

## **University Support Staff Opportunity Fund Policies and Procedures**

University Support Staff Opportunity Fund – Funds are donated by the K-State community (faculty, staff, students and friends of K-State) through the annual All-University Campaign. Donations are deposited into a foundation account (C-21151) and managed by the Office of the Vice President for Administration and Finance (VPAF). Funds are donated to help with academic achievement, professional development or to reward outstanding leadership on behalf of university support staff.

Any K-State university support staff may request a personal reimbursement of qualified expenses, as detailed below. The number of awards may be limited due to the number of requests received and/or the amount of funds available. Original receipts must be provided for all personal reimbursement requests. Opportunity Funds may be awarded to university support staff for the following circumstances:

1. **Text books** for university support staff enrolled in a class taken for academic credit for up to 50% of qualified expenses, not to exceed \$100. The applicant must provide the original textbook(s) receipt and a copy of their class schedule with the application form.
2. **Professional Development** - Expenses incurred by university support staff for seminars or conferences attended to improve current work skills. Requests should be limited to items the employee's department will not reimburse. The reimbursement is limited to \$100.
3. **University Support Staff Opportunity Fund Meritorious Service Award (\$200)** - Funds may be awarded to university support staff who demonstrate exceptional leadership and/or extraordinary effort in their position which proves to be a valuable service to the K-State community. Self-nomination is prohibited. Faculty, staff or students may nominate a university support staff for this award.

The University Support Staff Senate President will be responsible for appointing five university support staff and one advisor to the University Support Staff Opportunity Fund Committee. Committee members should begin their terms on July 1 and end on June 30. If a member of the Committee resigns, the new appointee shall serve the remainder of the original member's term. The Committee must have a majority vote to approve allocation requests. Committee membership shall include:

1. The Treasurer of the University Support Staff Senate will serve as chair of the committee.
2. Two university support staff senators will each serve a two-year-staggered term.
3. Two at-large (non-senator) university support staff will serve a two-year-staggered term.
4. An Advisor, non-voting member, shall be appointed by the University Support Staff Senate President for as long as the individual is willing to serve in that capacity or if the President of University Support Staff Senate chooses a new Advisor. The role of the advisor is to give the Committee a historical reference on past decisions.

As applications are received they will be emailed to the committee for approval. This Committee has discretion to allocate funds without seeking approval from University Support Staff Senate.

The University Support Staff Senate Treasurer will report to the Senate each month any disbursements made during the previous month. The report should include the number and total amount of merit

awards approved by the committee within each of the three categories listed above. Personal information on award recipients should be kept confidential by the Committee with the exception of anyone receiving the University Support Staff Opportunity Fund Meritorious Service Award.

This document should be reviewed by the Committee on an annual basis for revisions. Changes to this document must be approved by majority vote of the University Support Staff Senate.