CLASSIFIED STAFF DEVELOPMENT FUND AND EDUCATIONAL LEAVE

2012-13 ANNUAL REPORT

MEMBERS:

Chris Mikulich-Cook

Cynthia Oliva

Asta Ratliff

SUBMITTED BY CHRIS MIKULICH-COOK
JUNE 18, 2013
CLASSIFIED STAFF DEVELOPMENT FUND AND EDUCATIONAL LEAVE
2012-13 ANNUAL REPORT

PURPOSE OF COMMITTEE

The purpose of the Classified Staff Development Fund is to offer assistance to classified staff for full or partial funding to attend workshops, seminars, and classes to foster their educational and professional development at the university.

The purpose of Educational Leave is to provide classified staff within one year of completing their degree with the opportunity for continued professional growth and new or renewed intellectual achievement.

ANNUAL AND STANDING CHARGES

A committee of at least three (3) shall review and approve or disapprove applications submitted by classified employees who are applying for partial or full funding to attend workshops, seminars, and/or classes in order to enhance their professional development at the University. This committee shall also administer the Educational Leave program in accordance with NAC 284.514 – 284.522 and NRS 284.3433.

CHARGES

1. Put all procedures and documentation on Sharepoint (replace binders).
2. Create annual committee report.
   a. Due at June meeting.
   b. Include recommendations for next year’s committee.
3. Promotional Plan

ACTION TAKEN ON CHARGES

1. All applications and Request for Payment forms have been added to the Sharepoint site for CSDF/EL.
2. Recommendations and promotional plan are included below.
RECOMMENDATIONS

Rather than meeting face to face each month we have changed the format to meet electronically to go review the applications. This has made the process more efficient in that applications can be approved almost immediately rather than waiting for up to one month.

Our promotional plan includes an article in the SEC newsletter and in campus emails at least 2-3 times per year to coincide with the beginning of each semester. We will also man a table at the annual Open House.