



Pikes Peak State College (PPSC) Educational Procedure

EP 225 Appendix A – Instructional Services Professional Development Process

Originated:

Unknown

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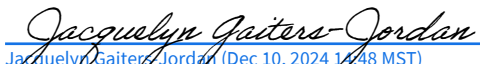
References:

PPSC Form: [Professional Development Request](#)

Approved By:

Jacquelyn Gaiters-Jordan

Vice President for Instructional Services, Pikes Peak State College


Jacquelyn Gaiters-Jordan (Dec 10, 2024 12:48 MST)
Signature

12/10/2024
Date

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Faculty Senate President, Pikes Peak State College


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Date

Deidre Schoolcraft

EP Committee Chair, Pikes Peak State College


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I. Purpose:

The purpose is to inform Faculty, Instructors, and Staff of the processes related to accessing Instructional Services Professional Development (PD) funds.

II. Scope:

PPSC Instructional Services employees.

III. Procedure:

A. PROFESSIONAL DEVELOPMENT ALLOCATION

Professional Development funds for this account are defined annually, based on an FTE formula.

B. ELIGIBILITY FOR PROFESSIONAL DEVELOPMENT

APT, Classified and Full-Time employees in Instructional Services (currently AHSS, BTPS, HS, SEM, TPS, Academic Resources, eLearning, and Instructional Support) are eligible for this benefit.

C. APPROPRIATE FUND ALLOCATION

Most professional development funds are spent on travel and registration fees, and almost any preapproved professional development qualifies. Examples of non-travel PD are webinars, trainings, or local conferences applicable to an employee's current position at the college.

D. PROFESSIONAL DEVELOPMENT APPROVAL

Professional Development funding must be pre-approved. The approval should first be vetted through each division or area's internal process, and then by the Office of the Vice President for Instructional Services (VPIS). While the division processes may be unique, all requests must be approved prior to any spending. **All other CCCS processes for approval of travel still apply.**

E. BUDGET PROCESS

- At the beginning of each fiscal year, after the Budget Office has loaded PD funds on the account, the VPIS works with the Executive Deans and Associate VPs to determine the area's needs. Each area is notified of the amount allocated for the year and determines internally how the funds will be spent.
- A shared folder in the Office of the VPIS SharePoint is accessible to all areas, including scanned approvals, archives, training, and a tracking log/spreadsheet.
- Each division should have an internal approval process to determine how the PD funds will be expensed, and each division will need a representative assigned to approve and track the PD funds. The professional development request forms should be completed by the division representative while simultaneously tracking and logging the expense.
- A representative of the Office of the VPIS vets PD requests for accuracy on the tracking spreadsheet before forwarding to VPIS for final signature. No travel plans should be completed, or funds expensed until the form has been approved by the VPIS.
- When approved, a notification from Adobe (inclusive of a PDF signed form) is emailed to the division representative. At this point, reservations can be made and funds used.

The form is archived by the Office of the VPIS in the scanned approvals folder for future reference.

- If denied, a notification from Adobe, including the reason for decline, is emailed to the division representative. The necessary changes can be made, and a new form can be submitted.
- The division completes travel arrangements using the PD org code number.
- After the event, the division representative logs the actual expensed amounts in the VPIS log. Exact amount tracking is the division's responsibility and must be accurate.
- The Office of the VPIS conducts routine log audits to ensure accuracy. Final amounts are compared to the Professional Development budget for reconciliation, so amounts accuracy is crucial for budget tracking.

Table 1: Account and commodity codes frequently used for professional development

Org Code	Account Code	Description
114050	720750-01	Conference and Registration Fees in-State
114050	720750-01	Conference and Registration Fees out-of-state
114050	720750-05	Conference and Registration Non-Travel Related (remote)
114050	721160-04	Books Non-Library
114050	740020-01	In State Mileage Employee










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Final Audit Report

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