

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE MMC PROFESSIONAL DEVELOPMENT FUNDS

I. USE OF FUNDS

- A. Designated funds may be awarded for, but not limited to:
 - 1. Workshops – professionally relevant
 - 2. Conferences – agenda must include trainings sessions that are professionally relevant
 - 3. Industry-sponsored training events
 - 4. College courses
 - 5. Books required for approved staff development activities.
 - 6. On-Campus Speakers/Workshops (must be approved by the Director of Human Resources)
 - 7. Other relevant professional development activities/certifications.
- B. Amount awarded for each request is determined by the MMC Professional Development Committee. A maximum has not been established.

II. SUBMISSION OF APPLICATIONS

- A. All applications shall be submitted to the campus MMC Professional Development Committee (Attn: Rachel Larsen).
- B. Agenda, when applicable, is to accompany the application.
- C. Meetings will be scheduled on an as-needed basis.
- D. All applications shall be accompanied by an approved Travel Request form, if applicable.

III. APPLICATION REVIEW AND SELECTION

- A. Upon receiving the application and applicable form(s), the MMC Professional Development Committee shall review applications and make decisions for approval or denial.

IV. FOLLOW-UP

Once use of professional development funds has been approved by the Committee, the employee is responsible for completing the respective process for use of the funds and charge back to program/cost center 116060.

- A. Requisition and/or Spend Authorization – Employee creates a spend authorization and/or requisition in Workday using program/cost center 116060. Workday routes to the Director of Human Resources for approval.
- B. Procurement Card – Employee charges expenditure(s) to a college procurement card and reconciles the charge via Workday using program/cost center 116060. Workday routes to the Director of Human Resources for approval.
- C. Employee Expense Reimbursement – Employee submits an expense reimbursement via Workday using program/cost center 116060. Workday routes to the Director of Human Resources for approval.
- D. Share your new knowledge/skills/attitudes with your colleagues at the earliest opportunity.

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

APPLICATION FOR MMC PROFESSIONAL DEVELOPMENT FUNDS

NAME: _____

DEPARTMENT: _____

DATE: _____

NOTE: Attach a copy of approved Travel Request to this application, as applicable. (Requests may be approved contingent upon receipt of funds.)

Description of Activity:

Location: _____

Date(s) involved: _____

Professional Objectives: (How will this benefit you, the students, your area, and/or the college?)

Total amount requested from MMC Professional Development: \$ _____

Cost Center: 116060

To be completed by MMC Professional Development Committee Representative.

Date received: _____

_____ Approved

Amount approved: \$ _____

_____ Denied

Reason, if denied: _____

MMC Professional Development Committee

If for some reason you do **NOT** attend this activity, inform the MMC Professional Development Committee (Attn: Rachel Larsen) as soon as possible.