

Lake Land College
Resource and Development Committee
April 5, 2018

Minutes

The Resource and Development Committee of the Board of Trustees met on April 5 2018, in Webb Hall, room 081, at Lake Land College, Mattoon, Illinois. Committee Chair Ms. Doris Reynolds called the meeting to order at 2:00 p.m.

Trustee Committee Members Physically Present:

Ms. Doris Reynolds, Committee Chair
Mr. Bruce Owen, Committee Member
Mr. Mike Sullivan, Committee Member
Mr. Dave Storm, Ex-officio Committee Member

Trustee Committee Members Absent:

None

Other Trustees Present:

None

Others Present:

Dr. Josh Bullock, President
Mr. Bryan Gleckler, Vice President for Business Services
Mr. Jon Althaus, Vice President for Academic Services
Ms. Jean Anne Grunloh, Senior Executive to the President
Dr. Tina Stovall, Vice President for Student Services
Dr. Jim Hull, Vice President for Workforce Solutions and Community Education
Ms. Dustha Wahls, Director of Human Resources

Hearing of Citizens, Faculty, and Staff.

Chair Reynolds asked if there were any public comments. There were none.

Approval of Minutes of March 8, 2018, Committee Meeting and Closed Session.

Trustee Sullivan moved and Trustee Owen seconded that the minutes of the March 8, 2018, Resource and Development Committee meeting and Closed Session be approved.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Owen, Reynolds, Storm and Sullivan. No: None. Absent: None.

Motion Carried.

Curriculum Committee Activity.

Mr. Jon Althaus, Vice President for Academic Services, presented an update on activities by the Curriculum Committee since September 2017. Mr. Althaus highlighted various new courses and proposed curricula and referenced positive accolades the College has received from the Illinois Community College Board (ICCB) regarding the co-requisite course offerings for students needing to take developmental math or English.

Compensation Guidelines and Procedures for Administrative, Supervisory and Support Staff, Excluding Correctional Centers.

President Bullock and Mr. Bryan Gleckler, Vice President for Business Services, informed Trustees of proposed administrative recommendations for changes to the above-referenced compensation guidelines. Trustees reviewed details of the recommendations. Dr. Bullock said that the College contracted with the Korn Ferry Hay Group (KFHG) this past winter for an-depth review of the College's compensation structure and practices for staff in the administrative, supervisory and support positions that are not part of any collective bargaining group. Trustees learned that the last such analysis was conducted in 2014 and another study should have been done in 2017 but this was postponed due to the uncertainty of the state budget crisis. Dr. Bullock said the College has not been adjusting its salary scale at a rate to remain competitive with the geographic market and this has affected the College's ability to attract and retain talented employees for various positions. Trustees also learned that KFHG reports Lake Land's salary scale is toward the lower end for the region and they proposed an updated scale to bring the College back to the midpoint for the market area (refer to the next agenda item).

Mr. Gleckler highlighted for Trustees proposed changes in the administration's compensation guidelines including: application of the new hire experience formula; position reviews conducted by the College's Hay Review Board; compensation calculations for employee promotions; and the addition of the yellow circling/lump sum concept for employees with annual base salaries that exceed the maximum rate of pay for the applicable job grade level. Additionally, Mr. Gleckler said there are current employees who may be negatively impacted by the compensation guidelines changes and revised salary schedule as these current employees would be paid less than a new employee hired in the same position and with the same credit for years of relevant work experience. Trustees learned of the administration's proposed method to make these employees whole by applying the new experience formula guidelines and recalculating salaries for staff that have the potential to be negatively impacted. Trustees also learned that this will not apply for any employee in planned retirement and that any potential increase for any specific employee will not exceed six percent in any calendar year. Trustees reviewed the administration's estimated impact of the proposed salary

restructuring for 42 current employees including: \$33,583 for FY 2018; \$43,163 for FY 2019, \$20,037 for FY 2020, and \$6,382 for FY 2021. These rates reflect the impact after reduction for normal COLA increases. FY 2021 will be the final year of adjustment needed to make all potentially affected current employees whole.

Trustees then discussed all of the proposed recommendations as presented. Committee Chair Reynolds said, in her opinion, it was important for the College to have a fair and equitable compensation structure that addressed both recruitment and retention issues and thus she was in support of all recommendations.

[Trustee Storm left the meeting at 2:30 p.m. and did not return. Prior to his departure, he informed Committee Chair Reynolds that he supported all of the administration's recommendations for the compensation guidelines and the proposed FY 2019 Salary Grades and Ranges Schedule noted below.]

FY 2019 Salary Grades and Ranges Schedule for Administrative, Supervisory and Support Staff, Excluding Correctional Centers.

Following discussion of the information presented in the agenda item noted above related to compensation guidelines, Trustee Owen moved and Trustee Sullivan seconded to recommend to the Board approval as presented the FY 2019 Salary Grades and Ranges Schedule for administrative, supervisory and support staff, excluding correctional centers.

There was no further discussion.

Roll Call Vote:

Yes: Trustees Owen, Reynolds, and Sullivan. No: None. Absent: Storm.

Motion Carried.

Other Business.

There was no additional discussion.

Adjournment.

Trustee Owen moved and Trustee Sullivan seconded to adjourn the April 5, 2018, meeting of the Resource and Development Committee at 2:52 p.m.

Motion carried by unanimous voice vote approval.

Approved by:

/s/Ms. Doris Reynolds, Resource and Development Committee Chair/Secretary