OBJECTIVES
The objective of the Classified Staff Professional Development Fund Committee (CSPDFC) is to assist Classified Staff members in meeting one of the mission requirements of the University of Wisconsin-Parkside that states:

To foster a teaching and learning community that provides opportunities for collaborative staff interaction in support of excellence.

The CSPDFC provides support for group or individual professional development.

COMMITTEE MEMBER ELECTION/SELECTION PROCESS
The CSPDFC shall consist of 5 voting members; one (1) appointed member of the Classified Staff Committee, who shall serve as Chair of the CSPDFC and shall be appointed on a biennial basis; two (2) members elected in odd years and two (2) members elected in even years. There shall be a least two (2) classifications of employees represented on the committee at all times and members shall not serve more than two (2) consecutive terms.

The current members and their terms are as follows:

<table>
<thead>
<tr>
<th>Name and Classification</th>
<th>CS Committee Member or CS Member</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kim Brudny, Administrative Support</td>
<td>Classified Staff Committee &amp; Chair</td>
<td>2014-2016</td>
</tr>
<tr>
<td>Katy Aiello, Administrative Support</td>
<td>Classified Staff</td>
<td>2014-2016</td>
</tr>
<tr>
<td>Jean Hrpeck, Administrative Support</td>
<td>Classified Staff</td>
<td>2014-2016</td>
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<tr>
<td>Peggy Karls, Non-Represented</td>
<td>Classified Staff</td>
<td>2015-2017</td>
</tr>
<tr>
<td>Beth McGee, Fiscal &amp; Staff Services</td>
<td>Classified Staff Committee</td>
<td>2015-2017</td>
</tr>
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</table>

A committee member may leave the committee by:

1) No longer being employed as a classified staff at UW-Parkside effective their last day on campus.
2) Submitting a written letter of resignation to the Chair of the CSPDFC and cc’d to the Chair of the Classified Staff Committee.

If a vacancy occurs within a term, the vacancy will filled by the next highest vote getter from the election on which the outgoing member was elected to complete the current term. At the discretion of the Chair of the Classified Staff Committee, if an vacancy occurs and if there are less than two (2) months left in the term the position may remain vacant until the next scheduled election.

TO APPLY FOR FUNDING:

ELIGIBILITY
The employee must have one year of service at UW-Parkside and be a permanent classified employee.

PROFESSIONAL DEVELOPMENT FUND CATEGORIES
As defined by the University of Wisconsin-Parkside Classified Staff Professional Development Committee, Classified Staff professional development falls into three general categories:

1. Continuing education and updating of academic knowledge or skill
2. Technical training
3. Administrative management training
FORMS
The forms to be used in this process are:

1. CSPDF Application Form
2. CSPDF Estimated Budget Form
3. CSPDF Evaluation Form

TIMEFRAME FOR PROCESSING REQUESTS
Applications received on or before the 5th of the month will be processed according to the below timeframe. Applications received between the 5th of the month and prior to the CSPDF Committee monthly meeting may be included in the current months review. Applications received after the monthly CSPDFC meeting, will be included in next month’s review. If no proposals are received the CSPDFC will cancel that month’s meeting.

<table>
<thead>
<tr>
<th>NO LATER THAN</th>
<th>ACTION</th>
<th>ADMINISTRATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th of the month</td>
<td>Completed Application sent to CSPDFC via Qualtrics.</td>
<td>Applicant</td>
</tr>
<tr>
<td>10th of the month</td>
<td>CSPDFC meets and reviews applications.</td>
<td>CSPDFC</td>
</tr>
<tr>
<td>15th of the month</td>
<td>CSPDFC Chair provides written/email approval/denial to applicants.</td>
<td>Chair CSPDFC</td>
</tr>
<tr>
<td>20th of the month</td>
<td>Applications receiving approval, applicant must provide written/email accepting/denying the award.</td>
<td>Applicant</td>
</tr>
<tr>
<td>30 days after the</td>
<td>Submit reimbursement and evaluation paperwork to the Chair of the CSPDFC and Chair of the Classified Staff Committee.</td>
<td>Awarded CS Member</td>
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<tr>
<td>activity/event</td>
<td></td>
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</table>

CSPDF COMMITTEE GUIDELINES
The CSPDF Committee will only consider proposals for future dated Classified Staff Development. Retroactive applications will not be considered.

Applicants should consider submitting applications as early as possible in order to ensure funding is available during the fiscal year. The CSPDF Committee will review applications based on the above timeframe. The CSPDF Committee will not budget one-half for the first semester and the remainder for the second semester.

CSPD funds are allotted annually based on fiscal year budget. Depending on the employee’s application and remaining funds, the CSPDF Committee may authorize a different (lesser) amount of funds requested by the applicant.

The CSPDF Guideline requires at least 25% matching funds, unless special circumstances are provided in the application. Matching funds may take the form of department/unit, personal, or other internal or external funding sources. Applicants are encouraged to seek additional financial sources of funding.

CSPDF is intended to supplement, not supplant, ongoing institutional staff development programs. As a result, the fund will not grant career development or fee/tuition funding that may qualify for the University of Wisconsin-Parkside University Employee Educational Assistance Program.

Incomplete applications will be returned for missing information. The delay could result in the loss of funding for a request that might have otherwise been approved. Only complete applications will be reviewed. To ensure full consideration in a timely manner, all required information and documentation should be included with the application for CSPDF.

All applicants must follow UW System Travel guidelines. Applicants should consult with Business Services as questions arise about employee travel reimbursement. Follow this link to Business Services Travel Information: [http://www.uwp.edu/explore/offices/businessservices/travel.cfm](http://www.uwp.edu/explore/offices/businessservices/travel.cfm).

Applications for professional development from the next fiscal year’s allocations may be submitted, but decisions to fund those applications remains provisional until the actual fiscal-year allocation is received from UW-Parkside; in all cases, awards are contingent upon the final allocation amount.
In order to allow for more accurate tracking of remaining funds available for allocation, all documents, receipts, travel expense reports, etc. must be submitted for processing within 30 days of the end date of the professional development activity. Also, award recipients are required to complete an Evaluation Form within 30 days of project/activity along with all supporting documents.

The UCSPDF Committee will review and update the guidelines and instructions annually, in May and forward their recommendations to the Classified Staff Committee for final approval.

**REVIEWING REQUESTS AND NOTIFYING APPLICANTS**

(Recommendation to the Committee)
The CSPDF Committee will only review completed and timely applications which include all the required information and documentation from the CSPDF checklist. At least three (3) members of the committee must be present/available to approve applications.

The CSPDF Committee will consider the completed application, estimated budget form, applicant’s statement aligning development to a general category, the level of matching funds, supporting documents indicating expenses, and content of the professional development.

The CSPDF fund (102 120220 1) is budgeted $2,500 annually. The maximum amount of funding to be awarded by the CSPDF Committee is up to $500 per person per fiscal year. Priority is given to those who have not yet received an award for the current fiscal year.

The CSPDF Committee shall meet monthly to review applications. The dates of the meetings may fluctuate based on the committee member’s schedules and will be held on or before the 10th of each month. The CSPDF Committee Chair will notify the applicant, by email, on or before the 15th of the month of the committee’s final decision. Applicants approved for the CSPDF, must respond in writing on or before the 20th of the month, their decision to accept or decline the award. If the employee does not respond timely, funding may no longer be available.

**APPLICANT PROCEDURES:**

(Recommended to the Committee)
Following are the steps for employees to apply for the Classified Staff Professional Development Fund:

A. Schedule meeting with Supervisor/Chair to discuss:

   1. Topic of activity and determine the Professional Development Fund Category
      a) Continuing education and updating of academic knowledge or skill
      b) Technical training
      c) Administrative management training
   2. Financial Support from the Department
   3. Pre-approval to attend activity in work status

B. Submit the required applications, supporting statements, and documents via Qualtrics:

   1. CSPDF Application & Checklist Documents
      a. Application
      b. Statement aligning development activity to general category
      c. Statement of commitment of matching funds
      d. Brochure/pamphlet of activity (includes date, time, place, agenda, meals included)
      e. CSPDF Estimated Budget Form
      f. Supporting documents related to total expenses
      g. Submit reimbursement and evaluation paperwork to the Chair of the CSPDFC and Chair of the Classified Staff Committee.