

Board Policies

ACADEMIC AFFAIRS

245.00 PROFESSIONAL ACTIVITIES

The College will encourage employees to participate in professional activities that contribute to the goals and objectives of the institution. Reimbursement for such activities shall be within the limitations of the budget and according to the policies of the Board of Trustees.

- Fulfilling contractual obligations to the College shall have priority over other professional activities.
- Participating in professional activities at the expense of the College may require employees to submit individual written reports concerning such activities.
- Attending conferences, workshops, or conventions requires the recommendation of the Vice President of Academic Affairs and the written approval of the President.
- Program visitation, staff exchange, or other professional activities require a written proposal prepared by the employee, recommendation by the appropriate administrator and approved in writing by the President.

Adopted October 18, 1971
Reviewed July 11, 1989
Revised July 21, 2003
Revised July 21, 2008
Revised November 15, 2021