

**MnSCU Office of Internal Auditing  
Customized Training – MAPE Bonuses  
Fiscal Year 1999**

**PURPOSE:** This table reflects those institutions that pay bonuses and / or incentives to MAPE customized training representatives and the process they follow. The information was gathered through our interview process with campus representatives.

<b>College/ University Name</b>	<b>Process Used to Pay MAPE Bonus / Incentive</b>
Anoka-Hennepin Technical College	<ul style="list-style-type: none"> <li>• Based on revenue generation and other projects. An approved variance plan was put in place in 1999. Variance plan includes bonus and salary adjustment.</li> </ul>
Central Lakes College	<ul style="list-style-type: none"> <li>• The College president and Dean of External Studies must approve any incentive bonuses. The decision to approve or deny the award of incentive bonuses is at the discretion of the College President.</li> <li>• The Custom Training department, after all departmental expenses are accounted for, must have net profits available before any incentive bonuses can be approved.</li> <li>• Any incentive bonuses must be paid from the fiscal year net profits.</li> <li>• To be eligible each Custom Training Representative must have met Level One goals.</li> <li>• Total amount available for distribution will be an amount up to 3.5% of the total aggregate salaries of the eligible Custom Training Representatives.</li> <li>• This discretionary bonus will be distributed among all eligible Custom Training Representatives, prorated by the number of days worked under the MAPE agreement. Instructional days will not be counted in calculation for bonus purposes, for those Custom Training Representatives that also instruct on a part-time basis. All bonuses will be paid according to the terms of the MAPE contract.</li> </ul>
Century Community & Technical College	<ul style="list-style-type: none"> <li>• Based on performance with a maximum of \$2,000.</li> </ul>
Dakota County Technical College	<ul style="list-style-type: none"> <li>• Based on performance with a maximum of \$2,000.</li> </ul>
Hennepin Technical College	<ul style="list-style-type: none"> <li>• Based on performance goals being met. A variance plan approved by the system office is in place.</li> </ul>
Inver Hills Community College	<ul style="list-style-type: none"> <li>• If representatives make sales and profit goals they can receive up to a \$2,000 bonus.</li> </ul>
Minneapolis Community & Technical College	<ul style="list-style-type: none"> <li>• Based on performance goals being met. A variance plan approved by the system office is in place.</li> </ul>

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<b>College/ University Name</b>	<b>Process Used to Pay MAPE Bonus / Incentive</b>
Minnesota State College, Southeast Technical	<ul style="list-style-type: none"> <li>• Custom training representatives must meet Level one and two goals</li> <li>• Level one goal is that they must generate 2.5 times their salary in gross revenues</li> <li>• Revenues includes tuition and contract revenues and 23% of pass through revenue – books, applications fees, tech fees parking fees</li> <li>• An amount is also included in revenues for tuition revenues generated from credit classes and open enrollment credit classes.</li> <li>• Additionally for bonus purposes an amount is included for the value of the future state allocation dollars (number of students times the number of credits divided by 30 then times the funding formula value per FYE \$3600)</li> </ul>
Minnesota West Community & Technical College	<ul style="list-style-type: none"> <li>▪ College president approves yearly incentive program.</li> <li>▪ To qualify for the program, each representative must have a satisfactory evaluation and is evaluated on 6 criteria that are in addition to the annual performance evaluation and are based on goals.</li> <li>▪ MnWest has approximately \$15,000 to distribute to the coordinators. Coordinators do not receive equal amounts.</li> <li>▪ Incentive pay is 3.5% of total salaries.</li> <li>▪ Bonuses determined at end of fiscal year and paid in October.</li> </ul>
Northwest Technical College	<ul style="list-style-type: none"> <li>• The working titles for customized training representatives are Product Director (PD) and Client Services Director (CSD).</li> <li>• Use Quick Books to track activity by individual. This provides 90% of what is used to calculate bonuses.</li> <li>• CSD Level 2 goal is a gross sales goal set through annual projections and updated quarterly.</li> <li>• PD net goal also set through annual projections and updated quarterly.</li> <li>• Have a variance plan that supports the MAPE bonus plan. The variance plan outlines specific goals and eligibility but stays within the overall parameters of the original contract.</li> </ul>
Ridgewater College	<ul style="list-style-type: none"> <li>• Last fiscal year was the first year Ridgewater paid any bonuses.</li> <li>• Ridgewater established the incentives as a team incentive (team must meet goal and then team members would receive equal portion of bonus base).</li> </ul>

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Riverland Community College	<ul style="list-style-type: none"> <li>• Custom training representatives must meet level 1 &amp; 2 goals</li> </ul> <p>Goals include:</p> <ul style="list-style-type: none"> <li>• 10% increase in net profit and/or FYE expectation over level one goals</li> <li>• Level 1 – balanced budget</li> <li>• New business contacts at least 2 per month</li> <li>• Regular client contacts</li> <li>• Special projects</li> <li>• Bonus dollars must be from Custom Training profit at year-end.</li> </ul>
St. Cloud Technical College	<ul style="list-style-type: none"> <li>▪ Bonuses based on annual reviews</li> <li>▪ Bonus/incentive pay is restricted to 3.5% of total salary pool (MAPE contract)</li> <li>▪ Team decided to distribute bonus pool equally among project managers.</li> </ul>
St Paul Technical College	<ul style="list-style-type: none"> <li>• SPTC has a detailed calculation for each representatives bonus. First each representative is setup as a separate cost center so that revenue and expenses can be identified for that representative. All revenues brought in by that representative are credited to his/her cost center. Representative expenses for salary, retirement, and travel are debited to his/her cost center. Profits must reach 4 predetermined targets before the bonus is paid to the representative.</li> </ul>