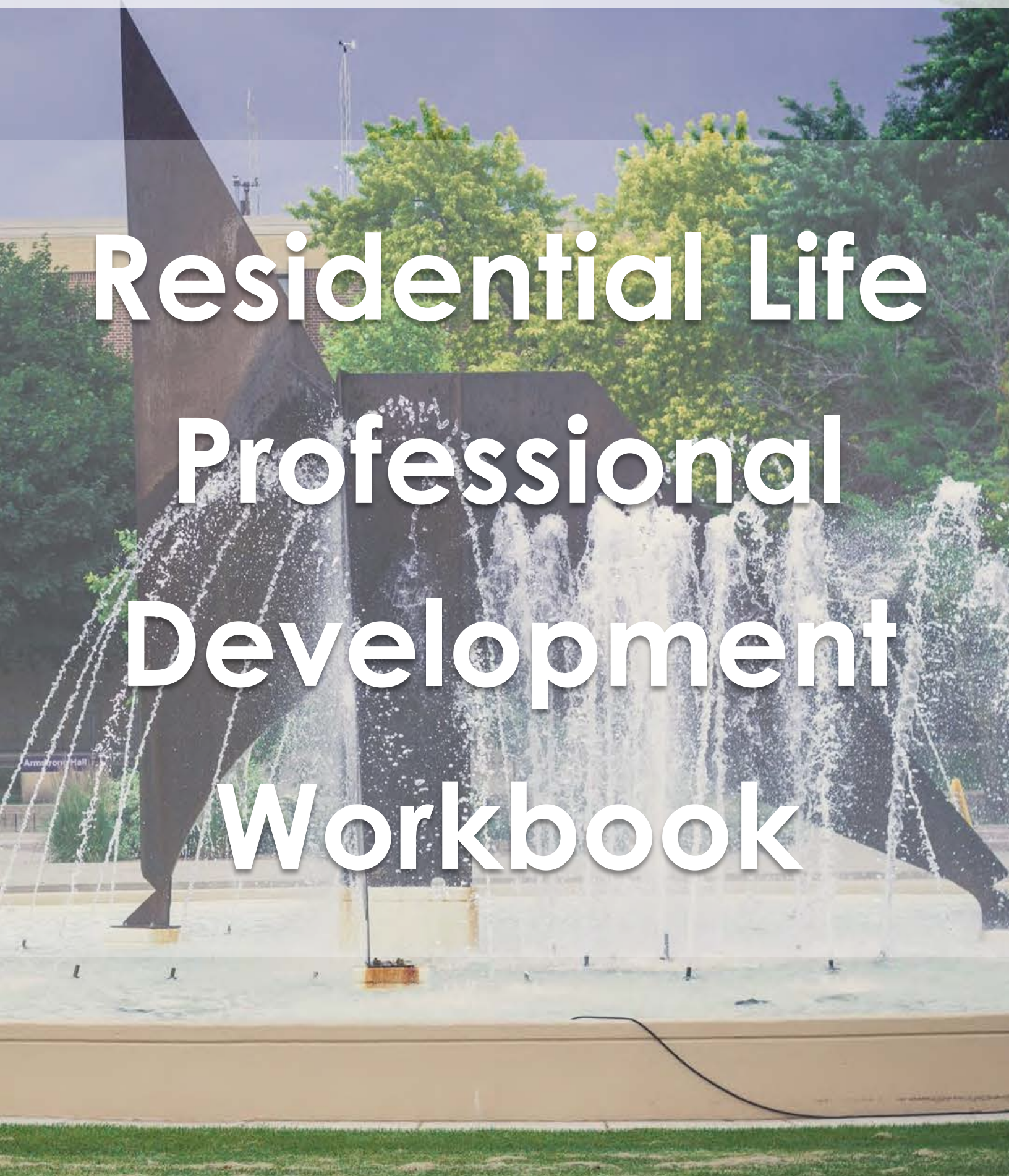
Minnesota State University Mankato



Residential Life Professional Development Workbook

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Residential Life Mission Statement:

The Department of Residential Life provides convenient living spaces, intentional services, and actively engaged staff who strive to help all students build connections, get involved, and achieve success.

Welcome to Res Life at Minnesota State University, Mankato! We hope you find this workbook helpful during your time working in Residential Life here. We have created this workbook as our way of assisting you in your professional development so that you may leave here better prepared for your next job. While we are excited to have you here, we recognize that your time as a Hall Director at Minnesota State probably isn't your final destination, so we want to help you use this position as a launching pad for the rest of your career!

This workbook is filled with a lot of content- from places for you to record conferences you attend and books you read, to pages filled with goal setting opportunities and professional development topics. The most important part of this workbook is for you to make it work for you. You get to decide if this is just used as a reference for you to check on every once and a while or if this is an essential guide that you use regularly. Like professional development itself, this workbook is what you make of it.

Within your role, you get to decide what your professional development looks like. While enegaging in this growth will look different for everyone, how you engage from month to month will also look different. Sometimes, you will be able to attend conferences and workshops and other times, you will find moments to read an article or practice a new skill in your role. You get to decide what this looks like and much like this workbook, you get to decide how you make professional development work for you.

When this workbook was developed, staff looked at the job descriptions for jobs that some considered "moving up" within several functional areas of higher education, counseling, social work, and general corporate positions. By evaluating these positions, we found that many of them had several themes of what they were looking for in a candidate- those themes are now our professional development topic areas. While you won't be able to do everything listed in this workbook, it is our hope that in developing yourself in some of these areas, you will be better prepared to move up in your next role within or outside of higher education.

Common Terms

Attendance Framework - Residential Life Departmental framework for determining who can attend conferences when multiple individuals are interested.

Board of Directors - Group of individuals who have an impact on your experience.

Expense Report - Report submitted to be reimbursed for work-related costs.

Funding Request - Form to be submitted for payment of funds by Residential Life or other funding source.

P-Card - University Credit Card that can be used to pay conference registration, hotel stays, course registration, and more.

PIF Funds - Personal Improvement Funds available to MSUAASF members

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ACA - American Counseling Association

ACPA - American College Personnel Association

ACUHO-I - Association of College and University Housing Officers International

ATCCHA - Associated Twin Cities College Housing Administrators

MCPA - Minnesota College Personnel Association

MSUAASF - Minnesota State University Association of Administrative and Service Faculty. MSUAASF is the name of our bargaining unit.

NACA - National Association of College Activities

NACADA - An association of professional advisors, counselors, faculty, administrators, and students working to enhance the educational development of students.

NASPA - Student Affairs Administrators in Higher Education (formerly the National Association of Student Personnel Administrators)

NASW - National Association of Social Workers

UMR-ACUHO - Upper Midwest Region of ACUHO-I

Professional Development - Events

Attendance at conferences, workshops, and seminars at the state, regional, and national level can fulfill many professional development goals. Below are some examples of available events.

Conferences & Expos

- **ACA** (www.counseling.org/conference; spring conference)
- **ACPA** (www.myacpa.org; spring conference)
- **ACUHO-I Annual Conference and Expo** (www.acuho-i.org; summer conference)
- **Maxfest** (www.maxient.com; spring conference)
- **MCPA** (www.mcpa4you.org; fall conference)
- **Midwest Bisexual, Lesbian, Gay, Trans, Ally College Conference** (www.mblgtacc.org; fall conference)
- **MSCA** (www.mnschoolcounselors.org/annual-conference; fall conference)
- **NACA** (www.naca.org; spring conference)
- **NASPA** (www.naspa.org; spring conference)
- **NASW** (www.naswvirtual.socialworkers.org/conference; summer conference)
- **St. Cloud Leadership Conference** (www.stcloudstate.edu/elhe/news; spring conference)
- **StarRez** (www.starrez.com; summer conference)
- **UMR-ACUHO Annual Conference** (www.umr-acuho.org; fall conference)
- **White Privilege Conference** (www.theprivilegeinstitute.com; spring conference)
- **Leadership Educators Institute** (naspa.org/events; leadership educators institute)
  **groups like NASPA, ACPA, etc. have many many "sub" conferences that dive into specific areas*

Workshops

- **MHFA** (www.mentalhealthfirstaid.org)
- **Elizabeth Kearney's Women in Leadership Workshop** (YWCA workshop)
- **Center for Management & Organization Effectiveness Workshops** (various topics)
- **Greater Mankato Leadership Institute** (www.greatermankato.com)

As a reminder, as a part of your Employee benefits includes a Tuition Waiver. MSUAASF employees are eligible for up to 30 semester credit hours of course work per year with the waiver of tuition at MnSCU state universities only. The tuition waiver may be shared with the spouse or eligible dependent children. Some tuition benefits are taxable.

Professional Development Events - Attendance Log

Conference, Seminar, Workshop Attended	Date

Professional Development Attendance Framework

Department of Residential Life
Residential Education Team

Throughout the academic year members of the residential education professional staff team will want to participate in professional development opportunities away from the Mankato community. Given our commitment to the immediate experience of students living on campus our staffing standards mean that each individual may not be able to annually attend the professional opportunities of their choice.

During the academic year, the following criteria will be utilized in circumstances when the number of individuals wanting to participate would not be consistent with our business day area staffing standard.

Staffing standard: having one professional staff member available per area (Hall Director and/or Assistant Director) not out of office during fall and spring semesters when classes are in session; having at least two leadership team members not out of office during fall and spring semesters when classes are in session.

Priority #1: Serve in an elected position
Priority #2: Committee member
Priority #3: Presenting*
Priority #4: Did not attend opportunity the previous academic year

*Prior to submitting a proposal to present, one needs to establish eligibility to attend the professional development opportunity utilizing the established priorities.

During the summer months the staffing standard are significantly reduced (need one person "on call" and one person "on duty") increasing the opportunity for individuals to participate in the same professional development opportunity. "On-call" and "on-duty" coverage is maintained during the summer months. The above priorities will be considered if each "on-call" or "on-duty" individual wants to attend the same professional development opportunity.

July 2023

Professional Presentations Log

Name/Subject	Date	Event

Professional Writing Log

Title/Subject	Date	Publication

Residential Life Presentations

Topic/Subject	Date	CA/Grad/ResEd

Individual Professional Development

Most professional development will depend on your own motivation and interest areas. Some areas we think you may enjoy exploring include:

Social Media

Suggestions to get you started:

- **Student Affairs Professionals** - FB Group
- **Residential Life Professionals** - FB Group
- **Future Higher Education Doctoral Students**—FB Group

Websites

Suggestions to get you started:

- **UMR-ACUHO** @ www.umr-acuho.org
- **Inside Higher Ed** @ www.insidehighered.com
- **LinkedIn Job Postings** @ https://www.linkedin.com/jobs

Books & Articles

Suggestions to get you started:

Books

- **Essentialism** by Greg McKeown
- **Dare to Lead** by Brené Brown
- **The New Jim Crow** by Michelle Alexander

Articles

- **Wide Margins** by Lee Burdette Williams

Podcasts

Suggestions to get you started:

- **1619** - The New York Times
- **Habits of Leadership** - Cut Through Coaching
- **The Cult of Pedagogy Podcast** - Jennifer Gonzalez

Available on Spotify and YouTube

There are a number of helpful resources to get your started on the ResEd Professional Development Teams account. Feel free to use and add to as you find your own resources that you enjoy and think others could use in their own professional development journey.

Professional Reading Log

Title/Author	Topic

Pre-Work Reflection

Take a look at the following questions and reflect on ways you want to explore your own professional development in your time at Minnesota State University, Mankato

What made you choose Mankato?

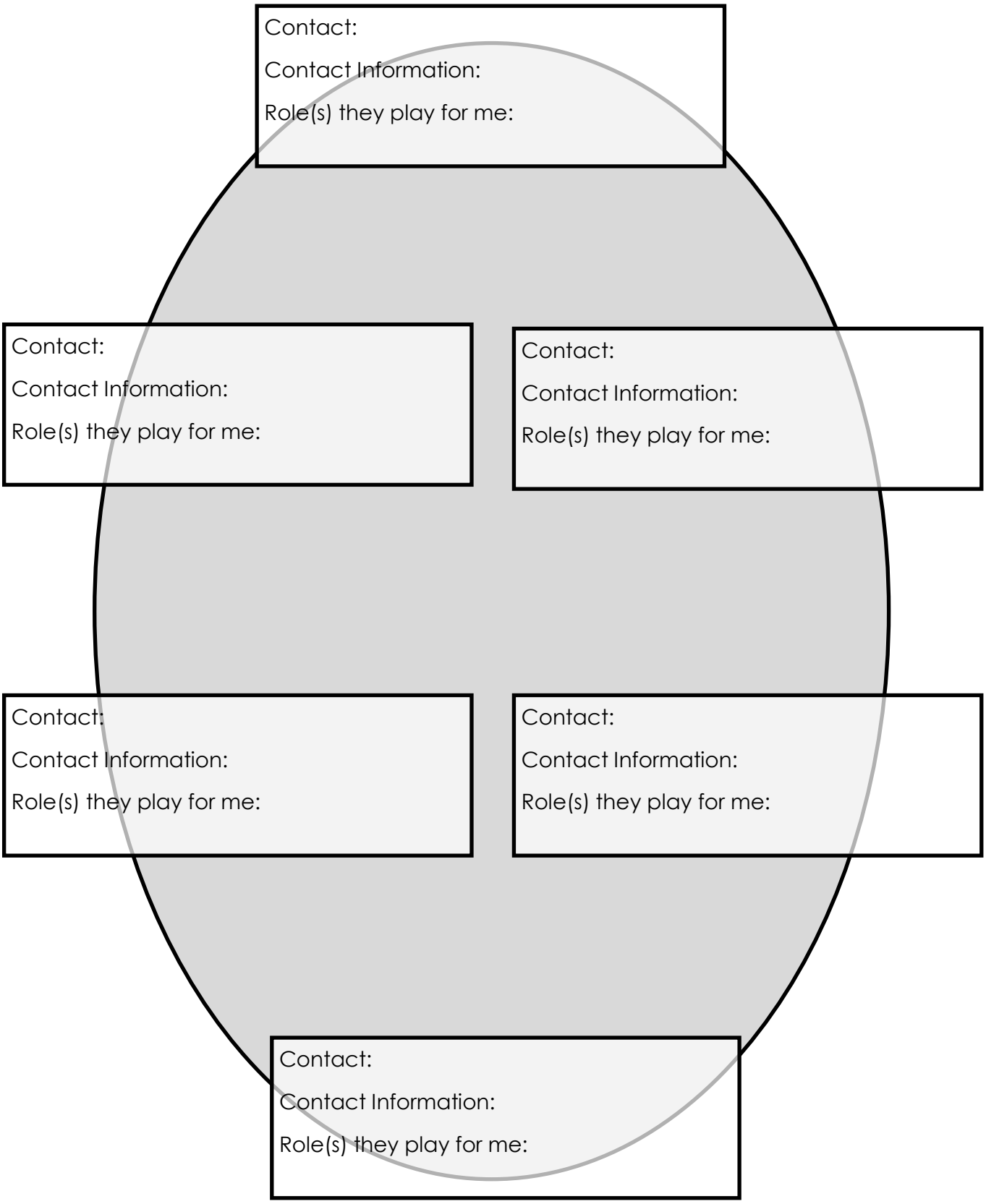
What are you looking to accomplish in your time at Mankato?

What areas do you have a lot of experience in?

Are there areas that you do not have a lot of experience in that you would like to spend time on while you are in this role?

My Board of Directors

Use this exercise to identify your current support systems within your role and through previous professional connections you may have made



Additional Professional Connections

Name/Position	Institution	E-mail

How to Make Goals & an Action Plan

Professional development will look different in each role you have throughout your career. A professional development action plan is an ever-changing document that assesses your current skill set, helps you set career goals, create strategies, and uncover resources that will help you reach them. Your professional development plan is not a one-time project. Rather, it is an ever-changing document that you update as your goals, surroundings, and priorities change.

Here are some things to consider when creating goals and an action plan.

1. Assess yourself: Self assessment is the foundation of your action plan and a critical step you should take seriously whenever you start/complete an action plan. Assessing yourself means evaluating your personal and professional interests, any hopes, plans, and dreams you have for your career, as well as your current knowledge and skill set. Assessing yourself is not always easy, so lean on peers and your supervisor to help jump-start the process

2. Identify some raggedy goals: Now that you have evaluated your current position and skills, it's time to set your goals. These do not need to be perfect or fully organized, your goals should work for you and make sense with the way your specific brain works. To break up your main goals, you may want to set long-term, mid-term, and short-term goals. Generally speaking, aim to set one long-term goal and then break the mid- and short-term goals up into manageable chunks. The number of short- and mid-term goals you set depends on how far into the future you're planning and how many steps you need to complete to reach the finish line.

3. Develop strategies: Take a look at your current skill set or position, as well as your goals, and write down what you need to do to reach them. Whether that's going to a conference to broaden your knowledge, finding a mentor who can help you build meaningful connections within the organization, or signing up for a workshop to hone your skills—write down your action plan so you know which steps you'll have to take to reach your goals.

4. Gather your resources: Once you have developed an action plan, think through the professional growth you need to succeed. A few examples of resources that can be relevant to your professional development include seminars/workshops, learning and development resources, professional networks, continuing education institutions, and social media platforms.

How to Make Goals & an Action Plan

5. Create a timeline: Depending on the type of goals you set for yourself, you may want to think in weekly, monthly, or quarterly increments. Try to find a happy balance between giving yourself enough time to achieve your goals but also challenging yourself. Having a timeline will hold you accountable to your short- and mid-term goals so you do not miss this career opportunity.

6. Track your progress: With your timeline at hand and your goals defined, it should be easy for you to track your progress and assess where you are. Remember to keep your action plan alive by updating and adjusting it as you go. That's the only way it can help you to continually improve yourself and grow in your career.

A HELPFUL TIP: Utilizing Your Dream Job as Your Reference

The cool thing about the work that we do is that it is very generalist. This results in people leaving this role with the skill set to do many things. Some humans have stayed in higher education, and some have not. Both paths are valid and celebrated.

In the next few pages, you will see examples of three sample Action Plans and two example Set of Skills. Two of the example Action Plans will be from the perspective of someone continuing a position in higher education and the third from someone who chose to pursue a position in business outside of higher education. The Set of Skills has one of each.

Professionals within our department have used the position description of the type of job they will be seeking once they are job searching again. Some have found postings on HigherEdJob.com while others have found some on LinkedIn.

(Borrowed from asana.com)

YEAR ONE - Action Plan (HIGHER ED SAMPLE)

Goal (What is it you want to accomplish?)		
Be more confident and comfortable facilitating/presenting Diversity, Equity, and Inclusion information to my student staff		
Behaviors (If I accomplish this goal, what does it look like? What habits do I need to develop?)		
• *Possessing a deep knowledge of a specific Diversity, Equity, and Inclusion topic* • *Having strong facilitation skills* • *Being a clear and concise communicator* • *Developing trust and relationships with student staff I supervise*		
Plan	Resources	Timeline
Learn (what will I teach myself & learn from others?)		
• *Understand and social context around terms I do not know a lot about (intersectionality, systemic oppression, implicit bias, etc.)* • *Identify team/trust building exercises that can help staff be more comfortable with each other and me*	• *ResEd Staff Teams* • *Other HD Staff* • *Work items from a past institution*	*20XX Fall Semester* *July 20XX - October 20XX*
Practice (what new things will I try?)		
• *Facilitate trust/team building exercises, including trying new ways to lead the group discussion and participation* • *Present information during Area meeting in a clear and concise manner (without rambling or over-explaining)*	• *Book: "The Magic of Facilitation" by Killerman and Bolger* • *My Assistant Director*	*20XX Fall Semester* *October 20XX Area Meeting*
Assessment (how will I seek feedback on progress?)		
• *Ask staff anonymously in staff meeting to give feedback on my facilitation* • *Talk with my supervisor after Area Meeting to get their feedback on how I presented the information*	• *Google Forms* • *EBI Information*	*October 20XX* *October 20XX*

YEAR ONE - Action Plan (HIGHER ED SAMPLE)

Measuring Success (how will you know when you have reached your goal?)
In CA Training in January 20XX, I really want to be able to present on a Diversity, Equity, Inclusion topic. If I am able to have three successful facilitations during the Fall semester, I will know that I am ready to facilitate this with my staff during training and into the Spring 20XX semester.
What do you need from your supervisor to accomplish this?
A big help would be if my supervisor could help me organize my activities/discussions prior to the facilitation.

Reflection

Did I accomplish my goal?	*Yes*
What helped me be successful?	
The other Hall Director staff were really helpful in brainstorming activities and helping me practice so I could feel confident in my ability to present this information to staff. They shared what works for them and gave me a lot of tips on how to be successful in this goal.	
What was a barrier to success?	
My biggest barrier in trying to accomplish this goal was making sure that I gave myself enough time to prepare for my facilitations. There were a couple times where everything got prepared last minute which meant I was already stressed and frazzled when I went into the facilitation.	
Reflection on Goal (how might you share about this growth in an interview?)	
I can list this on my resume as "Create, organize, and facilitate student staff meetings focusing on diversity residence education with meeting topics including identity groups, creating inclusive communities, and current events" and talk about this development as it relates to supervision. This could also be a good topic to discuss when answering questions about how I lead a team when working to complete a project/learning a new task.	

YEAR ONE - Action Plan (HUMAN RESOURCES SAMPLE)

Goal (What is it you want to accomplish?)		
Be more confident organizing candidate information during hiring season and get direct experience with hiring processes.		
Behaviors (If I accomplish this goal, what does it look like? What habits do I need to develop?)		
• *Have an organizational method for tracking candidates* • *Be able to fully document all hiring decisions* • *Have experience with the full recruitment cycle*		
Plan Learn (what will I teach myself & learn from others?)	Resources	Timeline
• *Understand hiring criteria and standards for the department* • *Work with others (my supervisor, my area, ResEd) as part of a joint hiring process*	• *ResEd Meetings* • *Other HD Staff* • *ResEd Staff Teams (past hiring documentation)*	*20XX Spring Semester*
Practice (what new things will I try?)	• *My supervisor/the CA Selection chair* • *Book: Victory Through Organization by Dave Ulrich, David Kryscynski, Wayne Brockbank, Mike Ulrich*	*Spring 20XX*
• *Serve on CA Selection and request to play a part in a certain area of the HD recruitment process* • *Take the lead on the group workshop and/or developing the questions as part of CA Selection*		
Assessment (how will I seek feedback on progress?)		
• *Ask the others in the committee for feedback through a survey* • *Meet individually with my supervisor and/or search chair on how things went*	• *Microsoft Forms*	*March/April 20XX*

YEAR ONE - Action Plan (HUMAN RESOURCES SAMPLE)

Measuring Success (how will you know when you have reached your goal?)
At the end of Spring 20XX, I would like to be able to say that I effectively managed my role in the hiring process. I will know I have reached my goal by the end of the semester after I review the assessments and complete my transition report for the following year.
What do you need from your supervisor to accomplish this?
It would be nice to see what they use for hiring and how they go about making ethical hiring decisions for our area.

Reflection

Did I accomplish my goal?	*Yes*
What helped me be successful?	
I had a consistent line of communication with the committee, my search chair, and my supervisor. In addition to seeking formal feedback at the end, I collected informal feedback throughout the whole semester.	
What was a barrier to success?	
My biggest barrier was putting a lot of pressure on myself. Everything got done, but I spent more time than I would have liked to stressed. If I were to do this again, I would ask my supervisor to check in with me more to help me stop overthinking.	
Reflection on Goal (how might you share about this growth in an interview?)	
I can now say on my resume that I have experience with two full hiring processes. I ended up having one CA did not make grades, so they were unable to return to the position. This gave me experience with off boarding and then experience utilizing the alternate pool. This will be helpful to discuss during interviews when I am asked about on/off boarding.	

YEAR ONE - Examples of Skill Sets (HIGHER ED)

Here are some examples of the skillsets you could explore in the first year of your role. This is by no means an exhaustive list. This is a place to ***start*** your skill development through options already available within your role/our department.

Assessment

- Building wide assessment project (Spring)

Budgeting

- Make budget recommendation in community and on projects/committees

Cleary Act/Title IX

- Attend a University presentation about Title IX policies/procedures

Communication Skills

- Submit a article for publication in a regional organization

Diversity Initiatives and Cultural Competency

- Apply to participate in the Social Justice Training Institute

Event Planning Management

- Plan and implement a program outside of your community development plan to benefit students

Graduate Student Supervision

- Propose Graduate Internship Opportunity (Within Department)

Mentorship

- Advise RL delegation to UNI RA conference

Planning/Conducting Trainings

- Help facilitate OPA training

Problem Solving/Critical Thinking

- Annually, when updates to the Student Guide are requested, create and submit a policy change proposal

Professional Presentation

- Present at Minnesota State Mankato U-Lead Workshop

Project Management

- Join ATCCHA and take a leadership role within your committee

Student Development Theories

- Re-read, review and identify theories used in practice

Technology

- Take a course/seminar offered by MNSU IT

University Wide Involvement

- In the Spring, apply to assist NSFP in summer academic advising

Reflection Questions

What are you looking to accomplish in your first year?

What made you choose Mankato?

What areas do you have a lot of experience in?

Are there areas that you do not have a lot of experience in?

YEAR ONE - Examples of Skill Sets (HUMAN RESOURCES)

Here are some examples of the skillsets you could explore in the first year of your role. This is by no means an exhaustive list. This is a place to ***start*** your skill development through options already available within your role/our department.

Assessment

- Skyfactor Survey review
- Assessments from CA Selection

Budgeting

- Make budget recommendation

Cleary Act/Title IX

- Attend a University presentation about Title IX policies/procedures

Communication Skills

- Send out weekly newsletters to my community

Diversity Initiatives and Cultural Competency

- Attend one event on-campus per month and do a deep dive on one thing learned at each

Event Planning Management

- Plan and implement a structure for Event Coordinators to use

Mentorship

- Attend a conference with student leaders as an additional advisor

Planning/Conducting Trainings

- Serve on the CA Training Committee in the summer of 20XX

Problem Solving/Critical Thinking

- Track MavChats in different ways throughout the semester and share what worked best with the rest of ResEd during summer kick off

Professional Presentation

- Present at UMR-ACUHO

Project Management

- Take the lead on something within a committee

Student Development Theories

- Review commons student development theories/HR theories and see where they may overlap

Technology

- Take a course/seminar on assessment tools

University Wide Involvement

- Get involved as a union rep for a University-wide committee

Reflection Questions

What are you looking to accomplish in your first year?

What made you choose Mankato?

What areas do you have a lot of experience in?

Are there areas that you do not have a lot of experience in?

YEAR ONE - Action Plan

Goal (What is it you want to accomplish?)		
Behaviors (If I accomplish this goal, what does it look like? What habits do I need to develop?)		
Plan Learn (what will I teach myself & learn from others?)	Resources	Timeline
Practice (what new things will I try?)		
Assessment (how will I seek feedback on progress?)		

YEAR ONE - Action Plan

Measuring Success (how will you know when you have reached your goal?)
What do you need from your supervisor to accomplish this?

Reflection

Did I accomplish my goal?	
What helped me be successful?	
What was a barrier to success?	
Reflection on Goal (how might you share about this growth in an interview?)	

YEAR TWO - Examples of Skill Sets

Here are some examples of the skillsets you could explore in the second year of your role. This is by no means an exhaustive list. This is a place to ***start*** your skill development through options already available within your role/our department.

Budgeting

- Res Life budget forecasting workshop

Cleary Act/Title IX

- Develop an awareness campaign in the Residence Halls

Conduct Management

- Adjudicate a detox and/or self-harm case in coordination with supervisor

Crisis Management

- Develop training material for Res Life staff responding to specific student behaviors (example: eating disorders)

Diversity Initiatives and Cultural Competency

- Participate in the Greater Mankato Diversity Council's Write on Race

Event Planning Management

- Plan and implement a prolonged educational series

Facilities

- Participate in a Res Life RFP process

Graduate Student Supervision

- Intern Supervision (CSP, Ed Lead)

Mentorship

- Participate in RELI

Planning/Conducting Trainings

- Present at Grad Training

Problem Solving/Critical Thinking

- Play integral role in managing move in process within own area

Professional Presentation

- Present at a regional or national conference

Project Management

- Attend/observe a RL facility planning meeting

Student Development Theories

- Present on implementation of Student Development Theories

Technology

- Assist in developing and implementing on-line CA training

University Wide Involvement

- Teach First Year Seminar

Reflection Questions

What did you learn last year that you want to improve on this year?

What are your passion areas?

What specific tasks do you want to accomplish?

YEAR TWO - Action Plan

Goal (What is it you want to accomplish?)		
Behaviors (If I accomplish this goal, what does it look like? What habits do I need to develop?)		
Plan Learn (what will I teach myself & learn from others?)	Resources	Timeline
Practice (what new things will I try?)		
Assessment (how will I seek feedback on progress?)		

YEAR TWO - Action Plan

Measuring Success (how will you know when you have reached your goal?)
What do you need from your supervisor to accomplish this?

Reflection

Did I accomplish my goal?	
What helped me be successful?	
What was a barrier to success?	
Reflection on Goal (how might you share about this growth in an interview?)	

YEAR THREE - Examples of Skill Sets

Here are some examples of the skillsets you could explore in the third year of your role. This is by no means an exhaustive list. This is a place to ***start*** your skill development through options already available within your role/our department.

Assessment

- Assist in organizing a Residential Education workshop on Skyfactor (explanation, data analysis, priorities, etc.)

Cleary Act/Title IX

- Present during CA/Res Ed Training with Leadership Team member

Conduct Management

- Meet with Student Success Coordinator to learn an introduction to the "Behind the scenes" set up of Maxient

Communication Skills

- Webinar presenter

Crisis Management

- Campus Emergency Response Training (NIMS)

Diversity Initiatives and Cultural Competency

- Participate in the city of Mankato Leadership Institute

Facilities

- Participate in the Stadium heights turn process

Graduate Student Supervision

- Co-chair Grad Recruitment Committee

Mentorship

- Participate in NHTI

Project Management

- Observe/assist in management of one summer conference group

Student Development Theories

- Be able to identify which theories you personally use in supervising CAs

Technology

- Attend Maxfest or StarRez annual conference

University Wide Involvement

- Co-chair RL search committee

Reflection Questions

What is your ideal next job?

What skills do you need to have to get that job?

Are there colleagues you can reach out to that can help you gain needed skills?

YEAR THREE- Action Plan

Goal (What is it you want to accomplish?)		
Behaviors (If I accomplish this goal, what does it look like? What habits do I need to develop?)		
Plan Learn (what will I teach myself & learn from others?)	Resources	Timeline
Practice (what new things will I try?)		
Assessment (how will I seek feedback on progress?)		

YEAR THREE- Action Plan

Measuring Success (how will you know when you have reached your goal?)
What do you need from your supervisor to accomplish this?

Reflection

Did I accomplish my goal?	
What helped me be successful?	
What was a barrier to success?	
Reflection on Goal (how might you share about this growth in an interview?)	

YEAR FOUR/FIVE - Examples of Skill Sets

Here are some examples of the skillsets you could explore in the second year of your role. This is by no means an exhaustive list. This is a place to ***start*** your skill development through options already available within your role/our department.

Assessment

- Assessment presentation at UMR
- Facilitate a weekly element at ResEd for a semester

Conduct Management

- Adjudicate a contract term case in coordination with supervisor
- Lead a training related to the conduct hearing officer role.

Professional Presentation

- Collaborate with Associate Director in planning Summer ResEd Kickoff for Residential Education staff

Project Management

- Attend RL Project Management meetings for one semester
- Serve on a ResLife project or renovation team

Reflection Questions

What is your ideal next job?

Looking at your resume are there "gaps" you need to fill in?

What would you ask your supervisor to help with?

Are there any "Year 4/5" skills you specifically want to work on?

Have you begun to edit your resume?

What does talking about this plan look like to you?

Professional Planning: Year FIVE

What positions are you researching ? (Reviewing job descriptions)

How are you positioning yourself to have the skills necessary to qualify for the positions you are looking to apply for? (Skills assessment)

Which professionals can assess your qualifications and provide additional guidance? (Networking)

What other constraints do you have for a job search and career change?

YEAR FOUR - Action Plan

Goal (What is it you want to accomplish?)		
Behaviors (If I accomplish this goal, what does it look like? What habits do I need to develop?)		
Plan Learn (what will I teach myself & learn from others?)	Resources	Timeline
Practice (what new things will I try?)		
Assessment (how will I seek feedback on progress?)		

YEAR FOUR - Action Plan

Measuring Success (how will you know when you have reached your goal?)
What do you need from your supervisor to accomplish this?

Reflection

Did I accomplish my goal?	
What helped me be successful?	
What was a barrier to success?	
Reflection on Goal (how might you share about this growth in an interview?)	

YEAR FIVE - Action Plan

Goal (What is it you want to accomplish?)		
Behaviors (If I accomplish this goal, what does it look like? What habits do I need to develop?)		
Plan Learn (what will I teach myself & learn from others?)	Resources	Timeline
Practice (what new things will I try?)		
Assessment (how will I seek feedback on progress?)		

YEAR FIVE - Action Plan

Measuring Success (how will you know when you have reached your goal?)
What do you need from your supervisor to accomplish this?

Reflection

Did I accomplish my goal?	
What helped me be successful?	
What was a barrier to success?	
Reflection on Goal (how might you share about this growth in an interview?)	

ADDITIONAL Action Plan

Goal (What is it you want to accomplish?)		
Behaviors (If I accomplish this goal, what does it look like? What habits do I need to develop?)		
Plan Learn (what will I teach myself & learn from others?)	Resources	Timeline
Practice (what new things will I try?)		
Assessment (how will I seek feedback on progress?)		

ADDITIONAL Action Plan

Measuring Success (how will you know when you have reached your goal?)
What do you need from your supervisor to accomplish this?

Reflection

Did I accomplish my goal?	
What helped me be successful?	
What was a barrier to success?	
Reflection on Goal (how might you share about this growth in an interview?)	

ADDITIONAL Action Plan

Goal (What is it you want to accomplish?)		
Behaviors (If I accomplish this goal, what does it look like? What habits do I need to develop?)		
Plan Learn (what will I teach myself & learn from others?)	Resources	Timeline
Practice (what new things will I try?)		
Assessment (how will I seek feedback on progress?)		

ADDITIONAL Action Plan

Measuring Success (how will you know when you have reached your goal?)
What do you need from your supervisor to accomplish this?

Reflection

Did I accomplish my goal?	
What helped me be successful?	
What was a barrier to success?	
Reflection on Goal (how might you share about this growth in an interview?)	

Appendix: Professional Development Resources

Professional Development Topic Areas 38

How to use Pro Devo Funds. 44

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Professional Development Topic Areas

Assessment

- Skyfactor Assessment - *Year 1*
- Student Staff Assessment - *Year 1*
- Building wide assessment project (Spring) - *Year 1*
- Assessment workshop with Institutional Planning, Research and Development (Set up by Associate Director) - *Year 1*
- Complete an Individual Assessment Project for area or department - *Year 2*
- Assist in organizing a Residential Education workshop on Skyfactor (explanations, data analysis, priorities, etc.) - *Year 3*

Budgeting

- Make budget recommendations in community and on projects/committees - *Year 1*
- Associate Director coordinates workshop to learn about the budget forecasting process in RL - *Year 2*

Cleary Act/Title IX

- Attend a University presentation about Title IX policies - *Year 1*
- Be a contributing member to Sexual Violence Program Implementation on campus - *Year 1*
- Develop an awareness campaign in the Residence Halls - *Year 2*
- Create a workshop to be used with non-Res Life student organizations - *Year 2*
- Attend Minnesota Campus Sexual Violence Prevention Summit - *Year 2*
- Present during CA/Res Ed Training with Leadership Team member - *Year 3*
- Meet with University Security to learn an introduction into our campus Clery Act reporting process - *Year 3*

Professional Development Topic Areas

Conduct Management

- Adjudicate a detox and/or self-harm case in coordination with supervisor - *Year 2*
- Represent MSUAASF on conduct board - *Year 2*
- Observe a conduct appeal hearing and process with adjudicator - *Year 2*
- Observe a contract termination hearing and process with adjudicator - *Year 2*
- Meet with Student Success Coordinator to learn an introduction to the "behind the scenes" set up of Maxient- *Year 3*
- Adjudicate a contract term case in coordination with supervisor - *Year 4/5*
- Observe a contract termination appeal hearing and process with Director - *Year 4/5*

Communication Skills

- Submit a UMR Perspectives article for publication - *Year 1*
- Attend a professional conference/workshop that has "communication skills" as a focus - *Year 1*
- Present at a Res Ed Meeting - *Year 1*
- Webinar presenter - *Year 3*

Crisis Management

- Develop training material for Res Life staff responding to specific student behaviors (example: eating disorders) - *Year 2*
- Develop expertise in an area of crisis and present on it **-** *Year 2*
- Participate in a Mankato area emergency exercise **-** *Year 3*
- Campus Emergency Response Training (NIMS*) - Year 3*
- Attend a crisis focus conference/workshop - *Year 3*

Professional Development Topic Areas

Diversity Initiatives and Cultural Competency

- Review Skyfactor Data regarding marginalized student groups, work on a programmatic approach - *Year 1*
- Apply to participate in the Social Justice Training Institute - *Year 1*
- Read books/participate in a book club about marginalized students - *Year 1*
- Partner with University office to present on a diversity topic (floor presidents, community members, CAs, etc.) - *Year 1*
- Participate in the Greater Mankato Diversity Council's Write on Race - *Year 2*
- Create and implement an intentional visibility plan prioritizing under-represented students - *Year 2*
- Participate in the city of Mankato Leadership Institute - *Year 3*

Event Planning/Management

- Plan and implement a program outside of your community development plan to benefit students - *Year 1*
- Plan a campus wide event or welcome week initiative - *Year 1*
- Represent RL on Homecoming, Family Weekend, or Welcome Week - *Year 1*
- Plan and implement a prolonged educational series - *Year 2*
- Co-programming with a RSO - *Year 2*

Facilities

- Participate in a RL RFP process - *Year 2*
- Co-manage the damage appeals process with an Assistant Director of Residential Education- *Year 3*
- Participate in the SH turn process - *Year 3*

Professional Development Topic Areas

Graduate Student Supervision

- Propose Graduate Internship Opportunity (Within Department) - *Year 1*
- Intern Supervision (CSP, Ed Lead) - *Year 2*
- Co-chair Grad Recruitment Committee - *Year 3*
- Work with Student Success Coordinator to provide training/supervision to a grad in the conduct hearing role. - *Year 3*

Mentorship

- Advise RL delegation to UNI RA conference - *Year 1*
- Provide mock interview for budding SA professional - *Year 1*
- ATCCHA student mentorship opportunity - *Year 2*
- Participate in RELI - *Year 2/3*
- Participate in NHTI - *Year 3/4/5*

Planning/Conducting Training

- Help facilitate OPA training - *Year 1*
- Present at grad training - *Year 2*
- Create an educational workshop during the academic year for CAs, Grads, and/or Res Ed - *Year 2*

Problem Solving/Critical Thinking

- Annually, when updates to the Student Guide are requested, create and submit a policy change proposal - *Year 1*
- Enroll in coursework/certificate programs for continuing education - *Year 1*
- Play integral role in managing move in process within own area - *Year 2*

Professional Development Topic Areas

Professional Presentation Experience

- Present at U-Lead Workshop - *Year 1*
- Present at RHA Student Leadership conference - *Year 1*
- Represent RL and summer Orientation Resource Fair - *Year 1*
- Present at a state level conference (St. Cloud Leadership Institute, MSU professional development day, ATCCHA, etc.) - *Year 1*
- Present at a regional or national conference (UMR, ACUHO-I) - *Year 2*

Project Management

- Identify a need and propose a pilot project in community - *Year 1*
- Join a UMR committee - *Year 1*
- Join ATCCHA and take a leadership role within your committee - *Year 1*
- Participate in a RL RFP process - *Year 2*
- Attend/observe a RL facility planning meeting - *Year 2*
- Present on pilot project and propose department plan - *Year 2*
- Chair/Co Chair Res Ed Committee (academic year or summer) - *Year 2*
- Apply to chair a UMR committee - *Year 3/4/5*
- Observe/assist in management of one summer conference group - *Year 3*
- Attend RL Project Management meetings for one semester - *Year 4/5*

Student Development Theories

- Re-read, review and identify theories used in practice - *Year 1*
- Present on implementation of Student Development Theories at Res Ed, MNSU Professional Development Day, and/or any conference - *Year 2*
- Be able to identify which theories you personally use in supervising CAs - *Year 3*

Professional Development Topic Areas

Technology

- Take a course/seminar offered by MNSU IT - *Year 1*
- Assist in developing and implementing on-line CA training - *Year 2*
- Teach members of RL how technology platforms (Maverick Involvement Team Events System, StarRez, IT, etc.) can be utilized in RL work - *Year 2*
- Attend Maxfest or StarRez annual conference - *Year 3*
- Take a course/seminar on web-site development - *Year 3*

University Wide Involvement

- Apply to be on a MSUAASF committee - *Year 1*
- RL search committee member - *Year 1*
- In the spring, apply to assist NSFP in summer academic advising - *Year 1*
- Volunteer to assist with Homecoming - *Year 1*
- In Spring, apply to teach First Year Seminar for the following Fall Semester - *Year 1*
- Advise a student organization - *Year 1*
- Participate in the MSU Leadership Institute - *Year 1*
- Co-chair RL search committee - *Year 3*
- Take a course/seminar on web-site development - *Year 3*

Using Professional Development Funds

- A "pool" of PDF monies, which is shared among all ASF Bargaining Unit Faculty, is received each Fiscal Year (FY), according to our MSUAASF collective bargaining agreement. It is one source of funding available to you as an ASF Bargaining Unit Faculty for your own 'professional development'.

- Allowable specific uses of your PDF are outlined in Article 15, Section A of the current Minn State University System/MSUAASF collective bargaining agreement. The purchases of technology, including hardware, that satisfy the standards of this subdivision are permissible. Professional development funds may not be used to purchase equipment that is necessary to meet the ASF Bargaining Unit Faculty's position requirements. All assets purchased with professional development funds are the property of the university.

- If you are an ASF Bargaining Unit Faculty, who was already employed as of July 1 of each fiscal year OR are a new ASF Bargaining Unit Faculty, hired in your position by the September Meet & Confer of the current fiscal year OR a ASF Bargaining Unit Faculty, who is hired from a search that was known to be in progress as of the September Meet & Confer OR in a fixed-term MSUAASF position with an end date after 12/1/2022, you are eligible to receive a PDF allocation for the current fiscal year.

- The total PDF amount is divided equally among our ASF Bargaining Unit Faculty. The member allocation for the fiscal year ending 6/30/2024 (FY24) is $950 per position. The exact amount varies from year to year and is based on how many positions are either filled, or in the process of being searched/vacant when the allocation is made

- The overall MSUAASF PDF allocation to our campus has the same MSU cost center for everyone, account #213030 (Account number used on Expense Reports when using PDF) Your own personal PDF account balance is identified within the overall #213030 cost center by name. You can view balance and transaction records at the following website (names listed alphabetically): https://admin.mnsu.edu/finance-and-administration/departments/businessservices/universitytravel/msuaasf-travel-by-employee-reports/

- Funds can carry over from one FY to the next, but balances in excess of $2,000 require a written utilization plan. The plan should be sent to the MSUAASF Treasurer by the end of that fiscal year (June 30). Without a plan, the balance is reduced to $1,500 and no new allocation is given.

- You are encouraged to keep track of your own account balance as you spend it and the process for using any of the funds to reimburse expenses (as allowable per Article 15, Section A of the current MnSCU/MSUAASF collective bargaining agreement). The reimbursement process is the same as for any other reimbursements (except that it is a special Cost Center). Overspending is not allowed and you will be required to pay back the amount you overspend. ASF Bargaining Unit Faculty who have not resolved any deficit prior to the next distribution will not receive an allocation in that cycle.

- Contact Tami Galema-Liebl in Business Services at x5006, for any other questions about the account. If you cannot reach Tami and have general questions about PDF, please contact our local MSUAASF treasurer, Lindsay Smith, lindsay.smith@mnsu.edu.

- When members leave MSU, they have the opportunity to bequest/give/will their remaining PDF funds to other ASF Bargaining Unit Faculty. If you would like to request that your monies be given to another member(s), an email needs to be sent to the MSUAASF campus treasurer prior to 4:00pm on your last date of employment.

* use this for MSU credit card purchases for Professional Development

MINNESOTA STATE UNIVERSITY
MANKATO

Residential Life Funding Request Form

* 302910 if using department funds

Name on Card _____ Date Submitted: _____

Dept. Line/Floor Professional Development funds Cost Center 213030

Amount Charged: _____ Goods/Services: conference registration,

Person authorized to purchase: _____ travel, lodging, etc.

Phone #: _____ Location/Date of event: _____

Vendor: _____ _____

* Don't forget

Authorizing Signatures

* if your funds, you sign

Floor Funds	Programming	Other
_____ Hall Director	_____ Assistant Director/RHA Advisor/ Central Staff Member	_____ Central Staff Member
_____ Community Advisor		

*Purchasing Gift Cards is not allowed.

* if department funds, Associate Director signs

Floor Cards/Leadership Cards:
The individual authorized to make a purchase needs to bring this completed funding request form to the Residential Life Office.

Return the **credit card, sales receipt,** and the **funding request form** within 48 hours to the Residential Life Office.

Credit Card Agreement
I understand that I can only use the credit card to make the above approved purchases. **I further understand that if I do not return the credit card within 48 hours of being issued, I will be charged $25.** Finally, I understand that I will be held financially liable by Residential Life for making any unauthorized purchases or for purchases made without returning a receipt to Residential Life. Credit Cards are available during office hours Monday - Friday between 8:00 A.M. - 4:30 P.M.

Signature of Authorized Purchaser: _____ Date: _____

MINNESOTA STATE | *Minnesota State University, Mankato*
A member of Minnesota State

A member of the Minnesota State system and an Affirmative Action/Equal Opportunity University.
This document is available in alternative format to individuals with disabilities by calling the Office of Residential Life at 507-389-1011 (V), 800-627-3529 or 711 (MRS/TTY).
RESL145FR_Rev. 06-21

* you can choose to do this

MINNESOTA STATE UNIVERSITY MANKATO

REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

Check applicable: Out-of-State Travel X International Travel _____ Travel Advance Request _____

If possible, requests should be processed at least two weeks before travel dates.

This travel authorization is subject to the condition that the particular travel is permitted by federal, state and system standards and local conditions at the time the travel occurs.

SECTION I. EMPLOYEE & TRIP INFORMATION

Name _____ **Department** Residential Life
Last First

Employee ID _____ **Bargaining Unit** 211 **Mail Code** 111 CC
(Found on Payroll Stub)

Describe in detail the reason for travel (Attach a copy of the event agenda or brochure.) _____

_____

Location of Event _____

Date(s) of Event _____ **Departure Date** ____ ____ ____ **Return Date** ____ ____ ____

SECTION II. ESTIMATED EXPENSES AND/OR ADVANCE REQUEST

	Estimated Costs	Advance Amount (Complete only if requesting an advance)
Airfare	$_____	$_____
Registration	$_____	$_____
Lodging	$_____	$_____
State Car	$_____	$_____
Car Rental* (Use contract vendor Enterprise or National when possible)	$_____	$_____
Conference Meal (Over maximum meal allowance)	$_____	$_____
Meals (# of days ____ x daily meal rate _____ = $_____)	$_____	$_____
Other** Specify - _____	$_____	$_____
Total estimated costs	$_____	
Total advance requested		$_____
Date check needed		___/___/___

Travel advances are issued on the payroll cycle and cannot be issued earlier than one pay period before travel dates except for prepaid expenses such as airfare and registration. If applicable, please provide paid receipts. Any negative or positive differences between actual expenses and advance amount will be settled through the payroll system.

Justification

*Car Rental
Car rental by employees or any other individuals authorized to travel including students is authorized only when the type of trip or location of meetings is such that the use of local transportation (taxis, airport limousines and airport shuttles, buses) is not practical or is expected to be more expensive.

_____

**Other

_____

Payment Method (Check all that apply)
CAO35# _____
PO# _____
Purchasing Card _____
Employee Expense Report _____

SECTION III. FUNDING SOURCES AND AUTHORIZATIONS

A **Professional Development/Contract Travel Funds** Cost Center # 213030 $_____

B **Department Operating Funds** Cost Center # 302810 $_____

C **Other Sources** Cost Center # 2160004 $_____
(faculty improvement grants, professional improvement funds, research grants, foundation, activity, etc.)

Employee Signature _____ Date ___/___/___ Phone _____

Dept. Chair/Unit Director/Supv. if A, C. - supervisor signs Date ___ ___ ___ Phone _____

College/Division Head _____ Date ___ ___ ___ Phone _____

Vice President _____ Date ___ ___ ___ Phone _____

President _____ Date ___ ___ ___ Phone _____

Distribution: Upon completion of approval, return the original form to requestor.
If advance is requested, forward to Business Services; otherwise, retain and submit copy with each payment request.

A member of the Minnesota State Colleges and Universities System. Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University.
This document is available in alternative formats to individuals with disabilities by calling Business Services at 507-389-5069 (V), 800-627-3529 or 711 (MRS/TTY).

9/18/2014

* if B - Associate Director signs

MSUAASF (211)

Effective September 20, 2023

For Example University, Department and Grant Funded Accounts

State-owned vehicle not available	65.5 cents per mile
State-owned vehicle declined or not requested	58.5 cents per mile
Tolls and parking fees	actual cost
Commercial transportation (air, taxi, rental car, etc.) + reasonable gratuities	actual cost (baggage fees reimbursable, tips not reimbursable)
Specially equipped personal van - provides wheelchair access	74.5 cents per mile
Motorcycle	no reimbursement applicable
Personal aircraft	current IRS rate
Overnight lodging	actual cost (reasonable)
Laundry and/or dry-cleaning after 1 week in continuous travel status	actual cost not to exceed $16 per week
Work-related long distance calls	no reimbursement applicable
Personal telephone calls	no reimbursement applicable
Special expenses (e.g., conference fees, banquet tickets)	actual cost with prior approval
Meals + reasonable gratuities **Breakfast (in travel status overnight or leave home before 6:00 am)** **Lunch (in travel status and more than 35 miles from regular work station)** **Dinner (in travel status overnight or return home after 7:00 pm)**	Actual cost up to maximums Breakfast - $10.00 Lunch - $13.00 Dinner - $19.00 <u>Other metro areas</u>:* (as identified by the IRS and excluding any cities within Minnesota) Breakfast - $12.00 Lunch - $15.00 Dinner - $23.00 2 or more consecutive meals reimbursed up to the combined maximum

*No reciept needed for meals; if meal is included in registration, then no reimbursement

*Hotel reciept needed

*Your rate may differ with a state vehicle

MINNESOTA STATE UNIVERSITY, MANKATO

EMPLOYEE EXPENSE REPORT

_____

Employee Name	Home Address (Include City, State and Zip Code)	Employee ID (Same Number Used on Payroll Stub)
Hall Director Stomper	111 Carkoski Commons Mankato, MN 5600	12345678

Reason for Travel/Misc. Reimbursement	Department	Mail Code	Barg Unit (3 digit)
	Residential Life	111CC	211

If you use a private car for out-of-state travel, please attach quote of the lowest round trip airfare available.	International Travel Exchange Rate (if applicable):
Travel not to exceed this amount $	

Date	Daily Description/Comments	ITINERARY Time (Rqd for Meal Reimb.)		Location	MEALS √ B	L	D	Meals one day trips only	Meals overnight trips only	Lodging	Personal Telephone	Conference Registration Fee	Parking	Trip Miles	Total Trip and Local Mi.	Mileage Rate	Mileage Amount	Total
6/11	Travel to HD Leadership Conference	2:00PM	Departure	Mankato, MN			X		19.00	83.00		75.00		193.00	193.00	0.585	112.91	289.91
		5:00PM	Arrival	Hogwarts, MN														
6/12	HD Leadership Conference		Departure		X		X		29.00	83.00							0.00	112.00
			Arrival															
6/13	Conference & Travel Home	2:00PM	Departure	Hogwarts, MN	X				10.00					193.00	193.00	0.585	112.91	122.91
		5:00PM	Arrival	Mankato, MN														
			Departure														0.00	0.00
			Arrival															
			Departure														0.00	0.00
			Arrival															
			Departure														0.00	0.00
			Arrival															
			Departure														0.00	0.00
			Arrival															
			Departure														0.00	0.00
			Arrival															
								Total 0.00	Total 58.00	Total 166.00	Total 0.00	Total 75.00	Total 0.00		Total Mi. 386.00	Rate	Total 225.81	Subtotal 524.81

OTHER EXPENSES – See reverse for list of Expense Types

Date	Exp Type	Description	
		Grand Total: Subtotal from above plus total of all Other Expenses	Grand Total 524.81

I declare under the penalties of perjury that this claim is just and correct and that no part of it has been paid except with respect to those advance amounts shown. I AUTHORIZE PAYROLL DEDUCTION OF ANY SUCH ADVANCES.

State employees and other officials using state funds traveling on state business and using commercial airlines cannot claim frequent flyer mileage as their own. Employees must certify that they have not claimed frequent flyer mileage for personal use when they apply for travel reimbursement. *Any benefits received belong to the state.*

Employee Signature	Date	Work Phone

*Supervisor signs if ProDevo funds, PIF

Approved: Based on knowledge of the necessity for travel and expense and on the basis of compliance with all provisions of applicable travel regulations.

Supervisor/Authorized Signature for Account	Date	Work Phone

*Associate Director signs if Department funds

Payment Method (Check all that apply)
PO#
CA035#
Purchasing Card

FUNDING SOURCES (Required)			
Travel Type (√)	Cost Center	Dollars	
(X) Prof Dvlp / Contract	213030	524.81	
( ) Department			
( ) Other			
Total Amount Claimed (Total of Funding Sources)			524.81

Less Advance	
Advance / Reimbursement Settlement	524.81

*minimum advance is $15.00

MINNESOTA STATE, MANKATO
GUIDELINES FOR THE ADMINISTRATIVE AND SERVICE FACULTY IMPROVEMENT FUND

PURPOSE

Grants will be awarded for the following purposes:

1. Formal course work (credit or non-credit) to improve professional competence or complete a degree.

2. Tuition and registration fees for workshops, conferences, or short courses, related travel, instructional materials, and subsistence.

3. Observation for the improvement of work performance. Travel to other institutions for short periods to explore a process or equipment that might improve the performance of the person requesting the grant.

4. On-campus study related to improvement of professional competence. This will generally be a partial reduction of workload.

In all cases where the recipient of the grant will be absent from assigned duties, satisfactory arrangements for the performance of the duties shall be made with the immediate supervisor.

APPLICATION PROCEDURES

Application deadlines are:

- *June 1 for the period July 1 to September 30;*
- *September 1 for the period October 1 to December 31;*
- *December 1 for the period January 1 to March 31; and*
- *March 1 for the period April 1 to June 30.*

1. Access the PIF Application Form may be found on the Forms page of the Human Resource website. Return completed signed application form by the end of the business day to Human Resources WA 336 in accordance with the above deadline dates. If the due date falls on a weekend, you may still turn in your PIF Application by the end of the next business day following the due date. Late applications will not be accepted.

2. If you receive a PIF award, the Director of Human Resources will send you a PIF Agreement Form to sign and return to Human Resources WA 336.

Notification and Implementation

3. All persons receiving a grant for any amount will be obligated to be on staff at Minnesota State Mankato THROUGH the FULL grant period following their award. If a person does not return to Minnesota State, the grant must be repaid in full. Persons anticipating retirement, resignation, or non-renewal from Minnesota State are ineligible for a grant in their final grant period.

4. If you are notified that you have received an award, follow the policy and procedures as applies to all regular travel expenses (in-state and out-state). The appropriate forms should then be submitted to the Director of Human Resources prior to your grant activities. PIF awards are for grant dollars. Receipt of a PIF award does not constitute approval of in or out of state travel. PIF award recipients must still follow necessary procedure for approval of travel.

Upon Your Return

5. Subsequent to your grant activities, Employee Expense Report (including receipts) must be completed and signed by supervisor, if required. Completed forms are then submitted to the Human Resources Office (WA 336) and will be sent to your Vice President for signing. (The Vice President will not sign off on expense forms until the PIF Follow-up Form has been received.) The Vice President's Office will then forward your expense reimbursement documents to the Office of Business Services.

6. Within 10 days of returning (when you submit your Employee Expense Report), each person receiving a grant must submit a PIF Follow-up Form (the Human Resources Office will send you this form if you receive a PIF Award) to the appropriate Vice President AND to the Director of Human Resources (the President's designee for the Administration of Professional Improvement Funds).

   The Follow-up Form will be available for review by the PIF Review Committee.

AWARD SELECTION

1. Grants will be awarded in amounts up to a maximum of $650 per person applying. If the money for the PIF requested by qualified applicants exceeds the funds available, the PIF Sub Meet & Confer may reduce the maximum award in $50 increments down to a maximum of $450 a person in order to provide funds for greater participation.

PRIORITY OF FUND ALLOCATION WILL BE AS FOLLOWS:

a. Probationary, Permanent, or Externally Funded employee ON PAYROLL prior to July 1 of the current fiscal year, who has never received any funding.
b. Probationary, Permanent, or Externally Funded employee ON PAYROLL prior to July 1 of the current fiscal year, who has not received funding in the current fiscal year nor prior fiscal year.
c. Probationary, Permanent, or Externally Funded employee ON PAYROLL prior to July 1 of current fiscal year, who has not received funding in the current fiscal year but did receive funding in the prior fiscal year(s).
d. Probationary, Permanent, or Externally Funded employee ON PAYROLL who has not received funding in current fiscal year.
e. Probationary, Permanent, or Externally Funded employee ON PAYROLL who received funding in the current fiscal year.
f. Fixed Term employee.

If the total number of qualified applicants received does not exhaust the available funds in the final grant period of the fiscal year, the grant money is just carried forward to the next fiscal year.

MINNESOTA STATE UNIVERSITY MANKATO

APPLICATION FOR
PROFESSIONAL IMPROVEMENT FUND (PIF)

Receipt of a PIF award does not constitute approval of in or out of state travel. PIF award recipients must still follow necessary procedure for approval of travel.

All applicable fields must be completed in full or your application will be returned.

EMPLOYEE INFORMATION

Name	Phone	Mail Code	Date

Department	Years of Service at MSU *(include this year)*	Highest Degree Held

Have you ever received an Improvement Grant before? ☐ Yes *(Complete a,b, & c)* ☐ No *(Continue to Grant Request Information)*

a. If "yes", when? _____/____/_____ b. How much? $ _____

c. What was the purpose of previous improvement grant?

GRANT REQUEST INFORMATION

1. Period for which grant is requested:

☐ July 1 - September 30 *(June 1 deadline)*
☐ October 1 - December 31 *(September 1 deadline)*
☐ January 1 - March 31 *(December 1 deadline)*
☐ April 1 - June 30 *(March 1 deadline)*

If the due date falls on a weekend, you may still turn in your PIF application by the end of the next business day following the due date. Late applications will not be considered.

2. Purpose of Grant *(Select & Complete)*:

☐ Formal Coursework Related to Professional Competence.
Describe:

Is this to complete a degree? ☐ Yes ☐ No

If "yes", what degree? _____ At what institution? _____

Have you been accepted for candidacy for this degree? ☐ Yes ☐ No

☐ Workshop, Conference, or Short Course *(Complete below and attach a copy of conference or workshop brochure)*
Name/Description:

Date(s): _____ Location: _____

☐ Observation Grant Date(s): _____ Location: _____
Purpose of observation:

☐ On-Campus Study
Describe:

☐ Other *(e.g., develop in-service workshop, research and write article, develop videotape, etc.)*
Describe:

3. How does this activity relate to your goals and objectives for the year?

Explain:

4. How will this PIF grant-funded activity benefit you and Minnesota State Mankato in your subsequent work?

Explain:

5. Do you expect to be working under another grant or fellowship? ☐ Yes ☐ No

a. If "Yes", what is the dollar amount?

b. What are your commitments and obligations under it?

6. Budget

a.

	Quantity	Amount	Total
State/Personal Vehicle	Miles	$	$0.00
Total Air/Bus Fare	----------	$	$0.00
Total Meal Cost	----------	$	$0.00
Lodging	Nights	$	$0.00
Registration Fee	----------	$	$0.00
Other Expenses *(explain at right)*	----------	$	$0.00
		TOTAL:	$0.00

b. Explain Other Expenses:

c. Equipment and Supplies:

7. Source of Funding

	Amount
PIF request *($650 Max/award period)*	$
Campus Allocation ($)	$
Out-of-Pocket	$
Total Funds: *(Should match "TOTAL" above)*	$

8. What is the minimum amount of Professional Improvement Fund money necessary for you to be able to undertake this activity?

Minimum Amount: $_____

(If funds are inadequate to cover the PIF requests of all eligible applicants, the available funds may be distributed at less than the $650 maximum and/or the PIF support requested by each applicant. If this situation arises, it is helpful to list the minimum amount of money needed for you to undertake this activity.)

Receipt of a PIF award does not constitute approval of in or out of state travel. PIF award recipients must still follow necessary procedure for approval of travel.

Applicant Signature: _____ Date: _____

☐ Approve
☐ Disapprove

_____
Signature of Department Director or Supervisor *Date*

☐ Approve
☐ Disapprove

_____
Signature of Vice President *Date*

Completed forms should be submitted to the Director of Human Resources, Presidential Designee for Administration of Improvement Funds, regardless of approval or disapproval of all signatories.

Notes

Notes

Notes

Notes

Notes

Notes

Notes

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Notes

Notes

Notes