

Managers Advisory Council  
January 13, 2005

Present: Mark Collins, Janet Boeckman, Dale Doty, Carol Easley, Kim German, Pete Grant, Doug Hanuscin, Brooke Henwood, Alice Hutzal-Bateson, Jay Jacquet, Lori McKee, Mark Monnes, J R Rathjens, Dean Schaad, Troy Shutler, Bruce Sliney, Doris Smith

Absent: Scott Bendle, Dave Cardwell, Brad McCormack, Beth Price, Ginger Rocks,

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1. The minutes of the December 9<sup>th</sup> meeting were approved.
2. Doug Hanuscin distributed a summarization of the Compensation Survey discussion held by the MAC on Dec 9<sup>th</sup>. After review and further discussion, the group approved it with one modification. The revised summarization will be presented to the Budget Committee.
3. C. Easley introduced Jay Jacquet, Interim Director of Engineering/Workforce Development, to the group.
4. The Lifelong Learning statement of philosophy draft was once again discussed. Two changes were made to the draft. (See attached). M. Collins stated that although the policy may not cover every employee at the College, it should cover most and offer them some flexibility in taking classes. The modified draft was voted on and approved unanimously.
5. The draft of a policy for "Weather and Emergency Related Closing and/or Cancellation of All Classes was discussed. One change regarding adjunct faculty was made (see attached). The modified draft was voted on and approved unanimously.
6. The next Board of Trustees meeting is on January 26, 2005. D. Doty and G. Rocks will be attending
7. D. Hanuscin updated the group on the renewal of employee health insurance coverage. Medical Mutual will most likely be the new provider of insurance coverage beginning March 1, 2005. Monthly increase for employees will be \$4.00 for single coverage and \$8.00 for family coverage. Any deductibles paid by employees between January 1<sup>st</sup> and March 1<sup>st</sup> should be documented by the employee in order to carry it over from Anthem to Med Mutual.
8. Next meeting will be held on February 10, 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 *outside their regularly scheduled work hours*. ~~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 *during the same week* 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.