**MSCF-EGF Policy 1001**

**Skills for Teaching/Technical Updating Fund (S.T.T.U.F.) policy**

Use of College Level Funds for Professional Development allocated for faculty development as per the current Master Agreement between MnSCU Board of Trustees and MSCF shall be consistent with and in accordance with the language of the current agreement.

The money from this fund is to be used for the improvement of instructional and educational activities through professional development of the faculty. 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:**
Requests for grant funds will be available and awarded as per the established procedure.

**Who may apply for the funds?**
All faculty member of NCTC-EGF (including Fair Share members) are eligible for STTUF Funds. The Chapter looks to distributing the funds as fairly and equally as possible.

Date of Adoption: 5/9/2014
Date of Implementation: 5/9/2014
Date & Subject of Revision: 4/3/2015 Clarified wording and procedure, added distinctions between MSCF members and non-members request for funds utilization.

4/29/16 Clarify wording in “When to apply” section for applications accepted post activity and to have applications submitted electronically. Change in wording in “Initial funds distribution” section identifying Fair Shared Faculty are limited to $250 of STTUF Funds. Added wording in “Excess Funds Distribution” section to identify Fair Shared Faculty are limited to a maximum of $500 of STTUF Funds.

10/2/18 – To change terminology from “Fair Share Member” to “not members of MSCF”, add language addressing non-MSCF faculty in the “Excess Funds Distribution” section of this policy.
MSCF-EGF Policy 1001P

Skills for Teaching/Technical Updating Fund (S.T.T.U.F.) procedure

**When must the activity take place?**
The activity must take place during the fiscal year (July 1 – June 30) for which the funds are budgeted. Any activity that takes place after June 30 will count against the following fiscal year funds.

**When to apply for funds?**
Please apply as soon as possible. The STTUF Coordinator and Chapter President are committed to acting on the applications as soon as possible after receiving it. Applicants will be notified as soon as possible of approval or denial. Applications for funding should be made prior to the date the professional development activity is to take place. Applications submitted after the activity has occurred will still be accepted.

The STTUF fund request form are to be completed and submitted electronically to the STTUF funds Coordinator.

Please use the cost center code you wish the funds to be deposited in when applying for STTUF funds. When the request paperwork is complete and submitted to the STTUF Coordinator funds will be deposited into that cost center. The faculty will be responsible for completing the paperwork and processes required by NCTC for distribution of the funds from that cost center to themselves.

**Procedure to Apply for STTUF Funds:**
It is important for us to know who intends to use STTUF funds throughout the year so we can anticipate the total dollars needed. If you anticipate travel or STTUF reimbursed expense that will occur more than 60 days from now, fill out a STTUF funds request estimating the cost and submit it to the STTUF Coordinator. If the travel or expense will occur within the next 60 days follow the procedure listed below.

1. Fill out a “Travel Request – In State” or “Travel Request – Out of State” and obtain approval(s) as needed, if applicable.
2. Fill out a STTUF Funds Application form.
3. Obtain proper signatures/approvals from your Dean and/or College President for absence and for any amount not covered by STTUF funding.
4. Submit STTUF forms and supporting documentation if needed to the STTUF Coordinator for approval. PLEASE NOTE: Funding is handled through the reimbursement process. Costs are not paid “up-front.” If approved, the form will be sent to the MSCF President for signature.
5. Next the STTUF Coordinator will notify the requestor of approval or denial of request.
6. After the activity is complete, fill out the STTUF Funds Activity Report and return it to the STTUF Coordinator.
7. Once all required paperwork has been completed and filed with the STTUF Coordinator, your cost center will be reimbursed for the approved amount.
8. Share your new knowledge/skills/attitudes with your colleagues at the earliest opportunity.
**Initial Funds Distribution:**
Full time faculty that are members of MSCF in good standing are eligible for up to $500 initial approval of STTUF funds.

Full time faculty that are not members of MSCF are eligible for up to $250 approval of STTUF funds.
Part time/Adjunct faculty that are members of MSCF in good standing are eligible for a prorated amount of the initial $500 approval based on credit assignment for the academic year to a maximum of $50.

Part time/Adjunct faculty that are not members of MSCF are eligible for a prorated amount of the $250 approval based on credit assignment for the academic year to a maximum of $250.

All funds will be distributed upon the completion of the Professional Development Activity and submission of the Activity Report.

**Excess Funds Distribution:**
Any non-allocated funds will become available to all faculty after end of business on the Friday following spring break. Any earlier requests for more than the amount of $500.00 will be re-evaluated, for potential disbursement of additional funds. MSCF members, either full time, part time or adjunct, in good standing will have priority when considering distribution of excess funds.

The final day to submit STTUF Funds requested will be the end of business on the Friday after spring break. **NOTE: Professional development activities occurring after this day that are completed by June 30 of that year can still be awarded funding but these requests must be received by end of business on the Friday following spring break**

As soon as practical after the end of business on the Friday following spring break an Ad-Hoc Committee appointed by the Chapter President will meet to determine distribution of the un-allocated funds. The goal shall be to distribute all funds allotted for the fiscal year but knowing that 1/3 of the allocated funds for the year can be carried over to the next year.

Distribution of unallocated funds to fill request for funds in excess of the initial $500 will take into consideration the distribution of excess funds in previous years with the goal of keeping the distribution of funds as fair and equal as possible. There is no individual limit to the additional funds awarded, at the decision of the Ad Hoc Committee that will review and distribute any excess funds in April of each year. The maximum amount awarded to any MSCF member faculty that is not full-time will be $500. Faculty that are not MSCF members are eligible for a maximum of $250/year of STTUF funds.

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10/2/18 – To change terminology from “Fair Share Member” to “not members of MSCF”, add language addressing non-MSCF faculty in the “Excess Funds Distribution” section of this policy.

11/26/18 – Add language of distributing funds after activities are completed.