

**BOARD OF DIRECTORS MEETING**

**March 20, 2020**

**3460 Lexington Ave N, Shoreview, MN 55126**

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**Minutes**

**Call to order: 8:30 a.m.**

**Roll call:**

**Region 1 Darci Wing; Region 2 Randall Schimpach , Region 3 Shanna Schmitt, Region 4 Amy Braun, Region 5 John Bower (after roll), Region 6 Joan Treichel, Region 7 Ellena Schoop, Region 8 Mark Dreyer (after roll), Region 9 Allison Steinmaus, Region 10 Jackie Blagsvedt, Region 11 Jessica Raptis, Region 12 Amanda Hemmingsen Jaeger, Region 13 Lois Tucke, Region 14 Ann Adkisson, Region 15 Bryan Kotta, Region 16 Darren Hage, Region 17 Mike Terhune, Region 18 Kirsten Peterson (after roll), Region 19 Jerry Jeffries, Region 20 Angela Christle, Region 21 Sarah Sinderbrand, Statewide President Chet Jorgenson, Statewide Vice President Thu Phan (after roll), Statewide Treasurer Todd Maki, Statewide Secretary Lynn Butcher, Organizing Council Chair Sarah Evans, Political Council Chair Cathleen Cotter**

**Staff: Executive Director Lina Jamoul**

**Adoption of Agenda**

Add:

SEIU lawsuit (Jamoul)

Request from Region 3 to discuss delaying or extending nominating period for upcoming elections (Schmitt)

Local meetings going forward (Treichel)

**M**(Dreyer)**SP** to adopt the modified agenda; passed by consensus.

**BOD phone meetings workgroup** (from New business)

Secretary Butcher and Director Raptis walked the board through the draft guidelines for phone and virtual meetings and requested feedback; recommendation for using polling feature for board votes is not possible with current GoToMeeting subscription; board agreed with need to upgrade the subscription to have this and other interactivity features; budget for GoToMeeting comes out of MAPE Central budget, so the board does not need to approve additional moneys unless the upgrade would be outside of that budget; Director Christle informed the board that GoToMeeting is not accessible to those with visual impairment, and Directors Treichel and Schmitt shared that both phone and virtual meetings can be difficult for those with hearing impairment. Of the recommended guidelines, it was determined that the use of a moderator could be applied to this meeting, and Treasurer Maki was designated for this role.

**Time Certain: 9:00 a.m. Cummins Report**

**Entered executive session at 9 a.m.**

**Ended executive session at 9:25 a.m.**

**M**(Raptis)**SP** that the board adopt the recommendations made by leadership based on third party investigation of sex harassment. Passed by consensus.

**Carona virus (from New Business)**

Executive Director Jamoul reviewed MAPE response to COVID-19 (PowerPoint)

* MAPE Central
	+ Office open
	+ Most telecommuting
	+ Routing calls/changed message
	+ OPEIU asks for change in comp time due to higher demand
	+ Same leave as negotiated for members
* Work with Walz/MMB
	+ COVID-19 Leave – MN leading the way
	+ Executive Order – legal advice to not oppose, but work to ensure it is not being abused; watching carefully; worked with Governor to address some issues. Currently, collective bargaining agreements have not been suspended, but order allows them to be if needed. Agencies who wish to do so must provide reasoning to MMB and Commissioner Frans will determine whether or not to invoke.
	+ Waive 35-day wait for insurance
	+ Telework agreement
		- Director Kotta shared that MN State uses Microsoft direct access in lieu of VPN; Director Terhune shared that remote desktop might also be an option.
* Communicating with members
	+ Emails
	+ Tele-townhall (3800+)
	+ OC webinar for local leaders and stewards to be held Tuesday, March 24, 2020 – was originally going to be on organizing during a pandemic, but shifted to Q&A on leave policy and supporting members through this uncertain time.
	+ 2nd all member Tele-town hall Thursday, March 26, 2020.
	+ COVID-19 tab on website
* Specific Work Areas
	+ MDH – Pete Marincel, assigned staff. Infectious disease unit not getting paid for OT; worked with administration to get that fixed and did Sunday; working to get telework and pay scale issues addressed – they are ramping up, but new hires are being brought in lower on the pay scale than they should.
	+ DOC – Nic Frey (facilities); Kathy Fodness (CO), assigned staff. No telework opportunities yet; inconsistencies around screening and programming at facilities – some running full programming; central office issues with lack of laptops and VPNs; MAPE working to prioritize folks with health issues to get the equipment for telework; seems to depend on supervisor; looking at rotational schedule; Director Raptis shared issue identified with hearing officers still being required to go to jails without PPE – working on getting them able to join virtually. Looking to put a meeting together with a MAPE rep from each facility with DOC leadership.
	+ DCT – Caitlin Reid, assigned staff. Working with Marshall Smith and DCT Leadership; Secretary Butcher shared that they are currently implementing screening for Forensics and MSOP – temp checks and sending home; not sure about MHSATS facilities; MHSATS facilities not effectively screening new admits; not enough equipment for telecommuting; medical providers have been put on rotational scheduling, but not sure if this will happen for MAPE positions.
	+ DEED – Director Bower shared that unemployment insurance agents not telecommuting; spending majority of time fielding phone calls; typically process 5000 per year; have processed 38,000 this week; Kirsten Peterson shared that Career Force offices closing, but not all; these locations are often the only internet in a community, are staffed mostly by over employees over 60, and, with influx of unemployed, can’t do social distancing; Kirsten drafted an email to DEED leadership to push closure of career force locations for those reasons.
	+ MNSure telework issues – Director Treichel shared that issues arising from DHS employees being supervised by MNSure supervisors.
	+ Emergency workers to include DCT at MAPE’s urging
	+ MDE – Director Blagsvedt shared that MAPE collaborated with HR to get people working from home; giving guidance to public schools; expressed concern for public library workers.
	+ Hazard and Bonus pay - Pushing for hazard pay for DCT, DOC, Career Force; bonus pay for IT, MDH
	+ Continuing to work on telework and leave requests
* Our Future
	+ Next few weeks supporting telework and leave requests; answering questions about leave; supporting local leaders/stewards
	+ Staying connected – after Tele-town hall, Saw a surge of new members within the next 24 hours (24, compared to 3 typically).
	+ Remote/online NEO
	+ Training leaders on technology tools – buying and/or upgrading tech we have
	+ Bulk buying cleaning supplies/TP and distributing to members who need it;
	+ Locals are participating in community outreach/donation opportunities – donating meeting lunch budget; pack a backpack, etc. Director Blagsvedt will work with local 801 president. Director Wing asked if there was a way to pool money and have on website;
	+ Advertising wins
	+ Political priority to support the governor’s proposal to put surplus in reserves to cover cost of COVID-19 in addition to ensuring contract is ratified.

**Tactical Goals Discussion (Jamoul)**

Executive Director Jamoul reviewed document on tactical goals that was sent out to BOD members; Treasurer Maki suggested dashboards; Secretary Butcher will help develop. Director Shimpach suggested postponing discussion until next month due to COVID-19 priority for next month or so. Director Blagsvedt brought up theme of limited data and wondered if there was a team working on this, particularly for gathering data about diversity and ensuring we are connecting with our members from diverse backgrounds so that their voices are incorporated into our work. Prework – BOD members should read the strategic plan and then look at our tactical goals and determine SWOT; Amanda will try to put together a flow-chart.

**Member Comments** – no member comments for March

**Wellstone Warmup – not done**

**Minutes:**

DRAFT EXE Minutes:

* March 6, 2020

DRAFTBOD Minutes:

* February 21, 2020
* Minutes approved by consensus.

**OFFICER REPORTS:**

**Treasurer’s Report**

Review of monthly financial statement – in packet; good financial shape at 104% of budgeted income, which is what we expected based on dues assumption; It is audit season – been working with locals on checkbook audits – overall 32 locals with checkbooks and 19 have sent in audits, leaving 13 left to submit; given advice to locals to work at their pace.

Hardship funds update - none

**Secretary’s Report**

Minutes

**Organizing Council Report**

Council Update – Events and training the council had planned have been postponed; great applications for Labor Notes Conference and Nellie Stone Johnson dinner, and so are working to keep those folks looped in. Membership secretary training is another thing that has had to be transferred to online – are discussing how to do that; still thinking of having a membership secretary committee; also working on a general organizing training focused on 5 senate districts – dual training membership and political power; idea is to engage the membership secretaries in those districts.

Membership Update – Not discussed

Recruiter of the month - Jason Broberg in 601; Thu Phan 401 – both with 3 members

 Charter – Not discussed

 Budget – Not discussed

Chair Evans shared joint resolution Protect All Minnesotans (attached at end)from Organizing and Political Councils and gave context – PC charge to defeat toxic narrative; OC to organize for common good. M(Cotter)S to approve resolution as presented. Passed by consensus.

**Political Council Report**

 Council Update – nothing to add to OC

**Vice President’s Report**

Grievance Report – EBAs began working on cleaning up grievance report; 28 grievances so far for 2020; mostly disciplinary, with some leave issues as well.

Advanced steward training has been postponed; looking to move to online or reschedule for next month due to interactive nature; the board discussed the ramifications of postponing activities rather than moving to online platforms and the benefits of keeping members engaged using our current tools.

**President’s Report**

Regional Introduction – not discussed

**Staff Reports**

Executive Director and Staff

Explained the way comp time works for exempt OPEIU staff, with comp earned after 46 hours; further explained that with COVID-19 crisis, staff are unable to balance, and requested ability to grant hour-for-hour comp time for hours over 40.

**M**(Dreyer)**SP** to grant staff comp time over 40 hours until the resolution of the crisis. Passes by consensus.

**Statewide Committee Reports and PAC**

**Unfinished Business**

Dues collection for members on military deployment – Treasurer Maki confirmed that documents are not ready for review today. Director Schmitt asked to have them ready for April meeting.

Hiring Policy- Not discussed

Board development work group (Jorgenson) – was supposed to meet this week, but do to unavailability of some members, will be rescheduled.

**New Business**

Hiring new supervisor MEDO – Mike Asmus;

**M**(dreyer)**SP** to approve hiring Mike Asmus as next supervisor of Member Engagement Development and Organizing. Roll Call Vote

Voting Yes: Region 1 Darci Wing; Region 2 Randall Schimpach, Region 3 Shanna Schmitt, Region 4 Amy Braun, Region 5 John Bower, Region 6 Joan Treichel, Region 7 Ellena Schoop, Region 8 Mark Dreyer, Region 10 Jackie Blagsvedt, Region 11 Jessica Raptis, Region 12 Amanda Hemmingsen Jaeger, Region 14 Ann Adkisson, Region 15 Bryan Kotta, Region 16 Darren Hage, Region 17 Mike Terhune, Region 18 Kirsten Peterson, Region 19 Jerry Jeffries, Region 20 Angela Christle, Region 21 Sarah Sinderbrand, Statewide President Chet Jorgenson, Statewide Vice President Thu Phan, Statewide Treasurer Todd Maki, Statewide Secretary Lynn Butcher, Organizing Council Chair Sarah Evans,

**Voting No:** Region 13 Lois Tucke

**No Response:** Region 9 Allison Steinmaus; Political Council Chair Cathleen Cotter

MMB quarterly meet and confers – quarterly meetings are on hold; instead we are meeting weekly with MMB and a member of the Governors team to talk through COVID-19 issues.

Scholarship Policy – (Raptis)

Attached in BOD packet; revised policy we had; rather than having members mail documents in, will use e-forms (like for Labor Notes); looking at opening scholarships June 1 and close June 30 at 5:30 p.m.; group will meet in July.

**M**(Maki)**SP** to amend policy to strike December 31 language from policy. Approved by consensus. **M**(Hage)**SP** to approve the amended scholarship policy. Approved by consensus.

**Local meetings**

Director Terhune suggested sending out something letting locals know to cancel their in-person meetings and move to online. Discussion on whether 250 people attending a GoToMeeting might be unwieldy, and whether locals should be polled to determine their preference for using only virtual. Director Kotta suggested having Executive Director Jamoul reach out to MMB to ensure we can use state equipment for local virtual meetings, and agreement that there should be no reason to deny given that these meetings are an opportunity for MAPE to disseminate important information in this rapidly-changing situation. The question of interactivity and accessibility was raised, and Treasurer Maki affirmed that our virtual tools come from the MAPE Central budget and if there is a cost associated with upgrading our current technology to ensure accessibility and interactivity, the board does not need to appropriate money unless the upgrades are beyond the scope of that budget.

**Delegate assembly (Raptis)**

The workgroup has a rough draft of the agenda; October 19, 2020 will not work and we must use the original date, September 19, 2020; we will send apology letter to members for scheduling on a holiday. The workgroup used survey feedback to structure the day, and have tried to ensure most business is conducted up front; however, both breakout sessions and a limited number of speakers was also popular, so the agenda will likely result in a full day. Breakout sessions will be around strategic planning with five session topics. The workgroup is currently working to gain assurance from the clothing vendor that they will be there, and are hoping to have several options highlighting the 40th anniversary of MAPE. Initial inquires have been made to vendors and businesses for door prizes, but given the current uncertainty, it will likely be better to wait until closer to the date to get commitments. The workgroup determined against a joint dinner with the Negotiations Convention, and that the day will not end early in order to conduct a coordinated door knock, but supported someone organizing a post-assembly door knock. In terms of speakers, are looking at the Governor, AFSCME, and the lawyer and acknowledging locals with over 80% membership, but did not know if those locals would receive awards. At this time, there is no contingency for COVID-19, as the workgroup met prior to our current reality.

**Delaying elections** **(Schmitt)**

Paul Schweitzer reviewed MAPE’s governing documents and determined several concerns about the board taking action to delay the current election. BOD will take no action at this time.

UPDATE from MMB re: COVID:

* 17 or so people on a conference call today with Executive Director Jamoul and President Jorgenson – all state unions represented; Commissioner Franz started it off and also deputy Chief of Staff for Gov; totally changing situation for them – 12 executive orders so far; thanked labor for partnership; committed to working with us; talked about the COVID leave policy in terms of three values toward state employees:
	1. The unique role state employees play in supporting Minnesotans;
	2. Keeping health and safety of state employees front and center; and
	3. Keeping people working through telework.
* Can use COVID leave intermittently; MMB is not requiring paperwork from doctors; are putting together a form where employee certifies the underlying condition rather than overwhelming the healthcare system per CDC guidelines (this is conflicting as MMB also said they would leave documentation requirements up to the agencies, so we should expect inconsistencies).
* Asked to include domestic partner and legal guardian – said they lifted out of statute and will review and get back to us;
* Order – authority lies with MMB Commissioner and not agencies; if agency feels they need to use, they need to request through MMB and we will monitor and challenge at agency and MMB levels if needed; some guardrail process in place
* Asked about hazard and bonus pay – they said they would get back to us
* Asked about cap on 275 hours of vacation: MMB won’t make a decision until April; asked about adjusting child care flex, but might not be able to because of federal law.
* COVID leave starts March 18, period; may consider administrative leave for folks affected before, but not COVID leave.
* The administration is doing everything they can to keep people working – there will be people who should be out on leave that won’t get the leave and we will have to deal with them on case by case basis.
* MMB indicated intent for flexibility with intermittent leave – work when you can.

**SEIU Healthcare Lawsuit (Jamoul)**

MAPE was approached to sign on to an amicus brief to the MN Supreme Court; Jamie Gully the president of SEIU Healthcare is being sued by the executive director of the employer (Mayo) for defamation saying she defamed the employer through the grievance process and organizing; this is chilling for the labor community because it takes protected labor activity and alleges it is defamation; all labor is being asked to join in in a brief to educate the Court as to the chilling impact it would have on labor activity. Education Minnesota is coordinating; we share legal representative with SEIU Healthcare and our lawyers are excited about our signing on; there would be no financial impact. **M**(Dreyer)**SP** to join the amicus brief to the MN Supreme Court. Passes by consensus.

**Climate Study**

Executive Director Jamoul and members of the Executive Team provided an update on positive movement forward between the Executive Director and the Statewide President.

**M**(Kotta)**S** to create a board subgroup to plan for actions regarding the climate study. **M**(Kotta)**SP** to amend the motion to assign the board development subgroup to plan for actions regarding the climate study. Amended motion passes by consensus.

**M**(Braun)**SP** to reconsider the original decision to keep the climate study confidential. Roll Call:

**Voting Yes (19):** Region 1 Darci Wing; Region 2 Randall Schimpach, Region 3 Shanna Schmitt, Region 4 Amy Braun, Region 5 John Bower, Region 8 Mark Dreyer, Region 10 Jackie Blagsvedt, Region 12 Amanda Hemmingsen Jaeger, Region 13 Lois Tucke, Region 14 Ann Adkisson, Region 15 Bryan Kotta, Region 17 Mike Terhune, Region 18 Kirsten Peterson, Region 21 Sarah Sinderbrand, Statewide Vice President Thu Phan, Statewide Treasurer Todd Maki, Statewide Secretary Lynn Butcher, Organizing Council Chair Sarah Evans, Political Council Chair Cathleen Cotter

**Voting No (7):** Region 6 Joan Treichel, Region 7 Ellena Schoop, Region 11 Jessica Raptis, Region 16 Darren Hage, Region 19 Jerry Jeffries, Region 20 Angela Christle, Statewide President Chet Jorgenson

**No response:** Region 9 Allison Steinmaus,

**M**(Hemmings-Jaeger)**SP** to extend today’s meeting for a half hour. Roll Call:

**Voting Yes (22):** Region 1 Darci Wing; Region 2 Randall Schimpach, Region 3 Shanna Schmitt, Region 4 Amy Braun, Region 5 John Bower, Region 8 Mark Dreyer , Region 10 Jackie Blagsvedt, Region 12 Amanda Hemmingsen Jaeger, Region 13 Lois Tucke, Region 14 Ann Adkisson, Region 15 Bryan Kotta, Region 16 Darren Hage, Region 17 Mike Terhune, Region 18 Kirsten Peterson, Region 19 Jerry Jeffries, Region 21 Sarah Sinderbrand, Statewide Vice President Thu Phan, Statewide Treasurer Todd Maki, Statewide Secretary Lynn Butcher, Organizing Council Chair Sarah Evans, Political Council Chair Cathleen Cotter

**Voting No (2):** Region 6 Joan Treichel, Statewide President Chet Jorgenson

**Abstain:** Region 7 Ellena Schoop; Region 11 Jessica Raptis

**No response:** Region 9 Allison Steinmaus, Region 20 Angela Christle,

**M**(Peterson)**SP** to release the report as confidential to the ERC and staff. Roll call vote:

**Voting Yes (16):** Region 1 Darci Wing; Region 2 Randall Schimpach, Region 3 Shanna Schmitt, Region 4 Amy Braun, Region 5 John Bower, Region 8 Mark Dreyer, Region 10 Jackie Blagsvedt, Region 12 Amanda Hemmingsen Jaeger, Region 14 Ann Adkisson, Region 18 Kirsten Peterson, Region 21 Sarah Sinderbrand, Statewide Vice President Thu Phan, Statewide Treasurer Todd Maki, Statewide Secretary Lynn Butcher, Organizing Council Chair Sarah Evans, Political Council Chair Cathleen Cotter

**Voting No (9):** Region 6 Joan Treichel, Region 7 Ellena Schoop, Region 11 Jessica Raptis, Region 15 Bryan Kotta, Region 16 Darren Hage, Region 17 Mike Terhune, Region 19 Jerry Jeffries, Region 20 Angela Christle, Statewide President Chet Jorgenson

**No response:** Region 9 Allison Steinmaus, Region 13 Lois Tucke

**Region Reports –** not addressed

**Correspondence** - none

**Board Stewards’ Report** – not addressed

**Meet & Confer Reports –** Included in staff reports

**Next Board Meeting(s)** April 23, 2020

**Good & Welfare**

Before moving to adjourn, Director Dreyer announced that he may retire before the next board meeting. He was thanked for his service to the union, and wished good luck.

**M**(Dreyer)**SP** to adjourn. Passed by consensus.

**Standing Rules:**

Time Certain Adjournment: No later than 4:30 PM.

Extensions in ½ hour increments, require a 2/3 vote to extend.

Debate is limited to 3 speakers for and 3 speakers against the motion on the floor.

To amend or rescind 2/3 vote is required. Majority required for suspension(n.

**Please bring any carryover items back with you each month as they will not be reproduced.**

Protect All Minnesotans

The Whereas Part:

* MAPE has an obligation to advocate for the common good of all Minnesotans
* COVID-19 is taking a major toll on Minnesotans, and is wreaking havoc on Minnesota’s economy
* Working Minnesotans are carrying an outsized burden during these difficult times.
* Vulnerable Minnesotans are also being disproportionally impacted.
* We commend Governor Walz and the Legislature for taking swift action.
* There are still gaps in our public safety net that will need to be addressed as this crisis progresses.
* Many MAPE members are also part of community organizations that are and will play a role in fighting this crisis.

The Resolved Part:

* The MAPE Board of Directors directs the Statewide Organizing and Political Councils to join with other unions and community organizations already fighting for the following policies:
	+ Paid family and medical leave for all Minnesotans.
	+ Expand unemployment insurance to cover self-employed and contract workers
	+ Emergency funding for childcare providers.
	+ Waive copays, deductibles, and out-of-pocket costs for testing and treatment of COVID-19 for all Minnesotans
	+ Moratorium on Evictions and Disconnections – Disconnections should include not just water, gas, power, but also internet and phone.
	+ Moratorium on student loan payments and interest accrual.
	+ Hazard Pay for all frontline workers in the public and private sector.
	+ Workplace safety is paramount for our workforce. Thorough compliance with OSHA and CDC recommendations will ensure those on the frontlines of this fight will be able to stay in the fight by staying healthy and safe.
	+ A ban on tax cuts, incentives, or economic relief funds for any company who do not provide their workers a living wage and health benefits.
	+ Expand statewide broadband networks so that all Minnesotans have access to internet connects that meet or exceed the national average.
	+ Tuition reimbursement for displaced workers.

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**MAPE Scholarship Policy**

**Summary:** Defines the criteria and the awarding process for MAPE scholarships.

**Related Information:** Two attached applications, scholarship funds

**Policy:** Professional employees need ongoing training to maintain their competency, enhance their professional development, and fulfill their continuing education requirements. Training opportunities are rapidly shrinking in the public sector, making it increasingly difficult for professional employees to get their training needs met. Four scholarships are offered to members, and one to spouses and dependents of MAPE members:

* General Scholarship
	+ For individual MAPE members
	+ For degree or non-degree seeking continuing education
	+ The award must be used within 18 months
	+ Available funds dependent on resolution passed at Delegate Assembly (maximum award of $1,000 per applicant)
* Spouse/Dependent Scholarship
	+ The applicant must be a dependent or spouse of a MAPE member
	+ A spouse must be legally married
	+ A dependent must be a child under the age of 26
	+ For degree or non-degree seeking continuing education
	+ The award must be used within 18 months.
	+ Available funds dependent on resolution passed at Delegate Assembly (maximum award of $250 per applicant)
* Ralph Cornelia Professional Development Scholarship
	+ Ralph Cornelia was a MAPE union activist and an advocate of professional development training from Local 1303. As a Department of Corrections psychologist, Ralph regularly participated in training activities to increase his competency. For many years, Ralph was the only officer and the only steward for MAPE Local 1303. In keeping with his values, the scholarship provides funding for professional employees to maintain their competency and fulfill their continuing education requirements. For individuals or groups (such as a local; a group of members, associate members; or

stewards in a region)

* + For job-related, non-degree seeking continuing education
	+ The award must be used within 18 months
	+ Available funds dependent on resolution passed at Delegate Assembly (maximum award of $1,000 per application)
* Thomas Kernan Labor Scholarship

Thomas Kernan was a long-time MAPE union activist at the Department of Labor and Industry (DOLI). He initially assisted in the formation of AFSCME Local 2672, which represented the employees of DOLI, and served as the local's chief steward. When MAPE became the bargaining unit for professional employees, Thomas began serving as the MAPE Representative and Chief Association Representative for DOLI as well as attending numerous Delegate Assemblies. He also completed his law studies and became a member of the Minnesota Bar Association during his career. In honor of his work, the scholarship is dedicated to assisting members who attend labor-related courses.

* + For individual MAPE members
	+ For labor-related studies
	+ The award must be used within 18 months
	+ Available funds dependent on resolution passed at Delegate Assembly (maximum award of $1,000 per applicant)
* Marge Ramsey Scholarship
	+ Marge Ramsey was an active MAPE union member from Cambridge, MN, and served on the MAPE Board of Directors for many years. The Marge Ramsey Scholarship assists union women in both leadership and career development. Award determinations will be based on current and former labor activism, professional development goals, and financial need. For individual MAPE members, female only
	+ For job-related, non-degree seeking continuing education
	+ The award must be used within 18 months
	+ Available funds dependent on resolution passed at Delegate Assembly (maximum award of $3,000 per applicant)

Award determinations are based on criteria such as need, current or former MAPE involvement, and professional development goals. Except for the dependent and spouse scholarship, applicants should not specify a particular scholarship, as the MAPE

Scholarship Subgroup will determine the appropriate scholarship(s).

Although member awards can be as large as $3,000, the number and size of awards depends largely on the number of members applying. The Scholarship Subgroup selects scholarship recipients, and the committee’s decisions are final.

Applications will be accepted beginning June 1 (any received before June 1 will not be considered). All applications must submitted no later than 5 p.m. CDT on June 30. Applications arriving before or after this time will not be considered.

Applicants will be sent application receipt acknowledgements by email and notice of award or non-award of scholarships by email. Scholarship winners will be formally announced at the annual Delegate Assembly in the fall. Attendance at the Delegate Assembly is not a requirement to receive a scholarship.

**ELIGIBILITY**

* An applicant must be a member when submitting a scholarship application and, if eligible for membership, remain a member until completing training funded, or partially funded, by the scholarship.
* An applicant may submit a membership application with a scholarship application.
* A member on a leave of absence may use a scholarship.
* For group training funded, or partially funded, by a Ralph Cornelia Scholarship, the recipient must provide an opportunity for non-members who wish to attend the training to become members immediately before the start of training. Non-members will be permitted to attend the training only if they join online in the presence of the recipient or complete a membership application and give it to the scholarship recipient or other member designated to register attendees, who will submit it to the MAPE office.
* Statewide officers and Scholarship Subgroup members may not submit an application but may attend group training funded or partially funded by a Ralph Cornelia Scholarship.
* A member can receive a maximum award of $6,000 per family in four calendar years.
* A member who does not use an awarded scholarship is not eligible for award for two calendar years.

**SPOUSE/DEPENDENT**

* The applicant must be a dependent or spouse of a MAPE member.
* A spouse must be legally married.
* A dependent must be a child under the age of 26.
* We may ask for verification of spouse or dependent status.

**APPLICATIONS**

* Only complete applications will be considered. An application will be considered complete when all the required information has been submitted. It is the sole responsibility of the applicant to ensure completeness.
* Application forms will be found on the MAPE website and a communication will be sent when the application is live.

**TO SUBMIT AN APPLICATION**

* All application submissions will be done on an electronic, fillable form on the MAPE website. A link to that form will be sent out via e-mail.

**COMMITTEE CONSIDERATIONS**

* **Timeliness**. Scholarships will not be awarded for debts incurred prior to June 1 of the application year.
* **Completeness and amount of detail in the application**. Applicants should explain exactly what the scholarship will be used for (course name and provider), where, and when and not merely provide a Web address for the institution or company providing the training. An application merely indicating the applicant is likely to look for some training to take if awarded a scholarship will be rejected.
* **Degree**. Work toward an undergraduate degree will be considered a higher priority than work towards a graduate degree.
* **Purpose.**
	+ Scholarships are awarded for career development or to increase knowledge likely to be useful to a MAPE leader.
	+ Scholarships are not awarded for membership or license fees or lost time.
	+ Scholarships may be used for a preparatory course for a test for a license or certification.
	+ Institution. An application for training at a public institution will be considered more favorably than for training at a private institution.
* Spouse/Dependent will have a maximum of 40 scholarships awarded in the amount of $250.00 each (funded at $10,000.00). The award must be used within 18 months.

**CONDITIONS FOR AWARDED SCHOLARSHIPS**

* Before receiving payment, scholarship recipients must provide verification of receipts of actual costs (may include tuition, course materials, travel, and lodging expenses) and acceptance to a training facility. Scholarship money is usually paid out as a reimbursement of actual expense. Only in a rare case (e.g., extreme financial need), may a scholarship be paid in advance. (Applicants may notify the Scholarship Subgroup of an extreme need by emailing Scholarships@mape.org.)
* To receive reimbursement, recipients must provide a receipt or other proof of the expense. The document(s) must be sent via email to Scholarships@mape.org.
* To receive payment for group training funded, or partially funded, by a Ralph Cornelia Scholarship, the recipient must send a copy of the sign-in sheet to Scholarships@mape.org.
* Scholarship awards must be used within 18 months. Only in extreme cases will the Scholarship Subgroup consider an extension. (Applicants with an extreme need can email the Scholarship Subgroup at Scholarships@mape.org to request an extension.)