

# **Compensation and Benefits Committee**

## **Meeting Minutes**

October 3, 2014

### **I. Call to order**

George Kleeb called to order the regular meeting of the Committee at 11:00AM on October 3, 2014 in MH 114.

### **II. Roll call**

George conducted roll. The following persons were present: Sonja Sibert, George Kleeb, Kara Coates, Cherie Jacques, Donald Jones, Mike Whitehead and Ed Nickel

Absent: none

Excused: Rita Bagwe (class trip), Tami Potter (leave), Robert Byram, (class)

### **III Professional Development Fund Requests**

<b>Mary Doucette</b>	<b>\$340.00* Conference Registration</b>	<b>Approved</b>
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**(\*Includes \$50 bonus for conference organizer and speaker)**

<b>Delene Volkert</b>	<b>\$350.00 Conference Registration</b>	<b>Approved</b>
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<b>Janie Moore</b>	<b>\$350.00 Conference Registration</b>	<b>Approved</b>
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<b>Mardell Wilkins</b>	<b>\$350.00 Conference Registration</b>	<b>Approved</b>
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**Discussion on Rita Bagwe 2<sup>nd</sup> request from the Science Department, tabled to the end of the application period.**

### **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 and again in October. We have created the following DRAFT of a procedure.

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

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

b) Professional Development Funds Request Policies and Procedures

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

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

*A person receiving Professional Development fund must provide the department with a written or verbal report of the meeting/event attended. The Department Chair shall submit a recap of the report to the Professional Development Committee Chair.*

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

Minutes submitted by: George Kleeb

Minutes approved by: George Kleeb