# Compensation and Benefits Committee

# Meeting Minutes

February 6, 2015

1. Call to order

George Kleeb called to order the regular meeting of the Committee at 11:00 AM on February 6, 2015 in MH 125.

1. Roll call

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

Absent: none

Excused: Cherie Jacques (clinical travel)

Minutes of the November 7, 2014 meeting were approved with two changes to spelling of names.

**III Professional Development Fund Requests**

 **Sheri Baker $350.00 Conference Registration Approved\***

 **\*Approved with an exception for summer travel, funds will clear prior to FYE.**

**Brandis Senecal $350.00 Conference Registration Approved**

**IV New Issues & Projects for the 2014-2015 year**

1. We reviewed and approved the Professional Advancement, Academic Faculty Policy and Procedure Document. This approval was at the request of the Administration, who was simply documenting the process for academic faculty to change pay grades due to the obtainment of advanced degrees.

1. Merit Pay Proposal for those hired in the Fiscal Year (July/June) was approved at Faculty Senate on December 12, 2014. Our proposal reads:

***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%***

1. An Amendment to the Professional Development Funds Request Policies and Procedures was approved at Faculty Senate on December 12, 2014. Our proposal reads:

***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 11:35 AM.

Minutes submitted by: George Kleeb

Minutes approved by: George Kleeb