



# San Bernardino Valley College Faculty Learning & Innovation Committee:

## **Faculty Conference & Travel: Approval and Funding Pathways**

Step-by-Step Guide

Version 2.0 Draft  
Recommendation to Academic Senate

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## **1.0 RECOMMENDATION TO ACADEMIC SENATE**

The Faculty Learning & Innovation Committee (FLIC) recommends that the Academic Senate approve the Faculty Conference & Travel: Approval and Funding Pathways outlined in this guide and authorize FLIC to review and decide individual conference funding requests under it. Under this procedure, FLIC will direct conference funding toward requests that show the strongest benefit to San Bernardino Valley College (SBVC) and its students relative to the amount requested, with priority given to requests that advance equity and the college's strategic priorities. Each application will identify what the campus will gain, how the faculty member will share and apply what they learned, and how completion will be documented.

## 2.0 PURPOSE AND AUTHORITY

Governance Body: Academic Senate

### ***Purpose:***

This guide sets out how faculty request approval and funding to attend conferences, and how the Faculty Learning & Innovation Committee (FLIC) reviews, prioritizes, and decides funding requests for its annual conference budget. It is designed to guide faculty applicants, Division Deans, and FLIC members, so that conference funding requests are well prepared and lead to meaningful outcomes for the college.

### ***Eligibility:***

All San Bernardino Valley College (SBVC) faculty, full-time and part-time (adjunct), may request conference funding on equal terms, including faculty who teach in the classroom, counselors, librarians, and faculty in other roles that serve students. Title 5 §53200 defines faculty to include instructors, librarians, and counselors, and every request is reviewed using the same criteria regardless of faculty role.

### ***Authority:***

FLIC is a committee of the Academic Senate responsible for advancing the professional learning and development of SBVC faculty. It operates under the Senate's primary authority over faculty professional development policy (Title 5 §53200; 10+1, Item 8). The Academic Senate takes final action on this procedure and on any future changes to it. Once the procedure is approved, FLIC reviews and decides individual conference funding requests under it, and those decisions do not go to the Academic Senate for approval. Requests to attend ASCCC plenaries and conferences remain the exception, as described in Pathway 1.

### ***Related FLIC Responsibilities:***

This guide carries out the following responsibilities from FLIC's charge (Valley College Guide to Participatory Governance, Section 12.3):

- Establish and maintain transparent criteria for reviewing and recommending individual and group faculty development funding requests, aligned with institutional equity and strategic priorities
- Review and recommend policies governing the allocation of professional development resources
- Design, coordinate, and evaluate professional learning opportunities responsive to the full range of faculty roles and disciplines, including counselors and librarians
- Ensure that inclusion, diversity, equity, and anti-racism (IDEA) are foundational to the faculty development program
- Design professional learning opportunities that bridge disciplines, divisions, and roles to strengthen cross-campus collaboration and institutional coherence

- Assess professional development effectiveness through faculty feedback and outcome data, and report findings and recommendations to the Academic Senate at least annually

***Accreditation Alignment:***

FLIC holds primary responsibility for ACCJC Standard 3.2: “The institution supports its employees with professional learning opportunities aligned with the mission and institutional goals. These opportunities are regularly evaluated for overall effectiveness in promoting equitable student success and in meeting institutional and employee needs.”

*FLIC develops FLEX activities, including the post-conference presentations faculty give at FLEX, and the documentation required in this guide supports that evaluation. Reporting of faculty FLEX hours is handled by the Office of the Vice President of Instruction, not FLIC.*

### 3.0 GUIDING PRINCIPLES

FLIC's conference funding decisions are guided by four principles:

1. **Educational purpose.** Fund work that advances identified college priorities and improves learning, programs, services, or institutional practice.
2. **Demonstrable institutional return.** Compare the additional benefit each proposal offers against its requested cost and require an achievable campus contribution.
3. **Student success.** Fund professional learning that faculty can bring back to improve student learning, access, and success.
4. **Sharing what was learned.** Expect funded faculty to share what they learned with colleagues, so the benefit reaches beyond the individual who attended.

**College priorities** are found in SBVC's planning documents, including the Valley Up! Initiative, the Educational Master Plan, the Student Equity Plan, the Guided Pathways Work Plan, and program review. Current plans are posted on the [College Planning Documents page](#) of the SBVC website.

## 4.0 PATHWAYS AT A GLANCE

**Instructions:** Check off each box as you complete it, in order. Every conference request moves through two pathways. Pathway 1 decides whether you may attend; Pathway 2 decides how your attendance is funded. You must complete Pathway 1 before starting Pathway 2.

| Pathway                    | What it decides                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pathway 1: Approval</b> | <b>Can I attend?</b><br>Division Dean approval (all requests). Academic Senate for California Community Colleges (ASCCC) plenaries and conferences also need SBVC Academic Senate approval.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Pathway 2: Funding</b>  | <b>Who pays? Work through the sources in order and stop at the first one that funds you.</b><br>1. Division funding → 2. FLIC (some conferences go to another source first, below) → 3. Last resort: Student Equity & Achievement (SEA) or SBCCD Equal Employment Opportunity (EEO) funds<br><b>ASCCC plenaries and conferences:</b> after your Dean, go to the SBVC Academic Senate, then to FLIC if the Senate cannot fund it. Any faculty member may ask; you do not need to be a senator.<br><b>Curriculum and Honors conferences:</b> after your Dean, go to the Vice President of Instruction (VPI), then to FLIC if the VPI cannot fund it. |

### How FLIC conference funding works

| Identify a need                               | Fund a contribution                                | Document the return                                                         |
|-----------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------|
| Connect the conference to a college priority. | FLIC evaluates the proposed benefit to the campus. | Complete the agreed campus contribution after the conference (Section 8.0). |

### Key Terms

| Term                       | What it means                                                                                                   |
|----------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Oracle</b>              | The district's online system for travel authorizations and expense reports.                                     |
| <b>Authorization</b>       | The travel request entered in Oracle before you go. Your dean confirms it.                                      |
| <b>Purchase order (PO)</b> | The district's approval that sets aside funds for your trip. Wait for it before booking or paying for anything. |
| <b>Expense report</b>      | The report submitted in Oracle after you return, with your receipts, so you can be reimbursed.                  |
| <b>Per diem</b>            | A set daily amount for meals and incidentals, paid instead of reimbursing meal receipts.                        |
| <b>Cal-card</b>            | A district credit card issued to some employees.                                                                |

| Term                           | What it means                                                                                                                            |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>District April deadline</b> | Near the end of April each year, the district holds all funding. After that point, new spending for the fiscal year cannot be processed. |

## 5.0 PATHWAY 1: APPROVAL

*Can I attend this conference?*

- ☐ Ask your Division Dean whether you may attend the conference
  - **Approved** → continue to Pathway 2: Funding
  - **Not approved** → the request does not move forward in this process. The Dean should state the reason and whether the request can be revised.
  
- ☐ When you ask your dean, also plan coverage for any classes, counseling appointments, library hours, or other duties you will miss.

*Dean approval to attend and available funding are separate decisions. Approval without division funding allows the request to continue to Pathway 2. FLIC funding does not replace other required district travel approvals (AP 7400). A funding denial does not prohibit attending at your own expense; required travel or absence approvals still apply.*

## 6.0 PATHWAY 2: FUNDING

*How will my attendance be paid for?*

Work through the funding sources below in order. Student Equity & Achievement (SEA) and SBCCD Equal Employment Opportunity (EEO) funds are considered only as a last resort, after Division and FLIC funding have both been explored.

| Funding source                           | If they fund you                                                                                                                                                                     | If they can't fund you                                                                                                                                    |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Your Division Dean</b>             | You're funded and you're done. Your dean's administrative assistant processes your travel. If your Dean can cover only part of the cost and you accept it, you cannot apply to FLIC. | Go to Funding Source 2. Most conferences go to FLIC. ASCCC, Curriculum, and Honors conferences go to another source first (see the note below the table). |
| <b>2. FLIC</b>                           | FLIC pays the full cost, and you're done. FLIC never pays part of a request.                                                                                                         | Go to last-resort funding (Funding Source 3).                                                                                                             |
| <b>3. SEA or SBCCD EEO (last resort)</b> | You're funded and you're done.                                                                                                                                                       | No other funding source remains. You may still attend at your own expense; required travel and absence approvals still apply.                             |

**Some conferences have their own funding source.** ASCCC plenaries and conferences go to the SBVC Academic Senate first. Curriculum and Honors conferences go to the Vice President of Instruction (VPI) first. If that source cannot fund the conference, faculty may then apply to FLIC. See Funding Source 2 for details.

**Funding calendar:** The fiscal year cycle is July 1 – June 30. FLIC conference funding is available from September through the district April deadline.

**2026–27 funding deadline:** FLIC funds end in late April 2027, when the district holds all funding. FLIC can fund only conferences whose travel documents are processed before the district April deadline. See Submission Timeline (Section 7.0, E) for conferences from May through September.

**FLIC's budget does not roll over.** FLIC's conference budget is allocated each academic year. Funds not used by the district April deadline are not carried into the next year. Appendix A lists the current year's figures and is updated annually.

**Conferences from May through September.** Faculty request FLIC funding for these conferences the same way as for any other conference, at a regular review meeting from September through April. The same process applies. Because FLIC funding closes in late April, the request must be approved and the travel documents processed before the district April deadline. If not, the

faculty member needs to seek funding elsewhere, such as Division funding (Funding Source 1), until FLIC reconvenes in the fall for the next academic year.

### **Funding Source 1: Division Funding**

- ☐ Ask your Division Dean whether the division can fund the conference
  - **Division has funding** → go through your dean's administrative assistant to process travel
  - **Division has no funding** → continue to Funding Source 2

### **Funding Source 2: Depends on the Conference**

Where you go after your Division Dean depends on the type of conference.

- ☐ **Most conferences: FLIC.** Once you have a final decision from your Division Dean showing they cannot fund your conference, submit the FLIC Conference Funding Request Form on the SBVC FLIC website (Appendix B shows the questions on the form). Section 7.0 explains how FLIC reviews requests.
- ☐ **Academic Senate for California Community Colleges (ASCCC) plenaries & conferences: Academic Senate, then FLIC.** These requests may be funded through the SBVC Academic Senate. Any faculty member may request this funding; faculty do not need to be Academic Senate senators. All requests go to the Division Dean first (Funding Source 1), because the Dean must approve the time away. The Dean may not be able to approve the requested days if, for example, coverage cannot be arranged for the faculty member's classes, counseling appointments, or other duties. If the Dean approves the days but the Division cannot fund the conference, faculty submit their funding request to the Academic Senate. If the Academic Senate cannot fund the request, faculty may then apply to FLIC. The Academic Senate considers funding only to attend ASCCC plenaries and conferences.
- ☐ **Curriculum and Honors conferences: Vice President of Instruction, then FLIC.** Conferences related to curriculum (an Academic Senate area) and Honors are currently funded by the Vice President of Instruction (VPI). If the VPI cannot fund the conference, faculty may then apply to FLIC.

### **Funding Source 3: Last-Resort Funding (Only if FLIC Cannot Fund Your Request)**

If FLIC is unable to fund your conference request, two funding sources may be available as a last resort. You may apply to either. Wait for a final decision from each.

#### **A) Student Equity & Achievement (SEA) Funds**

- Limited to faculty and classified professionals serving as chaperones or advisors for student groups attending the conference

- Considered only after funding through your Division Dean and FLIC has been explored; funding is not guaranteed
  - Contact the SEA Project Lead to ask about eligibility and process

**B) SBCCD Equal Employment Opportunity (EEO) Funds (Human Resources)**

- Submit an SBCCD EEO Funds Request Form
  - Include supporting documentation: a brochure, flyer, or other materials describing the conference, along with a budget breakdown of anticipated expenses
  - Submit the completed form to the SBCCD Office of Human Resources; HR reviews the request against the EEO Grant's eligibility requirements

## 7.0 FLIC REVIEW PROCESS

FLIC reviews conference funding requests that reach FLIC in Funding Source 2: the Division could not fund the request and, for ASCCC, Curriculum, and Honors conferences, the Academic Senate or the VPI could not fund it either. Before funding a request, FLIC will consider the following:

### A) Multiple Requests for the Same Conference

FLIC does not set a limit on the number of faculty attending the same conference. Each request is reviewed on its own merits. Faculty are not expected to know whether colleagues have also applied, so a request is not judged against other requests for the same conference.

### B) Presenting and First-Time Attendance

Presenting, attending for the first time, receiving FLIC funding before, and attending the same conference again do not count for or against a request by themselves. Reviewers consider them only if they affect what the campus will gain or whether the faculty member's plan to share what they learned is realistic. First-time attendees, who may not be able to submit a proposal to present at a conference they have never attended, are considered on the same basis as everyone else.

### C) Confirm Other Funding Was Sought

- Confirm the faculty member has already sought funding through the Division Dean and, for ASCCC, Curriculum, and Honors conferences, through the Academic Senate or the VPI

### D) Required Documentation

- FLIC Conference Funding Request Form (Appendix B), including the estimated costs: registration, lodging, transportation, per diem, and total (Part 4)
- Conference website showing the cost, dates, location, and agenda (Part 2)
- Campus contribution plan: the college priority the conference connects to, the intended audience, the contribution to be shared or produced, and a proposed completion date (Part 5)

### E) Submission Timeline

- How to submit: fill out the FLIC Conference Funding Request Form on the SBVC FLIC website. Appendix B shows the questions on the form so you can prepare your answers.
- **Review schedule:** FLIC reviews requests at its first meeting of each month during the fall and spring semesters. Complete applications are due 10 college business days before the review meeting. FLIC awards funding at each review meeting until the year's budget is used, so applying early gives you the best chance of being funded.
- Requests must be submitted to FLIC at least 8 weeks before the conference date; 10 weeks is preferred. Because FLIC reviews requests once a month, choose the review

meeting that falls at least 6 weeks before your conference, and submit by that meeting's due date.

- FLIC will notify the faculty member of its decision within 10 business days of the review meeting
- If your request is not funded: FLIC's notice will include the reason. You may revise your request and resubmit it for the next review, if time and funds allow.
- **Funding deadline:** FLIC funding for 2026–27 ends in late April 2027, when the district holds all funding. All FLIC-funded travel documents must be approved by FLIC and entered in Oracle before the district April deadline.
- **Last day to submit a request to FLIC:** 10 college business days before FLIC's last spring review meeting (see Review schedule above). This is also the last day to submit a request for a conference from May through September.
- **Conferences from May through September:** faculty request FLIC funding for these conferences the same way as for any other conference, at a regular review meeting from September through April, following the same process and timeline. Because FLIC funding closes in late April, submit the request by the last day to submit (above) so the travel documents can be entered in Oracle before the district April 2027 deadline. If not, faculty need to seek funding elsewhere, such as Division funding (Funding Source 1), until FLIC reconvenes in the fall for the next academic year.
- **When FLIC is not meeting (June through August):** FLIC does not review requests during the summer. Requests for conferences from May through September follow the deadlines above; otherwise, faculty seek funding elsewhere until FLIC reconvenes in the fall.

## F) Recurring Conference Attendance

- Repeat requests for the same conference should explain what additional benefit the new attendance brings
- If the faculty member plans to attend this conference every year, FLIC recommends the department request it through Program Review as part of the program's ASPIRE resource request, listed as a recurring annual cost rather than a one-time request

*This builds a sustainable funding path for recurring costs, rather than relying on FLIC, SBCCD Equal Employment Opportunity (EEO), or Student Equity & Achievement (SEA) funds each year. If a recurring conference is funded through SEA, the faculty member should ask the committee responsible for SEA to include it in the SEA Priorities plan.*

## G) Reimbursement Processing

- For conferences funded by FLIC, the faculty member chooses who enters the travel documents in Oracle: the administrative assistant to the dean who serves as FLIC's management co-chair, or the faculty member themselves
- The administrative assistant may request additional information as needed
- Faculty must keep all receipts

- Reimbursement cannot be issued until all required documentation above is complete and your Division Dean has signed off
- **Any travel taken before documents have been approved by FLIC and entered in Oracle will not be reimbursed.**
- **Costs over the approved amount:** FLIC may cover an overage of up to 10% of the approved amount if funds remain. FLIC does not cover any amount beyond that; it is the faculty member's responsibility.
- If you cannot attend: notify the FLIC chair, the management co-chair, and whoever entered your travel in Oracle as soon as possible, so the authorization can be canceled and the funds returned to FLIC's budget. Request refunds for any refundable costs, and contact Fiscal Services about any costs that cannot be refunded.
- **Not funded by FLIC?** If your conference is funded by your Division Dean, SEA, or EEO, process your travel through that funding source's administrative staff and use their required documentation. FLIC and its administrative assistant do not process travel for conferences FLIC did not fund.

**Board approval:** per AP 7400, travel over \$5,000 per person or outside the contiguous U.S. requires Board approval. FLIC does not fund trips over \$5,000.

*After FLIC approves a request, faculty receive the handout "From Conference to Campus: Approve, Attend, Reconcile, Share" (Appendix C), which lists the steps for Oracle authorization, receipts, reimbursement timelines, and which expenses the district does not reimburse.*

## **H) Virtual Conferences**

FLIC may fund registration for virtual conferences. The same review criteria and campus contribution apply. Travel, lodging, and per diem are not funded for virtual attendance.

## **I) FLIC Contacts**

Submit funding requests and completion evidence on the SBVC FLIC website, where the current chair, co-chair, and contact information are also posted. Send questions to:

- FLIC chair
- Management co-chair

Fiscal questions (nonrefundable costs, reimbursement): Business Services Administrator, SBCCD Fiscal Services

## 8.0 AFTER THE CONFERENCE: CAMPUS CONTRIBUTION

If FLIC funds your conference, you agree to complete a campus contribution after you attend.

**When you apply, before any funding is approved,** you choose a contribution, either one of the examples below or one you propose, and describe the intended audience, what you will share or produce, the expected benefit, and a completion date. FLIC approves your contribution at the same time it approves your funding.

**Completion date:** Complete your contribution within one year after the conference, unless FLIC approves a different date with your request. You propose your completion date when you apply. If your contribution is a FLEX presentation, you may present at a fall or spring FLEX within that year; for example, a faculty member who attends a conference in the fall may present at FLEX the following fall.

The options below are examples. You may propose a different contribution that brings a clear benefit to the campus; FLIC will consider it with your request.

| Contribution options (examples)                                                                                                                                                                                                                 | Completion evidence                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Symposium, FLEX session, or workshop</b> (for example, presenting at Spring Convocation FLEX, an Academic Senate meeting, or leading a workshop for your division)                                                                           | You present at the session or workshop and share your presentation materials and any resources others can use |
| <b>Recorded presentation</b> (for example, a short captioned video posted in Canvas or on the FLIC website)                                                                                                                                     | A captioned video, supporting resources, and a campus-accessible location                                     |
| <b>Teaching or student-support resource</b> (for example, a lesson, Canvas module, advising guide, or student handout based on what you learned)                                                                                                | You share the completed resource with colleagues and give a brief account of how it is being used             |
| <b>Program or college planning improvement</b> (for example, piloting a new practice in your program, or bringing recommendations to a college plan such as the Valley Up! Initiative, the Educational Master Plan, or the Student Equity Plan) | You submit your findings or recommendations to the program lead or to the chair of that plan or committee     |

| Contribution options (examples)                                                                                                  | Completion evidence                                                                |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Another FLIC-approved contribution</b> (for example, mentoring a colleague or leading a discussion group on what you learned) | An agreed contribution with identifiable campus benefit and evidence of completion |

**When your contribution is complete, submit the Campus Contribution Completion Form (Appendix D) on the SBVC FLIC website,** whichever contribution you choose. This is how FLIC confirms that your commitment is complete.

**The form asks every faculty member, whatever contribution they chose, how they applied what they learned and how it is helping their department, division, or college, compared with what they described in their request. This answer is required; it is how FLIC confirms follow-through. The form also invites you to reflect on:**

- What you learned (optional)
- Your next step in putting it into practice (optional)

*A conference summary without an identified application or useful resource is not enough on its own.*

FLIC members are encouraged to attend colleagues' presentations when they can, especially in their own division, to support the work and help spread what was learned.

## Completion and Verification

The faculty member submits the Campus Contribution Completion Form (Appendix D) on the SBVC FLIC website, with the contribution (or a link) and evidence that what they learned is being used. The FLIC chair and the management co-chair, or a task force of FLIC members if the committee chooses to form one, compare the completion form with the approved request and confirm the commitment is complete, or ask for more information. Because this process is new, FLIC may decide each year which approach works best. FLIC looks for evidence of use, not proof of results; some outcomes, such as changes in transfer rates, take longer than a year to show. FLIC keeps the funding and completion record. An extension or alternative contribution requires written approval from the FLIC chair and the management co-chair; illness, leave, canceled campus events, or other circumstances outside the faculty member's control may justify an adjustment.

## Consequence for Not Fulfilling This Commitment

If completion is overdue, FLIC notifies the faculty member. The faculty member has 30 calendar days to provide completion evidence or obtain an extension approved by the FLIC chair and the management co-chair. Faculty with an unresolved commitment are not eligible for new FLIC funding until the commitment is complete.

## **9.0 EVALUATION AND ANNUAL REPORT**

FLIC's charge already calls for the committee to assess professional development effectiveness and report findings to the Academic Senate at least annually. Conference funding can be included in that existing report. This section describes information FLIC may draw on; it does not create new requirements for the committee.

When reporting on conference funding, FLIC may include:

- The number of conference funding requests received
- The number of requests FLIC funded and the total amount funded
- The number of requests that could not be funded once FLIC's allotment was used
- The post-conference presentations and campus contributions completed

This information can help show how the college supports and evaluates faculty professional learning (ACCJC Standard 3.2) and can inform future discussions about FLIC's allotment. It may also be shared with the Planning and Resource Allocation Committee during budget development.

## APPENDIX A: FLIC CONFERENCE FUNDING RUBRIC

*For FLIC use when reviewing conference funding requests*

FLIC uses these criteria to review every conference funding request and, when requests are higher than the funds available, to decide which requests are funded first. The figures in this appendix are updated each academic year.

### 2026–27 Travel & Conference Budget

| Travel & Conference Expenses (520000)    | Amount      |
|------------------------------------------|-------------|
| Available for faculty conference funding | \$35,856.00 |

Funds are available until the district holds all funding in late April 2027 and do not roll over. In 2025–26, \$25,000 went unspent and was lost.

### Part 1: One Funding Pool

FLIC uses one funding pool for the year, with no funding windows, division allotments, or reserves. Requests are funded from the remaining balance as they are approved, so later requests depend on what is left; future funding is not guaranteed.

FLIC reviews requests only during the months it meets, September through April. If your conference is between May and September, submit your request while FLIC is still meeting, no later than the last day to submit in spring (Section 7.0, E). This gives time for your travel to be entered in Oracle before the district April deadline. For example, for a conference in July, submit your request by FLIC's spring deadline, not over the summer.

### Part 2: No Per-Person Cap

FLIC does not set a per-person or per-conference cap. Funding is limited to documented eligible expenses, available funds, and district requirements.

- FLIC does not provide partial funding (see Section 6.0). A request is either funded in full or not funded.

### Part 3: Division Share

FLIC does not set division allotments. Requests are compared directly on their proposed benefit using the review criteria in Part 5, regardless of the applicant's division.

### Part 4: Faculty per Conference

FLIC does not set an automatic limit on faculty per conference; see Section 7.0, A.

## Part 5: Review Criteria

Each request is reviewed by three faculty members of the FLIC committee, selected at random (see Part 6). Each reviewer decides whether the request meets each of the three criteria below: “meets” or “does not yet meet.” All three criteria count equally. A request is recommended for funding when at least two of the three reviewers find that it meets all three criteria. A reviewer who marks a criterion “does not yet meet” writes a short reason, which is included in FLIC’s notice to the faculty member. Faculty who received FLIC funding before may apply again, including for the same conference (Section 7.0, B and F). However, faculty with an overdue campus contribution from earlier FLIC funding are not eligible until it is complete (Section 8.0). FLIC checks this before review.

| Criterion                                           | What your request needs to show                                                                                                                                   |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Mission alignment and campus contribution</b> | Name a relevant college priority (see Section 3.0), the intended audience, the contribution to be shared or produced, and its completion date.                    |
| <b>2. Program and institutional improvement</b>     | Explain where and how the learning will be applied to a program, service, curriculum, or college practice. Identify the expected improvement and evidence of use. |
| <b>3. Additional institutional value</b>            | Explain what benefit the request adds beyond existing campus resources or prior attendance, and why that benefit justifies the requested amount.                  |

If the requests recommended at one review meeting add up to more than the remaining balance, FLIC funds them in this order: (1) the most “meets” findings (out of 9: three reviewers × three criteria); (2) lower requested amount; (3) if still tied, a random drawing (for example, drawing names), recorded in FLIC’s minutes.

Every request is reviewed against the same three criteria, even when there is enough money to fund every recommended request. FLIC can fund a request only if enough money remains to pay for it in full, because FLIC does not provide partial funding (Part 2). If the remaining balance cannot cover a recommended request, that request is not funded.

## Part 6: Review Process

- FLIC reviews requests at its first meeting of each month during the fall and spring semesters. The final review of the year is FLIC’s last spring meeting (see Section 7.0, E).
- Each request is reviewed by three FLIC faculty members selected at random.
- Before reviews begin, the FLIC chair and the management co-chair check the selection to make sure the three reviewers are not all from the same division.
- Reviews are blind. The FLIC chair and the management co-chair remove the applicant’s name and other identifying information before reviewers receive the request.

- After each review, FLIC updates the budget tracker with each request funded, the balance remaining, and the date travel was entered in Oracle.
- Faculty are notified within 10 business days of each review.
- A faculty member does not review or vote on their own request.

## APPENDIX B: FLIC CONFERENCE FUNDING REQUEST FORM

Submit this form on the SBVC FLIC website at least 8 weeks (10 weeks preferred) before the conference (Section 7.0, E). Requests are reviewed using the review criteria in Appendix A, Part 5. Requests are reviewed blind: the FLIC chair and the management co-chair keep the complete form for FLIC's records and for entering the travel in Oracle, and send reviewers a copy with Part 1 removed. Please leave your name out of Part 5. Incomplete requests cannot be reviewed. Questions? See FLIC Contacts (Section 7.0, I).

### Part 1: Applicant *(removed from the copy sent to reviewers)*

|                       |  |
|-----------------------|--|
| Name                  |  |
| Division / Department |  |
| Email and phone       |  |

### Part 2: Conference

|                                                                      |                                                                                                                            |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Conference name                                                      |                                                                                                                            |
| Sponsoring organization                                              |                                                                                                                            |
| Dates                                                                |                                                                                                                            |
| Location (city, state)                                               |                                                                                                                            |
| Conference website<br>(showing cost, dates,<br>location, and agenda) |                                                                                                                            |
| Travel                                                               | <input type="checkbox"/> In-state <input type="checkbox"/> Out-of-state <input type="checkbox"/> Virtual                   |
| Attended this conference<br>before?                                  | <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, explain in Question 3 what this attendance adds.)</i> |

### Part 3: Approval and Funding Checks

- ☐ My Division Dean approved my attendance on \_\_\_\_\_ (Pathway 1).
- ☐ My Division Dean confirmed the Division cannot fund this conference on \_\_\_\_\_ (Funding Source 1).
- ☐ I have not accepted funding from any other source for this conference.
- ☐ This is not an ASCCC, Curriculum, or Honors conference; or, if it is, the Academic Senate (ASCCC) or the VPI (Curriculum and Honors) could not fund it.
- ☐ I have no overdue campus contribution from earlier FLIC funding (Section 8.0).

**Who will enter your travel in Oracle?**   ☐ FLIC's administrative assistant   ☐ I will enter it myself

#### Part 4: Estimated Costs

| Expense                                    | Amount    |
|--------------------------------------------|-----------|
| Registration                               | \$        |
| Lodging (number of nights: ____ )          | \$        |
| Airfare or other travel to the conference  | \$        |
| Ground transportation, parking, or mileage | \$        |
| Per diem (meals and incidentals)           | \$        |
| <b>Total requested from FLIC</b>           | <b>\$</b> |

*FLIC funds a request in full or not at all, and does not fund trips over \$5,000 (Section 7.0, G).*

#### Part 5: Campus Contribution and Benefit

##### 1. Mission alignment and campus contribution (Criterion 1)

|                                                                 |                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| College priority this connects to (Section 3.0)                 |                                                                                                                                                                                                                                                                                                                   |
| Contribution type (Section 8.0)                                 | <input type="checkbox"/> Presentation (symposium, FLEX, or workshop) <input type="checkbox"/> Recorded presentation <input type="checkbox"/> Teaching or student-support resource <input type="checkbox"/> Program or college planning improvement <input type="checkbox"/> Another contribution (describe below) |
| Intended audience                                               |                                                                                                                                                                                                                                                                                                                   |
| What you will share or produce                                  |                                                                                                                                                                                                                                                                                                                   |
| Proposed completion date (within one year after the conference) |                                                                                                                                                                                                                                                                                                                   |

##### 2. Program and institutional improvement (Criterion 2): Where and how will you apply what you learn? What improvement do you expect, and how will you show it is being used?

|  |
|--|
|  |
|--|

##### 3. Additional institutional value (Criterion 3): What does this add beyond existing campus resources or past attendance, and why does that benefit justify the cost?

|  |
|--|
|  |
|--|

## Part 6: Faculty Agreement

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By signing, I agree to:

- Have my travel entered in Oracle before the district April deadline, and wait to book or pay for anything until the purchase order is approved.
- Keep all receipts and submit my expense report within 30 calendar days of returning (AP 7400).
- Complete my campus contribution by the approved date and submit the Campus Contribution Completion Form (Appendix D) on the SBVC FLIC website.
- Understand that while a contribution is overdue, I am not eligible for new FLIC funding (Section 8.0).

|                          |  |
|--------------------------|--|
| <b>Faculty signature</b> |  |
| <b>Date</b>              |  |

## FLIC Use Only

|                                                                        |                      |                                                       |                                         |
|------------------------------------------------------------------------|----------------------|-------------------------------------------------------|-----------------------------------------|
| <b>Date received</b>                                                   | <b>Review date</b>   | <b>Criteria met</b><br>(reviewers finding<br>“meets”) | <b>Contribution<br/>approved</b>        |
|                                                                        |                      | C1 ___/3 C2 ___/3<br>C3 ___/3                         |                                         |
| <b>Decision</b>                                                        | <b>Amount funded</b> | <b>Entered in Oracle</b>                              | <b>Completion evidence<br/>received</b> |
| <input type="checkbox"/> Funded <input type="checkbox"/> Not<br>funded | \$                   |                                                       |                                         |

## Sample Answers for Part 5

*This example is for illustration only. It shows the level of detail that would meet each criterion in Appendix A, Part 5. A counselor is requesting funding to attend an in-state conference on transfer counseling.*

### 1. Mission alignment and campus contribution

---

**College priority:** Student Equity Plan, increasing transfer among disproportionately impacted students.

**Contribution type:** Teaching or student-support resource.

**Intended audience:** Counselors, and students planning to transfer to a UC or CSU.

**What I will share or produce:** A one-page transfer planning guide for students, and a 30-minute walkthrough of the guide at a counseling department meeting.

**Proposed completion date:** [date]

### 2. Program and institutional improvement

---

I will use the guide in my transfer workshops and individual appointments beginning in the spring term, and other counselors can use it in their appointments. I expect fewer students to miss key application steps and deadlines. I will track how many students receive the guide and how many complete a transfer application, and I will share the results with the counseling department at the end of the term.

### 3. Additional institutional value

---

Our department does not have a current student guide that reflects this year's transfer application changes, and no one from SBVC attended this conference last year. The total cost is \$[amount] for an in-state conference. Because every counselor can use the guide, the benefit reaches far more students than I could serve on my own.

## APPENDIX C: FROM CONFERENCE TO CAMPUS

*Approve, Attend, Reconcile, Share*

Congratulations, FLIC has approved your conference! Check off each step as you complete it.

### Step 1: Before You Go

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- ☐ Choose who enters your travel in Oracle: FLIC's administrative assistant or you.
- ☐ Give a copy of your approved request form (Appendix B) to whoever enters it. Answer any requests for more information.
- ☐ Make sure the authorization is entered in Oracle before the district April deadline, even for a conference from May through September.
- ☐ Plan coverage with your dean for any classes, appointments, or other duties you will miss.
- ☐ Your dean confirms the Oracle authorization. (This is separate from your dean's earlier approval to attend.)
- ☐ **Do not book or pay for anything until the purchase order is approved.** Travel taken before then is not reimbursed.

### Step 2: While You're There (AP 7400)

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- ☐ Save itemized receipts for lodging, transportation, parking, and registration.
  - ☐ Keep the conference literature showing the cost, dates, location, and agenda.
  - ☐ If you drove, print a Google Maps route showing total mileage.
- Meals are paid at the per diem rate; no meal receipts are needed unless you use a Cal-card.*

### Step 3: When You're Back

---

- ☐ Turn in your receipts and conference literature for your expense report in Oracle within 30 calendar days (AP 7400). Late claims may be denied.
  - ☐ If your costs went over the approved amount, contact the FLIC chair and the management co-chair. FLIC may cover up to 10% more if funds remain; anything beyond that is your responsibility.
- Reimbursement arrives within 45 days of submission (AP 7400), once all documentation is complete and your dean has signed off.*

### Step 4: Share What You Learned

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- ☐ Complete the campus contribution you chose in your application by the date FLIC approved.
  - ☐ Submit the Campus Contribution Completion Form (Appendix D) on the SBVC FLIC website, with your contribution or a link. It asks how you applied what you learned (required), and invites you to reflect on what you learned and your next step (optional).
- Need an extension or a different contribution? Get written approval from the FLIC chair and the management co-chair. If overdue, you have 30 days after FLIC notifies you; until then, you are not eligible for new FLIC funding.*

## Good to Know

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- Not reimbursed: alcohol, citations, early check-in fees, social or recreational activities, and tips over 20%.
- Lodging is reimbursed at the single-occupancy rate; rental cars at the compact-class rate.
- FLIC does not fund trips over \$5,000 (Board approval required per AP 7400).
- **Can't attend?** Notify the FLIC chair, the management co-chair, and whoever entered your travel in Oracle right away.
- **Resources:** FLIC chair and management co-chair (Section 7.0, I); SBCCD AP 7400: Travel; Business Services Administrator, SBCCD Fiscal Services

## APPENDIX D: CAMPUS CONTRIBUTION COMPLETION FORM

Fill out this form online on the **SBVC FLIC website** when your campus contribution is complete (Section 8.0); there is nothing to print or turn in. This page shows the questions so you can think about your answers ahead of time.

Question 2 is required; it is how FLIC confirms that you applied what you learned. Questions 1 and 3 are optional, a chance to reflect on what you gained and where you are headed. A few sentences for each is enough.

The FLIC chair and the management co-chair, or a FLIC task force, compare your answers with your approved request to confirm that your commitment is complete, and FLIC uses them to report on conference funding (Section 9.0). Questions? See FLIC Contacts (Section 7.0, I).

### Part 1: About You and Your Contribution

|                                                |                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>                                    |                                                                                                                                                                                                                                                                                                                                         |
| <b>Division / Department</b>                   |                                                                                                                                                                                                                                                                                                                                         |
| <b>Conference name and dates</b>               |                                                                                                                                                                                                                                                                                                                                         |
| <b>Contribution type (Section 8.0)</b>         | <input type="checkbox"/> Presentation (symposium, FLEX, workshop, or Academic Senate meeting) <input type="checkbox"/> Recorded presentation <input type="checkbox"/> Teaching or student-support resource <input type="checkbox"/> Program or college planning improvement <input type="checkbox"/> Another FLIC-approved contribution |
| <b>Date completed</b>                          |                                                                                                                                                                                                                                                                                                                                         |
| <b>Link to your contribution, or attach it</b> |                                                                                                                                                                                                                                                                                                                                         |

### Part 2: Reflection

|                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. What did you learn at the conference? (optional)</b> <i>For example, a new strategy, tool, or idea you brought back.</i>                                                                                                                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                     |
| <b>2. How have you applied what you learned, and how is it helping your department, division, or college? (required)</b> <i>Look back at Question 2 of your request. Is it going as you planned? If your plan changed, what did you do instead? Any evidence of use, such as the number of students or colleagues reached or feedback you received, is helpful.</i> |
|                                                                                                                                                                                                                                                                                                                                                                     |
| <b>3. What is your next step in putting this into practice? (optional)</b>                                                                                                                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                                                                     |

### Part 3: Confirmation

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☐ I confirm that the contribution described above is complete.

#### FLIC Use Only

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| Date received | Reviewed by | Commitment complete                                                           | Recorded in completion record |
|---------------|-------------|-------------------------------------------------------------------------------|-------------------------------|
|               |             | <input type="checkbox"/> Yes <input type="checkbox"/> More information needed |                               |

## APPENDIX E: REVISION HISTORY

This procedure is a living document, reviewed and updated to reflect changes in college priorities, funding, and district processes. Minor revisions (x.1, x.2) reflect targeted updates to specific sections, while major revisions (1.0, 2.0) indicate comprehensive reviews resulting in substantive structural or policy changes.

| Version | Date of Last Update | Description of Revision                                                                                                          | Updated by:                    | Approval Date by Academic Senate |
|---------|---------------------|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------|
| 1.0     | September 22, 2026  | Original draft of the Faculty Conference & Travel Authorization Procedure created for FLIC                                       | FLIC Chair                     |                                  |
| 1.1     | October 6, 2026     | Updates to Version 1.0                                                                                                           | FLIC Chair                     |                                  |
| 2.0     | October 13, 2026    | Version 1.1 combined with the faculty workgroup draft, submitted September 30, 2026 by Malik Stalbert on behalf of the workgroup | FLIC Chair & Faculty Workgroup | [date]                           |
|         |                     |                                                                                                                                  |                                |                                  |
|         |                     |                                                                                                                                  |                                |                                  |
|         |                     |                                                                                                                                  |                                |                                  |
|         |                     |                                                                                                                                  |                                |                                  |
|         |                     |                                                                                                                                  |                                |                                  |
|         |                     |                                                                                                                                  |                                |                                  |