

**Northland Community & Technical College
East Grand Forks Campus
Procedures for Administration of
Skills for Teaching/Technical Updating Fund
(S.T.T.U.F.)**

USE OF FUNDS: The money from this fund is to be used for the improvement of instructional and educational activities. This may be for expenses incurred while attending college courses, state or national professional conference, trade seminars or workshops, educational industry conferences, working in industry to learn new technology (without pay), and books required for approved professional development activities. (Books purchased with STTUF funds become the property of the college).

MAXIMUM GRANT PER INITIAL REQUEST WILL BE \$250.00 for full time Instructors

Who may apply for the funds?

All faculty members in good standing (including Fair Share members) are eligible for Professional Development Funds. The committee looks at sharing the wealth fairly among various departments and also among various individuals. (We look at who went where and when, who received how much, and how often the money is received, etc). With the change in the MSCF contract, there is a limit in the amount of carry-over funds allowed. Funds in the amount of \$250.00 will be set aside for each full-time faculty member to be earmarked by January 15 for use by June 30 of each academic year.

The **Intent to Use STTUF fund request form** should be completed and handed in to the STTUF funds committee by October 30th of the current Academic Year. Any unmarked funds will become available to all faculty after that date, and any earlier requests for more than the amount of \$250.00 will be re-evaluated, with the potential for the disbursement of additional funds.

When must the activity take place?

The activity must take place during the fiscal year for which the funds are budgeted. Any activity that takes place after June 30, 2010, will count against FY2011 funds.

When to apply for funds?

Please apply as soon as possible. The committee is committed to acting on the applications as soon as possible after receiving it. Applicants will be notified as soon as possible. Applications for funding should be made (and approval by the committee and administration received) **prior** to the date the professional development activity is to take place.

Please note update:

Please use your program's cost center code when applying for STTUF funds. Effective FY2011 the STTUF funds procedure will change. When a request is made charges will be taken out of your cost center and will later be reimbursed when proper authorization has been received from the STTUF funds committee (In other words all required paperwork must be in order before a reimbursement is made).

Procedure to Apply for STTUF Funds:

1. Fill out an "*Absence from Regular Duty*" Form and "*STTUF*" form. If the continuing education event is out of state, also fill out a "*Travel out of State Form*."
2. Obtain proper signatures from provost for absence and for any amount not covered by STTUF funding. Attach agenda/Registration for event.
3. Submit STTUF forms for approval. **PLEASE NOTE: Funding is handled through the reimbursement process. Costs are no longer paid "up-front."** If approved, the form will be sent to the MSCF President for signature.
4. Next the STTUF Committee will notify the requestor of approval or denial of request.
5. After the activity the Faculty requestor completes an "*Employee Expense Report*" form within five days after travel and send to Provost for approval. Attach the approved STTUF form to expense report.
6. Once the provost's approval of expenses is obtained, then reimbursement will be sent to payroll to be paid using your cost center code until all steps have been completed.
7. Complete the S.T.T.U.F. Activity Report and return it to your campus Professional Development Committee Chair.
8. Share your new knowledge/skills/attitudes with your colleagues at the earliest opportunity.
9. Once all required paperwork has been completed and filed with the STTUF committee, your cost center will be reimbursed for the approval amount.