

Board of Trustees Agenda Item

Board Meeting Date: March 7, 2011

Title of Item: International Travel Approval

Background and Analysis:

In conjunction with District Board Policy 4176, board approval is requested for international travel on behalf of two De Anza College counselors.

Susanne Chan and K. D. Le have both requested travel to Vancouver, British Columbia Canada from May 29 – June 3, 2011 to attend the NAFSA Conference and Expo. By attending the conference, both counselors will maintain currency and increase their knowledge base to serve international students. This training will encompass issues relating to international students, policies, procedures and regulations relating to our F-1 students.

Recommendation: Information only

A handwritten signature in black ink, appearing to be 'Z' followed by a horizontal line and a small loop.

Submitted by:	Brian Murphy, President, ext 8705
Additional contact names:	Stacey Cook, ext 8330
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, SUSANNE W. CHAN request permission to travel to
Please Print Name

On MAY 29, 2011 through JUNE 3, 2011, The following arrangements
have been made for coverage of my classes/work:

WILL NOT SCHEDULE APPOINTMENTS FOR COUNSELING.
IMMIGRATION ADVISOR WILL BE ON SITE

How will this trip advance the purpose of the District?

ATTENDING CONFERENCE WILL MAINTAIN CURRENCY AND
INCREASE KNOWLEDGE BASE TO SERVE INTERNATIONAL STUDENTS

Fund Description:

Estimated Total Cost: \$ 2,164.00 Total \$ from the General Fund \$1,000.00

Source of Funding: Fund 111100 Org 500000 Acct 1000 Prog 0000
\$1,000 - have applied from Staff
Development

Employee Signature: Susanne W. Chan Date: 1/20/11

Managing Supervisors Signature: Stacey A. Cobb Date: 1/24/11

College President/Chancellor Signature: [Signature] Date: 2/11/11

Date of Board Approval: _____

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



Professional Conference and Travel Funds

FACULTY APPLICATION

De Anza College Office of Staff and Organizational Development

APPLICATION PACKET

Please download and complete this application on your computer (Staff and Faculty Computer Lab, LCW-16, is available for those who need computer access). You must use Adobe Acrobat (or Acrobat Reader 5.0 or greater) to fill in this application. Don't forget to print a copy BEFORE you close this window, as Acrobat Reader does not always save the document. The completed application packet must be turned in to the De Anza College Office of Staff and Organizational Development and must include:

- A filled-in and signed application (signed by the applicant and by their dean or supervisor)
- 6 additional copies of the completed and signed application
- 1 copy of the flyer, brochure, or web pages that shows conference fees and hotel costs
- A Yahoo or Mapquest map showing miles from the college to the activity (if driving)

APPLICANT

Name: Susanne W. Chan

Today's Date: 1/20/11

Division: Counseling and Matriculation

Work Phone: 408 864-5813

Department: International Students Programs

Email: chansusanne@deanza.edu

Check your Status: Full-time Faculty ☒ Part-time Faculty ☐

ACTIVITY

Title of Proposed Activity:

NAFSA Conference and Expo - co-sponsored by US & Canada

Are you presenting at this activity? Yes ☐ No ☒

Activity Date(s), Begins on: 5/31/11 Ends on: 6/3/11

Activity Location, City: Vancouver, Canada State: _____

GOAL(S) OF ACTIVITY

To maintain and update knowledge regarding immigration regulations and counseling strategies for international students; to gain additional knowledge regarding counseling techniques and best practices when serving students of different cultures; to participate in the conference when programming is sponsored by two countries: US and Canada. +

IMPLEMENTATION

Please indicate specifically how you will implement what you learn:

(that is, new or revised curriculum, delivery method, materials, etc.)

As an international counselor, I see students in either individual or group basis. It is absolutely important for me to maintain and improve my counseling techniques in order to better serve our diverse population especially since ISP has been targeted for growth by the College and Board of Trustees.

REC'D:	REC'D JAN 25	FOR OFFICE USE ONLY				
APP NUMBER:	<u> </u>	<u> </u> Director, Staff and Organizational Development				
<table border="1"><tr><td>A</td><td>B</td><td>C</td><td>D</td></tr></table>	A	B	C	D	<input checked="" type="checkbox"/> Approved / Max Amount \$ <u>1000</u>	<input type="checkbox"/> Not Approved
A	B	C	D			

ITEMIZED ESTIMATED EXPENSES

Original receipts and proof of payment in the applicant's name are required for reimbursement of approved expenses. *Sharing hotel expenses? Each attendee must pay for their own portion of the hotel bill and have a receipt issued in their name.*

Conference/Seminar Fee:

\$ 714.00

Early bird - before 4/22/11

Transportation: Airfare OR Mileage

\$ 450.00

[For events you are driving to, enter total round-trip

miles x the # of days you are travelling: _____]

Mileage reimbursement: total miles x \$0.51 = \$0.00]

Lodging: 5 nights @ \$ 200.00 per night (include estimated taxes) = \$ 1,000.00

[Maximum fee per night = \$200.00]

Total Costs: \$ 2,164.00

AMOUNT REQUESTED: \$ 1,000.00

Important: Applicants Please Read!

To be reimbursed for expenses, you must submit all of the following to the Staff Development Office within **45 days** of the date on which the activity occurred:

- the completed trip voucher (sent to you with your award letter)
- **original receipts made out to the attendee** for reimburseable expenses (receipts issued in someone else's name will NOT be reimbursed)
- proof of payment for those receipts that do not specify how payment was made
- a 1-2 page written summary of the activity

Failure to adhere to these reimbursement policies will result in the 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 part-time faculty member has re-employment preference.

☒ I have discussed this application with the applicant and support committee approval.

Comments: _____

_____ I do not feel this application enhances our division/work unit goals at this time, however, I acknowledge that this activity may enhance another area of the college.

Comments: _____



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Registration

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[Benefits of Attending](#)

Registration for NAFSA's 2011 Annual Conference & Expo opens March 1, 2011, at 12 p.m. (EST). There will be several ways to register: online, fax, or post.

[Need help communicating the benefits to your supervisor?](#)

Important Dates

Registration Opens	March 1, 2011
Early-Bird Registration Deadline	April 22, 2011
Online Registration Closes	May 6, 2011

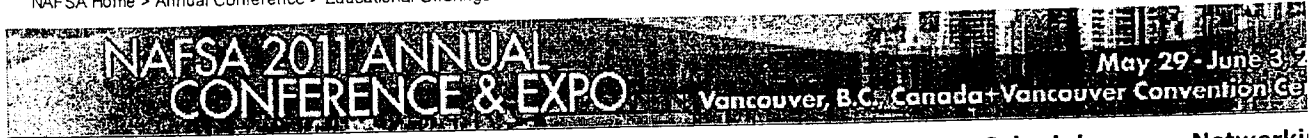
Registration Rates

Registrant Type	Early-Bird (Rec'd by 4/22)	Regular (After 4/22 or On-site)	Daily Rate
NAFSA Member	\$484	\$574	\$269
Nonmember	\$714	\$844	\$419
Associate Member ⓘ	\$239	\$269	\$139
Life Member ⓘ			
Full-Time Student ⓘ			
Spouse/Life Partner ⓘ			

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NAFSA: Association of International Educators
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Tel 202.737.3699 - Fax 202.737.3657

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Conference Schedule 2011

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Note this is a preliminary schedule as of the end of November. Events are subject to change. Please check back on a regular basis as items will be added as they are confirmed. (As of 11-24-10)

Saturday, May 28

4:30 p.m. - 7:30 p.m. Conference Registration

Sunday, May 29

7:00 a.m. - 5:30 p.m. Conference Registration

8:00 a.m. - 5:00 p.m. Management Development Program (Day 1)

8:00 a.m. - 6:00 p.m. Preconference Workshops

Monday, May 30

7:00 a.m. - 7:00 p.m. Conference Registration

8:00 a.m. - 5:00 p.m. Exhibitors Move-in

Management Development Program (Day 2)

8:00 a.m. - 6:00 p.m. Preconference Workshops

9:00 a.m. - 5:00 p.m. Career Center

9:00 a.m. - 12:00 p.m. Orientation for Education Abroad Professionals Based Outside the U.S.

5:00 p.m. - 6:00 p.m. Welcome Orientation for Students

5:00 p.m. - 7:00 p.m. Special Event: Knowledge Community Networking Receptions

Tuesday, May 31

7:00 a.m. - 5:30 p.m. Conference Registration

7:30 a.m. - 12:30 p.m. Symposium on Leadership

8:00 a.m. - 9:00 a.m. Students/Mentors Meeting

Tuesday, May 31

8:00 a.m. - 12:00 p.m.	Management Development Program (Day 3)
8:00 a.m. - 1:00 p.m.	Preconference Workshops
9:00 a.m. - 9:15 a.m.	International Education Expo: Opening Ceremony
9:00 a.m. - 3:30 p.m.	Expo Hall Open
	Career Center
10:00 a.m. - 11:15 a.m.	First-Timers Orientation
10:30 a.m. - 11:30 a.m.	MIG Open House
11:15 a.m. - 12:00 p.m.	Recruitment, Admissions, and Preparation Knowledge Community Update
11:30 a.m. - 2:00 p.m.	Express Lunch in Expo Hall
12:00 p.m. - 12:45 p.m.	Knowledge Community for Education Abroad Update
12:30 p.m. - 1:45 p.m.	Cuba Luncheon
12:45 p.m. - 1:30 p.m.	Teaching, Learning, and Scholarship Knowledge Community Update
1:30 p.m. - 2:15 p.m.	Knowledge Community for International Student and Scholar Services Update
2:00 p.m. - 4:00 p.m.	Cuba Seminar
2:30 p.m. - 3:45 p.m.	Concurrent Sessions
4:15 p.m. - 6:00 p.m.	Opening Plenary
6:00 p.m. - 8:00 p.m.	Special Event: Opening Reception

Wednesday, June 1

7:00 a.m. - 5:30 p.m.	Conference Registration
7:30 a.m. - 9:00 a.m.	Women's College and University Breakfast
8:00 a.m. - 9:15 a.m.	Concurrent Sessions and Seminars
	MIG Meetings
9:00 a.m. - 10:30 a.m.	Poster Fairs
9:00 a.m. - 5:00 p.m.	Expo Hall
	Career Center
9:15 a.m. - 9:45 a.m.	Coffee Break
9:30 a.m. - 10:30 a.m.	Concurrent Sessions and Seminars
10:45 a.m. - 12:15 p.m.	Plenary Panel and Annual Business Meeting
12:30 p.m. - 1:15 p.m.	International Education Leadership Knowledge Community Update

Wednesday, June 1

12:30 p.m. - 2:00 p.m.	Express Lunch in Expo Hall
	Peace and Justice, Sustainability, and United Nations Member Interest Groups Luncheon
12:30 p.m. - 5:30 p.m.	Colloquium on Internationalizing Business Education
	Colloquium on Internationalizing Teacher Education (Day 1)
12:45 p.m. - 2:15 p.m.	Poster Fairs
1:45 p.m. - 3:00 p.m.	Concurrent Sessions and Seminars
	MIG Meetings
3:00 p.m. - 3:45 p.m.	Refreshment Break in Expo Hall
3:30 p.m. - 5:00 p.m.	Poster Fairs
3:45 p.m. - 5:00 p.m.	Concurrent Sessions and Seminars
	MIG Meetings
5:15 p.m. - 6:15 p.m.	Regional Meetings; Meeting for Participants Based Outside the U.S.
6:30 p.m. - 9:00 p.m.	Special Event: Cultural Event

Thursday, June 2

7:00 a.m. - 5:30 p.m.	Conference Registration
7:30 a.m. - 9:00 a.m.	Member Interest Group Breakfast
7:30 a.m. - 12:00 p.m.	Colloquium on Internationalizing Teacher Education (Day 2)
8:00 a.m. - 9:00 a.m.	Concurrent Sessions and Seminars
8:00 a.m. - 9:15 a.m.	MIG Meetings
9:00 a.m. - 5:00 p.m.	Career Center
9:00 a.m. - 5:00 p.m.	Expo Hall
9:15 a.m. - 10:15 a.m.	Concurrent Sessions and Seminars
10:00 a.m. - 12:00 p.m.	Poster Fairs
10:15 a.m. - 2:00 p.m.	Dedicated Expo Hall time
12:30 p.m. - 2:00 p.m.	Express Lunch in Expo Hall
2:00 p.m. - 3:15 p.m.	Concurrent Sessions and Seminars
3:00 p.m. - 3:45 p.m.	Refreshment Break in Expo Hall
3:00 p.m. - 4:30 p.m.	Poster Fairs
3:45 p.m. - 5:00 p.m.	Concurrent Sessions & Seminars

Thursday, June 2

MIG Meetings

4:30 p.m. - 5:30 p.m. Diversity Open Forum

***No concurrent sessions scheduled 10:15 a.m.- 2:00 p.m.**

Friday, June 3

7:30 a.m. - 11:00 a.m. Conference Registration

8:30 a.m. - 11:15 a.m. Expo Hall

9:00 a.m. - 10:15 a.m. Concurrent Sessions and Seminars

9:00 a.m. - 10:30 a.m. Technology Fair

9:00 a.m. - 3:00 p.m. Career Center

10:30 a.m. - 11:45 p.m. Concurrent Sessions and Seminars

12:00 p.m. - 2:00 p.m. International Plenary and Luncheon

2:15 p.m. - 3:15 p.m. Concurrent Sessions

3:30 p.m. - 4:30 p.m. Concurrent Sessions

4:30 p.m. - 5:30 p.m. Special Event: Closing Reception, NAFSA 2012, Houston, Texas

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NAFSA: Association of International Educators
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De Anza College
Staff Revitalization and Professional Conference Funds
Jackie Reza, Committee Chair

MEMORANDUM

TO: K.D. Le

FROM: Mary Kay Englen, Staff and Organizational Development Program *mke*

DATE: 2/4/2011

CC: Gordon Poon, Counseling

Contingent on Board of Trustees Approval, the Staff Revitalization and Professional Conference Fund Committee has approved your request for International Travel/Conference funds for **\$1000.00** to attend the activity: **NAFSA Conference and Expo**. We hope that the money awarded will help to defray part of your expenses.

The Staff Revitalization and Professional Conference Funds Committee has filled out the appropriate budget and award information on your International Travel Authorization Form and it is attached. We have also sent a copy of the completed form to your Dean/Supervisor.

This is the checklist for completing your international travel funding request:

- Submit your International Travel Authorization Form to the President's Office by February 24 for the Board Meeting on March 7. **You MUST obtain Board approval before you start traveling.** (The sooner the better.)
- After the Board of Trustees Meeting, the names of the employees who have been granted Board approval for International Travel will be listed in the Board Minutes, which may be obtained online when the Board Minutes are posted, approximately one week after the meeting: http://www.fhda.edu/about_us/board/minutes.
- The Office of Staff & Organizational Development, upon confirming Board approval, will send the conference funds award-approval letter and the trip voucher to you.
- Upon completion of your activity, submit the following to the Office of Staff & Organizational Development for processing, adhering to the due date on the Trip Voucher.
 - your trip voucher
 - your receipts and proofs of payment
 - your confirmation of approval of international travel from the Board Minutes
 - your 1-2 page conference report

If you have questions about this process, please call Mary Kay Englen at ext. 8322.

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, K.D. Le request permission to travel to
Please Print Name

On 5/29/11 through 6/3/11, The following arrangements
have been made for coverage of my classes/work:

Exam review + exam are given on-line
in Catalyst for this week.

How will this trip advance the purpose of the District?

The district will have a representative who is updated
with the knowledge information and skills to serve
the international students within its district

Fund Description:

Estimated Total Cost: \$ 2,164 Total \$ from the General Fund \$1,100.00

Source of Funding: Fund 114-000 Org 0001012 Acct 0077 Prog 000000

Employee Signature: [Signature] Date: 1/26/11

Managing Supervisors Signature: [Signature] Date: 1/26/11

College President/Chancellor Signature: [Signature] Date: 2/11/11

Date of Board Approval: _____

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



Professional Conference and Travel Funds

FACULTY APPLICATION

De Anza College Office of Staff and Organizational Development

APPLICATION PACKET

Please download and complete this application on your computer (Staff and Faculty Computer Lab, LCW-16, is available for those who need computer access). You must use Adobe Acrobat (or Acrobat Reader 5.0 or greater) to fill in this application. Don't forget to print a copy BEFORE you close this window, as Acrobat Reader does not always save the document. The completed application packet must be turned in to the De Anza College Office of Staff and Organizational Development and must include:

- A filled-in and signed application (signed by the applicant and by their dean or supervisor)
- 6 additional copies of the completed and signed application
- 1 copy of the flyer, brochure, or web pages that shows conference fees and hotel costs
- A Yahoo or Mapquest map showing miles from the college to the activity (if driving)

APPLICANT

Name: K.D. Le Huynh

Today's Date: 1/20/11

Division: Counseling

Work Phone: 408-864-5673

Department: Counseling

Email: lekd@deanza.edu

Check your Status: Full-time Faculty ☒ Part-time Faculty ☐

ACTIVITY

Title of Proposed Activity:

NAFSA Conference and Expo

Are you presenting at this activity? Yes ☐ No ☒

Activity Date(s), Begins on: 5/29/11 Ends on: 6/3/11

Activity Location, City: Vancouver, Canada State: _____

GOAL(S) OF ACTIVITY

Please see attachment

IMPLEMENTATION

Please indicate specifically how you will implement what you learn:
(that is, new or revised curriculum, delivery method, materials, etc.)

Please see attachment

REC'D: REC'D JAN 27	FOR OFFICE USE ONLY				
APP NUMBER: <u>20110001</u>	<u>[Signature]</u> Director, Staff and Organizational Development				
<table border="1"><tr><td>A</td><td>B</td><td>C</td><td>D</td></tr></table>	A	B	C	D	<input checked="" type="checkbox"/> Approved / Max Amount \$ <u>1000.-</u> <input type="checkbox"/> Not Approved
A	B	C	D		

Goal(s) of Activity:

I would like to attend this conference too acquire updated information from other experts regarding international education, issues relating to international students, and immigration policies and regulations relating to our F-1 international students. In addition, it's an opportunity to exchange and share experiences regarding success and challenges in working with international students at the community college level.

Implementation:

There are an increase number of international students on our campus who suffer from stress, anxiety, depression, and other emotional problems. It's critical to acquire new information and skills in order to better serve our students in alleviating some of their psychological symptoms and cultural adjustment issues.

There are also changes in immigration policies, procedures, and regulations where I need to be updated in order to better inform, counsel, and teach our current and potential international students at DA.

The last NAFSA Conference I attended was in 2004. I have not requested funds for any conferences in the past few years. I hope my request for this conference is approved because it's so important in giving me the necessary tools and information to effectively serve our international students. Thank you so much for your consideration.

ITEMIZED ESTIMATED EXPENSES

Original receipts and proof of payment in the applicant's name are required for reimbursement of approved expenses. *Sharing hotel expenses? Each attendee must pay for their own portion of the hotel bill and have a receipt issued in their name.*

Conference/Seminar Fee: \$ 714.00 *

Transportation: Airfare OR Mileage \$ 450.00

[For events you are driving to, enter total round-trip

miles x the # of days you are travelling: _____

Mileage reimbursement: total miles x \$0.51 = \$0.00]

Lodging: 5 nights @ \$ 200.00 per night (include estimated taxes) = \$ 1,000.00
[Maximum fee per night = \$200.00]

Total Costs: \$ 2,164.00

AMOUNT REQUESTED: \$ 1,000.00

Important: Applicants Please Read!

To be reimbursed for expenses, you must submit all of the following to the Staff Development Office within **45 days** of the date on which the activity occurred:

- the completed trip voucher (sent to you with your award letter)
- **original receipts made out to the attendee** for reimburseable expenses (receipts issued in someone else's name will NOT be reimbursed)
- proof of payment for those receipts that do not specify how payment was made
- a 1-2 page written summary of the activity

Failure to adhere to these reimbursement policies will result in the 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 part-time faculty member has re-employment preference.

☒ *I have discussed this application with the applicant and support committee approval.*

Comments: _____

I do not feel this application enhances our division/work unit goals at this time, however, I acknowledge that this activity may enhance another area of the college.

Comments: _____



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Thousands of educators from around the world will meet in Vancouver, British Columbia, Canada May 29-June 3, 2011.

Attend the Conference



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NAFSA's 2011 Annual Conference & Expo will bring together campus leaders, policy experts, industry partners, experienced practitioners, and international colleagues for:

- 250+ workshops, sessions, and seminars
- Unlimited networking opportunities
- World-renowned plenary speakers
- Priceless face-to-face connections

Important Dates

Now Open
 Reserve Exhibit Booth Space
 March 1, 2011 - 12:00 p.m. EST
 Registration & Housing Open
 April 22, 2011
 Early Registration Ends
 May 6, 2011
 Online Registration Ends
 May 29 - June 3, 2011
 Annual Conference & Expo

2010 Conference Highlights


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NAFSA 2011 ANNUAL CONFERENCE & EXPO

May 29 - June 3, 2011
Vancouver, B.C., Canada + Vancouver Convention Centre

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Associate Member	\$239	\$269	\$139
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Full-Time Student			
Spouse/Life Partner			

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