



Lake Sumter State College

WHERE FUTURES
S O A R

2016 - 2017
Staff and Program Development

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VISION

Lake-Sumter State College will be a leader in higher education and the destination of choice for education, training, and cultural activities in Florida.

MISSION STATEMENT

Lake-Sumter State College responds to community needs by providing high-quality, accessible programs from enrichment and career training to associate and baccalaureate degrees. LSSC embraces excellence, diversity, and innovation to maximize student learning and success.

LSSC is a public state college supported by the state of Florida
LSSC is an Equal Access/Equal Opportunity Institution

GENERAL INFORMATION

This handbook was developed to be consistent with the Florida Statutes and the State Board of Education (SBE) regulations which govern Staff and Program Development activities and the LSSC Agency Rules Manual (see page 16). It is intended to encourage and enable the college and its employees to engage in professional and program development and innovation, BUT NOT TO MAINTAIN REGULAR, ONGOING COLLEGE ACTIVITIES.

The Statutes and SBE regulations provide us with general guidance for the use of Staff and Program Development funds. The following is a summary of the SBE rule:

A. What is staff development?

1. It is the improvement of staff performance through activities which update or upgrade competence specified for present or planned positions. (Note: The rule specifies that “the direct benefit from staff and program development funded activities is to be to the college rather than to staff members personally.”)
2. Examples of activities which are fundable include tuition reimbursement for college classes and professional/technical certifications, and the payment of registration fees for attendance at conferences, workshops, or seminars.
3. Staff includes regular full-time employees, regular part-time employees, and any other qualified applicants recommended by the respective Vice President and approved by Cabinet.

B. What is program development?

1. It is the evaluation and improvement of existing programs, as well as the designing of new programs.
2. It is program initiation or improvement rather than maintenance or expansion.
3. Development may be in any of the following functions: instruction, organized research, public service, academic support, student support, institutional support, physical plant operations and maintenance, and student financial assistance.
4. Program development includes researching, planning, designing, and evaluating. It can be used for salary payments and equipment purchases.

Staff and program development funds are a part of the general operating funds of the college. Their only purpose, according to SBE rules, is to facilitate the accomplishment of the mission, goals and objectives of the college.

GENERAL INFORMATION

1. The Staff and Program Development Committee is a standing committee that will meet regularly to recommend SPD requests to Cabinet for funding.
2. Applications being submitted for review must be properly completed on the current year's form, signed by the applicant's immediate supervisor and the Vice President of the area and submitted to the SPD Committee by appropriate deadline. The SPD Committee shall submit completed SPD applications to Cabinet for timely reviews.

Only one name should appear on each application submitted and sufficient support documentation must be attached. For in-service courses/seminars, the initiator's name should appear with an attached list of participants. Due Dates for the 2016 - 2017 academic year are: August 26, 2016; October 14, 2016; January 13, 2017; April 7, 2017.

The SPECIFIC BENEFITS TO THE COLLEGE FROM REQUEST OR PROPOSAL section of the application must provide a substantive statement concerning benefits to the college. (Investigation/Research proposals are considered only three times per year. Proposals must be submitted two weeks prior to the SPD project evaluation meeting.)

3. Applications should be submitted and approved prior to the beginning of any activity or expenditure of funds. Fall semester course tuition reimbursement proposals need to be submitted by the August SPD deadline. Spring and Summer semester course tuition reimbursement proposals must be submitted prior to the beginning of corresponding semester.
4. All regular full-time employees and regular part-time employees, including other qualified applicants as recommended by a Vice President and approved by the Cabinet, who have successfully completed the initial 90-day probationary period are eligible to apply for SPD funds. Adjunct instructors should have taught for at least 3 credit hours at LSSC in each of the two previous semesters to be eligible to apply for SPD funding.
5. Approved SPD funds not spent or obligated by the agreed upon ending date of the project shall revert to the general SPD fund unless an extension is formally requested and approved.
6. SPD allocates money to each employee classification in the College on a per capita basis. This allocation is to be used for any of the travel-related expenses for conferences, workshops or seminars approved by the supervisor or Vice President.
7. If a multiple-year project is proposed (3 years maximum), an updated application must be submitted and approved each fiscal year, together with an interim report and evaluation form. There is a three-year maximum length on any project submitted to SPD.
8. All individuals with program development projects funded by SPD must complete and submit a final report to the SPD Chairperson. One copy of the final report must also be submitted to the individual's supervisor.
9. An employee may request \$1,500 per year in either tuition or conferences, but the total for the year in all categories may not exceed \$1,500. (Exceptions may be considered based on supervisor's recommendation.)

10. Once an applicant is notified that an SPD proposal is approved, the following procedures need to be followed:
- a. If travel to a conference, workshop or seminar is involved:
 - (1) Prepare the necessary paperwork for registration and airline tickets, if applicable. YOU MAY BE RESPONSIBLE FOR PREPAYING THIS EXPENSE and reimbursement will be made upon your return.
 - (2) After traveling, complete the expense reimbursement section of the travel form and attach all necessary receipts, including an agenda.
 - (3) Complete the SPD Recipient's Evaluation Form upon completion of travel.
 - b. If equipment is involved see Page 9. Prepare a purchase requisition(s) for the item(s) approved for purchase. Secure appropriate signatures (including the SPD chairperson) and route to the Business Office.
 - c. If course tuition is involved:
 - (1) Enroll in the desired class. (It is your responsibility to pay all fees.)
 - (2) Upon completion of the course, complete a Direct Pay form and attach a copy of your grade report and evidence of payment. Forward the paperwork to the South Lake Campus office of the AVP of General Studies who will submit the paperwork to the Business Office for reimbursement.
- Note: Any employee who had been awarded other financial aid sources such as PELL grants, scholarships, and fee waivers will not be reimbursed for tuition expenses.
11. The applicant submitting a proposal may be requested to attend the meeting to support the proposal.
12. Reimbursement will be granted upon proper completion of all paperwork including the SPD Recipient's Evaluation Form.

STAFF DEVELOPMENT GUIDELINES

This category is divided into five funding areas:

- A. Course Tuition
- B. Conference/Workshop/Seminar Attendance
- C. Back-to-Industry
- D. In-service Activities
- E. Equipment Proposals

A. COURSE TUITION

1. Three categories of individuals can apply for funds in this area:

- a. Regular full-time employees
- b. Regular part-time employees
- c. Other qualified applicants (as recommended by the Vice President of the appropriate area)*

(*) LSSC Board Rule 6.16 states that only regular full-time and regular part-time employees who have completed their initial probationary period are eligible to receive reimbursement for course work completed at Lake-Sumter State College.

Note: The initial probationary period should be completed prior to the beginning of a course, seminar, or work shop for which reimbursement is requested.

While everyone may be encouraged to pursue additional learning activities, course may be limited to specific institutional needs based upon annual goals and individually approved career development plans.

Additionally, coursework must be pursued at institutions that have been approved for regional accreditation.

2. Maximum Benefits: The maximum available per individual per fiscal year for SPD activities in the category of course tuition is as follows:

- a. Regular full-time = \$1,500
- b. Regular part-time = \$500
- c. Adjuncts and other qualified applicants as recommended by the Vice President = \$400
(The maximum may be exceeded only in exceptional situations for unique educational programs, which are considered a college priority.)

3. SPD will pay for course work which meets any of these criteria:

- a. It is directly related to the employee's current assignment, or
- b. It is directly related to an assignment change being recommended by administration, or
- c. It is directly related to the employee's approved career development plan.

4. SPD will not pay for late fees, textbooks, materials, equipment or special supplies connected with taking a course, or any parking/travel expense to and from class.

5. It is the responsibility of the employee to have the SPD Application properly completed, signed, and submitted at least 15 working days prior to the scheduled SPD activity.

Please note that prior to submitting an SPD Application for LSSC Tuition, complete the LSSC Employee Tuition and Fee Waiver Form for the first two LSSC credit courses. SPD funds may be requested for additional LSSC credit courses beyond the first two credit course.

- a. Employees should apply for SPD funds prior to enrolling in a course. SPD applications for courses taken in the Fall semester must be submitted by the August SPD deadline.
 - b. The employee must pay the tuition and fees for courses taken at an institution other than LSSC. Upon completion of the course(s) the employee will submit:
 - (1) Documentation showing that the employee received a grade of "C" or better in an undergraduate course
 - OR (2) The employee received a grade of "B" or better in a graduate course.
 - c. LSSC courses not pre-approved by the SPD Committee *may* be eligible for reimbursement upon completion of the course(s) by submitting:
 - (1) SPD Application (2) Grade verification (3) Evidence of Payment (4) SPD Evaluation Form
6. Education below the graduate level for full-time employees is tax free. Graduate education reimbursements are taxable. The tax free exception to this is for the education of a graduate student who performs teaching or research activities for the educational organization.

B. CONFERENCE/WORKSHOP/SEMINAR

1. Three categories of individuals can apply for funds in this area:
 - a. Regular full-time employees
 - b. Regular part-time employees
 - c. Adjuncts and other qualified applicants (as recommended by the Vice President of the appropriate area)
2. The maximum benefit available for conference, workshop or seminar attendance per individual per fiscal year for SPD activities is as follows:
 - a. Regular full-time = \$1,500 (including registration and all applicable travel expenses)
 - b. Regular part-time = \$500 (including registration and all applicable travel expenses)
 - c. Adjuncts and other qualified applicants as recommended by the Vice President = \$400 (including registration and all applicable travel expenses)
3. SPD will pay for conference, workshop, seminar attendance or for Continuing Education non-credit courses, that are not available similarly through in-service learning of the LSSC Professional Development Center (PDC) which meets any one of the following three criteria:
 - a. It is directly related to the employee's current assignments, or
 - b. It is directly related to an assignment change being recommended by administration, or
 - c. It is directly related to an employee's current career development plan (as documented within the performance review)

For non-credit courses, the employee must submit to HR evidence of successful completion of the non-credit course. Failure to do so will require the employee to reimburse the course tuition to the College.

4. For any registration /travel expenses exceeding the maximum amounts listed above, the individual may request reimbursement out of regular departmental travel budget accounts.

5. It is the responsibility of the employee to have the SPD form properly signed and submitted at least 15 working days prior to the scheduled activity.

C. FACULTY BACK-TO-INDUSTRY

1. SPD will fund one Faculty Back-To-Industry experience per year for regular full-time employees. Preference will be given to continuing contract faculty. This experience should not exceed a ten-week period during the summer terms. SPD expects this experience to be substantial and recommends a project length be between 6 and 10 weeks. Projects will be examined on their individual merit.
2. Employees will be paid at their regular daily rate for the entire Back-To-Industry experience up to \$1,500. (If adjunct coverage is re-quired the regular college budget will be used for this funding.)
3. Proposals must be submitted for evaluation at least two weeks prior to a special meeting called in March. Any proposal submitted after this deadline will be returned.
4. To apply for SPD funding in this category the individual must complete the regular SPD application form and attach the following:
 - A. A general description of the anticipated work experience. This description must address the following criteria:
 - (1) How the experience supports college priorities as addressed in the Institutional goals, division initiatives, or departmental objectives.
 - (2) How the experience differs or expands the knowledge and/or training previously received in the field or discipline.
 - (3) How the experience specifically applies to instructional enhancement by:
 - Identifying new skills/techniques required by graduates working in the individual's discipline.
 - Identifying and becoming familiar with the latest equipment and applications of theory from your discipline.
 - Identifying/clarifying essential entry level skills of persons working in the discipline.
 - B. Specific personal objectives to be acquired from the experience not covered by the above criteria.
 - C. The Vice President of the area is required to approve the application for SPD funding. This signature indicates that the absence of the employee will not negatively impact the educational program or the work area.
5. A written summary of the activities shall be completed including a detailed discussion of how well all criteria were met. This report is to be submitted to the individual's supervisor and the SPD Chair within four weeks of completion of the work experience.
6. A Faculty Back-to-Industry experience can be awarded once every five (5) years per employee.

D. IN-SERVICE ACTIVITIES

1. SPD will provide funding to the PDC for in-service activities which are directed at providing updating or upgrading of competence of any or all of the college employees' groups: instructional and non-instructional faculty, administrators, managerial & professional.
2. The PDC shall be given an annual budget from the SPD fund for planning, organizing and implementing the in-service activity. The PDC shall provide the Cabinet with an annual plan and budget for review.

E. EQUIPMENT PROPOSALS

Equipment is defined as all educational and classroom equipment as well as furniture. State Board Rule stipulates that equipment purchased with SPD funds be limited to instructional equipment. Technology requests may have to be approved by the Technology and Educational Resources Committee.

To apply for SPD funding in this category the individual must complete the regular SPD application form and attach the following:

1. Statement of the need for the equipment.
2. Where the equipment will be used.
3. How the equipment is going to be used.
4. Budget (attach appropriate supporting documentation).
5. Description of equipment (include vendor, model # and any other pertinent information).
6. If appropriate, supporting statement from additional people who will be using the equipment.
7. An explanation of why SPD funds are being requested as opposed to using the current operating budget or other funds (e.g., the LSSC Foundation).
8. The requestor of equipment should be the primary user.
9. All invoices for equipment must be submitted in a timely manner to allow for full payment of the invoices by fiscal year end.

PROGRAM DEVELOPMENT GUIDELINES

- A. Investigation/Research Proposals
- B. Implementation Proposals
- C. Educational Enhancement Proposals

A. INVESTIGATION/RESEARCH PROPOSALS:

1. Three categories of individuals can apply for funds in this area:
 - a. Regular full-time employees
 - b. Regular part-time employees
 - c. Adjuncts and other qualified applicants (as recommended by the Vice President of the appropriate area).

2. A maximum of six (6) projects may be funded during the year. This represents the total number which will be funded for all categories of individuals qualified to apply.

Maximum number of Projects
 Fall..... 2
 Spring 2
 Summer 2

3. Projects must be submitted for evaluation at least TWO WEEKS PRIOR to the scheduled SPD Project Evaluation meeting.

Term during which project will be completed	SPD Project Evaluation meeting
FALL SPRING SUMMER	3rd Wednesday in APRIL 3rd Wednesday in OCTOBER 3rd Wednesday in FEBRUARY

4. Full-time faculty may receive funding as follows:
 - a. Projects worked on while on contract:
 - (1) Release time, up to a maximum of 3 credit hours. (Cannot be used as part of an overload)
 - (2) A stipend equal to the individual's 3 credit hour teaching rate is used to calculate the remuneration amount for individuals who cannot be released from 3 credit hours of their full-time teaching load. The actual amount shown on the proposal will include the amounts required for LSSC's contributions for Social Security and retirement benefits. The employee will receive the stipend amount (e.g. Master's degree = \$1,704.00) less deductions for Social Security and income tax.
 - (3) If a stipend is awarded, the project must be done outside of the weekly 35 hour contractual obligation.
 - (4) Expense requests cannot exceed \$600 per project.
 - b. Projects worked on non-duty days:
 - (1) An individual can apply for a stipend equal to the individual's 3 credit hour teaching rate, (e.g. Master's degree = \$1,704 stipend). The actual amount shown on the proposal will include the amounts required for LSSC's contributions for Social Security and retirement benefits (e.g. Master's degree plus benefits. The employee will receive the stipend amount (e.g. Master's degree=\$1,704.00) less deductions for Social Security and income tax.
 - (2) Expense requests cannot exceed \$600 per project.
5. Adjunct faculty may receive funding as follows:
 - (1) \$25 per hour not to exceed \$1,500.
6. Regular full-time or part-time non-instructional employees.
 - a. Funding is available for expenses related to research project and stipend. Funds do not cover release time.
 - b. Requests cannot exceed \$600 for expenses or \$900 for stipend.
 - c. All work must be done outside of the 37-1/2 hour work week.
7. To apply for SPD funding in this category the individual must complete the SPD application and attach the following:
 - a. Statement of the problem and justification of need (explain why LSSC needs the product of this research).
 - b. General description of the project (and how it will address the problem identified above).
 - c. Specific objectives of the project and the relationship to Division or College goals.
 - d. Budget (Detailed accounting of purchases)
 - e. Description of finished project/product (detailed accounting of purchases) and how it will be used.
 - f. An explanation of why SPD funds are being requested to fund the project as opposed to using the current operating budget or other funds (e.g., the Foundation).

8. Expenses will be paid on an as needed basis during the course of the project. Payment to the individual will be released after the following conditions have been met:
 - a. The finished product of the study has been completed (as specified in the proposal) and submitted to the individual's supervisor and the SPD Chair.
 - b. A written summary of the study has been given to the SPD Chair for placement in the faculty library. The summary should include attachment items a, b, & c under number 7 above, an explanation of the research findings and recommendations.

B. IMPLEMENTATION PROPOSALS

1. Application should be made after the need for a new program or the improvement of an existing program has been determined. (Generally, these proposals will follow the completion of an investigation/research proposal which indicates the type of program changes needed at the College.)
2. Within this category an individual may *apply* for funding to:
 - a. Purchase equipment and/or supplies needed in the new or existing program;
 - b. Pay salaries of para-professionals, part-time employees, student assistants, or new full-time personnel directly involved in implementing the new program;
 - c. Release time, or stipend payment (following the guidelines under investigation/research proposals) for individuals preparing specialized materials or involved in specialized activities related to implementing the new or improved program.
3. To apply for funding in this category the individual must complete the regular SPD application form and attach the following:
 - a. An explanation of the process which was completed to determine the need for the new program or the improvement of an existing program.
 - b. The alternative courses of action you considered for implementation as a result of the investigation process completed.
 - c. A detailed description of the project (the course of action) you chose to implement.
 - d. A detailed explanation of the benefits to the College of implementing this project in the form you are suggesting.
 - e. Specific objectives of the project that align to Division or College initiatives.
 - f. Budget.
 - g. An explanation of why SPD funds are being requested to fund the project as opposed to using the current operating budget or other funds (e.g., the Foundation).
4. IMPLEMENTATION PROPOSALS WILL BE FUNDED FOR A MAXIMUM OF THREE YEARS. If a multiple-year project is proposed, an application must be submitted and approved each fiscal year, together with an interim report and evaluation form.

5. Expenses for salaries of new personnel, the purchase of equipment and the purchase of supplies will follow the regular College purchasing procedures. Payment to individuals receiving release time or stipends will be made after a final report is sent to the individual's supervisor and the SPD Chair.
6. The applicant submitting a proposal will be requested to attend the meeting to support the proposal.

C. EDUCATIONAL ENHANCEMENT PROPOSALS

1. At the beginning of each academic year personnel will be notified about the opportunity to apply for special SPD funding under the Educational Enhancement category. Specific educational development areas will be identified and listed as part of a formal Request for Proposal (RFP) application package (SPD application plus required support materials). Targeted educational development areas, for any given year, will be based on the institutional goals as outlined in division initiatives and departmental objectives, standing committee recommendations, and other needs and opportunities.
2. Individuals applying under the Educational Enhancement category may receive:
 - a. A stipend equal to the 6-credit hour teaching rate (based on academic degree) or
 - b. Release time for instructional duties up to a maximum of 6 credit hours.
3. Educational Enhancement funding may be repeated for a maximum of two (2) full terms if the scope of the project requires an extension.
4. A successfully completed Educational Enhancement project includes:
 - a. If it is a change requiring Curriculum Committee action:
 - (1) A curriculum change recommendation related to either a credit program/course addition or a credit program/course modification.
 - (2) Institutional approval for the curriculum change addressed by the proposal. According to Curriculum Committee policy and procedure the complete institutional review process requires comprehensive review and formal action by all offices and groups associated with the curriculum development process. Interim approval for credit program/course additions and modifications requires Curriculum Committee action and recommendations by the Vice President Academic Affairs and the President.
 - b. If it is a change that does not require Curriculum Committee action:
 - (1) Educational enhancements which may not require Curriculum Committee review (academic simulations, travel, instructional support efforts, etc.) will require supervisory recommendation and administrative approval.
 - (2) For projects which may not require Curriculum Committee review, completion will be based on formal adaptation of project recommendations to the educational program including necessary program and/or syllabus revision, approval of the Vice President Academic Affairs and implementation during the major term immediately following project completion.
 - (3) Formal scheduling of the new or modified course during the major term immediately following project completion and institutional approval.

SPD BUDGET

Based on identified needs of employees that are supported by their supervisors, the current budget may be adjusted with administrative approval.



STAFF & PROGRAM DEVELOPMENT APPLICATION

Attach required documentation for consideration. It is the responsibility of the applicant to ensure that the request/proposal complies with the current SPD Handbook. Download and save the template prior to completing.

Name _____

1. Amount of Tuition, Conference/Registration Fee, Equipment, or Program Development Request (no commas) \$ _____

2. Estimated Travel Expenses including Hotel, Meals, Transportation, Mileage (Include approved/signed Travel Form) \$ _____

Total amount of request of SPD Request (sum of lines 1 and 2- maximum amount of SPD request is \$1500) \$ _____

List specific benefits to LSSC from this request or proposal (attach additional documentation if needed)

Are you using any cost-effective methods (i.e. room sharing, carpooling, lowest transportation option)?

Yes No If Yes, explain: _____

Are you currently receiving financial aid related to this application: Yes No

Have you applied for financial aid to fund this application: Yes No

Type of Application (Check appropriate category. See SPD Handbook)

I. STAFF DEVELOPMENT REQUEST

Tuition - Course Prefix Number/Title (see page 6): _____

Degree _____ Institution _____ Cr. Hours _____ Term _____

Course Tuition for Certificate in _____ Organization _____ Hours _____

Conference Title (see page 7): _____

Location _____ Date: _____

Back-To-Industry (see page 8): _____

In-Service (see page 9): _____

II. EQUIPMENT REQUEST

Equipment (see page 9): _____

III. PROGRAM DEVELOPMENT PROPOSAL (see pages 10-13)

Research/Investigation _____

Implementation _____

Educational Enhancement _____

Applicant's Signature _____ Date _____

Supervisor _____ Date _____

Dean/Director/AVP _____ Date _____

Vice President (or President) _____ Date _____

Properly completed/signed paperwork should be submitted for reimbursement within ten days of attending a conference/completion of a course to receive reimbursement. Paperwork submitted for reimbursement after the fiscal year in which the funds were applied for will be paid from the next year's SPD budget and counted towards the employee's maximum for the year in which it was paid.

Date Application Received _____

Approved/SPD chair _____ Date _____

Amount Approved \$ _____

Approved/President _____ Date _____

Rejected/Reason _____



Lake-Sumter State College

SPD RECIPIENT'S EVALUATION FORM

Year _____ SPD No. _____

Name of Recipient: _____

Title of Program/Conference: _____

Date of Program: _____

Total Cost of Program (Including Travel): _____

Description:

Benefits Gained and Projected Use of Information:

Methods of Sharing Information with LSSC Employees:

Recommend for future attendance: Yes No Why? _____

Signature of Recipient

Signature of Supervisor

Signature of Vice President

**FLORIDA STATE BOARD OF EDUCATION
ADMINISTRATIVE RULES
CHAPTER 6A-14, FAC
Florida State College System**

6A-14.002	Definitions.
6A-14.004	Calendar.
6A-14.024	Composition of Boards of Trustees.
6A-14.0243	Meetings of Boards of Trustees.
6A-14.0247	Powers and Duties of Boards of Trustees.
6A-14.026	Employment of a President.
6A-14.0261	General Powers of the President.
6A-14.0262	Duties and Responsibilities of the President.
• 6A-14.029	<u>Staff and Program Development.</u>
6A-14.030	Instruction and Awards in Community Colleges.
6A-14.0301	Withdrawal and Forgiveness.
6A-14.031	Acceleration Mechanisms for Program Completion.
6A-14.0341	Responsibilities of Community Colleges for Vocational Education.
6A-14.039	Drug Abuse Education.
6A-14.041	Personnel Contracts.
6A-14.0411	Issuance of Continuing Contracts.
6A-14.0412	Annual Contracts under Certain Conditions.
6A-14.0432	Military Leave.
6A-14.047	Personnel Records.
6A-14.054	Student Fees.
6A-14.0541	Student Fee Refunds.
6A-14.057	Student Activities.
6A-14.058	Athletics.
6A-14.060	Accountability Standards.
6A-14.063	Accreditation.
6A-14.0715	Transfer of Funds.
6A-14.0716	Community College Budgets.
6A-14.072	Financial Records and Reports.
6A-14.073	Expenditures.
6A-14.0732	Travel.
6A-14.0734	Bidding Requirements.
6A-14.0735	Petty Cash Fund.
6A-14.075	Receipt and Deposit of Funds.
6A-14.0751	Bank Depository.
6A-14.0752	Depository Transactions.
6A-14.076	FTE Calculation for the Community College Program Fund.
6A-14.0764	Capital Outlay and Debt Service.
6A-14.0765	Investment of Funds.

• **Refers to explanation below**

6A-14.029 Staff and Program Development.

(1) Each community college shall adopt policies on staff and program development. Each community college shall identify within its annual operating budget funding to support staff and program development activities as defined herein, as well as activities to achieve its goals for implementation of its Educational Equity Act plan and other related EA/EO activities.

(2) Staff and program development plans and activities shall follow the definitions herein.

(a) Staff development is the improvement of staff performance through activities which update or upgrade competence specified for present or planned positions. Staff includes all college employees.

(b) Program development is the evaluation and improvement of existing programs, including the design of evaluation instruments to establish bases for improvements, as well as the designing of new programs.