

**Statement of Principles, Activities and Implementation Processes of the
Develop, Train and Learn Committee (MRSSA Collective Agreement, Article 28.1b)
2011-12**

Committee Guidelines

DTL Committee members

- The DTL committee consists of 1 MRSSA Executive member appointed by the MRSSA Executive (in discussion with the current DTL committee members), one Mount Royal University Human Resources Representative and a minimum of two MRSSA members as selected by the current DTL committee and approved by the MRSSA Executive.
- The MRSSA representatives ideally will serve for a minimum of 2 years and ideally will start on the committee on a staggered basis.

Meetings

- The DTL Committee will hold a minimum of one yearly planning meeting.
- The DTL Committee will hold a minimum of one meeting in each of the fall and winter semesters for the purpose on on-going planning and organization.
- Meetings can also be held on an ad hoc basis or via email or phone when proposals/reports are submitted.

Tasks

- Annually determine a statement of principles to govern distribution of this grant.
- Plan and implement workshops and courses for MRSSA members.
- Advise groups with proposals about funding, clarifying statement of principles and procedures.
- Work with groups to prepare and deliver funded activities.
- Adjudicate group funding applications and award funds as decided.
- Explore and respond to the development, training and learning needs of the MRSSA membership
- Create a yearly plan to direct the dispersal of the Article 28.1(b) funds and present for approval to the MRSSA Executive in September of each academic year.
- Create and modify, as needed, procedures for the dispersal of funds.
- Promote use of MRSSA DTL funds to ensure members know funds are supporting their learning.
- Maintain a budget, track dispersed monies and ensure proper records are kept for accountability.
- Communicate with MRSSA Treasurer to ensure funds are released appropriately and in a timely manner.
- Submit minutes of meetings in a timely manner to MRSSA Administrative Assistant after each DTL meeting.
- Provide a full report by July 15 to the MRSSA Executive and Associate VP of Human Resources so that funds can be released by the University as per Article 28.1(b).

- A member of the DTL should be present at the MRSSA AGM to present on committee activities and answer member questions.
- Inform the MRSSA membership about the availability of funds for the coming year and solicit appropriate projects.

Establishing the Statement of Principles

The DTL Committee will establish the statement of principles (mandate), possible activities and implementation processes. These will then be presented to the MRSSA Executive and the Associate VP of Human Resources. The membership of the MRSSA will be informed about the governance of the funds for the coming year and projects solicited through communication methods, such as e-mail from the MRSSA office and the MRSSA website.

Budget process

A DTL Committee member will sign any contracts for services. The Treasurer of the MRSSA will make payment for any services and/or supplies. An ongoing budget will be established to monitor expenditures and monies committed.

Guidelines

To enhance retention of staff members in courses:

- A minimum number of participants required is set per course
- Courses chosen to run will be carefully selected to address staff needs

Goals for 2011-12

- Promote group funding incentive to the MRSSA membership.
- Respond with professional development initiatives from the Transition Task Force recommendations
- Carry out a needs assessment to check the learning pulse of MRSSA membership to determine present and future trends.
- Continue development and delivery of health and wellness issues, career development, retirement planning, communication skill building for meetings and committee work, project management, conflict resolution, time management, first aid and safety, business English, and related courses as identified.
- Collaborate with Learning & Development to develop and offer current and specialized learning for support staff.
- Work with various departments and faculties to promote group funding collaborations.

Statement of Principles Appendix A

Process for Submitting Proposals

Proposals for programs/workshops/courses can be brought forward for consideration by any member of the MRSSA on behalf of a group/department/faculty, by the DTL Committee, and/or by the Learning and Development Consultant.

Examples of possible activities are as follows:

- forming partnerships transcending University areas (collaborating with other University departments), for example to facilitate communication
- building skills for career transitioning to other areas of the University
- collaborating with professional colleagues outside the University to enhance skills and abilities
- holding team building activity to enhance communications, develop strategies to adapt to change or build team networks

To access group funding, please write an application letter addressing the following:

- the benefit or the desired outcome of the activity and brief outline of the activity
- the number of staff the activity benefits
- a description of the facilitators/company providing the activity
- the estimated, overall cost of the activity
- the amount of funds requested from the DTL Committee
- the collaboration with other departments, groups etc. the activity involves
- whether the staff have been funded previously by the DTL Committee
- whether the activity can be offered in an alternative format (for example, on-line or with alternative facilitators)
- potential matching funds available from your group/faculty/department/other sources
- other supporting information

The letter must be received by a member of the DTL Committee *a minimum of three weeks* before the activity commences and for funding to be accessed in an academic year preferably before May 15th of that year.

Email your application to any member of the DTL Committee (retain a copy for your records). The organizers of the activity may be contacted by a member of the DTL Committee to clarify information.

Please remember that funding is to be used for the development of materials, course materials for participants, and facilitation only. Travel expenses for the facilitator will be reviewed and may be considered for funding. The

DTL Committee will arrange reimbursement of costs once receipts and paid invoices are submitted and the report (please see below for a description of the components of the report), including all documentation required by the DTL Committee, has been received.

- Incidental costs associated with the event, such as refreshments, rental of space, or equipment will not be funded.
- The amount of funding will be determined by the DTL Committee within two weeks of receiving the proposal. The amount determined will be accompanied by a rationale from the Committee.
- Proposals will be accepted or rejected according to the criteria established in the Statement of principles for that academic year and the funding available.
- Evaluation criteria of the event will be established by the DTL Committee in consultation with the organizers of the event.
- The organizers of the event may meet with the Learning & Development Consultant and/or another member of the DTL Committee to discuss implementation of the activity, get sample contract letters, implementation checklists and discuss other matters relating to the handling of the funds.

All facilitation fees and costs are paid by the group/department/faculty and then on receipt of all required reports and copies of invoices, DTL will send a cheque to the sponsoring individual/group/faculty/department of the agreed funded amount.

Within 10 days of the completion of the activity, for which funding has been approved, a report will be submitted to the DTL Committee which will include the following:

- a copy of the original request
- a written description and explanation of any changes that have been made to the original application
- the number of participants who completed the activity
- a summary or copies of all evaluations completed by the participants
- copies of paid invoices (all copies of paid invoices and report documents need to be sent to the DTL contact member within 10 days of the completion of the activity)
- a brief written summary of the overall value of the activity
- recommendations for future activity for your group/department/faculty

Funds in the form of one cheque made out to the requesting individual/group/faculty/department will be released within two weeks after the report on the activity and all the required components have been received by the DTL Committee; however funds will not be released until the report and other required follow-up are deemed complete by the Committee. Alternative payment methods may be considered, but would require prior approval and completion of appropriate documentation/forms. If the activity and reporting take

place after May 15th and before September 1st, alternative arrangements may be made regarding payments. If the funds requested have not been followed through with a full report by the end of the financial year (June 30th) in which they were requested, they will be reallocated for proposals in the following year.

Statement of Principles Appendix B

Process for the DTL Committee to Create Learning Opportunities

- Proposals for projects can be brought forward for consideration by the DTL Committee, by the Learning and Development Consultant and/or any member of the MRSSA
- The DTL Committee contacts facilitators to deliver training and/or sessions to meet identified and perceived needs
- The DTL Committee contracts with the facilitator for the delivery of workshops and fees
- Promotion and registration is undertaken by Learning and Development, Department of Human Resources
- Assistance to the facilitator on the day of the event can be provided by one of the DTL Committee members
- The MRSSA Treasurer pays the facilitator on receipt of the invoice, with supporting contract documentation provided by the DTL Committee

Statement of Principles Appendix C

Date

[Contact Name]

[Group/Department/Faculty]

Mount Royal University

Dear Name,

On behalf of the Develop Train & Learn (DTL) Committee of the MRSSA, we would like to thank you for your proposal requesting funds for your department's professional development initiative, "[Name of Workshop]" with [Name of Facilitator], to be held, [Date].

DTL is pleased to advise we will support your activity to a maximum of \$[Amount] for the cost of facilitation only. As per the Develop Train & Learn Committee statement of principles, funds are released upon (i) completion of a report on the activity (including a summary of participant's evaluations), (ii) receipt of a copy of the formal agreement with the facilitator, and (iii) a copy of the invoice.

- This DTL commitment contract is with the support staff group initiating the proposal. Your group liaises and negotiates details with the facilitator. DTL members can support you with sample contract letters and checklists for planning and implementation on request.
- Your [group/department/faculty] will pay the facilitator directly and, on receipt of the invoice and evaluation summary as outlined below, DTL will send a cheque made out to the [group/department/faculty] in the amount of \$[Amount].
- Payment will be made directly to your [group/department/faculty] and only upon receipt of copies of paid invoices and all other required documentation agreed to in this commitment letter. Within 10 days of the completion of the activity for which funding has been approved, a report will be submitted to your DTL committee contact which will include the following:
 - a copy of the original request
 - a written description and explanation of any changes that have been made to the original application
 - the number of participants who completed the activity
 - a summary or copies of all evaluations completed by the participants
 - copies of paid invoices
 - a brief written summary of the overall value of the activity
 - recommendations for future activity for [group/department/faculty]
- Funds in the form of one cheque made out to the requesting group representative/department will be released within two weeks after the report on the activity and all the required components have been received by DTL; however funds will not be released until the report and other required follow-up are deemed complete by the DTL. If the application and activity take place over the summer months or the report is received after May 15th, payments may be delayed until September.
- As the MRSSA (including DTL) accounts are not a part of the University proper we are unable to accommodate requests for journal transfer. A physical cheque will be provided, according to the procedure outlined above.

Please contact me [Name of Committee member] if you have any questions regarding the financial arrangements.

Sincerely,

Member of the Develop, Train & Learn (DTL) Committee of the MRSSA