

Personnel Advisory Council
January 7, 2009

Members Present: Holly Branham, Dixie Kroenlein, Tom McDowell, Kim Jones, Dee Ludwig, Diana Quealy-Berge, Jake Clark

Absent: Dru Rafferty

The group met with Dr. Jim Fox of Fox Lawson & Associates to discuss the compensation study that will take place over the next 6 months. Jim said it is important to align our compensation system to “what we are” and they will give us the guidelines to make that happen. Fox Lawson will determine comparators and check with the Personnel Advisory Council to make sure we are in agreement with their choices. For classified staff positions they will use college comparators as well as private sector comparators from the state and region; economic cost index will be taken into account. Fox Lawson will have three comparisons for each group, Administration, Faculty, Classified.

Jim Fox said they will be conservative when they look at the exempt vs. non-exempt issue. The criteria need to be very clear and decisions made carefully as the consequences of being wrong are very severe!

The PDQ (Position Description Questionnaire) was discussed briefly. Jim will encourage employees to fill it out in 20 minute increments. They do not want supervisors filling out the PDQ for employees. A timeline for due dates was established: January 23rd, PDQ to supervisors; January 30th, PDQ to HR; February 2nd, PDQ to Fox Lawson & Associates.

Members agreed that PAC and the board need to commit to implementing as many recommendations as possible.

Respectfully Submitted,
Lori Moore

My notes from Friday's meeting are below. Feel free to edit as necessary. Hopefully, I caught all of the highlights of the meeting.

Holly

Met with Fox Lawson over compressed video. Discussed the progress of the PDQ's. Tom indicated we had a few left to receive and hoped to have them all completed by the end of next week. Discussed some of the questions or concerns folks had with the PDQ's.

Jim Fox indicated all PDQ's should be sent to them at the same time. Devin will read all PDQ's, will pick out some folks to interview based on level in the organization. Interview will take about 30 minutes. Will send the list of people, day and time of interview to Tom. Committee will review the list. They want to talk to people who have been in the job for a while, are articulate, and cooperative. Important that they haven't been on some type of leave lately, i.e. medical leave.

The next step will be for Fox Lawson to develop classification structure. Make sure job titles are consistent with same job functions. Then they will get back to committee to review classification structure, then develop job descriptions based on complexity, responsibilities. Once this is all done they will begin the market data section.

Fox will prepare update memo to send out to employees. Tom asked about new positions being hired and a couple of upgrades moving forward to the board. They prefer putting a freeze on jobs during this process, but will live with whatever happens. They are not concerned with employee's current salary and history at this time.

We will continue to meet at noon on the 2nd and 4th Wednesdays for approximately 1 ½ hours. We will be moving forward on the review of personnel policies. Tom has submitted completed work to David Evans for his review.

Planned a "going away party" for Ron Laher. Holly will contact Rex about reserving the Student Center, Laurie regarding catering. Kim will work with College Relations on an email invitation and an invitation to mail out. Tom will talk to Ron about the appropriate time to hold the reception.

Discussed some of the issues related to faulty work load.

The next meeting will be held on February 11th at noon. Dixie will make the room reservations.

Holly Branham

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Personnel Advisory Council
February 11, 2009

Members Present: Holly Branham, Dixie Kroenlein, Tom McDowell, Kim Jones, Dee Ludwig, Dru Rafferty

Absent: Jake Clark, Diana Quealy-Berge

Tom reported we are still waiting for some PDQ's to be completed. He really would like to get them all turned in so they can be sent to Fox Lawson by the end of the week.

Tom has been invited to attend the Faculty Council meeting. He will help them understand the role of the Personnel Advisory Council and give them a basic overview of what we are working on. They will be able to view drafts of the policies after they have been through the set procedures: 1) legal counsel, 2) Dr. Armstrong, 3) general public.

The group agreed policies need to be driven by the people who are "living it," and the board should have less input.

There was considerable discussion about EWC's Tenure Policy. The group feels we should do away with the probationary period for faculty and keep five years as the length of time before faculty is able to apply for tenure.

The group was asked to share their thoughts on faculty workload and release points. Many questions were raised concerning these issues:

- 1) Should release points count for overload?
- 2) Do we need a minimum and a maximum number of teaching hours when considering over load pay?
- 3) What is the cost to the college of release points?
- 4) What is the cost of reducing maximum workload?
- 5) Should release points and overload hours be restricted?

It was suggested we look at the way Casper College is handling workload and release points to see if that format would be a viable option for us. Casper has a form to fill out when applying for release points; some in the group thought this was a good idea. The suggestion to give division chairs the authority to grant release points based on given reasonable guidelines was brought forth. Tom is going to research these issues and get back to the group so an informed decision can be made.

Final discussion was held concerning our evaluation policy. Some felt it would be much better if it were goal-oriented. It was suggested an action plan be developed to look at our evaluation procedures and make them better.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
February 25, 2009

Members Present: Holly Branham, Dixie Kroenlein, Tom McDowell, Kim Jones, Dee Ludwig, Diana Quealy-Berge, Dru Rafferty

Absent: Jake Clark

There was considerable discussion about how to proceed with employee salary increases for the upcoming fiscal year. We need to consider Fund 10 and auxiliary salaries; grant salaries may not need to be included. Three options will be presented to the board:

Option A

1. Use available state funds and give a 2% increase to all full-time and part-time employees; set aside the remaining .2% of state funds to help address the inequities brought out by the Fox Lawson salary/compensation study.
2. Request, from the board, a match equal to four times the state funding amount (approximately 10% of gross salaries) to help address the inequities brought out by the Fox Lawson salary/compensation study.
3. Discontinue the merit pay system currently being used for custodial staff and add those funds to the general salary fund.

Option B

1. Use available state funds and give a 2% increase to all full-time and part-time employees; set aside the remaining .2% of state funds to help address the inequities brought out by the Fox Lawson salary/compensation study.
2. Request, from the board, a match equal to two times the state funding amount (approximately 5% of gross salaries) to help address the inequities brought out by the Fox Lawson salary/compensation study.
3. Discontinue the merit pay system currently being used for custodial staff and add those funds to the general salary fund.

Option C

1. Distribute all funds (available state money plus the match) and give all full-time and part-time employees a 4% increase.
2. Wait until fiscal year 2011 to address the inequities brought out by the Fox Lawson salary/compensation study.
3. Discontinue the merit pay system currently being used for custodial staff and add those funds to the general salary fund.

If none of the options are accepted, PAC will work on developing an action plan to present to the Leadership Team addressing salary issues. If Option C is accepted, an action plan could be developed for Fiscal Year 2011 to address the Fox Lawson salary/compensation study recommendations.

Additional changes were made to the Introductory Period Policy for faculty employees. Tom will make the changes and bring it back to the group for final approval.

There was brief discussion about a policy addressing faculty workload. Tom presented a very rough draft for the group to consider. He will be attending the Faculty Council meeting and bringing their ideas to the group at the next meeting.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
April 8, 2009

Members Present: Holly Branham, Jake Clark, Kim Jones, Dixie Kroenlein, Dee Ludwig, Tom McDowell, Diana Quealy-Berge, Dru Rafferty

The Retiree/Employee Recognition Reception scheduled for April 30th was discussed. Light hors d'oeuvres will be served instead of just cake and punch. Tom will ask people to stand up and say a few words about our retirees, Kay Gardner and Cheri Swarm. Holly reported the retiree gifts had been ordered—a crystal decanter for Kay and a crystal bowl for Cheri. Both will have engraving.

The Leadership Team discussed the salary proposals that PAC had taken forward and favored deferring salary increases for full-time and part-time benefited employees until the Fox Lawson study is completed. Any increases would then be retroactive to July 1, 2009. LT did not like the idea of a “bonus” as was presented in the original proposals. Part-time rates above the new minimum wage of \$7.25 would remain the same until salary compensation study is completed; all wages below minimum wage would be raised to the \$7.25 rate on July 1, 2009.

PAC members expressed concerns about deferring all increases. They felt this was changing the overall employee perception of the FL study; it went from being a study to determine “where we stand” to a study that is determining “if we get a salary increase”. Communication with employees is going to be very important as the next few months unfold.

PAC will have some input as to the distribution of available funds to satisfy Fox Lawson recommendations. It was agreed there needs to be some specific calculation used for fair distribution

Discussion about paying PDU increases July 1, 2009 was held. EWC policy indicates that, normally, cost of living increases would be given before PDU increases. Although the group agreed PDU increases should be paid if funds are available, there was some concern about interpreting the policy for this specific situation and setting a precedent for future years.

Final discussion centered on the workload policy. Tom will work on the language of this policy to make it more consistent.

The next meeting will be April 22, 2009.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
April 22, 2009

Members Present: Holly Branham, Jake Clark, Dee Ludwig, Tom McDowell, Diana Quealy-Berge, Dru Rafferty
Absent: Kim Jones, Dixie Kroenlein

Tom reported all arrangements have been made for the Retiree/Employee Recognition Reception. He has spoken to several people who are willing to stand up and say a few words about the retirees, Kay Gardner and Cheri Swarm.

Tom reported the Board of Trustees approved the pay increase for those who had completed Professional Development Units—effective July 1, 2009. As per the Leadership Team recommendation, all other salary increases will be deferred pending Fox Lawson findings. Fox Lawson has conducted telephone meetings with several employees this week; things are progressing. It was reported there is still some confusion among employees about the percentage of increases that will be made and when they will be made. Contracts will probably be issued with last year's amount and an additional paragraph explaining the procedure to take place at the conclusion of the Fox Lawson Study.

Tom said several policies have been finished and are ready to take forward. PAC had originally decided not to address the "Appointment of Faculty and Staff" policy because it was felt we were moving toward Policy Governance; that has changed, however, so they will go back and address that and other related policies.

Once again there was considerable discussion about the work load policy as it pertains to faculty. Big issues include advisees and release time as they pertain to overload. Several suggestions came from today's discussion: 1) the need to provide consistent training for division chairs; 2) overload contracts should be specific with a break-down of duties; 3) create separate job assignments such as "Outcomes Assessment Coordinator" or "Vet Tech Director" and there would be no need for release points; 4) include a recommendation paragraph in contracts. It seems much discussion takes place without much progress; the suggestion was made to move forward with the recommendations that have been made by PAC and hope this will force discussion by other groups.

At the next meeting scheduled for May 13, 2009, PAC will look at the travel policy.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
March 11, 2009

Members Present: Holly Branham, Dixie Kroenlein, Tom McDowell, Kim Jones, Dee Ludwig, Diana Quealy-Berge, Dru Rafferty

Absent: Jake Clark

Service Awards were discussed; all will be kept the same except for the 30 year award which will be changed to a crystal dish. The reception is scheduled for April 30th at 3:00 p.m. in the college cafeteria. A sub-committee (Holly, Kim, Lori) was formed to select retiree gifts for Kay Gardner and Cheri Swarm.

Salary strategy suggestions were discussed at length. The Personnel Advisory Council was in favor of giving a one-time bonus of \$1000 to all benefited full-time employees and a pro-rated amount to part-time benefited employees who work less than 40 hours. Continuing salary changes will be implemented retroactively from 7/1/09 after the Fox Lawson study is completed and recommendation have been made. A variation of this strategy would be to give a one-time lump sum bonus equal to 2.2% with remaining funds distributed retroactively. A final strategy would be to defer all benefited full-time and part-time salary increases until Fox Lawson study is complete.

There will be no bonus for non-benefited employees. This employee group will receive a 2.2% increase July 1, 2009. Additional increases for non-benefited employees will be implemented January 1, 2010 if needed to meet Fox Lawson recommendations.

All strategies will be presented to the Leadership Team and then to the Board.

The discussion turned to the Continuing Contract/Tenure policy. Changes were made. The final policy will be brought forward at the next meeting.

A very rough draft of a Faculty Work Load policy was presented and considerable discussion took place. Things to consider when looking at this policy: credit hours, lab, lab prep time, number of students, number of advisees, non-credit hours (Workforce), service (including recruiting, serving on committees, being a faculty sponsor), office hours. This discussion will continue after more research is done.

The next meeting is scheduled for March 25, 2009.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
March 25, 2009

Members Present: Holly Branham, Tom McDowell, Kim Jones, Dee Ludwig, Diana Quealy-Berge, Dru Rafferty

Absent: Jake Clark, Dixie Kroenlein

The Continuing Contract/Tenure policy was approved with changes. It will now go through the proper channels: 1) legal counsel, 2) Dr. Tom Armstrong, 3) general public.

Salary strategies were discussed again with changes suggested. More detail is needed in the proposals when they are presented to Leadership Team and the Board; Tom will make changes and bring to the next meeting.

Salaries being paid to part-time grant employees are an issue when comparing them to part-time college rates.

Notation at the bottom should include the mandatory minimum wage increase and separate it from salary strategy increase.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
May 6, 2009

Members Present: Holly Branham, Kim Jones, Dee Ludwig, Tom McDowell, Diana Quealy-Berge, Dru Rafferty

Absent: Jake Clark, Dixie Kroenlein

Guest present: Dr. Tom Armstrong

Tom reported on the progress of the Fox Lawson study. They have completed all but two of the phone interviews. Fox Lawson plans to have the classification report draft ready before Memorial Day weekend. Personnel Advisory Council will need to schedule a meeting with the Fox Lawson representative to begin the official review process after the holiday weekend.

One faculty member was added to the list of employees receiving the PDU credits: Lynn Bedient.

Deb Doren was hired as the Admission Secretary. This leaves the Records Clerk position vacant. There was some discussion about offering the job to the admissions secretary alternate candidate. It was decided, however, the job needed to be advertised so internal candidates would have a chance to apply. Since many of the applicants for this records clerk position will be the same as the candidates for the admissions secretary position, the same committee will be used; they have already reviewed a majority of the applications.

PAC will continue to meet through the summer. Faculty members will be able to call in if they cannot be on campus for the meeting. Tom will work out a schedule and email to all members.

Once again, the majority of the discussion was Faculty Workload policy. Dr. Armstrong stressed the need to have an Institutional Model that fits with other community colleges in Wyoming and very clearly states what the basic contract covers and clearly defines "overload". He mentioned the possibility of using a "range by prefix" table to help determine overload. The group agreed that consistency is important no matter what policy is developed.

PAC will move forward and look at these areas: 1) range by prefix; 2) release points; 3) define basic contract duties; 4) define overload. Dee is going to look at the Wyoming Community College Commission guidelines concerning a maximum number of overload classes.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
June 2, 2009

Members Present: Holly Branham, Jake Clark, Dixie Kroenlein, Kim Jones, Dee Ludwig, Tom McDowell, Dru Rafferty

Absent:

Tom presented the draft copy of the classification structure recommendations as presented by Fox Lawson & Associates. The group began review of this document; they will continue to review the remainder at the next meeting. The decision was made to keep all conversations and information confidential at this time.

Tom announced Diana Quealy-Berge's resignation and explained the need to recruit a new faculty member for PAC. Suggestions brought forth included Heidi Edmunds, Janan McCreery, and Ellen Creagar. Tom will contact them and see if anyone is interested.

Tom also announced that four vacant positions had been filled: 1) Amy Smith, Records Secretary; 2) Deb Doren, Admissions Secretary; 3) Tina Jepson, Bookstore Clerk; 4) Sarita Hansen, Accounts Receivable Clerk.

The group will meet again June 9, 2009 at 10:00 a.m. in the conference room.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
June 9, 2009

Members Present: Holly Branham, Jake Clark, Dixie Kroenlein, Kim Jones, Dee Ludwig, Tom McDowell, Dru Rafferty

Absent:

PAC continued their review of the Fox Lawson draft of the classification structure; the focus was on the 'Program Management' section. Tom will make the proposed changes and send them to Fox Lawson who will then submit a revised draft that will be presented to the Leadership Team. Tom reminded the group this component of the study was for classification structure only; salaries will enter the scene after everyone is placed where they are supposed to be.

Tom charged the group with the task of forming a 'Compensation Policy'. He shared our current practices and gave suggestions as to what the group needs to consider as they develop a new policy. Issues raised include: 1) after hiring, does an employee need to be able to advance somehow; 2) if there is a salary cap, would an employee still be eligible for PDU moves; 3) does faculty need to be on a separate schedule; 4) do academic and technical faculty need to be separated (the academic schedule works fine using degrees, technical does not). More discussion will take place at the next meeting.

Tom reported that Wayne Deahl has resigned as Division Chair, applicants for the Livestock Judging Coach have been selected for the interview process, Aaron Wolfe has changed positions from ETSS to GearUP, there have been several applications received for the social science instructor, and the search for an LPN director in Douglas has not been successful.

The next meeting is scheduled for June 23rd from 10:00 – noon in the AC Conference Room.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
June 23, 2009

Members Present: Holly Branham, Jake Clark, Dixie Kroenlein, Kim Jones, Dee Ludwig, Tom McDowell, Dru Rafferty
Absent:

Tom presented the Fox Lawson report and discussed changes made and how they responded to the changes proposed by PAC. One additional change, a majority of the group felt was needed, involved moving the fitness center director position to Associate Academic Director, level 2 of 3 in the Academic Director Series. There was some discussion about the continued use of our current terms, “classified” and “professional”, when the classification structure is completed and all employees are placed where they should be; this will need to be addressed at some point. The study should now be ready to present to the Leadership Team.

The remainder of the meeting was spent looking at Personnel Policies and discussing needed changes. The college attorney has forwarded proposed personnel policy changes to Tom; these will be compared with changes proposed by PAC. The group discussed the use of the terminology “contracts” vs. “letters of appointment” and it was agreed “contracts” might be a better choice. There was some concern expressed that policies are not ready for board review, yet there is a board work session scheduled in July that has personnel policies listed on the agenda. Tom will check into this.

Tom will schedule the next meeting and let everyone know the date, time and place.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
July 7, 2009

Members Present: Holly Branham, Kim Jones, Dee Ludwig, Tom McDowell, Dru Rafferty
Absent: Jake Clark, Dixie Kroenlein, Chris Wenzel

Tom announced Chris Wenzel would be filling a faculty spot on the Personnel Advisory Council.

The purpose of the meeting was to re-focus the group and return to working on proposed policy revisions. The group agreed procedures would remain the same: 1) PAC proposes changes; 2) revisions will be sent to the president and college attorney; 3) revisions will be sent to the general employee population; 4) finally, policies will be taken to the Board. Holly announced that Dr. Armstrong is working on organizing a Board Retreat where policy changes would be discussed.

After much discussion about a policy changes draft that Tom brought to the meeting involving appointment of faculty and staff, at will employees, and other ideas of understanding previously discussed, it was agreed that they be sent to the president and attorney for review.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
September 9, 2009

Members Present: Holly Branham, Kim Jones, Dixie Kroenlein, Dee Ludwig, Tom McDowell, Dru Rafferty, Chris Wenzel
Absent: Jake Clark

Tom asked the group for any information pertaining to a Safety Manual that is supposed to be given to each new employee. There seems to be some confusion as to whether the Safety Manual has been updated over the years or if a Crisis Plan has taken its place. More information is needed and the policy needs to be reviewed.

The Annual Christmas Party was discussed. The group agreed to hold the party at The Bucking Horse Steak House again this year. Three possible dates were chosen: 1st choice—Sunday December 6th; 2nd choice—Saturday, December 19th; 3rd choice—Sunday, December 20th. Tom will make a phone call to check on the date availability and costs of menu choices.

Work on the Fox Lawson Salary Compensation Study is continuing. Tom explained we are in the 2nd phase of the process where job valuing is being done using “Bands”, “Grades”, and “Subgrades”; he distributed hand-outs. Fox Lawson is now looking at market comparators. The sub-committee is waiting on additional data from Fox Lawson before they can continue discussions.

Phase 3 will be the implementation part of the project. Several questions will need to be addressed: 1) Which positions will be looked at? 2) How much money will be used to address the disparity issues? 3) When will the implementation take place? A major concern expressed by PAC members is the manner in which the results of the study will be communicated to employees. It was assumed that Fox Lawson would return to explain the final report to all employees.

Other issues that still need to be addressed:

*If possible, the group would like to see everyone receive a cost of living increase out of available funds.

*What time frame are we looking at for the disbursement of funds?

*How will the funds be paid?

*The appeals process needs to be defined.

Early Retirement Contracts were the next item on the agenda. Policy requires these contracts to be signed by the first Tuesday in January. There was some discussion about whether or not this deadline should be extended because of the delay in the salary compensation study results. The majority felt no change was needed since any changes in the preliminary figures given by Tom in the ER contracts would only be increases.

Changes in the contract policy continue to be discussed. It has been proposed to issue Contracts to faculty and vice presidents, and Letters of Appointment to all positions below the vice president level. The EWC Board of Directors would only approve the hiring of the college

president. The college president would have the authority to approve all other newly hired employees. As with all policy changes, an explanation of each change needs to be clearly given to all employees.

In closing, Tom gave a summary of Administrative Rules and Policies that still need to be addressed:

Administrative Rule 3.2.1: Appointment and Advancement of Benefitted Employees

Administrative Rule 3.18.4: Retirement

Board Policy 3.9: Compensation (overload)

Board Policy 3.11: Safety

Board Policy 3.14: Travel (It has been suggested to change policy to require president approval of all out of state travel and vice president approval of all in-state travel. Another option would be to require president approval of all travel that exceeds a pre-determined dollar amount.)

Administrative Rule 3.30.3: Performance Evaluation of Nonteaching Personnel

Administrative Rule 3.31.1: College Closure or Delayed Opening

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
October 14, 2009

Members Present: Holly Branham (via phone line), Kim Jones, Tom McDowell, Chris Wenzel
Absent: Jake Clark, Dixie Kroenlein, Dee Ludwig, Dru Rafferty

Plans for the Christmas Party at The Bucking Horse have been confirmed. Kim will talk to Holly about doing the invitations.

Tom reported that Henry Prado has been hired in the evening custodial supervisor position. Interviews have been held for the financial aid director; no final decision has been made. The part-time outreach administrative assistant position has been moved to Torrington. We will begin taking applications.

Progress is being made on the salary compensation study. PAC really needs to develop a philosophy to determine the desired direction of the plan. The main points include:

- No cuts
- Cap people above maximum (looks like 5-8 people)
- Bring low people up to their band minimum (about 15-20 faculty)
- Give everyone an increase with leftover funds

If a decision is made to give everyone something, then a plan will need to be made about how to handle the employees that are capped. Options could include a 3% increase, a flat amount, or a one-time transitional bonus of \$1000. The group felt the one-time bonus would be the preferred option. Tom will continue to work on the study and possibly take it to the Leadership Team Meeting on Monday, October 19th.

Fox Lawson has proposed the transfer of some faculty (coaches and fitness center staff) to professional positions. There are a lot of considerations to be made before this is done.

There was a brief discussion about the

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
October 14, 2009

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Absent: Jake Clark, Dixie Kroenlein, Dee Ludwig, Dru Rafferty

Plans for the Christmas Party at The Bucking Horse have been confirmed. Kim will talk to Holly about doing the invitations.

Tom reported that Henry Prado has been hired as the evening custodial supervisor. Interviews have been held for the financial aid director; no final decision has been made. The part-time outreach administrative assistant position has been moved to Torrington. We will begin taking applications.

Progress is being made on the salary compensation study. PAC really needs to develop a philosophy to determine the desired direction to take in completing the process. The group felt the philosophy should include these four points:

- No cuts
- Cap people above maximum (looks like 5-8 people)
- Bring low people up to their band minimum (about 15-20 faculty)
- Give everyone an increase with leftover funds

If a decision is made to give everyone something, then a plan will need to be made about how to handle the employees that are capped. Options could include a 3% increase, a flat amount, or a one-time transitional bonus of \$1000. The group felt the one-time bonus would be the preferred option. Tom will continue to work on the study and possibly take it to the Leadership Team Meeting on Monday, October 19th.

Fox Lawson has proposed the transfer of some faculty (coaches and fitness center staff) to professional positions. There are a lot of considerations to be made before this is done.

There was a brief discussion about the options that are available for any appeals that follow the completion of the FL study. Although FL charges a \$250 fee for each appeal they handle, PAC members felt it would be the most efficient option.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
October 28, 2009

Members Present: Holly Branham, Kim Jones, Dixie Kroenlein, Dee Ludwig, Tom McDowell, Chris Wenzel

Absent: Jake Clark, Dru Rafferty

The Christmas Party menu and price has been set. For a cost of \$20 per person, there will be a choice of prime rib or shrimp. Holly and Kim will get together and discuss the invitations.

PAC was charged with nominating a non-faculty employee for the WACCT Award. The group chose Angie Babcock as their nominee. Dee volunteered to write a nomination letter and ask a former student (Tim McFarland), a member of the Goshen County Cattlewomen (Eleanor Jones), and Wayne Deahl to write letters as well. Holly will ask Dr. Armstrong to write a cover letter.

Tom gave the latest update on the Fox Lawson Salary Compensation Study. The compensation philosophy has been revised to include three points: 1) everyone gets to at least the minimum of their band; 2) no one has their salary cut; 3) increases are distributed equitably across the bands. Positions have been organized into bands; salary minimums, midpoints, and maximums for each band have been set.

There was much concern expressed over the Fox Lawson recommendation to move the Coaches, Athletic Director, Fitness Center Director, and Honors Instructor from faculty to professional classifications. A majority of the members in attendance felt coaches should remain under the faculty classification. The same majority felt the Fitness Center Director position would be a much better fit under the professional classification. The Athletic Director position could go either way, depending on how it is filled. No one was certain about the Honors Instructor position and how it should be classified. The possibility of creating a non-tenured faculty position was mentioned. Tom will take the discussion to Dr. Armstrong and then make a recommendation to Fox Lawson.

Tom reported all benefited employees on the payroll as of July 2009, will receive a four percent increase.

Dr. Armstrong, Bob Cox, and Tom McDowell will present the results of the Fox Lawson study to the Board of Directors at their retreat on November 3rd. A Fox Lawson representative will be on campus November 12th to present study results to all employees; there will be three meeting times scheduled. PAC felt employees should be given some insight as to where they are on the new salary schedule; this would aid in the understanding of the Fox Lawson presentation.

It has been decided that Fox Lawson will handle the appeals process.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
November 11, 2009

Members Present: Holly Branham, Jake Clark, Mike Durfee, Kim Jones, Dixie Kroenlein, Dee Ludwig, Tom McDowell, Chris Wenzel

Absent:

Tom reported that Dru Rafferty has resigned his position on the Personnel Advisory Council. Mike Durfee has been asked to fill the vacated spot.

Tom reported on the final Fox Lawson results and asked for questions or concerns.

Issues brought forward:

- There has been some confusion about new titles. It was explained the classification titles are “set in stone:”, but the working titles are descriptive of the job and may change.
- New job descriptions are pretty generic.
- Generic job descriptions will help regulate upgrade requests.
- PDU moves will still be available; policy language will need to be changed to follow the new salary schedule.
- A hiring range will need to be set (not to exceed a specified percent of the minimum).
- It is anticipated the change in FLSA status will be an issue of major controversy. Several people moved from “Exempt” status to “Non-Exempt” status.
- Future changes to the salary schedule will be based on a determined “cost of labor”, as well as money available.
- Grumblings: 4% is not enough; don’t like new titles; did administration get all the money?; exempt vs. non-exempt changes.
- The creation of unified job descriptions was a benefit realized from the Fox Lawson Study.
- Adjunct and regular part-time employees will receive a 4% increase beginning January 1, 2010.

Encourage people to attend one of the meetings on November 12th.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
December 9, 2009

Members Present: Holly Branham, Mike Durfee, Kim Jones, Dixie Kroenlein, Tom McDowell,
Chris Wenzel

Absent: Jake Clark, Dee Ludwig

Tom reported that Molly Williams has been hired as the new financial aid director. She will begin employment on February 8, 2010.

PAC compared the Fox Lawson classification title of all positions with the current title of the same positions and developed a new working title. All future title changes will be reviewed by the Supervisor of the position in question and the Director of Human Resources.

A few policy revisions need to be made after discussion by the Board of Trustees at their December 8, 2009 meeting. PAC will address these at the next meeting.

The count for the annual Christmas Party is 188.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
February 10, 2010

Members Present: Holly Branham, Jake Clark, Mike Durfee, Kim Jones, Dixie Kroenlein, Dee Ludwig, Tom McDowell
Absent: Chris Wenzel
Guest: Patti Sue Peterson

Patti Sue Peterson shared comments about Professional Development Committee procedures based on her 20+ years of experience. She expressed the frustration felt by committee members as they strive to be fair and follow policy. Changes have come about over the years that have helped PDU dollars to be more fairly distributed across the board, but wording in the most recent Administrative Rule 3.8.4 has led to more controversy and raises questions of fairness to all employees.

Currently any activity applicable toward a salary schedule move must meet criteria listed in the Administrative Rule “and must also be directly related to the applicant’s current position.” This does not allow for some classified positions (i.e. custodians) to ever qualify for advancement as a result of PDU’s. Two options could fix this inequity: 1) take out the word “directly” and offer moves to anyone for 15 units of a class or activity in any area; 2) encourage Professional Development for everyone but do not offer salary moves. It was explained that faculty salaries are determined by degree so they would continue to receive salary increases as the result of degree advancements obtained through professional development.

Further discussion revealed that available PDU funds are split 60% faculty/40% non-faculty. The past two years have resulted in excess faculty funds being transferred to the non-faculty side for use by qualified employees. The way the funds are split does not seem to be an issue at this time.

Mike Durfee was asked to share how PDU moves are facilitated by the public school system. He explained the moves are available to certified staff (teachers, administrators, professionals) only. The moves are based on an accumulation of 15 units that apply to the position. Non-certified staff receive salary increases for longevity.

The question was asked about PDU policies in other colleges. Tom said the general principle is similar across the board, funding is different. PAC members were reminded that these funds are public money and careful consideration needs to be taken to insure that public money isn’t used for personal gain.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
February 24, 2010

Members Present: Holly Branham, Mike Durfee, Kim Jones, Dixie Kroenlein, Dee Ludwig,
Tom McDowell, Chris Wenzel
Absent: Jake Clark,

The Retiree/Awards Reception was the main item on the agenda. The event is scheduled for April 23, 2010 from 3:00-4:30 p.m. in the Cafeteria. The EWC Food Service Staff will once again coordinate the menu. PAC would like to suggest shrimp cocktail, Buffalo wings, meatballs, cheese & crackers, fruit, desserts and punch.

All specific-year awards will remain the same. The award normally given for 20 years of service, a floating clock and thermometer, is no longer available. Tom brought pictures of similar awards and the group voted on a very nice replacement. Tom gave each member a list of qualified employees showing years of service. There was discussion about how years are calculated. It was agreed to continue to use a July cutoff date when figuring years of service.

Holly reported a local artist, Julie Nighswonger, has been commissioned to produce artwork representing local landscape. Each retiree will receive a framed original.

Jan King is retiring and moving to Arkansas after four years of service. It was decided to give her a gift certificate to show appreciation for her service to Eastern Wyoming College.

Tom will ask the appropriate people to briefly speak about each retiree. The list below shows the suggestions made:

Dee Ludwig for Angie Babcock and Jan King
Rex Cogdill for Anne Gardetto
Rick Patterson for Janan McCreery
Patti Sue Peterson for Lorna Stickel
Rick Vonburg for Tim Walter

Limited discussion about revising Professional Development forms took place. Further discussion will be required before any changes are made.

As the group was leaving Tom provided copies of a table listing each employee and their working title.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
March 24, 2010

Members Present: Holly Branham, Mike Durfee, Tom McDowell
Absent: Jake Clark, Kim Jones, Dixie Kroenlein, Dee Ludwig, Chris Wenzel

Tom reported the $\frac{3}{4}$ time Food Services Cashier position was given to Lynda Young.

The printed flyer for the Annual Retirement/Employee Recognition Reception was distributed to each one present. Tom reported he has ordered and received the employee awards. Holly said the retirement gifts have been ordered and will be received in time for the event.

There has been some confusion about the Summer Schedule. It is not quite understood if the scheduled hours (7:30 a.m. – 4:00 p.m. with a 30 minute lunch break) are flexible or not. Holly is going to speak with Dr. Armstrong and see what his intentions are. Clarification needs to be given to all employees.

The remainder of the day's discussion focused on the task of separating our current Personnel Policy Manual into two separate documents: 1) Board Policy (broad, generic directives based on law; 2) Administrative Rules or Employee Handbook (explaining how the policy is carried out). Several questions were considered:

1. Do we take a smaller, concise policy manual to the board for approval and take the administrative rules later?
2. Do we work on the administrative rules first and then use those to help make the proposed policy changes?
3. Do we wait and give a "completed project" (both rules and policy) to the board?

Whatever decision is made, the first step needs to be a conversation with Dr. Armstrong to make sure everyone is headed in the same direction, seeking the same outcome. PAC will continue to work on this process and determine the best way to facilitate the changes.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
April 14, 2010

Members Present: Holly Branham, Mike Durfee, Kim Jones, Dixie Kroenlein, Dee Ludwig,
Tom McDowell
Absent: Jake Clark, Chris Wenzel

The group reviewed a draft of revised Board Policies today and will review the draft of revised Board Administrative Rules at the next meeting on April 28th. The draft of revised Board Policies was reviewed from a perspective that Board Policy should be broad, generic directives based on law and Administrative Rules should define the mechanics of the policy.

Several suggestions were made concerning the policies:

1. Remove Board Policy 3.5: Employment and Service Outside the College. It was suggested it does not fit in policy or rules, but is more of an employment expectation.
2. Revision of Board Policy 3.10: Nepotism and Romantic Relationships. Some felt this should be two separate policies. Tom will visit with the college attorney about this policy and determine if changes (new terminology?) need made.
3. Re-wording of Board Policy 3.12: Sexual Harassment to read the same as Board Policy 3.16: Drug-Free Work Place.
4. Clarification of Board Policy 3.18: Benefits Package. It was suggested Wyoming Retirement System and TIAA-CREF need to be mentioned along with the other State of Wyoming benefits.
5. Change Board Policy 3.20: Annual Early Retirement "Program" to Annual Early Retirement "Benefit."
6. Change the Process under Board Policy 3.20 to include an end-of-January deadline for signed Early Retirement Contracts to be returned to the Human Resources Director. The signed contract would serve as the employee's notice of intent to participate in the early retirement benefit and would be included in the February Board agenda.
7. Replace "Personnel Office" with "Human Resources Office" in Board Policy 3.27: Reduction in Force.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
April 28, 2010

Members Present: Holly Branham, Mike Durfee, Kim Jones, Dixie Kroenlein, Dee Ludwig,
Tom McDowell, Chris Wenzel
Absent: Jake Clark

The group began the review process of Administrative Rules. Tom reminded the group that the Administrative Rules should define the mechanics of the Policies, which are broad, generic directives based on law.

Highlights of suggestions made concerning the rules:

1. Remove *Rule 3.5.1: Employment and Service Outside of the College* (Policy 3.5.1 was previously removed.)
2. Add wording to *Rule 3.6.1: Community Service Leave* to note College President approval is needed for community service leave that exceeds the two days allowed in *Rule 3.17.1: Health/Wellness Leave*.
3. Remove the Professional Development Application and Cost Reimbursement form from *Rule 3.8.4: Application Process for Recognition of Professional Development and for Professional Development Cost Reimbursement*.
4. Add an informational table to Rule 3.8.4 to show value, verification and limitation of specific activities.
5. *Rule 3.9.1: Compensation* needs to include wording to give authority to the Workforce Coordinator to set salaries for instructors of non-credit Workforce classes.
6. Addition of Rule 3.10.1 to correspond to corrected Policy 3.10 Nepotism and Romantic Relationships.
7. Move *Rule 3.11.1: Safety* (and corresponding policy) to the Crisis Management Policy.
8. Updated position titles and committee names need to be made throughout the entire document.

The next meeting will be held at 2:00 p.m. on Wednesday, May 12, 2010. Dixie will check to see if we can meet in the Conference Room.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
May 12, 2010

Members Present: Holly Branham, Mike Durfee, Kim Jones, Tom McDowell
Absent: Jake Clark, Dixie Kroenlein, Dee Ludwig, Chris Wenzel

The group continued the review process of Administrative Rules.

Review of Rule 3.15.1: Alcohol and Controlled Substance Testing was the basis for discussion about drug testing for bus drivers. In the past a list of drivers has been submitted to the school district and drivers were randomly selected for testing. Procedures and processes are not clear at this time. Tom will talk to DOT for specific details; procedures will then be reviewed again.

The remainder of the meeting was spent reviewing *Rule 3.17.1: Health/Wellness Leave*. There are many parts of this rule that require updating. It was decided to have “vision” added to the Medical Leave part of the rule. There was some discussion about the possibility of adding additional days to the two (2) Personal Days already allowed. However, it was later decided that if changes were made to other parts of this rule, increasing the days might not be necessary. There was considerable discussion about bereavement leave being a category of its own and changing the definition of Emergency Leave. It was suggested a phrase, “at the discretion of the President”, might be added to this rule to accommodate extenuating circumstances. Parental Leave is sufficient. There is some confusion surrounding Community Service Leave, which seems to include political leave and professional leave as well. No decisions or recommendations were made at this time. Review of this rule will continue at the next meeting.

The next meeting will be held at 2:00 p.m. in the Conference Room on Wednesday, May 26, 2010.

Respectfully Submitted,
Lori Moore

Personnel Advisory Council
May 26, 2010

Members Present: Holly Branham, Kim Jones, Dixie Kroenlein, Dee Ludwig, Tom McDowell
Absent: Jake Clark, Mike Durfee, Chris Wenzel

PAC continued to review *Rule 3.17.1: Health/Wellness Leave*. There continues to be much discussion about this rule. The amount of leave available to faculty, besides medical leave, seems to be a problem. Tom will check into faculty leave policies at other community colleges and bring that information to the next meeting. There was some discussion about whether the "Parental Leave" section was even needed since these cases are covered under FMLA. A suggestion was also made to look into implementing a "Sick Bank" option to replace "Donated Health/Wellness Days". Tom will investigate this possibility and bring a draft of what such an option would look like for EWC. It was decided to propose a few of the main changes to *Rule 3.17.1* at this time and re-visit some of the other issues at a later date. Main changes include: 1) adding "vision" to Medical Leave; 2) put Bereavement Leave in a category of its own; 3) add the statement, "at the discretion of the president" to both Emergency Leave and Bereavement Leave; 4) take "Professional leave days are intended . . ." out of Community Service Leave.

Brief discussion about the rules concerning benefits led the group to expand *Rule 3.18.1: Benefits Package* to include *Rule 3.18.2, Rule 3.18.3 and Rule 3.18.4*. The new rule can then be edited to exclude all of the wording that is included in the State of Wyoming rules and handbooks.

Rule 3.18.54: Retirement needs to be updated with new information about percentages and college contribution amount. This change cannot be made until it EWC decides how they are going to implement the increase that goes into effect September 1, 2010.

A few minor spelling and punctuation changes need to be made to *Rule 3.19.1: Military Leave*.

The last four rules that were discussed, *Rule 3.23.1: Payroll Deductions, Rule 3.23.2: Disability Insurance, Rule 3.23.3: Flexible Benefit Plan, and Rule 3.25: Instructor Absences* all required minimal editing (delete some wording, add some descriptors, and change some titles). Tom will make these changes.

The next meeting will be held at 2:00 p.m. in the Conference Room on Wednesday, June 9, 2010. The discussion will begin with *Administrative Rule 3.26: Personnel File Policy*.

Respectfully Submitted,
Lori Moore