

Compensation and Benefits Committee

Meeting Minutes

November 7, 2014

I. Call to order

George Kleeb called to order the regular meeting of the Committee at 11:00AM on November 7, 2014 in MH 114.

II. Roll call

George conducted roll. The following persons were present:, Rita Bagwe, Tami Potter, Donald Jones, Mike Whitehead, and Ed Nickel, George Kleeb and Sonja Sibert.

Absent: none

Excused: Robert Byram (class) Kara Coates (medical) Cherie Jacques (clinical travel)

III Professional Development Fund Requests

Laura Pike \$285.00 Conference Registration Approved

Rita Bagwe 2nd request from the Science Department, Approved due to funds are available and the deadline for submission has passed. \$250.00

IV New Issues & Projects for the 2014-2015 year

a) Merit Pay Proposal for those hired in the Fiscal Year (July/June)

A discussion was held in September, October and November. We have created the following DRAFT of a procedure edit.

We propose that we revise the Merit Procedures document to state:

Merit Pay increases can be given to those that have been hired before March 1, each fiscal year, based upon the following pro-rata share of the award that would be given for annual service, for time served on the job.

Hire Date July to September 100%

Hire date October to December 75%

Hire date of January or February 50%

b) Professional Development Funds Request Policies and Procedures

A discussion was held in September, October and November on the level of reporting that a person receiving professional development funds should make after attending the event.

We propose that the Professional Development Procedures be revised to state:

A person receiving Professional Development Funds is required to provide the Chair of the Professional Development Committee a one page memo reporting on the meeting/event attended. The recipient may have additional reporting requirements to their supervisor. A sample report is attached.

V Adjournment -George Kleeb adjourned the meeting at 11:50 AM.

Minutes submitted by: George Kleeb

Minutes approved by: George Kleeb