

## **Personnel – General**

### **F. Miscellaneous**

#### **4070 Conference and Meeting Attendance \***

##### **Purpose**

Staff members may be approved to attend conferences and meetings that contribute to the improvement of instruction, to job performance and to the overall objectives of the colleges or district. Normally they will be reimbursed the actual and necessary expenses incurred during approved and authorized attendance. Courses and workshops offered for college credit are not included.

##### **The Expenditure of Funds**

Funds spent on conference attendance will be limited to the amount in the approved conference budget of the particular organization subdivision to which the employee is assigned, or to an approved amount from the staff development account of the district. Priority consideration should be given to conferences or meetings which involve at least one of the following elements:

1. upgrading and updating subject matter knowledge and job skills;
2. articulation with high schools or four-year collegiate institutions;
3. participation of a staff member as an officer or program leader (advance consultation with the President is required where the office involves a long-term commitment);
4. necessary representation of the college at meetings involving business, industry, the professions, or government;
5. usefulness of the subject matter of the conference to the solution of community college problems or improvement of programs or operations;
6. availability of exhibits or demonstrations which cannot be duplicated on campus.

In order to maximize funds, areas, divisions and administrative offices may restrict reimbursement to a fixed amount which is less than actual and necessary expenses. The responsible administrator shall determine which staff members will

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be recommended to the Chancellor, Presidents, Vice Chancellors or designees for attendance at particular conferences.

#### **Authorization**

Conference and meeting attendance shall require the approval of the college Presidents, Vice Chancellors, Chancellor or designees. Out of state conferences must be approved by the Chancellor.

#### **Procedures Relating to Conference Attendance**

The procedures relating to conference and meeting attendance are located in the administrative rules and procedures.