

Board of Trustees Agenda Item

Board Meeting Date: May 2, 2011

Title of Item: Faculty International Travel

Background and Analysis:

Approval is requested for international travel for tenured music faculty member Elizabeth Barkley who will be traveling to Seoul and Gyeongju, South Korea in July 2011 to attend and present at the International Conference of the College Music Society. Participation in and presentation will benefit her development of a new course in World Music (Music 2D).

She will be paying for the majority of her travel costs, except for whatever faculty/staff travel conference reimbursement funds are available to her. (No more than \$1,000.00.)

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

Submitted by:	Judy Miner x7200 and Mark Anderson x7156
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, Elizabeth F. Berkeley request permission to travel to
Please Print Name

the International Conference of the College Music Society
in Seoul and Gyeongju, South Korea
On July 3, 2011 through July 10, 2011, The following arrangements

have been made for coverage of my classes/work:

No arrangements necessary.

How will this trip advance the purpose of the District? I have created a new course in World Music (Music 2D). Participation in and presentation at the conference will improve my knowledge of world music, provide information from which I will develop materials, and increase the effectiveness of the course. I plan to pay for this myself, but have been encouraged to apply for some level of reimbursement.
Fund Description: effectiveness of the course. I plan to pay for this myself, but have been encouraged to apply for some level of reimbursement.
Estimated Total Cost: \$ 4,685. Total \$ from the General Fund _____

Source of Funding: Fund _____ Org _____ Acct _____ Prog _____

Employee Signature: [Signature] Date: 4-5-2011

Managing Supervisors Signature: [Signature] Date: 4/5/11

College President/Chancellor Signature: _____ Date: _____

Date of Board Approval: _____

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

Name: Elizabeth Barkley

Today's Date: 4-5-2011

Department: Music

Work Phone: 650-949-7267

Confirmation of funding will be sent **via District Email only.**

District Email: barkleyelizabeth@fothill.edu

☒ Full-Time Faculty

☐ Classified/ACE

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

☐ Other: _____

The completed application packet must be turned in to Pat Hyland Prior to the deadline:

Fall - Oct. 22, 2010, Winter - Jan. 21, 2011, Spring/Summer - Apr. 21, 2011.

Title of Proposed Activity: Attend & Present at College Music Society Conference

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

Activity Date(s), Begins on: July 3, 2011 Ends on: July 10, 2011

Activity Location, City and State: Seoul and Gyeongju, South Korea

Please itemize and check off each area below:

For electronic submissions, include attachments.

Conference Fee:		
<input checked="" type="checkbox"/> Copy of brochure or flier attached		\$ 1,350
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 50 cents/mile		\$
One Way Mileage Number of Trips Mileage Rate		
Airfare: (For trips over 300 miles)		
<input checked="" type="checkbox"/> Copy of airline estimate or reservation		\$ 1,300
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 a day) does not require receipts: Breakfast \$10, Lunch \$15, Dinner \$30. Otherwise, attach receipts to a Trip Voucher upon return.		
		\$ 605
Lodging:		
<input checked="" type="checkbox"/> Copy of hotel or accommodations quote		\$ 1,430
<u>11</u> nights @ \$ <u>130</u> per night (include estimated taxes)		
Total Costs (Classified, see below):		\$ 4,685

Classified/ACE employees complete this question.

Check the appropriate description below for your activity:

- | | |
|--|------------------------|
| <input type="checkbox"/> A. Less than 150 miles from campus, one day event | (\$500 limit on above) |
| <input type="checkbox"/> B. Over 150 miles from campus, one day event | (\$1000 limit) |
| <input type="checkbox"/> C. Less than 75 miles from campus, multiple-day event | (\$500 limit) |
| <input type="checkbox"/> 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.)

This last year I have been offering a new course in World Music (Music 2D) that I created academic year 2009-10. Participation in and presentation at this conference will improve my knowledge of world music, provide information from which I will develop new materials and in general increase the effectiveness of this course for students.

Important!

To guarantee reimbursement for expenses, you must submit a trip voucher that includes all of the following to Pat Hyland, Dean of Student Affairs, 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 reimbursable 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: _____

(Typed Signatures accepted)

Signature of Dean/Supervisor: _____

☒ I certify that this applicant is not a **Classified** employee still on probation or on ProfDevLeave.

☐ 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: _____



THE COLLEGE MUSIC SOCIETY

2011 International Conference



July 3–10, 2011
Seoul and Gyeongju, South Korea

Day 7: Saturday, July 9 (Gyeongju)

8:00 am

Conference registration desk open

Hyundai, Foyer

9:00–10:25 a.m.

Session 7A

Hotel Hyundai, Emerald Room

9:00 Paper: *Songs of Protest: Incorporating F&*@in USA* by Yoon Min-suk into an American Music Course

Elizabeth Barkley (Foothill College)

9:30 Paper: *The Singing Revolution: Peaceful Protest through Song*

Heather MacLaughlin Garbes (The Woodlands, Texas)

10:00 Paper: *The Battle Over Deng Lijun*

Eric Hing-tao Hung (Westminster Choir College)

9:00–10:25 a.m.

Session 7B

Hotel Hyundai, Ruby Room

9:00 Workshop: *Embodied Transmission of Cultural Values in Two Historic Courts*

Marta E. Robertson (Gettysburg College)

10:00 Lecture-recital: *The Melding of Korean and Western Traditions*

Francesca M. Arnone (West Virginia University)

9:00–10:25 a.m.

Session 7C

Hotel Hyundai, Sapphire Room

9:00 Paper: *Intersections of Asian and Western Traditions in 20th Century Music for Oboe*

Nora A. Lewis (Kansas State University)

9:30 Lecture-recital: *20th century Flute and Guitar Repertoire from Around the Globe*

Kimberlee Goodman (Otterbein University)

Karl Wohlwend (Otterbein University)

10:00 Lecture-recital: *Exploring the Sounds of Doubling Double Reeds: Demonstrating New Music for English horn and Contrabassoon Duo*

Cindy L. Behmer (University of Arizona)

Jessica A. Campbell (Tucson Symphony Orchestra)

10:30 am

Coffee Break

Meeting Confirmation Notice

Elizabeth Barkley
Foothill College
Department of Music
307 Lilac Dr.
Los Osos CA 93402-3619

Meeting: **2011 CMS International Conference**
Sunday, July 3, 2011 through Sunday, July 10, 2011

Seoul and Gyeongju, South Korea

You are registered for the following:

Function	Quantity	Rate	Amount
Registration Balance	1	950.00	950.00
Registration Deposit	1	400.00	400.00
		Total	1,350.00
		Payment	1,350.00
		Balance	0.00

\$400.00 Registration Deposit received 11/30/10, Visa ***6573
\$950.00 Registration Balance received 2/2011, Visa ***6573

Thank you for your payment for The College Music Society's International Conference in Seoul and Gyeongju, South Korea, July 3 -10, 2011. This confirms that you have now paid your registration in full.

Questions regarding the conference may be directed to Peter Park, CMS Director of Professional Activities, at <conferences@music.org>.

We look forward to hearing of your successful participation in this event, and trust you will find the experience stimulating and enlightening.

The College Music Society
312 East Pine Street
Missoula, Montana 59802
cms@music.org
www.music.org

Step 1: Select a Departing Flight From San Jose, CA to Seoul, South Korea

Fri Jul 1, 2011 - Sun Jul 10, 2011 | 1 Adult [Change Your Search](#)

Flights Starting at

\$1321

Total \$1424

Flight + Hotel **\$1932**
7-Nights from:

[Reset Filters](#)

Filter Your Results

▼ By Number of Stops

- ☒ All Flights
- ☐ 1 Stops
- ☐ 2+ Stops

► By Time

▼ By Airlines

- ☒ All Airlines
- ☐ US Airways
- ☐ Multiple Airlines
- ☐ Asiana Airlines
- ☐ Korean Air
- ☐ Japan Airlines
- ☐ Delta Air Lines
- ☐ Cathay Pacific Airways
- ☐ Hawaiian Airlines
- ☐ American Airlines
- ☐ United
- ☐ Air Canada
- ☐ Continental Airlines

[Reset Filters](#)

▼ Change Your Search

From:

San Jose - SJC

To:

Seoul - ICN

Depart:

07/01/2011

Return:

Lowest Fare Summary

☐ By Departure Time ☒ By Airline

	Non-Stops	1 Stops	2+ Stops
US Airways	---	---	\$1321
			Total \$1424
Multiple Airlines	---	\$1461	\$1671

To Show Original Results: [Reset Filters](#)

Sort the Flights Shown Below by: [Price \(Low to High\)](#)

US Airways

Flights 209 / 417 / 6629

Flight 6629 operated by United

Depart: 4:05 PM San Jose, CA (SJC)

Arrive: 2:55 PM Seoul, South Korea (ICN)

Connect in: Phoenix, San Francisco

2 Stops

Guaranteed Best Price

\$1321 per person
Total \$1424

[SELECT THIS DEPARTURE](#)

[See Flight Details](#)

[SEE OPTIONS](#)

You can **SAVE** up to \$525 by booking a Flight + Hotel!

US Airways

Flights 288 / 417 / 6629

Flight 6629 operated by United

Depart: 7:10 PM San Jose, CA (SJC)

Arrive: 2:55 PM Seoul, South Korea (ICN)

Connect in: Phoenix, San Francisco

2 Stops

Guaranteed Best Price

\$1321 per person
Total \$1424

[SELECT THIS DEPARTURE](#)

[See Flight Details](#)

US Airways

Flights 209 / 415 / 6629

Flight 6629 operated by United

Depart: 4:05 PM San Jose, CA (SJC)

Arrive: 2:55 PM Seoul, South Korea (ICN)

Connect in: Phoenix, San Francisco

2 Stops

Guaranteed Best Price

\$1328 per person
Total \$1438

[SELECT THIS DEPARTURE](#)

[See Flight Details](#)

United

Flight 6500

Flight 6500 operated by UNITED EXPRESS/SKYWEST AIRLINES

Asiana Airlines

Flight 201

Depart: 6:10 AM San Jose, CA (SJC)

Arrive: 6:10 PM Seoul, South Korea (ICN)

Connect in: Los Angeles

1 Stop

Guaranteed Best Price

\$1461 per person
Total \$1558

[SELECT THIS DEPARTURE](#)

[See Flight Details](#)

United

Flight 6499

Flight 6499 operated by UNITED EXPRESS/SKYWEST AIRLINES

Asiana Airlines

1 Stop

Guaranteed Best Price

\$1461 per person
Total \$1558

[SELECT THIS DEPARTURE](#)



CMS 2011 Hotel Reservation Form

A. Participant Information

First Name:	Last Name:	(<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.)
Affiliation:		
Address:		
Phone:	Fax:	Email:
Accompanying Person: <small>First Name</small>		<small>Last Name</small>
Special Requirement:		

B. Hotel Rates in Seoul

Class	Hotel	Room Type	Rate(KRW)	Distance from Venue
SDLX	Lotte Hotel	<input type="checkbox"/> Double <input type="checkbox"/> Twin	220,000	Venue
		<input type="checkbox"/> Triple	290,000	
1 st	IBIS Ambassador	<input type="checkbox"/> Double <input type="checkbox"/> Twin	178,000	5 min. walk
1 st	Pacific Hotel	<input type="checkbox"/> Double <input type="checkbox"/> Twin	145,000	15 min. walk
		<input type="checkbox"/> Triple	190,000	
1 st	Seokyo Hotel	<input type="checkbox"/> Double <input type="checkbox"/> Twin	107,000	15 min. by subway
		<input type="checkbox"/> Triple	152,000	
2 nd	Hotel Sky Park	<input type="checkbox"/> Double	127,000	10 min. walk
		<input type="checkbox"/> Twin	137,000	10 min. walk

Check-in Date:	Estimated time of arrival:
Check-out Date:	No. of Nights:

C. Hotel Rates in Gyeongju

Class	Hotel	Room Type	Rate(KRW)	Distance from Venue
DLX	Hyundai Hotel	<input type="checkbox"/> Double <input type="checkbox"/> Twin <input type="checkbox"/> Triple	118,000	Venue
1 st	Concorde Hotel	<input type="checkbox"/> Double <input type="checkbox"/> Twin	105,000	5 min. walk
		<input type="checkbox"/> Triple <input type="checkbox"/> Quad	140,000	

Check-in Date:	Estimated time of arrival:
Check-out Date:	No. of Nights:

Contact: Ms. Annie Yu - Tel: +82-2-364-4171 / Fax: +82-2-364-4174 / E-mail: iplaza21@yahoo.com