Budget Advisory Committee  
November 7, 2018  

Meeting Minutes

Present: Joel Martinez, Katherine Shallenberger, Alan Finn, Daena Goldsmith, Cliff Bekar, Andrew Bernstein, Ella Crawford, Anne Bentley

Recorder: Debbie Richman

I. Approval of the Minutes
   a. The minutes from October 24, 2018 were approved.

II. Salary and Compensation Proposal Questions/Concerns
   a. How will the cost of living adjustment (COLA) be measured?
   b. How will the policy impact the merit raise system?
      i. The cost of being a COLA could be approximately half the merit raise pool.
      ii. The new system will address distortions and funds may go further.
   c. Is COLA the highest priority? Yes. Lexically prior to other priorities.
   d. How specifically do we prioritize?
      i. Andy’s impression is that COLA must be met and adhere to the basic principal of not having people’s purchasing power diminish over time. Merit raises are the second priority.
   e. Currently, the Dean can only make equity adjustments with merit raises.
   f. There are issues with an equity pool. How do you decide which inequities to address in a given year given certain resources?
   g. Cliff discussed the importance of clarifying the new policy to faculty. It is not a radical policy but would bring the current system more in line with peer institutions.
   h. Should COLA address an across the board raise or should merit be considered? This is a philosophical question.
   i. Cliff advocates for COLA based on the cost of living and merit on top of that.
   j. Daena discussed service and how that would tie into merit. There are vast differences among faculty in advising loads and service loads. These are factors that might be affected when deciding on merit raises.
   k. The new proposal will go from a five-point system to a three-point system. The one to three-point scale applies to merit raises only.
      i. Over the last 2-3 years, how would this policy have impacted the CAS budget?
ii. There would be three categories of merit and a COLA. If a person’s work performance done not receive a merit raise then they would only receive the COLA.

l. Alan discussed raise structures in the private sector for comparison. The organizational cultures are very different.
m. Katherine suggested looking at the compensation scheme at other schools and consulting with HR in advance of putting forth a formal proposal. There also has not yet been a discussion on the budget proposal impact.
n. What does budget impact mean and how would it be analyzed?
   i. How much would this policy cost the college over two years?
   ii. A 1% increase for faculty equals approximately $190,000.
   iii. Strive to make COLA and if that is succeeded then merit is addressed.
   iv. COLA is percentage and merit is fixed.
   v. BAC cannot lock-in budgeting outcomes but it can express budgeting priorities.
   vi. The Portland Urban CPI would not be used because it is small and not all faculty and staff live in Portland. National CPI will be used.
o. Data needed:
   i. Last 10 years of raise pool and COLA.
      1. Faculty only.
      2. Faculty and exempt staff.
   ii. Compensation schemes at other schools.
   iii. Talk to HR for input.
      1. Faculty only.
      2. Faculty and exempt staff.

III. Staff Questions and Concerns
a. BAC does not have the knowledge of staff reporting. The compensation policy would apply to exempt staff only. Non-exempt are union.
b. How many exempt staff are under the Dean’s budget?
   i. Categories of staff?
   ii. All exempt staff at CAS?
   iii. Adjunct and visiting faculty?
   iv. Who is included in the raise pool?
      1. Exempt staff come from the raise pool.
   v. Should the policy be extended to exempt staff and visitors and what would the impact be?
      1. BAC could make a recommendation.
      2. Bringing in exempt staff could impact funds available for merit raises. How do other schools deal with this question?
c. Data needed:
   i. How may exempt staff?
   ii. How does the CAS Dean determine salary adjustments for adjuncts and visitors?
d. There is no handbook or written document that governs the compensation policy for exempt staff. It is at the discretion of the Dean's office. The amounts set for visiting and adjunct faculty is also at the discretion of the Dean.
e. Appropriately compensating the people who work at LC is included in the strategic plan so there will be more discussions around this issue.
f. Faculty and staff are treated similarly in that a 2% raise pool that applies to the faculty also applies to exempt staff.

IV. Tasks
a. Daena will write a brief report about merit raises.
b. Cliff will report on the last 10 years of the raise pool and COLA.
   i. Faculty only.
   ii. Faculty and exempt staff.
c. Anne will approach HR for input and inquire with them about compensation at other schools.
d. Andy and Joel will address the impact on staff questions.
e. Cliff will revise the document to be more readable.
f. Daena will address the proposal questions and concerns in consultation with Cliff.