

VIRGINIA COMMUNITY COLLEGES ASSOCIATION

Professional Growth and Development Procedures and Forms

Virginia Community Colleges Association

Professional Growth and Development Procedures

I. Purpose

The VCCA grant program promotes the development and advancement of community college education in Virginia. The executive committee encourages programs which:

- promote the best possible conditions for professional service and growth;
- promote the involvement of all interested individuals and groups in a cooperative effort to improve Virginia community colleges and the programs and services they provide;
- promote the development and maintenance in a climate of excellence in teaching and learning and college support services, while preserving academic freedom and professional responsibility and ethics;
- promote improved communication about and among the community colleges of Virginia;
- benefit community college personnel from more than one institution.

Suggested topics for professional growth and development grants include:

- teaching, service, or technology innovation;
- future directions for the community college;
- distance learning, Internet, or Web projects;
- educational partnerships;
- student development, assessment, or retention;
- new relationships between/among faculty, administration, support staff, students, communities, and college boards; or
- innovation in office technology, professional activities, and shifting community college roles.

II. Rules of Eligibility

- The Professional Growth and Development Grant Proposal package must be e-mailed to the grant coordinator and VCCA president 60 days prior to the scheduled event. The grant coordinator will electronically submit the packet to the executive committee for approval.
- The person submitting the PG&D proposal must be a current VCCA member;
- All proposals must be submitted on the VCCA Professional Growth and Development forms available on the VCCA web page at <http://www.vccaedu.org> ;
- The proposed program must be designed to promote the community college mission within the Commonwealth;
- The proposed program must be planned and coordinated by community college personnel;
- Duplicate program proposals will not be accepted. (Colleges submitting the same project, service, or performance will be encouraged to develop joint proposals.);
- A proposal will not be accepted if the program has been completed and/or fully funded by another source;

- The proposed program must be open to all VCCS employees; and
- The proposal will have no limitations by age, color, creed, nationality, religion, gender, or disability for leaders, workers, or participants.

III. Expenditures

Allowable expenditures for keynote/core speaker:

Keynote/Core Speaker: Any person(s) who addresses the entire assembly of attendees of a conference or workshop.

VCCS Employees

Travel, meals, and lodging may be paid in accordance with VCCS and state travel allowances at the discretion of the VCCA executive committee.

Non VCCS Employees

Honorarium/speaker fee according to the approved contract

Travel, meals, and lodging in accordance with VCCS, state travel allowance and the approved contract.

Allowable expenditures for Concurrent session/workshop presenter/speaker

Concurrent session/workshop presenter/speaker: Any person(s) who addresses the attendees of a conference or workshop in any one (1) of a number of subgroups or breakout sessions occurring simultaneously.

VCCS Employees

None

Non VCCS Employees

An honorarium/speaker fee may be paid to a non VCCS employee subject to prior approval by the VCCA executive committee. Both PG&D proposal and concurrent session forms are required to be submitted in order to be considered.

Other Allowable Expenditures:

Meeting room charges are allowable, although every possible effort should be made to negotiate meeting room charges at no cost.

Audio/visual equipment requirements are allowable, although every possible effort must be made to use the audio/visual equipment from a nearby community college.

***Note: In no instance will a commission or a college be allowed to realize a profit from the funded project.**

Non-Allowable expenditures:

- No fees will be paid for services not connected with an approved budget activity.
- Rooms master billed to the VCCA are for lodging and taxes only. **No payment will be made for incidentals, room service, telephone calls or internet fees charged to the room.**
- No fees will be paid for services which were not performed.
- The travel expenses for participants to attend the meeting or workshops will not be paid.
- Funds will not be provided for meals, breaks, or refreshments for group participants. These costs may be recovered from registration fees collected or meal tickets sold.
- No funds will be paid for entertainment and alcoholic beverages.
- No funds will be paid for duplication costs incurred at the college for registration forms, brochures, etc.
- No postage for conference/workshop mail will be funded.
- Telephone expenses made in connection with planning the project will not be funded.
- Name badges and gifts for the participants attending the meeting or workshop will not be funded. This cost must be recovered from registration fees collected.

IV. Application Process

Steps to complete the application process (use the check sheet to make sure all information is submitted electronically to the VCCA grant coordinator).

1. Complete the Professional Growth and Development Proposal Form available on the VCCA web page at www.vccaedu.org.
2. Complete the contract/agreement between the VCCA and (name of person presenting the program).
3. Submit by e-mail the proposal form and agreement to the VCCA grant coordinator, with a copy to the VCCA president, for review by the executive committee.
4. The proposal must be submitted to the grant coordinator and VCCA president at least **60 days prior** to the proposed conference/workshop date:

Sharon Hutcheson
101 N 14th Street, 15th Floor
Richmond, VA
Telephone: 804-819-4910
Email: shutcheson@vccs.edu

V. After Receipt of the Proposal

A decision will be made by the executive committee and the conference/workshop coordinator notified within two (2) weeks of the receipt of the proposal. The executive committee has final approval or disapproval of all grant proposals. All project funds will be administered by the executive committee.

All publicity regarding funded programs must carry the following statement: "This program is funded in part by the Virginia Community Colleges Association."

VI. Submission Of Payments

- Within 2 weeks after the conclusion of the conference/workshop, all monies collected, a list of all participants, and the duplicate copy of the receipts must be submitted to the VCCA treasurer.
- Make individual checks for registration fees payable to VCCA or
- Make checks payable to sponsoring college and forward one college check payable to VCCA.
- The VCCA will provide a receipt book.
- A receipt must be issued by the conference/workshop coordinator for all monies received.
- No expenses are to be deducted from these funds.
- Send all monies collected to:

Becca Slayton, VCCA Treasurer
Dabney S Lancaster Community College
P.O. Box 1000
Clifton Forge, VA 24422
Telephone: 540-863-2879
bslayton@dslcc.edu

- Submit a completed payment request voucher and a travel voucher for expenses incurred to the VCCA grant coordinator. All supporting documentation with original receipts must be attached. Requests for payment must be approved by the workshop coordinator. Any unauthorized expenditures will be denied. Individuals who receive honoraria for conducting professional development activities will bear the tax burden and meet the obligations of federal and state regulations. All payments will be made by the VCCA treasurer within 30 days of receipt from the VCCA grant coordinator.
- Complete the final report and submit to the VCCA grant coordinator within two weeks after the program is presented.
- The conference/workshop coordinator is required to maintain copies of all submissions to the VCCA PG&D grants coordinator for a two-year period.

VII. General Provisions

Each commission or group that is awarded a grant is bound to the award in accordance with the terms agreed upon with the VCCA executive committee. Only the VCCA executive committee may enter into a contractual agreement that obligates the funds of the Association.

VIII. Termination of Awards

In the event that recipients fail to meet any of the provisions of the agreement, the VCCA Executive Committee may terminate all or any portion of the group's entire award.

IX. Modifications

Any proposed changes in the funded project must be submitted electronically to the grants coordinator and VCCA president. The executive committee will review, approve, or reject the change. The terms of the agreement can only be modified by the Executive Committee of the VCCA.

X. Fiscal Provisions/Approved Budget

The budget that has the **written** approval of the Executive Committee is **final** unless amended by a **written statement** from the executive committee. Any expenditure exceeding the amount approved by the executive committee must be paid by:

- In-kind contributions

XI. Limitations on Use of Award

Funds can only be obligated during the award period specified in the approved proposal. In all cases, funds must be expended by December 1 of the award year. Awarded funds may be expended only for approved budget items.

Virginia Community Colleges Association

Professional Growth and Development Grant Proposal Check Sheet

Name of Program: _____

Submitted by: _____

	Professional Growth and Development Grant Proposal Form
	Agreement between VCCA and Presenter
	All monies collected, receipts, and attendees list submitted to VCCA treasurer
	Payment Request Form (original receipts attached)
	Travel Voucher (original receipts attached)
	Completed conference/workshop evaluations
	Final Report

Proposal Form, Agreement, Payment Request Forms, Travel Vouchers, and Final Report to be submitted to the VCCA grant coordinator:

Sharon Hutcheson
101 N. 14th Street, 15th Floor
Richmond, VA 23219
Telephone: 804-819-4910
Email: shutcheson@vccs.edu

All monies collected and receipts written to be submitted to the VCCA treasurer:

Becca Slayton, VCCA
Dabney S Lancaster Community College
P.O. Box 1000
Clifton Forge, VA 24422
Telephone: 540-863-2879
bslayton@dslcc.edu

**Virginia Community Colleges Association
Professional Growth and Development (PG&D)
Grant Proposal Form**

Title of Proposal:

Please provide complete addresses for the conference/workshop director (person submitting the grant proposal) and presenter(s). Add sheets as necessary for additional presenters. The person submitting the grant will be the primary contact for all correspondence.

Conference/Workshop Director: Person Submitting Grant Proposal

Name:	
Title:	
Organization:	
Address:	
City/State/Zip:	
Office Phone:	
Office E-Mail:	
Office Fax Number:	

Presenter: (Add additional Sheets for Co-presenter(s))

Name:	
Title:	
Organization:	
Address:	
City/State/Zip:	
Office Phone:	
Office E-Mail:	
Office Fax Number:	

Check Type of Program:

Workshop:	Panel:	Round-Table Discussion:
Forum:	Teleconference:	Other (specify):

State Primary Theme of Program:

The following information will be used in the selection process when reviewing VCCA Professional Growth and Development Grant proposal requests. Please list the following items on an additional sheet of paper to attach to the proposal.

1. Title of Proposal:
2. Abstract of Proposal (50 words maximum):
3. Description of Program (one page maximum):
 - Relevance (who will benefit and how)
 - Events of the proposed activity
4. Intent (goals and objectives of the program):
5. Agenda (attach program/timetable of activities/presenters):
6. Biography of Conference/Workshop Director and Presenter/Speaker (one or two paragraphs for each, including co-presenters):
7. Activity Budget Outline (see attached example):
8. Evaluation Plan (participants' written evaluations, number of participants, VCCS employees served, community colleges represented, etc.):

Activity Budget Outline Sample

Budget Item	Description/Detail	Total Budget Request	In-Kind College Contribution
Speaker's Honorarium			
Speaker's Lodging			
Speaker's Meals			
Speaker's Travel			
Speaker's Expenses (receipt required)			
Conference AV Costs			
Conference Supplies			
Registration Fees			
College In-Kind or Sponsor Contribution			
Meeting Room Charges			
Total Reimbursement Request			

Agreement Between Virginia Community Colleges Association and

Name:		
Address:		
Email:		
Telephone #:	Fax #:	
Scope of service:		
Total compensation to be paid to speaker/presenter:		
Travel:	Lodging:	Meals:
Other: (Explain):		
Compensation and method of payment:		

Definitions

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Concurrent session/workshop presenter/speaker: Any person(s) who addresses the attendees of a conference or workshop in any one (1) of a number of subgroups or breakout sessions occurring simultaneously.

IV. Expenditures

Allowable expenditures for keynote/core speaker:

VCCS Employees

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Non VCCS Employees

Honorarium/speaker fee according to the approved contract.

Travel, meals, and lodging in accordance with VCCS, state travel allowance and the approved contract.

Allowable expenditures for Concurrent (session/workshop (presenter/speaker)

VCCS Employees

None

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Submit a completed payment request voucher and a travel voucher for expenses incurred to the VCCA grant coordinator. All supporting documentation with original receipts must be attached. Any unauthorized expenditures will be denied. Individuals who receive honoraria for conducting professional development activities will bear the tax burden and meet the

obligations of federal and state regulations. All payments will be made by the VCCA Treasurer within 30 days of receipt.

Acceptance:

The Virginia Community Colleges Association and the speaker/presenter have caused this agreement to be duly executed intending to be bound thereby.

Authorized Signature of Speaker/Presenter

Date

Home Address:

Return this contract to:
Sharon Hutcheson
101 N. 14th Street, 15th Floor
Richmond, VA 23219
Telephone: 804-819-4910
Email: shutcheson@vccs.edu

FOR INTERNAL USE ONLY

Authorized Signature for Virginia Community Colleges Association

Date

**VIRGINIA COMMUNITY COLLEGES ASSOCIATION
PROFESSIONAL GROWTH AND DEVELOPMENT GRANT
FINAL REPORT**

Title of Funded Grant: _____

Conference/Workshop Coordinator: _____

Check Type of Program:

Workshop _____

Forum _____

Panel _____

Round Table Discussion _____

Teleconference _____

Other _____

State Primary Theme of Program:

Please summarize the results of your professional development activity using the following outline as a guide. This report will be shared with colleagues throughout the Virginia Community College System and may be published in the VCCA Newsletter or on the VCCA web page. Please do not exceed three typed pages.

Submit your final report to the Grant Coordinator with a copy to the VCCA president within two weeks following the professional development activity.

Outline Guide:

1. Title of Proposal
2. Abstract of Proposal (50 words maximum)
3. Description of Program (one page maximum)
4. Agenda: (attach program/timetable of activities/presenters)
5. Program Evaluation Plan: (participants written evaluations, number of participants, VCCS employees served, community colleges represented, etc.)
6. Funds collected/Budget Expenditures
 - Speaker's Honorarium and Expenses (travel, lodging, meals)
 - Registration Fees (if required)
 - In-Kind College/Sponsor Contribution
 - Conference Supplies (audio/visual equipment, etc.)
 - Meeting room charges (if applicable)
 - Total Reimbursement Requested
7. Attach payment request voucher and travel expense reimbursement forms
8. Attach copy of signed contract