

**Senior Staff Meeting
July 8, 2013
Meeting Notes**

Attending: John Carmichael, Susan Harris, Steve Hunter, John Hurley, Les Purce, Todd Sprague, Steve Trotter, Laurel Uznanski,
Absent: Wendy Endress, Julie Garver, Lee Hoemann, Sarah Pedersen, Michael Zimmerman
Guests: Amanda Walker

Review of Minutes

The minutes for June 24, 2013 were approved as written. The minutes for July 1, 2013 were approved with one change.

Announcements

A note from Art Costantino thanking Senior Staff for the retirement gift was distributed.

Board of Trustees Presentations

John C. distributed a copy of the agenda for the Board of Trustees meeting scheduled for Wednesday, July 10, 2013. The agenda was reviewed with Senior Staff. The Board should be prepared for the budget presentation as they were sent materials to read prior to the meeting. The bus pass fee action was inadvertently omitted from the operating budget motion. This will be corrected at the meeting. Talia Goldberg, the new student trustee will not be present at the July meeting. Talia is expected at the September meeting. Media and Community Relations Manager, Sandra Kaiser will be introduced to the Board of Trustees at the beginning of the meeting.

Communicating Compensation Decisions

Les P. has spoken with the VPs regarding the compensation decisions. Exempt staff employees working at the college as of July 1 who are not subject to collective bargaining agreements will see a 3% increase in their July 25 paycheck and a 1% increase in pay in the second year of the biennium. In addition, they will receive a one-time payment of \$800 (pro-rated on FTE status) in the August 10 check. This is roughly equivalent to 1% of the compensation pool for the group.

Laurel U. distributed a copy of the exempt position salary level review request form. This form will be kept as is, however now that the salary freeze is no longer in effect the President will not need to sign every form.

Salary changes for hourly temporary and student employees can increase up to 2.5% at the discretion of the division. This is not a uniform increase or treated as a COLA. VP discussion did not include looking at the systemic framework – wage increase only. A broad based communication is not needed.

Decisions and Actions

- VPs to consider anticipated number of exempt position salary level reviews and advise Laurel U. (VPs).
- Facilitate the creation of a distribution list (DL) for non-union exempt staff (John H.).
- Les P. to distribute communications to non-union exempt staff and hourly wage employees (Les P., John C.)