

Manager's Advisory Council
December 14, 2006

Present: Mark Monnes, Ted Mercurio, Brooke Henwood, Kim German, Janet Boeckman, Bev Walker, Nikia Fletcher, Doug Hanuscin, Tom Kluding, Michele Barber, Brad McCormack, Tom Prendergast

1. Approval of November minutes
 - Motion for approval made by B. Henwood, seconded by J. Boeckman, motion approved.
2. Board of Trustees Report
 - A report on the November meeting was provided by B. Walker and J. Boeckman, highlighting:
 - Nathan Ujvari elected 2007 Vice-Chair.
 - Governor-Elect guest at Board of Regents meeting reporting on higher education.
 - Annual review of Shared Service agreement meeting held between both NC State and OSU – M.
 - Discussion on minimum wage amendment.
 - No smoking policy campus wide.
 - Peg Moir received a promotion beginning January 1 as Vice-President Learning Support & Retention.
 - Strategic planning and goals passed out for evaluation.
 - College received letter related to a Faculty Union.
3. Compensation Review – Faculty Project
 - D. Hanuscin and M. Monnes reported and council discussed options.
 - Number 1 is not resolved. Consultant recommendation is use consistent formula across discipline for converting 9-month contracts (9-month salary times 1.33) into 12-month and vice versa (12-month salary divided by 1.33).
 - Number 2. Consultant recommendation is discontinue practice of offering both tuition reimbursement and professional growth increase. Council feels that as an educational institution we value our employees in their continued professional growth. Council believes that tuition reimbursement as well as salary adjustments continue. B. McCormack and D. Hanuscin will draft a recommendation and rationale for council to review and provide feedback through e-mail.
 - Number 3 is resolved. Option B has been implemented with 50% of the adjustment being done on July 1, 2006 and the remaining 50%

on July 1, 2007 pending available funds. Faculty hired under the new guidelines will not be eligible for adjustment on July 1, 2007.

- Number 4 is resolved. The College places newly-hired faculty on the salary schedule with a process of counting years of full or part-time teaching, related work experiences, etc. Recommendation was move to a "guideline" approach versus a formula when assigning the initial salary of a newly hired faculty member as designated in section F of Faculty compensation study. The guideline approach is in use.
- Number 5. Consultant recommendation is before applying July 1, 2006 compensation adjustment; faculty who were below minimum will be brought to minimum. Compensation adjustment added thereafter.

4. Compensation Review – Staff Project

- D. Hanuscin and M. Monnes reported and council discussed options.
- Number 1 is resolved. Half of each employee adjustment was added to base salary on July 1, 2006. The remaining half will be added to each employee's base salary effective July 1, 2007 pending available funds.
- Number 2. Council accepts recommendation as long as salary ranges are reviewed and considered for appropriate adjustments annually.
- Table number 3, 4, & 5 till January meeting.

5. Job Evaluation/Grade Level Review

- Table till January meeting.

6. Individual/Departmental Sharing

- M. Barber reminded council that the last day to pay fees is Monday, December 18, 2006. The cashiers phone goes to voice mail and reminds caller of the last day.
- D. Hanuscin asks council to please get time sheets in by 5:00 p.m. each Monday or employee may not get paid correctly.
- A question rose about Vice President needing to sign Request for Leave forms. B. McCormack will raise question of necessity to President Staff.

Respectfully Submitted,

Kimberly German