Convocation 01-14-15 “Meet with the College Assembly

Employee Relations & Professional Development Council

Post-It notes

Retirement

- How are we going to deal with the loss of experience and expertise through retirements?
  - After we have the list of upcoming retirements, each school/department will have to assess their needs and reorganize if needed. In some cases, not all positions will be filled. With our current budget issues, it is likely not all positions will be refilled in the same way. We will have to be creative and review our work processes to help deal with the loss of expertise.

- Review timeline to indicate retirement
  - For FY2015/2016, the available dates to retire are between July 1 and August 31, 2015 (for early retirement). The notification window is March 1 to April 30, 2015.
  - For FY2016/2017, the available dates to retire are between July 1 and December 31, 2016 (for early retirement). The notification window is September 1 to October 31 (the year before you plan to retire).
  - For 2017/2018, the available dates to retire are between July 1 and December 31, 2017 (for early retirement). The notification window is September 1 to October 31 (the year before you plan to retire).
  - For normal retirement, the requirement is 60 days’ notice. Keep in mind faculty can only retire at the end of a semester.

- System for easing into retirement to help maintain the expertise in the area.
  - The idea of gradually reducing your workload to ease into retirement is a creative idea. This is something we can look at in the FY2016/2017 (year two of three-year period) when we are reassessing our retirement benefit for the following three-year period.

- Why are the benefits stopping in August rather than December?
  - To achieve the most budget savings in FY2015/2016

Workload

- Issue Priority: workload – for all employees (working conditions)
- Scheduling and workload equity – especially Arts & Sciences practices.
- Interest: Program Director – recognition, pay, workload, summer workload - position needs definition and formal recognition/actual position description vs. nebulous/vague current status. Perhaps create hybrid admin/teach or solely admin position?
  - Faculty workload is an issue assigned to the Academic Council as the lead Council, and the issue will eventually come to the ERPD Council for review. The Program Director is a position that needs review on how it operates and functions.

Benefits Committee

- Investigate a health insurance buy-out to provide an incentive for employees to pick up a spouse’s insurance.
This idea has been looked at by the Benefits Committee. With our current premium share and plan design, this is not a viable cost-saving measure. The amount of employees that would choose this option would not be enough to affect our claims in a positive way.

**Compensation/Employee Groups**

- Now that the salary grid is gone, what process will be put in place to earn more than just cost of living dollar increases? Will it be linked to professional development or retention or what?
  - Currently the PSRP and full-time faculty salary grids are still being used for initial placement. The PSRP and full-time faculty compensation plan needs to be reviewed and analyzed. Professional development and performance-based pay are all options for the future.

- How will faculty staff be rewarded – for experience and longevity? “the steps”
  - Longevity increases could be one component of a new compensation program for employees. A performance-based management system also needs to be looked at in the future.

- Incentives – based salaries
  - See above regarding performance-based management system.

- Interest: how do we recognize excellence and perhaps longevity in teaching? (a.k.a., what about the old “steps”?) Should there be a new pay for performance model?
  - See above responses.

- Interest: less rigid definitions of employee groups/roles. Example – admin/PSRP can teach, etc.
  - In regard to PSRP teaching, that is in relation to non-exempt or exempt work status. The new “C” band PSRP will be considered exempt effective July 1, 2015. Exempt level PSRP will be able to teach part time.

- Leadership structure – arbitrary divide between “faculty” and “admin” positions must be revisited.
  - There is a clear definition between an administrative position and a faculty position. It would benefit the college to continue to have administration, faculty and PSRP collaborate together for the needs and success of the students.

**Hiring**

- Recent Hiring Practices:
  - Currently analyzing and reviewing part-time faculty hiring processes and procedures through the VP of HR and Provost as sponsors.

**Professional Development**

- CETL continue to exist/grow.
- CETL: continue to invest in professional development and support.
- Maintain CETL services and funding. Keep professional development dollars available for all employee groups.
- Maintain professional development funding.
  - HR and CETL need to continue working together to develop cohesive employee development programs for all employee groups.

**Academic Council**

- Support for online learning! Proctored exam center - dedicated employees for this purpose - Contact with students etc.
  - This will be shared with the Academic Council.