



## City Council Agenda Memo

Crest Hill, IL

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**Meeting Date:** 1/30/2023  
**Submitter:** Mark Siefert, Director of Public Works  
**Department:** Public Works Department  
**Agenda Item:** Request for tuition reimbursement

### Summary:

Two weeks ago, I was accepted to the master's degree program at the University of St. Francis. My aspiration is to complete a dual master's in business administration (MBA) and training and development (MTSD).

By obtaining my MBA, I believe I would be able to participate and help more with the financial decisions that are needed on many of the very large projects that the city is currently undertaking. My plan for my MBA would be to specialize in Finance. This would mean that 12 of the 36 hours are finance classes.

The MTSD in training and development would greatly benefit the city as we continue to grow and need to develop staff. Currently, items such as succession planning, training plans, and other personnel development does not have a plan. This would allow me to help grow and develop the Public Works department as we move forward with new technology, projects, and regulations over the next few years.

The MBA has a requirement of 36 credit hours, while the MTSD after the MBA will require a reduced number of hours 12-14. Total I will need to take 50 credit hours. The 2023 Price per credit hour will be \$798. Miscellaneous fees per semester would be around \$250.

Currently the City Handbook allows for reimbursement for tuition and lay's out all repayment options.

I am bringing this to the council, for approval to make sure that this money will be budgeted in this upcoming and future budgets. I would like to start classes March 13<sup>th</sup> and the continue throughout the summer and fall semester. Classes are scheduled where they complete in half a semester. Therefore, I would be able to get 6 credits in semester 1, 12 over the summer semester, and then 12 over the fall semester. This would allow me to potentially graduate with my MBA in the Spring of 2024.

**Recommended Council Action:**

Approve Mark Siefert to begin his master's program and guarantee funding for reimbursement of his tuition

**Financial Impact:**

**Funding Source:** Water/Sewer and General Fund

**Budgeted Amount:** n/a

**Cost:** \$40,000 over two years

**Attachments:**

Tuition Reimbursement Policy