

TO: MAPE Union Members

DATE: December, 2011

FROM: Jane Vogt, CLC MAPE Representative

SUBJ: Staff Development Dollars

At a recent MAPE membership meeting, it was decided to adopt the following guidelines and form for use of staff development dollars that were assigned to the MAPE members. It was agreed that again this year, the committee that approves the staff development fund expenditures will be the Meet and Confer committee from our union. The current members are Dan Davidson, JJ Larson, Kimberly Pilgrim, Steve Waller and Jane Vogt.

Funding may be requested to cover job related workshops and conferences both in and out of state. These funds can be used for tuition based or non-tuition based courses and related expenses. Up to five-hundred dollars (\$500.00) may be requested each calendar year. More than one request may be granted to individuals throughout the year as long as the total dollars requested does not go over the \$500 limit during the calendar year.

Guidelines for making a request for staff development money are as follows:

1. The staff development request form must be approved by the employee's direct supervisor if the employee's regularly scheduled workday will be affected by the staff development event for which the funds are requested.
2. The employee then forwards the request to Jane Vogt, preferably, at least two weeks prior to the event. Per CLC Business Office guidelines, out of state travel must be approved by President Larry Lundblad before sending the request to the committee chairperson.
3. The committee will then approve or disapprove the request with the committee chair signing the request form.
4. A copy of the request will then be given back to the employee. A copy of an approved request will be needed to obtain a purchase requisition pertaining to the staff development activity and when submitting a SEMA4 form.
5. A brief summary of the event, for committee use (i.e. Staff Stuff or future reference material), must be given to the committee chairperson at the completion of the event.

Attached is the MAPE Staff Development Funds Request Form. Additional copies may be obtained from Jane Vogt.



A COMMUNITY & TECHNICAL COLLEGE

MAPE
Staff Development Funds
Pre-Approval Request Form

Name: _____ Position/Title: _____

Today's Date: _____ Amount of Request: \$ _____

Proposed Activity _____
(attach description materials)

Date(s) of Activity: _____, _____, _____, _____, _____, _____

Rationale for Request: _____

Please itemize your proposed costs:

- Registration Fee \$ _____
Lodging \$ _____
Travel/Mileage: \$ _____
Meals: \$ _____
Tuition/Fees \$ _____
Books (classroom) \$ _____

TOTAL REQUEST: \$ _____ (cannot exceed \$500.00 per calendar year)

Have you received any staff development funds in the past year? _____, if
yes, how much was granted _____?

Supervisor Approval: _____ Date: _____
(if regular work schedule will be affected)

FOR COMMITTEE USE ONLY

Committee Recommendation: Approved [] Not Approved [] Date: _____

Amount approved: \$ _____

Committee Chair Signature: _____

Notes: _____
