

PERSONNEL COMMITTEE REPORT

FEBRUARY 29, 1984

The personnel committee met on February 29, 1984, to review personnel salary adjustments and staffing needs for the 1984-85 budget year. The committee would like to make the following suggestions for review by the Board.

I. SALARY ADJUSTMENT

ACTION:

Recommend a 3% cost of living increase across all levels of the salary schedule.

RATIONALE:

This increase is in accordance with a 3% increase in state FTE reimbursement due to inflation recommended by the Governor's office.

II. STAFFING NEEDS

Recommend that President Mason review the fiscal and service implications of the following adjustments in staffing:

a. Student Service Director -

ACTION:

Increase this position to 1FTE, remove responsibility for ABE/GED services.

RATIONALE:

Student services represents the first line recruiting function of the college. If we intend to increase our "typical student" enrollment as well as attracting the degree seeking "typical student" we need to strengthen the outreach portion of this position.

b. ABE/GED

ACTION:

Provide for .2FTE ABE/GED director to coordinate adult basic education programs.

*RATIONALE:*

*The ABE/GED program is the backbone of our developmental education program. The program is grant funded and the position is required by the grant at this time.*

*c. Small Business Assistance Center Director -*

*ACTION:*

*Increase this position to a full-time director/instructor position. The position is currently funded at .3FTE director and .3FTE instructor.*

*RATIONALE:*

*The Small Business Center has been and promises to be a major student generating division. With additional SBA funds the statewide network looks like it will be a permanent part of the community college services in the state.*

*d. Public Relations/Development Director -*

*ACTION:*

*Recommend the establishment of a .5FTE position to coordinate the public relations activities of the district as well as work with the president in grant writing and other fund development projects, including the establishment of the foundation.*

*RATIONALE:*

*The task of public relations is a time consuming yet vital task for the district personnel. This position would allow the staff to concentrate on their required duties.*

III. PRESIDENT'S CONTRACT

ACTION:

*Schedule a closed executive session to deliberate salary for the President at the March 5th meeting.*

RATIONALE:

*In order to promptly facilitate the contract renewal prior to April 1, 1984.*

IV. DEAN OF INSTRUCTION CONTRACT

ACTION:

*Ask President Mason to negotiate details of educational benefits for the Dean of Instruction.*

RATIONALE:

*Board has been asked by the Dean of Instruction to consider financial responsibility for doctorate program.*

Recorded by:

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