

Bainbridge College Staff Council Staff Development Award Guidelines

I. PURPOSE

The investment in staff development awards by the Bainbridge College Staff Council represents the College's commitment to reinforce institutional recognition to staff development. The Council regards exemplary customer service demonstrated in the college's climate as the return on the investment. Greater productivity occurs when the ideas and energies generated from the experiences are brought back to campus.

The purpose of the staff development award is to produce an annual cohort of highly motivated staff members who can positively influence the culture of the college. The outgrowth of this for students is a professional, caring environment in which to receive their instruction and perform the required learning activities. Students recognize true customer service when they are the beneficiaries. Further, staff members become aware of the professional and personal value, not only to themselves but to the college.

II. ELIGIBILITY GUIDELINES

Eligibility for this award shall include:

1. Benefits eligible employee who has completed probationary status.
2. Possible activities might include:
 - Independent study
 - Special interest course offerings
 - Continuing academic education
 - Lectures, seminars, or workshops
 - "College" membership dues in a professional organization
 - "College" subscription to a professional publication
 - Reference book that would be of use in the employee's profession
 - Other activities of professional value to the staff member and the college
3. Staff Development awards cannot be used towards:
 - Textbooks for college/university courses
 - Tuition for out-of-state colleges/universities
 - Individual membership dues in a professional organization
 - Individual subscription to professional publications
 - Personal items that employee can take home
4. An employee is eligible to receive two awards per fiscal year (July 1 – June 30). A maximum of one award shall be received for the Fall Semester. A second award may be received during the Spring or Summer Semester.

5. \$500 has been set as the maximum individual amount to be awarded. Award amounts will vary based on individual needs.

III. STAFF RESPONSIBILITY

1. Submit completed application to the Staff Development Committee, in a sealed envelope, Attention: Committee Chair, and applicant's name on the outside of the envelope.
2. The application should include a description of the activity to be considered for the award. Include the following information in the description:
 - a. what you are going to do;
 - b. the estimated length of time that the activity will take, if applicable;
 - c. explain breakdown of estimated costs, such as registration, travel, other expenses if applicable;
 - d. anticipated benefits to you and the college community
 - e. how you will use or share the results or benefits with your colleagues
3. By the end of the month following the completion of the activity, an Activity Evaluation Form of the project/conference should be submitted to the Staff Development Committee.
4. Applications will be reviewed the 2nd Monday of each month with the exception of May and June (until budget is spent). April will be the last month for reviewing applications for each fiscal year.