

STAFF DEVELOPMENT NEWSLETTER

At their meeting of October 9, 2008, the Staff Development Committee decided to publish a periodic newsletter. This first one will contain information concerning the processes in place to request funding. Special staff development funding is available for the 2008/2009 academic year to assist faculty, staff and administrators with the costs associated with conference and travel as well as special projects including Flex. For specific information, please see the following links:

Dean of Instructional Services,
Resource Development
and Research

Telephone: (619) 388-2509

Fax : (619) 338-2968

E-mail: yberglan@sdccd.edu

1. Conference and Travel Funding Request Instructions:

<http://www.sdmesa.edu/instruction/staff-dev/rssdf/instructions-ctfr.cfm>

2. Request for Funding:

<http://www.sdmesa.edu/instruction/staff-dev/rssdf/instructions-rff.cfm>

3. Flex Activity Funding Request:

<http://www.sdmesa.edu/instruction/staff-dev/rssdf/instructions-fafr.cfm>

CONFERENCE AND TRAVEL

This newsletter will feature conference and travel requests. There have been a number of questions concerning the submission of documentation at the **conclusion** of the activity. The following information is taken from the Guidelines posted on the Staff Development Committee website:

1. Complete the "Travel Request with Expenses" form (TR) within 10 working days and submit to the Mesa College Business Office (A101) with necessary original receipts.
2. Complete the "Report on Conference and Travel", and submit it to the committee Chair (Yvonne Bergland, A-109). Failure to submit this report could jeopardize consideration for future Staff Development conference and travel funding.