

# **Quick Facts!**

## **Office of Professional Development**

**If you want to apply for professional development funding for travel, workshops or conferences, please forward a memo & all supporting documents to the corresponding PD Team Chair.**

**All professional development funds are processed on a reimbursement basis only.**

**When participating in professional development events or requesting reimbursement from a PD Team, please keep in mind our office does not issue travel checks. All original travel documents must be sent to the Business Office & copies can be forwarded to our office when necessary.**

### **Professional Development Team Chairs**

**Executive/Administrative PD Team Chair = Ali Esmaeili (872-7270)**

**Faculty PD Team Chair = Benito Garza (872-2679)**

**Professional/Technical PD Team Chair = Jeff Heavin (872-5082)**

**Classified PD Team Chair = Carol Woods (872-2763)**

### **Office of Professional Development Staff**

**Interim Director = Lee H. Grimes (872-7271)**

**Specialist = Brandi Lasister (872-7280)**

**Secretary = Sylvia Valdez (872-7269)**

**[www.southtexascollege.edu/professionaldevelopment](http://www.southtexascollege.edu/professionaldevelopment)**

**Check out our website for upcoming events and registrations!**