

**POLICY TYPE: Learner Success**

**POLICY TITLE: 38.24 Professional Development and Mandated Training**

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Responsible Administrator: Vice President for Learner Success

Location of Related Procedures: Office of Vice President for Learner Success  
Office of Executive Dean for Outreach Learning

Madison Area Technical College will arrange to provide certain specified professional development and mandated workshops, seminars, and training services to individuals who are employed in a related field. These activities will be conducted under the authority of the 38.24 short term professional development, vocational-adult seminars or workshop procedures as described in Wisconsin Statutes No. 38.24 (1s).

- All workshops and seminars will be approved each month by the District Board. As the timeliness initiating a workshop or seminar may not coincide with the monthly meetings of the District Board, the Board may retroactively approve contracts at their next regularly scheduled meeting, with the exception of international contracts which must be approved prior to contract.
- 38.24 workshops and seminars will follow the full cost recovery pricing models established under 38.14 contracting and the Board will approve any changes to the pricing model which the district utilizes.

*April 1999*