



**SUBJECT:** Governance and Organization

**PROCEDURE:** 105.1.1 Professional Development

**EFFECTIVE:** July 2010

**REVISED:**

**REVIEWED:**

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**Release of Funds**

The enrollment reserves are administratively divided into three amounts. Statistically, the amounts are: 30% summer semester, 30% fall semester, and 40% spring semester. At or near the date in which the college reports its enrollment numbers each semester (commonly referred to as the 15th day), the college will compare actual enrollment to projected enrollments. If enrollment projections are met, the accompanying proportion of the reserve funds will be released for that semester to be used for professional development activities. If actual enrollment is 90% of projections, only 90% of the reserve funds aligned with that semester will be released. Released funds are then distributed to each division according to the percent assigned by CPBAC.

**Award of Funds**

Professional development funds are awarded by divisions. The division director will evaluate and approve all requests for professional development within his/her division. Approved activities should be linked to the professional development proposals submitted during the budget-setting process. The college recognizes opportunities and needs may arise falling outside of this proposal; therefore, the award of activities falling outside of the proposal is also at the discretion of the division director.