

MSUAASF Professional Development Funds Quick Facts-FY2025

- 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 MinnState 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 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 beginning 7/1/2024 was **\$990**. 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 and has a Workday program code of PG0004568**. 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: <https://admin.mnsu.edu/finance-and-administration/departments/business-services/university-travel/msuaasf-travel-by-employee-reports/> This is updated monthly. It is each member’s responsibility to know their PDF balance and ensure expense reporting is accurate.
- Funds can carry over from one FY to the next, but balances in excess of \$4,000 require a written utilization plan. The plan should be sent to the MSUAASF Treasurer by the end of the fiscal year proceeding the new allocation (June 30, 2025 for FY26 PDF allocation). Without a plan and a PD balance over \$4,000, no new allocation will be 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 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.
- Members are encouraged to make purchases using a University purchasing card. If the member does not have their own purchasing card, it is recommended to use the department or division card. The reconciler will charge cost center **#213030 with Workday program code of PG0004568**. An alternative is to be reimbursed, but this is not recommended. The Employee Expense Form and instructions are found here. <https://admin.mnsu.edu/finance-and-administration/departments/business-services/university-travel/forms/>
- When reconciling PDF purchases in Workday, use cost center **#213030 with Workday program code of PG0004568**. List of the name of the person who made the PD purchase and any other clarifying information in the memo and description fields.

- Contact Tami Liebl in Business Services at x5006 or tami.leibl@mnsu.edu for any other questions about the account. If you cannot reach Tami and have general questions about PDF, please contact our local MSUAASF treasurer.
- When members leave the union and/or the institution, they have the opportunity to give their remaining PDF funds to other ASF Bargaining Unit Faculty. If you would like to request that your funds be given to another member(s), please email the ASF treasurer by 4:30 PM on your last day.

Purchasing Technology

As noted in our contract, PDF can be used to purchase technology as long as it is not needed to complete your job responsibilities. When using PDF, technology should be purchased through the Campus Computer Store. All technology will be asset tagged. If you purchase technology from a vendor other than the Campus Computer Store, you are not guaranteed reimbursement. Per our bargaining agreement, technology is the property of the University and must be returned if a member leaves a MSUAASF position.

Examples of Allowable Expenses:

- Conference expenses, including registration, lodging, and other travel expenses
- Books, journals, and audiobooks related to professional development
- Memberships

Examples of Expenses Not Allowed:

- Office furniture for home office
- Equipment, software, and supplies needed to complete your job responsibilities

This is not an extensive list, but examples. Please refer to contract language below to help guide your decision making.

ARTICLE 15 PROFESSIONAL DEVELOPMENT

Section A. Professional Development Funds (PDF).

Subd. 1. For FY 2024 and FY 2025, the state universities will be allocated Professional Development Funds at the rate of five hundred and seventy thousand dollars (\$570,000) for the System to distribute to the campuses on an FTE basis. Each Campus Association and University shall implement an equitable procedure for distribution of the funds made available under this subdivision. The provisions of the subdivision shall continue until a successor agreement is in effect.

Subd. 2. Funds provided by this section shall be limited to paying the cost of travel, housing, meals, registration, and related expenses associated with participating in development activities which promote the goals and mission of an ASF Member's organizational area or university, such as professional conferences, workshops, similar meetings, courses, and other related professional development activities. Consistent with the foregoing, the funds may be used to pay for professional memberships, fees for professional licensure required for the ASF Member's current position, books, journals, subscriptions and software. Books, journals, subscriptions, or software that are purchased in electronic form must be stored on a state-owned device. 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 Member's position requirements. All assets purchased with professional development funds are the property of the ASF Member's university. The unit may carry over any portion of its allocation from the first to the second year of the biennium, and from one biennium to the next.

Subd. 3. Reimbursement rates for meals, incidentals, and lodging under this subdivision and Section B of this Article shall be as provided in Article 14, Section A, except that meal reimbursements that are paid with PDF and/or PIF funds will be reimbursed at 1.25 times the rate provided in the State of Minnesota Managerial Plan.