures

- A. Obtain Request for Professional Study form from the SPD/Office of Finance and Budget. The form is included in this manual.
- B. Submit completed form to the SPD/Office of Finance and Budget, with required signatures, registration paperwork, prior to the start of the activity.

IV. Reimbursement

- A. The person must be employed at the end of the activity funded.
- B. All employees requesting SPD reimbursements for professional study are hereby advised that reimbursements will only occur if funds are available at the time the reimbursement is being processed.
- C. The SPD committee may grant special consideration to employees who do not meet the full-time or part-time service requirements, provided that the study and training activities are immediately needed for college responsibilities.

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- D. Proof of payment is required for reimbursement. The intent is that reimbursement will be made to employees when the initial payments are related to: personal out-of-pocket expenses, personal loans obtained through financial aid, payments made by family members, the Florida Prepaid College Program, etc. Payments made by federal, state, or institutional grants, (e.g. Pell, Bright Futures), or scholarships are ineligible for reimbursement. Payments made by other third parties will be approved/disapproved according to the intent of this guideline.
- E. For full-time employees, the maximum reimbursement per fiscal year for any combination of tuition and travel is \$2,000.
- F. For part-time employees, the maximum reimbursement per fiscal year for any combination of tuition and travel is \$750.
- G. Reimbursement is for tuition and certain associated fees that are charged with tuition, such as, access fees, capital improvement fees, financial aid fees, student activity fees, technology fees, laboratory fees, health fees, and certification fees incurred by college personnel while enrolled in college credit and non-credit activities. Testing fees will also be covered if the testing is for job-related certifications, such as automotive certification testing for automotive faculty, computer certification testing for networking faculty. **Books, organizational memberships, test preparation courses (examples: GMAT and GRE test preparation courses), testing (other than job-related certification testing), application fees, and convenience fees for charging tuition online, are not included.** Seminole Community College parking fees will be covered, but parking fees at other institutions are not covered.
- H. If the course(s) or job-related certification tests are not completed successfully with a “C” or better (or equivalent), the employee must notify the SPD/Office of Finance and Budget that reimbursement will not be requested.
- I. For *college credit* courses, transcripts and/or certificates of completion are to be submitted to the SPD/Office of Finance and Budget at the end of the course. A certificate of completion is required for *non-credit* courses and activities. If a certificate of completion cannot be obtained, a brief written verification may be submitted along with documentation from the event. Transcripts and/or certificates of completion are to be submitted to the SPD/Office of Finance and Budget at the end of the course.
- J. **Reimbursements must be requested in the fiscal year in which they occur.** No payments will be issued unless all documentation is received prior to June 30.

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Request for Funding – Professional Study

Section 1 – Employee Complete sections 1, 2, and 3 and submit all pages with required documentation attached, **PRIOR** to the start of the class/workshop. Submit form to SPD/Office of Finance and Budget – A-101. **See back of form for instructions.** Detailed instructions can be viewed at <http://www.scc-fl.edu/ofb/spd/fundrequest.htm>

Name _____ Employee ID # _____ Today's Date _____
Dept # _____ Department _____ Full Time
 Part-time (excludes student employment)

Section 2 -Employee - Development Activity (Please put *all* classes you are requesting reimbursement for this term.)

Course Number	Section Number	Course title, Conference Workshop title, etc.	Credit Hours	CEU
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Include payment for tuition, lab fees, job-related test certification fees, etc. **Books, parking fees, convenience fees, test prep courses, testing (other than job-related certification testing), and application fees are not included**

Required: Copy of fee statement attached Copy of course schedule attached **In order to be approved for reimbursement you will need to provide proof of payment. Some third party payments are ineligible for reimbursement – see back of form. You must also receive a grade of C or better.)**

Tuition or Cost \$ _____ Lab \$ _____ Other \$ _____ Total Request \$ _____

What institution are you attending? _____ Beginning date of course _____ Ending date of course _____

Notify the SPD/ Office of Finance and Budget immediately upon dropping, changing, withdrawing from a course, or not attending a conference or workshop so that funds can be reallocated.

Section 3 – Employee Reason for Study or Training (complete one and forward to SPD/Office of Finance and Budget) Instructions on back.

1. Job Related _____
2. Degree/Certificate _____
3. Other (specify) _____

Section 4- SPD/Office of Finance and Budget

Employee's Full-time date of employment _____ (must be employed at least 6 months full-time) **OR**
Employee's Part-time date of employment _____ Accumulated hours must meet minimums within 2-year period prior to beginning of prof. study. Instruct. hrs worked (225-hour min.) _____, Non-Instruct. Non-Student Employment hrs worked (600-hour min.) _____

Yes No Eligibility for request approved _____
Signature of SPD Representative _____ Date _____

Section 5 – Employee-Certification Upon Completion of Course/Conference

I hereby certify that the above course, conference or workshop **has been completed**. I have not received and will not receive compensation from any source other than Seminole Community College. The initial payments were **not** made by a federal, state, institutional grant, or scholarship. This claim is correct and conforms with policies related to professional study. **Required:** Copy of grade and/or certificate Copy of proof of payment

Sign **after** course is completed _____
Signature – Employee _____ Date _____

Section 6 – SPD - Reimbursement (this is completed by SPD/Office of Finance and Budget after course is completed.)

\$ _____
Amount of Reimbursement _____ Signature SPD Administrator _____ Date _____

Section 7 – Office of Finance and Budget

Budget Center # _____	Fund _____	Program _____	Dept _____	Class _____	Account Code _____	Total Reimbursement \$ _____
Audited by: _____						Date _____

Instructions for “Request for Professional Study”

Employee requesting funding completes sections 1, 2, and 3 and submits form to the SPD/Office of Finance and Budget with required documentation. **Form MUST be turned in PRIOR to the start of the class/workshop to be considered for reimbursement.** Detailed instructions can be viewed at <http://www.scc-fl.edu/ofb/spd/fundrequest.htm>.

Section 1

Fill in all requested information.

Section 2

All employees requesting SPD reimbursements for professional study are hereby advised that reimbursements will *only* occur if funds are available at the time the reimbursement is being processed.

Fill in all requested information and attach the required copy of the fee statement and the course registration/schedule. Requests received that are incomplete or are without supporting paperwork will be returned to the employee. Indicate payment for tuition, lab fees, certifications fees, etc. ***Books, organizational memberships, parking fees, late fees, convenience fees, test prep courses, testing (when not job-related certification testing), and application fees are not allowable for reimbursement.*** Full-time employees may request up to \$2000.00 per fiscal year after being employed full-time for 6 months. Part-time non-student employees may request up to \$750.00 per fiscal year after reaching the required accumulated hours. Part-time instructional employees must be employed at the college and have completed 225 contact hours within the 2-year period prior to applying for funding. (Equivalent of one term of hours for a full-time instructor: 15 hour-load x 15 weeks in a term). Non-instructional employees (excluding student employees who are ineligible) need 600 hours.

Section 3

Specify the reason for requesting funding. The reason must be related to your job, such as skill improvement, department need, working toward a degree, professional certification or re-certifications, or a study that contributes to the accomplishment of the college’s mission, vision, and goals. For degree seeking applicants, a planned program of study is **required**. For all other applicants, a statement of the direct relationship of the activity to work improvement is **required**.

Section 4

To be completed by the SPD/Office of Finance and Budget. The hours worked by **part-time** non-student employees will be filled in by the SPD office when the form is turned in with sections 1-3 already completed.

Section 5

Submit a copy of your completed grade/certificate along with proof of payment to the SPD/Office of Finance and Budget, certifying that the activity has been completed. The intent is that reimbursement will be made to employees when the initial payments are related to: personal out-of-pocket expenses, personal loans obtained through financial aid, payments made by family members, the Florida Prepaid College Program, etc. Payments made by federal, state, or institutional grants, (e.g. Pell, Bright Futures), or scholarships are ineligible for reimbursement. Payments made by other third parties will be approved/disapproved according to the intent of this guideline. The form is signed at this time. **Do not sign beforehand.**

Section 6

The SPD office completes this section, **after** the course has ended. No funds will be refunded if paperwork was not approved and turned in prior to the start of class/workshop.

Section 7

The Office of Finance and Budget will complete this section once all other sections are completed and required documentation has been received.

Required documentation: (1) Copy of fee statement showing class registration and the specific amount requested. (2) Planned program of study, or statement of the direct relationship of the activity to work improvement. (3) Upon completion of activity, submit a copy of grade/certificate and proof of payment.

Please contact the SPD/Office of Finance and Budget if you have any questions. This information is also located in the SPD Manual, which is located in the Office of Finance and Budget section on the SCC web site <http://www.scc-fl.edu/ofb/spd/>

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TRAVEL
2006-2007

I. Objectives:

- A. Provide opportunities for employees to become involved in educational experiences and professional activities that are relevant to assigned responsibilities.
- B. Provide support needed by full-time employees because of their service as a state, regional, or national officer of a professional organization. The services to be rendered should relate to the mission, vision and goals of the college and to the duties and responsibilities of the requester at SCC.

II. Procedures:

SPD guidelines exist to assist in extending the limited funds to support as much travel as possible. SPD support may not exceed fifty percent (50%) of the travel cost. *The maximum reimbursement, per full-time individual, per fiscal year, for any combination of tuition and travel is \$2,000.00. The maximum reimbursement per part-time employee (excluding student employees – who are ineligible) is \$750.00 per fiscal year, for any combination of tuition and travel. See <http://www.scc-fl.edu/ofb/travel/> for instructions.*

- A. Employees may attend conferences, workshops, or seminars, and make visitations for the purpose of updating knowledge and skills as it pertains to their college position.
- B. Employees should minimize costs by seeking programs at the closest location with the least expensive registration and lowest fares.
- C. Support is **not** intended to pay dues or ordinary expenses for a professional organizational membership, but is intended to cover travel costs for out-of-state, regional, or national meetings, which are not otherwise covered by the organization.
- D. Travel outside the contiguous United States requires documentation of travel benefits and requires the approval of the President and the District Board of Trustees.
- E. Requests for travel must be submitted form five business days prior to the next regular SPD Committee meeting. **All travel requests must be submitted prior to departure.** All requests will be considered at the next monthly SPD Committee meeting, but not necessarily approved. **Reimbursement is not guaranteed until approved by the committee.** The SPD Committee will make recommendations on travel requests that exceed \$250.00.
- F. Travel requests of \$250.00 or less are approved by the SPD/Budget Specialist without committee review. A report of the travel approved for \$250.00 or less will be made to the SPD Committee at the next regular meeting.
- G. All pertinent travel information should be included in the request including itineraries, activity descriptions, costs, etc.
- H. The approval of the SPD Committee must be obtained prior to any action, which may result in a commitment of college services or resources.

PROGRAM DEVELOPMENT (PROJECTS)

I. Objectives

- A. Provide funds to be used by instructional personnel for curriculum development, for the development of instructional materials, and conducting research.
- B. Provide funds for the development of programs for instructional support, including start-up equipment. Note: Equipment allocations are limited to **20%** of the SPD project budget.
- C. Provide funds to be used by non-instructional personnel for project development related to the delivery of services and streamlining of processes and practices
- D. Provide funds (mini projects) during the second semester for innovative or special proposals that can be completed in a six-month period unless an extension is requested and granted by the SPD Committee.

II. Procedures

- A. Project proposals must be submitted on the SPD project request form by the published deadline. Project proposals are reviewed by the SPD Committee. If funds are available, a call for mini projects may be made prior to the end of the fiscal year. All projects must be completed by June 30.
- B. Project initiators must be full-or part-time personnel.
- C. Get project request form from the SPD/Office of Finance and Budget. .
- D. Complete form and narrative following the guidelines on the back of the SPD Project Request form. In the narrative be sure to include the following:
 - **Relationship of the project to SCC's Organizational Goals and Priorities and the SPD objectives:** Identify the SCC goal and priority that this project addresses. Explain how this project will help SCC achieve that goal and priority.
 - **Target Population:** Describe the populations(s) that will benefit from this project. Give evidence of the need for the project in terms of the population benefited. Describe the value to the college for the money spent.
 - **Project Objectives:** List measurable objectives that will be attained by the proposed activities.
 - **Rationale for project:** Clearly indicate evidence of the need for the project and the value to be gained at the college.
 - **Procedures:** State specific procedures that will be followed in developing the project.
 - A timetable and a list of persons who will hold major responsibilities for carrying out the proposed activities should be included
 - Determine if the stipend is an Academic Supplement or Curriculum Development. According to the 2006-07 salary guidelines, an Academic Supplement is allotted \$324.64 per month, not to exceed \$1298.56 per term, or \$16.23 per hour for Curriculum Development, meetings, workshops, or seminar in-service attendance.
 - Activities should be planned so that an interim report can be provided and final report submitted upon completion of the project.
 - If you do not complete the project in the fiscal year in which it was begun, you must request permission to carry over the funds to the next fiscal year.
 - **Evaluation:** The project evaluation methods should specify the criteria that will be used to measure the intended results.
 - **Cost:** Include a statement of the commitment of an area or department of the college that will support the activities.

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- Expenditures (equipment, supplies, salaries, consultants, etc.) should be described in the proposal narrative, and summarized on page 1 in the budget section
 - Payments for services rendered, such as stipends will be in accordance with the Board approved salary schedule. Part-time employees will be paid on an hourly basis in accordance with the Board approved salary schedule.
 - Minor equipment (70500) has a useful life of at least one year, non-consumable, non-recurring, has a per unit cost over \$100 but less than \$1,000. Remember to include the cost of shipping in your request. (not tagged by property office)
 - Minor capital equipment requests (70600) is non-consumable, non-recurring dollars for equipment that has a per unit cost equal to or greater than \$1000 but less than \$5000. Remember to include the cost of shipping in your request. (tagged by property office and inventoried annually)
- E. Submit **(20)** copies of the form and narrative to SPD/Office of Finance and Budget by the published deadline.

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**PROJECT REQUEST
2006/2007 FY**

REQUESTER(s) _____ DEPARTMENT _____

PROJECT NAME _____ STARTING DATE _____

Project relates to: SPD Goal number _____ SCC Organization Goals 2006/2007 _____

SCC Priority number _____

PROJECT DESCRIPTION (check all that apply)

New Program _____	Consultant Services _____
Media Development _____	In-Services Training _____
Staff Development _____	Instructional Package Development _____
Innovative Instruction _____	Prof. Organization Service _____

Has this request received prior support? YES ___ \$ _____ NO _____

Has this request received prior support from other college budgets? YES ___ \$ _____ NO _____

- *NOTE: (1). **Submit original copy of request.** (Directions on reverse side).
 (2) If funds are not expended in this fiscal year, a request to extend funds must be submitted.
 (3) Stipend may not exceed \$1298.56 per term or \$324.64 per month plus benefits

COST OF PROJECT

(Include Details in Narrative)

GL	Descrip.	Compensation	Cost Of Benefits	Amount Requested SPD Funds	Amount From Other Sources	Source Of Other Funds	Total amount of Project
52100	Academic Stipend						
53100	Admin. Stipend						
65000	Consultant		N/A				
65500	Materials	N/A	N/A				
70__	Equipment	N/A	N/A				
_____	Other	N/A	N/A				
	Total						

Requester _____

Date _____

Supervisor _____

Date _____

Dean _____

Date _____

Vice President _____

Date _____

SAMPLE PROJECT PROPOSAL

GUIDELINES

The following items should be included in the proposal:

Relationship to SCC Organization Goals 2006-2007

Identify the SCC goal, which this project addresses. Explain how this project will help SCC achieve that goal.

College-Wide Goals

1. **Student Success:** SCC will help students define and successfully achieve their learning objectives and career goals through student-centered processes and the highest quality learning environment.
2. **Access:** Access to SCC programs and services will increase to meet Seminole County's need for an educated, highly skilled workforce.
3. **Workforce Development:** The pool of employees qualified to meet the needs of regional employers will increase.
4. **Efficiency and Effectiveness** of college operations will improve.
5. **Quality Workplace:** SCC will be a great place to work.

College-Wide Priorities

1. **Lead Our Region:** SCC will lead Seminole County and our region in higher education, community enhancement, economic development, diversity and cultural enrichment.
2. **Engage Our Many Constituents:** SCC will engage our community constituents, students, faculty, and staff in the design, delivery, and support of programs and services that meet or exceed changing student and community needs.
3. **Collaborate With Our Educational Partners:** SCC will collaborate with K-12, college, and university educational partners to improve opportunities for access and success from secondary studies through the baccalaureate degree.
4. **Enhance Our Exceptional Quality:** SCC will enhance the quality of instruction and learner support services by providing students with optimum opportunities to learn and to succeed.
5. **Impart Our Distinctive Qualities:** SCC will define and promote the distinctive qualities that SCC will impart to students and community constituents through College programs and services.

6. **Develop And Grow The Finest Faculty and Staff:** SCC will create a comprehensive personnel development program designed to increase institutional effectiveness and performance and enhance the strategic capabilities of SCC faculty and staff.
7. **Strengthen Our Resource Base:** SCC will strengthen the resource base and the financial capabilities of SCC by securing major gifts, grants, equitable funding, and non-traditional revenue streams through collaborative initiatives with profit and not-for-profit organizations.
8. **Balance Our Growth And Quality:** SCC will balance the relationship between growth and quality by aligning the organizational structure of SCC with conditions that encourage diversity, consider optimal growth, respond to changing infrastructural needs, and reflect available resources.
9. **Remain “One College” Even As We Expand:** SCC will establish a coordinated “One College” campus developmental plan that addresses uniqueness and consistency in operations using varied delivery modes at multiple sites throughout Seminole County and our extended service region.

Target Population

Describe the population(s), which will benefit from this project. Give evidence of the need for the project in terms of the population benefited. Describe the value to the college for the money spent.

Project Objectives

List measurable objectives for the proposed activities.

Procedures

State specific procedures that will be followed in carrying out the objectives. A timetable and a list of persons who will hold major responsibilities for carrying out the proposed activities should be included. Activities should be planned so that an interim report can be provided to the SPD/Office of Finance and Budget, and a final report submitted upon completion of the project. If you do not complete the project in the fiscal year in which it was begun, you must request permission to carry over the funds to the next fiscal year.

Evaluation

Include the project evaluation methods that specify the criteria used to measure the intended results.

Cost

Include a statement of the commitment of an area or department of the college that will support the activities. Expenditures (equipment, supplies, salaries, consultants, etc.) should be included in the proposal, and summarized on page I in the cost section of the Project Request form.

Submission of Request

Submit requested number of copies (20) **and the original**, of the application to Susan Montgomery, SPD/Office of Finance and Budget, by **the published deadline**.

Estimate of Benefit Costs For SPD Project 2006/07

Complete only the highlighted sections of the form and the benefits will automatically calculate.

Name of Employee to be Paid by SPD Project	
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Estimate of gross pay to be paid by SPD project. Indicate the gross pay in the appropriate box, depending upon whether the employee is full-time, regular part-time or temporary part-time.

Full-Time Employee	Regular Part-Time Employee	Temporary Part-Time Employee

Benefit Costs Will Automatically Calculate

Benefit Type	GL	Fiscal Year 2006-07 Benefit Rates			Full-Time	Regular Part-Time	Temporary Part-Time
		Full-Time	Regular Part-Time	Temporary Part-Time			
FICA	59101	0.0620	0.0620	-	\$ -	\$ -	\$ -
Medicare	59102	0.0145	0.0145	0.0145	\$ -	\$ -	\$ -
Retirement	59203	0.1043	0.0985	-	\$ -	\$ -	\$ -
Total Estimated Cost of Benefits					\$ -	\$ -	\$ -

**SABBATICAL LEAVE
2006-2007**

I. Objectives:

To provide extended professional leave for professional enrichment to employees who have a minimum of five years full-time experience at SCC.

II. Guidelines:

The established SCC Sabbatical Leave procedure (#2.2300) will be followed in allocating these funds. The procedures can be accessed via the SCC website. The Sabbatical Leave committee rather than the SPD Committee makes the final recommendation to the President for Sabbatical Leave consideration.

III. Application Procedure:

Contact the Human Resources Office for appropriate forms and follow the procedure.