As you know, the current budget situation has led to changes in a number of college processes and procedures, including changes to the availability of funds for Conference, Workshop, and Travel. Because of the limitations on the amount of funding for travel for faculty, staff, and administrators, the use of the limited travel funds that are available will be prioritized using the following guidelines:

1. Travel that is assigned as part of an individual’s work assignment (i.e., if you are assigned a responsibility that requires travel to a conference).
2. If updates to college programs and requirements are available only at a conference or workshop (i.e., new state program requirements).
3. If workshop or conference participation is necessary for an individual to maintain certification to teach a course that is part of his/her assignment.

Because of the limited funds available, the traditional CWT process has been suspended for this academic year. Because travel that is eligible for use of these funds is so limited, we are requesting that the travel request process (filling out the travel authorization forms, getting dean, VP, and President’s signatures) be completed before the funding request is submitted to the Staff Resource Center. Requests will then be reviewed by the CWT subcommittee on a first-come first-serve basis until funds are expended. The limitation for SRC funding support will remain at $400.

These procedures will be reviewed prior to the end of the academic year to determine if they are still necessary or if we can return to the procedures that have been in effect. If additional dollars are restored to the staff development budget, CWT activities will be a high priority for use of funds.