

# **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 to complete the respective process for use of the funds and charge back to the respective cost center.

- A. Purchase Order – Employee requests requisition be entered in Marketplace using the respective cost center. The requisition should be directed to the Director of Human Resources.
- B. Procurement Card – Employee charges expenditures to a college procurement card and inputs the respective cost center. The pending transaction should be electronically submitted and directed to the Director of Human Resources for approval.
- C. Employee Expense Reimbursement – Employee completes the employee expense reimbursement form and forwards 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.