

Board of Trustees Agenda Item

Board Meeting Date: Feb. 7, 2011

Title of Item: Faculty International Travel

Background and Analysis:

Approval is requested for two Business & Social Science/Child Development part-time faculty members, Christine Carducci and Marian Browning, to travel internationally to the Inspire-Professional Learning For Teachers Study Tour in Auckland, New Zealand in March 2011.

Total dollars being utilized from the General Fund will be \$1000.00 per each faculty member.

Recommendation: (specify if information only) Approval is requested.

Submitted by: Judy Miner x7200 and John Mummert x7394
Additional contact names:
Is backup provided? Yes

FOOTHILL-DE ANZA
Community College District

Foothill-De Anza Community College District

International Travel Authorization College Related Business Board Policy 4176

"The Board of Trustees recognizes that there is an occasional need for international travel to advance the purpose of the District. Except for the staff members employed within the Office of International Students and approved academic programs at FHDA, the Board of Trustees, in advance of the travel, must approve all international travel, which is funded from General fund."

BOARD APPROVAL IS REQUIRED BEFORE MAKING TRAVEL ARRANGEMENTS

I, Marian Alice Browning
Please Print Name

request permission to travel to

New Zealand

On Friday, March 25, 2011 through Sunday, April 3, 2011, The following arrangements have been made for coverage of my classes/work:

none - Spring Break Week.

How will this trip advance the purpose of the District? Develop new skills and training in observation, documentation and curriculum to be used in classes I teach.

Fund Description:

Estimated Total Cost: \$ 3028.00 Total \$ from the General Fund 1000

Source of Funding: Fund 114000 Org 521017 Acct 5510 Prog 675000

Employee Signature: Marian Browning Date: 11-28-10

Managing Supervisors Signature: John Mummert Date: 11/29/10

College President/Chancellor Signature: gc Date: 1-10-11

Date of Board Approval:

A copy of this form must be submitted with your request for Travel Reimbursement

Revised 04/2010

Name: Marian Browning

Today's Date: 9-23-10 10-15

Department: Child

Work Phone: 86962

Confirmation of funding will be sent via District Email.

District Email: _____

☐ Full-Time Faculty

☐ Classified/SEIU

☒ Part-Time Faculty (must have re-employment preference)

☐ Other: _____

The completed application packet must be turned in to the Office of Faculty and Staff one month before the activity and must include:

Title of Proposed Activity: Professional Learning for Teachers

Are you presenting at this activity? Choose one: ☐ Yes ☒ No

Activity Date(s), Begins on: 3/28/11 Ends on: 4/2/11

Activity Location, City and State: Auckland, New Zealand

Please itemize and check off each area below:

Conference Fee:		
<input checked="" type="checkbox"/> Copy of brochure or flier attached		\$ <u>1695.00</u>
Automobile Mileage: (Limit of 300 miles round trip)		
<input type="checkbox"/> Copy of MapQuest or Google driving directions from Foothill College		
Mileage: (Multiply one way mileage by number of trips by mileage rate)		
_____ x _____ x \$0.50 =		\$ _____
One Way Mileage	Number of Trips	Mileage Rate
Airfare: (For trips over 300 miles)		
<input checked="" type="checkbox"/> Copy of airline estimate or reservation		\$ <u>1333.00</u>
Ground Transportation:		
<input type="checkbox"/> Estimate of shuttle/taxi/parking		
Round trip shuttle or taxi expenses from airport to hotel, or car rental		\$ _____
Meals/Per Diem:		
Per diem reimbursement (\$55) does not require receipts: Breakfast \$10, Lunch \$15, Dinner \$30. Otherwise, attach receipts to a Trip Voucher upon return.		\$ _____
Lodging:		
<input type="checkbox"/> Copy of hotel or accommodations quote	<u>included in price of Study Tour</u>	\$ _____
_____ nights @ \$ _____ per night (include estimated taxes)		
Total Costs:		\$ <u>3028.00</u>

Classified/SEIU employees complete this question.

Check the appropriate description below for your activity:

- ☐ A. Less than 150 miles from campus, one day event (\$500 limit)
- ☐ B. Over 150 miles from campus, one day event (\$1000 limit)
- ☐ C. Less than 75 miles from campus, multiple-day event (\$500 limit)
- ☐ D. Over 75 miles from campus, multiple-day event (\$1000 limit)

Please indicate how this experience will ultimately benefit the students of Foothill College:
(i.e create a system or process, develop new materials, improve your job skills, etc.)

develop new skills and training
in observation, documentation and
curriculum.

Important!

To guarantee reimbursement for expenses, you must submit a trip voucher that includes all of the following to the Office of Faculty and Staff within **10 days** of the date on which the activity occurred. Delay in submission may result in loss of funding.:

- **Original receipts made out to the attendee** for reimburseable expenses
- Proof of payment for receipts that do not specify how payment was made
- For Classified Employees: A 1 page written summary of the activity

Failure to adhere to these reimbursement policies may result in loss of funding.

I have read and understood the above reimbursement procedures and policies.

Signature of Applicant: Marian Borczyk

Signature of Dean/Supervisor: [Signature]

☐ I certify that this applicant is not a probationary Classified employee and not on PDL.

☒ I certify this part-time faculty member has re-hire preference.

☒ I certify this part-time faculty member has not used conference funds from DeAnza.

If the Dean/Supervisor is declining to sign, please state the reason below:

For Office Use Only:

Received:	Committee Approval:	Date:
For Part-Time Faculty:		
Funds used at De Anza: \$ _____	<input type="checkbox"/> Approved 1st Account:	\$ _____
	<input type="checkbox"/> Approved 2nd Account:	\$ _____
	<input type="checkbox"/> Denied	_____
Available: _____	Recorded: _____	Emailed: _____

Inspire – Professional learning for teachers
New Zealand Conference & Study Tour
Monday 28th March – Saturday 2nd April 2010

(Please complete details carefully and clearly – if we can't read it we can't contact you!)

Name: _____ Marian Browning _____

Your Home Address & Phone Number: 3576 Calvin Avenue
San Jose, CA 95124
408-377-5099

email address: MarianABrowning@earthlink.net
Cell phone: 408-348-5760

Emergency contact person: Robin Browning, Husband
Emergency contact details: 408-348-5761

Centre/Organisation: Foothill College
Address and Ph Number: 4000 Middlefield Road, Building I
Palo Alto, CA 94303

Any special Dietary needs? _____

Airfare details: Please ensure you register your details as soon as you have them.

Please forward a deposit of \$800.00 (or full payment) with your registration form as soon as possible to secure your space (first in, first served). Deposits, less 20% are refundable if notification received before January 28th. No refunds will be made after this date unless the space is filled by another person.

Please pay the balance of \$895. before January 28th 2011.

Complete the following registration form with your deposit and send to:

Margie Carter
Harvest Resources
PO Box 22106
Seattle
WA 98122-0106

*mailed
10/9/10*

'Inspire' - PROFESSIONAL LEARNING FOR TEACHERS

May 2010

P.O.BOX 36421 NORTHCOTE

Auckland, New Zealand.

Ph: 0064 9 4807025

Fax: 0064 9 4807028

Email:

Dear early childhood colleague,

'Inspire' Professional Learning for Teachers – in conjunction with Margie Carter from Harvest Resources, is pleased to present information regarding a study tour to Auckland, New Zealand from Monday 28th March – Saturday 2nd April 2011. The draft itinerary for the week is attached and we know you will have a wonderful time in our country participating in this focused professional learning opportunity that includes visits to a number of cutting edge early childhood centres. Margie will be your study tour guide during the week and she will provide provocations for reflection. **This study tour is limited in numbers but will require 10 registrants to proceed. Please confirm with Margie before making travel bookings.**

The cost of the study tour is \$1695.US, (As of 15 May 10. There may be some slight adjustment depending on the exchange rate). Accommodation will be in Auckland at Vaughan Park Retreat - a beautiful setting at Long Bay on the North Shore of Auckland. The beach nearby provides a serene atmosphere and the pleasant accommodation facilities are very comfortable. The food is homemade and of a high quality. The helpful staff are only too happy to cater for individual dietary needs. You might like to view online at:

<http://www.vpr.co.nz/>

Registration costs include: Five nights accommodation; Saturday – Friday. Group pick up and drop off on Monday and Saturday from/to central Auckland location or airport. All meals, transport to venues, centre visits, and presentations are included.

Registration does not include: Airfares, insurance, personal items, phone calls, social costs etc.

When booking please ensure you are able to stay for the duration of the study tour – ie 4.00pm on Saturday 2nd April.

You might consider taking time to see our beautiful country before or after the study tour. We recommend visiting the Bay of Islands, Rotorua, Queenstown, Nelson or Christchurch.

If you would like to participate in this study tour, please complete the following registration form with your deposit and send to:

Margie Carter

Harvest Resources

PO Box 22106

Seattle

WA 98122-0106

Kind Regards

Chris Bayes

Lorraine Manuela

Fran Paniora

Inspire is a charitable trust promoting professional learning opportunities for teachers.

Sample: Inspire – New Zealand Study Tour
21 – 26 February 2010

2011 details still being finalized

	SUNDAY 21	MONDAY 22	TUESDAY 23	WEDNESDAY 24	THURSDAY 25	FRIDAY 26
A.M	10.30 Pick up from central location in city. 11.00 Sky Tower for brunch	9.00am <ul style="list-style-type: none"> • Introduction and NZ context • Special Education • Te Whaariki • Learning stories • ICT • PD systems research 	8.30 depart Visit to Te Puna Kohungahunga And Kids Domain	9.00 depart Visit to Browns Bay preschool and Magic Garden	8.30 depart for visit to Awhi Whanau and Nukutukulea (Pasifika centre)	8.00 – Breakfast and vacate rooms; luggage stored in a central location. 9.00 – Facilitated conversations, summaries, next steps 10.45 morning tea 11.00 depart
LUNCH		12.30 Lunch	Lunch	Picnic lunch on beach	12.30 Lunch at Botanic Gardens/ Children's Garden	Lunch on outing
P.M.	Museum for Maori welcome, Followed by a tiki tour – Mt Eden, Coffee at Mission Bay etc. 3.00pm Arrive at Vaughan Park lodging	1.30pm – 3.30 Presentation; Diti Hill: Pedagogical documentation as a professional development tool for coaching, mentoring and provoking change. 6.30: Dinner 7.30 Therese/Lorraine; Professional leadership and Change	Session with Karen Lilley and Nan on Maori education 2.45 Jilly Tyler Ministry of Ed - Professional development	Stroll around Browns Bay shopping centre. 2.00 Return to Vaughan Park	Visit Children's Gardens 2.00: Share Innovations; (focus on using the environment for professional development) 3.30 Return to Vaughan Park	Tiki tour to Karekare And a winery. 4.00 drop off at central location in city
Evening	7.00: Dinner Margie to facilitate group work, identifying questions, foci, protocols for tours		7.30: Dinner Facilitated conversations with Margie.	5.00: depart to Tots Corner. Tour, dinner, learning stories from teachers, including ICT Return 8.00pm	7.30: Group Dinner with invited teachers and directors from centres visited.	

Robin Browning saw this flight on Orbitz

From: Robin Browning <stg1navy@earthlink.net>
To: marianabrowning@earthlink.net
Subject: Robin Browning saw this flight on Orbitz
Date: Sep 28, 2010 11:04 AM

<VSCR"+IPT>"); } //--> var wtProductionEnv='false'; function onClickWebtrends() {}

Robin Browning found this trip available for purchase on Orbitz on Tuesday, Sep 28, 2010

Hi marianabrowning: This looks like the flight you would have to take. It arrives 5:10AM Sunday, remember the international date line. The flight out is 6:20pm. The flight out is 6:20pm. At least this gives you an idea of the cost and times

Flight details

\$1,333 per person
(\$1,088 + \$245 taxes and fees = \$1,333*)

*Includes taxes and fees. Fares subject to change.
Seats are limited, so don't wait long to book.

Friday, March 25, 2011

Leave

Air New Zealand 7

Depart: 6:20pm
Fri, Mar 25, 2011
San Francisco, CA
San Francisco International (SFO)

Economy
Boeing 777
13hr 10min
6531 miles

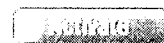
Arrive: 5:10am
Auckland, New Zealand
Auckland Jean Batten (AKL)

This flight arrives two days later.

Send me an e-mail if
the price drops....

below the current
lowest total fare
\$1333
per person

to \$
total per person



Saturday, April 2, 2011

Return

Air New Zealand 8

Depart: 6:20pm
evening
Auckland, New Zealand
Auckland Jean Batten (AKL)
Arrive: 10:20am
morning
San Francisco, CA
San Francisco International (SFO)

Economy
Boeing 747
12hr 0min
6531 miles

Travelers: 1 adult

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**Find great rental car rates
in Auckland**

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Orbitz Customer Care**



FOOTHILL-DE ANZA
Community College District

Foothill-De Anza Community College District

International Travel Authorization College Related Business Board Policy 4176

"The Board of Trustees recognizes that there is an occasional need for international travel to advance the purpose of the District. Except for the staff members employed within the Office of International Students and approved academic programs at FHDA, the Board of Trustees, in advance of the travel, must approve all international travel, which is funded from General fund."

BOARD APPROVAL IS REQUIRED BEFORE MAKING TRAVEL ARRANGEMENTS

I, Christine Carducci request permission to travel to

Auckland, New Zealand Please Print Name

Conference Dates: March 28 to April 2, 2011 - (personal travel 4/3 to 4/8.)
On March 25, 2011 through April 8, 2011, The following arrangements

have been made for coverage of my classes/work:

Conference is during Foothill Spring break- no coverage needed.

Spring Qtr. class assignments not yet determined. IF coverage is needed
for week one classes - Sub from within CHLD Dpt. will be pre-arranged.

How will this trip advance the purpose of the District?

By enhancing my teaching skills and knowledge of international
perspectives of early education, offer to students and within the department
advanced knowledge to be leaders in the field. Support Community in Early Educ
through Planning the future conference in fall.

Fund Description:

Estimated Total Cost: \$ 3,028 Total \$ from the General Fund 1000

Source of Funding: Fund 114000 Org 521017 Acct 5510 Prog 675000

Employee Signature: Christine Carducci Date: 11/23/2010

Managing Supervisors Signature: [Signature] Date: 12/29/10

College President/Chancellor Signature: [Signature] Date: 1-10-11

Date of Board Approval: _____

A copy of this form must be submitted with your request for Travel Reimbursement

Name: Christine Carducci

Today's Date: 10/20/2010

Department: BSS - CHLD

Work Phone: 650-504-1948

Confirmation of funding will be sent via District Email.

District Email: carduccichristine@fhda.edu

☐ Full-Time Faculty

☐ Classified/SEIU

☒ Part-Time Faculty (must have re-employment preference)

☐ Other: _____

The completed application packet must be turned in to the Office of Faculty and Staff one month before the activity and must include:

Title of Proposed Activity: Inspire-Professional Learning for Teachers

Are you presenting at this activity? Choose one: ☐ Yes ☒ No

Activity Date(s), Begins on: March 28, 2011 Ends on: April 2, 2011

Activity Location, City and State: Auckland, New Zealand

Please itemize and check off each area below:

Conference Fee:	\$ <u>1695</u>
<input checked="" type="checkbox"/> Copy of brochure or flier attached	
Automobile Mileage: (Limit of 300 miles round trip)	
<input type="checkbox"/> Copy of MapQuest or Google driving directions from Foothill College	
Mileage: (Multiply one way mileage by number of trips by mileage rate)	\$ <u>N/A</u>
_____ x _____ x \$0.50 =	
One Way Mileage Number of Trips Mileage Rate	
Airfare: (For trips over 300 miles)	\$ <u>1,333</u>
<input checked="" type="checkbox"/> Copy of airline estimate or reservation	
Ground Transportation: (Included)	\$ <u>N/A</u>
<input type="checkbox"/> Estimate of shuttle/taxi/parking	
Round trip shuttle or taxi expenses from airport to hotel, or car rental	\$
Meals/Per Diem: (Included)	\$ <u>N/A</u>
Per diem reimbursement (\$55) does not require receipts: Breakfast \$10, Lunch \$15, Dinner \$30. Otherwise, attach receipts to a Trip Voucher upon return.	
Lodging: (Included)	\$ <u>N/A</u>
<input type="checkbox"/> Copy of hotel or accommodations quote	
_____ nights @ \$ _____ per night (include estimated taxes)	
Total Costs :	\$ <u>3,028</u>

difference from estimate to actual reservation.

1,128⁵

2,823.50

Classified/SEIU employees complete this question.

Check the appropriate description below for your activity:

- ☐ A. Less than 150 miles from campus, one day event (\$500 limit)
- ☐ B. Over 150 miles from campus, one day event (\$1000 limit)
- ☐ C. Less than 75 miles from campus, multiple-day event (\$500 limit)
- ☐ D. Over 75 miles from campus, multiple-day event (\$1000 limit)

Please indicate how this experience will ultimately benefit the students of Foothill College:
(i.e. create a system or process, develop new materials, improve your job skills, etc.)

Two primary benefits, and many related benefits, will come from my attending this inspiring professional development opportunity. First, the content of international perspective on Early care and development, Education from the Ministry of Educ. and the curriculum planning of 'Te Whariki' is on cutting edge of the field, to add this to my teaching and work with students is unparalleled. Second, attending with colleague, Marisa Browning offers great benefit to program planning, department goals, painting the future conference planning and reflection with directly related outcomes.

Important!

To guarantee reimbursement for expenses, you must submit a trip voucher that includes all of the following to the Office of Faculty and Staff within **10 days** of the date on which the activity occurred. Delay in submission may result in loss of funding.:

- **Original receipts made out to the attendee** for reimburseable expenses
- Proof of payment for receipts that do not specify how payment was made
- For Classified Employees: A 1 page written summary of the activity

Failure to adhere to these reimbursement policies may result in loss of funding.

I have read and understood the above reimbursement procedures and policies.

Signature of Applicant: _____

Signature of Dean/Supervisor: _____

☐ I certify that this applicant is not a probationary Classified employee and not on PDL.

☒ I certify this part-time faculty member has re-hire preference.

☒ I certify this part-time faculty member has not used conference funds from DeAnza.

If the Dean/Supervisor is declining to sign, please state the reason below:

For Office Use Only:

Received: _____

Committee Approval: _____

Date: _____

For Part-Time Faculty:

Funds used at De Anza: \$ _____

☐ Approved 1st Account: _____

\$

☐ Approved 2nd Account: _____

\$

☐ Denied _____

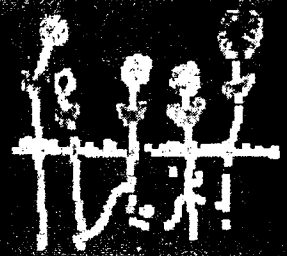
Available: _____

Recorded: _____

Emailed: _____

'Inspire'

Professional
Learning for
Teachers



'Inspire' - PROFESSIONAL LEARNING FOR TEACHERS

May 2010

P.O.BOX 36421 NORTHCOTE

Auckland, New Zealand.

Ph: 0064 9 4807025

Fax: 0064 9 4807028

Email: chris.bayes@xtra.co.nz

Dear Early Childhood Colleague,

'Inspire' Professional Learning for Teachers – in conjunction with Margie Carter from Harvest Resources – is pleased to present information regarding a study tour to Auckland, New Zealand from Monday 28th March – Saturday 2nd April 2011. The draft itinerary for the week is attached, and we know you will have a wonderful time in our country participating in this focused professional learning opportunity that includes visits to a number of cutting edge early childhood centres. Margie will be your study tour guide during the week, and she will provide provocations for reflection. **This study tour is limited in numbers but will require 10 registrants to proceed. Please confirm with Margie before making travel bookings.**

The cost of the study tour is \$1695.US (as of 15 May 10 – there may be some slight adjustment depending on the exchange rate). Accommodation will be in Auckland at Vaughan Park Retreat - a beautiful setting at Long Bay on the North Shore of Auckland. The beach nearby provides a serene atmosphere and the pleasant accommodation facilities are very comfortable. The food is homemade and of a high quality. The helpful staff members are only too happy to cater for individual dietary needs. You might like to view online at: <http://vaughanpark.org.nz>.

Registration costs include: Five nights accommodation; Saturday – Friday. Group pick-up and drop off on Monday and Saturday from/to central Auckland location or airport. All meals, transport to venues, centre visits, and presentations are included.

Registration does not include: Airfares, insurance, personal items, phone calls, social costs etc.

When booking please ensure you are able to stay for the duration of the study tour – until 4.00pm on Saturday 2nd April.

You might consider taking time to see our beautiful country before or after the study tour. We recommend visiting the Bay of Islands, Rotorua, Queenstown, Nelson or Christchurch.

If you would like to participate in this study tour, please complete the following registration form with your deposit and send to:

Margie Carter

Harvest Resources

PO Box 22106

Seattle

WA 98122-0106

Kind Regards

Chris Bayes

Lorraine Manuela

Fran Paniora

ck # 1033
\$ 800
10/11/2010

ck # 1040
\$ 895.
12/18/2010

Inspire is a charitable trust promoting professional learning opportunities for teachers.