

Managers Advisory Council
December 9, 2004

Present: Mark Collins, Dale Doty, Pete Grant, Doug Hanuscin, Brooke Henwood, Lori McKee, Mark Monnes, Beth Price, Ginger Rocks, Troy Shutler, Bruce Sliney,

Absent: Scott Bendle, Janet Boeckman, Dave Cardwell, Carol Easley, Kim German, Alice Hutzal-Bateson, Brad McCormack, Sue Paynter, J R Rathjens, Dean Schaad, Doris Smith

1. The minutes of the November 11th meeting were approved.
2. Pete Grant reported on the most recent Board of Trustees meeting. There were two items of note. Kate Peresie presented information on AQIP and the AQIP Examiner. The Board also discussed training needs of the community. Opportunity exists for training, but currently 35 to 37 area organizations either directly offer training or are involved with economic development.
3. The next agenda item concerned the feasibility of the College conducting a compensation survey. The current compensation system appears to be lacking and a more defined and consistent process in determining grade levels needs to be developed. Guidelines and fair market value for each grade level need to be developed. D. Hanuscin has contacted 3 consultants to gather information about what they can do for us and the costs associated with conducting a survey. One major point that needs to be considered is budget considerations. If the College spends money on a consultant, but there is no additional money to implement what is recommended, this could cause morale problems with employees. If a survey is conducted, commitment from the College should accompany it. Hanuscin will prepare a statement of what this group saw as the benefits and concerns of such a survey and share it with the budget committee.
4. B. Price distributed a Lifelong Learning statement of philosophy. Reactions from the group were solicited and some changes to the statement were made. A draft of the modified statement is attached. Come prepared to discuss further at the January meeting.
5. D. Hanuscin distributed a draft of a policy for "Weather and Emergency Related Closing and/or Cancellation of All Classes. (see attachment). This will be discussed at our next meeting.
6. Next meeting will be held on January 13, 2005 at 3:00 pm in Room 92A F.

DRAFT # 2

Statement of Philosophy

Lifelong Learning

The Manager's Advisory Council philosophy is to promote training and education, and provide an opportunity for all employees to learn and grow in an ever-changing environment. Processes, procedures, and services will be enhanced by employees through the application of new ideas, knowledge, and skills gained through Lifelong Learning. The College currently recognizes the importance of allowing flexibility for individuals to attend seminars, workshops, trainings, etc. We believe employees should have the same opportunity when pursuing further education at an institution of higher learning.

Employees will schedule coursework before or after work or during the lunch hour. Recognizing that this is not always possible, the Manager's Advisory Council recommends the following:

1. Keeping the best interest of the program or department in mind, the **supervisor** may grant an employee time off during the workday to attend class.
2. Employees who are given this opportunity will need to account for their normal workweek hours through the use of flexible scheduling.
3. Each employee's case will be decided on an individual basis with final decision coming from the supervisor.

Investment in our human resources will provide a competitive advantage for the future by leading to increased productivity, quality of work, and employee retention.

Weather & Emergency Related Closing and/or Cancellation of All Classes

It is the intent of North Central State College to ensure that employees and students are informed as promptly as possible when the College must close due to adverse weather conditions or other emergency closing. The following outlines compensation guidelines for employees during cancellation of classes or closing situations.

Cancellation of Classes:

- All classes will be canceled for a designated period. Faculty are not required to report to work and shall be compensated at their regular rate of pay. Full-time and permanent part-time staff shall report to work as normal.
- Student employees shall not be required to work when classes are cancelled.

Campus Closing:

- All classes and functions at the College are canceled and only designated “essential” employees shall report to work. These include certain maintenance personnel, grounds personnel and in-house security that the supervisor will identify at the time of the occurrence. Designated “essential” employees who are required to work when the campus is closed shall be compensated at one-and-a-half times their regular rate of pay if nonexempt. Exempt employees who are required to work when the campus is closed shall receive regular compensatory time off (not to exceed 8 hours per day) to be used within 30 days of the closing.
- Faculty and full-time/permanent part-time staff who are at work when a closing is declared will be sent home and paid for the balance of their scheduled work hours.
- When the campus is closed, all employees shall report to work at their scheduled times the following workday, unless directed otherwise.
- Faculty and full-time/permanent part-time staff who are normally scheduled to work but are not required to report for work when the campus is closed shall be compensated at their regular rate of pay.

- Adjuncts, temporary part-time staff and work-study students will not be compensated when the campus is closed. However, the supervisor may increase work schedules (provided sufficient work is available) so as to permit the affected person to make up the work time lost within the same workweek. Adjunct faculty may make up the time within the quarter.
- If a campus closing occurs while an employee is on vacation, personal leave, sick leave, or other type of leave, the day will be charged as originally planned.

Miscellaneous:

- When an employee is delayed or prevented from working because of adverse weather conditions when the College is not closed, the employee may charge the time lost from work as vacation (if applicable) or personal time. The employee shall contact his/her supervisor as soon as it becomes apparent to the employee that he/she will be unable to report to work. Upon returning to work the employee shall complete a Request for Leave form and indicate whether the absence will be taken as vacation, personal leave or as unpaid.