

Des Moines Area Community College

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Board of Directors Meeting Minutes

4-10-1978

Board of Directors Meeting Minutes (April 10, 1978)

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DES MOINES AREA COMMUNITY COLLEGE
2006 S. Ankeny Boulevard
Ankeny, Iowa 50021

REGULAR MEETING

APRIL 10, 1978

The regular monthly meeting of the Des Moines Area Community College Board of Directors was held in the Lu Cina D. Sheppard Education Room of St. Anthony's Hospital, Carroll, Iowa, on April 10, 1978. After tours of the Automotive program facilities and the Licensed Practical Nursing facilities and dinner in the hospital cafeteria, the Board of Directors assembled in the meeting which was called to order by Board President Donald Rowen at 7:15 p.m.

ROLL CALL

Members present: Maurice Campbell
Murray Goodman
Walter Hetzel
Max Kreager
Eldon Leonard
Theodore Nemmers
Donald Rowen
Walter Stover, Jr.

Members absent: Harold Welin

Others present: Paul Lowery, Superintendent
Gene Snyders, Board Secretary
Various other DMACC students and staff and
interested residents

PUBLIC COMMENTS

The following individuals addressed the Board of Directors expressing grave concern at the Board's March 13, 1978, vote in rejection of the 28E agreement with the city of Des Moines for the development of a permanent Urban Center:

Dave Palmer/DMACC Higher Education Association
Mirna Sorely/Urban Center S.A.C.
Kalinge Saadiq/Urban Center S.A.C.
Rev. Otto Steele/Urban Mission Council

RECEIPT AND
FILING OF
STUDENT
PETITIONS

It was moved by T. Nemmers, seconded by E. Leonard, to receive and file the petitions presented by the students requesting the Board to reconsider the 28E agreement with the city of Des Moines.

Motion passed.

APPROVAL OF
MINUTES

It was moved by M. Campbell, seconded by M. Goodman, that the minutes of the March 13 regular meeting be approved as presented.

Motion passed.

It was moved by M. Kreager, seconded by T. Nemmers, that the minutes of the March 27 special meeting be approved as presented.

Motion passed.

MONTHLY FINAN-
CIAL REPORT

The monthly financial report was presented by Gene Snyders. A copy of the report is attached (attachment #1) hereto and made a part of these minutes.

TERMINATION
OF CONTRACTS

It was moved by M. Kreager, seconded by E. Leonard, that, due to lack of funding for the Mobile Career Exploration Center by the participating high schools, the following contracts be terminated:

<u>Name</u>	<u>Effective Date</u>
Steve Halstead	May 31, 1978
Richard Horner	May 29, 1978
Mona Bartels	May 29, 1978
Mike Kucera	May 29, 1978

The roll was called and the following directors voted:

AYES: Maurice Campbell
Murray Goodman
Walter Hetzel
Max Kreager
Eldon Leonard
Theodore Nemmers
Donald Rowen
Walter Stover, Jr.

NAYS: None

Motion passed.

SPECIAL BOARD
URBAN CENTER
MEETING

It was moved by W. Stover, Jr., seconded by E. Leonard, that a special board meeting be held on May 1, 1978, to consider the direction the Board will take with regard to the Urban Center.

Motion passed unanimously.

LEAVE OF ABSENCE
WITHOUT PAY

It was moved by E. Leonard, seconded by M. Goodman, that the following leaves of absence without pay be approved:

Deborah Odgaard, Medical Assistant, 11 1/2 days, May 10-25, 1978
Anita Stineman, Nursing, Boone, 2 days, February 22-23, 1978
Ann Gragg, Nursing, Ankeny, 4 days, January 25-27 (2 1/2); March 2 (1/2); March 20 (1).

Motion passed.

RESIGNATIONS

It was moved by M. Goodman, seconded by T. Nemmers, that the following resignations be accepted:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Robert H. Russell	Ag. Instructor, Guthrie Center	June 30, 1978
Arlen Dempster	Machine Shop, Vocational Skills	March 31, 1978
Thomas Voight	Programmer, Data Systems	April 28, 1978
Mike Guisinger	Coordinator of Dev. Services	April 30, 1978

Motion passed.

APPROVAL OF
SALARY SCHEDULES

It was moved by M. Kreager, seconded by M. Campbell, that the FY '79 salary recommendations by employee classification be approved as presented and included as attachment #2 to these minutes.

Motion passed unanimously.

COUNCIL OF
N.C.C.J.C. DUES
APPROVAL

It was moved by M. Campbell, seconded by E. Leonard, that the institutional membership dues in the Council of North Central Community-Junior Colleges for 1978 in the amount of \$25 be approved.

Motion passed.

BUDGET
AMENDMENT

It was moved by M. Campbell, seconded by T. Nemmers, to establish May 8, 1978, 7:15 p.m., Building #2, Room 15, Ankeny campus, as the date, time, and place for public hearing to amend the General and Plant Fund budgets for FY '78; increasing the General Fund from \$12,778,341 total expenditures to \$12,862,882, and the Plant Fund from \$2,748,354 to \$4,376,879; and further, the Board Secretary is directed to publish the required notices and budget summary as required by law.

Motion passed unanimously.

APPROVAL OF
PLANS & BUDGET
FOR BUILDING
TRADES HOUSE

It was moved by M. Kreager, seconded by E. Leonard, that approval be given to the plans as presented and the budget of \$55,000 related thereto and shown as attachment #3 for the construction of a student building trades house to be located at 1001 S.E. Wanda Drive, Ankeny, Iowa.

Motion passed.

ACCT MEETING

It was moved by M. Goodman, seconded by W. Hetzel, that the Association of Community College Trustees (ACCT) be notified that the DMACC Board of Directors are opposed to the selection of Hawaii as the site for the upcoming annual meeting because of the excessive travel cost required and, further, that no member of the DMACC will be attending this meeting because of said costs.

Motion passed.

CLAIMS AND
ACCOUNTS

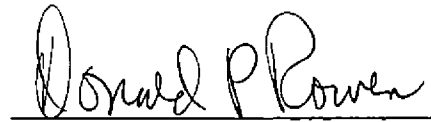
It was moved by W. Stover, Jr., seconded by M. Kreager, that the Claims and Accounts be approved as presented, copies attached hereto (attachment #4) and made a part of these minutes.

Motion passed.

ADJOURNMENT

It was moved by M. Campbell, seconded by M. Goodman, that the meeting be adjourned. Motion passed, and the meeting adjourned at 9:37 p.m.


EUGENE R. SNYDERS Secretary


DONALD P. ROWEN, President

DES MOINES AREA COMMUNITY COLLEGE
BUDGET BALANCE REPORT
March 31, 1978

	PUBLISHED & BOARD APPROVED BUDGET March 14, 1977	CURRENT WORKING BUDGET	AMOUNT ENCUMBERED	AMOUNT EXPENDED OR RECEIVED	WORKING BUDGET BALANCE
<u>GENERAL FUND DISBURSEMENTS:</u>					
Arts & Sciences	\$ 1,878,117	\$ 1,823,272	\$ 361,554	\$ 1,103,806	\$ 357,912
Career Education	3,962,851	4,246,426	975,731	2,834,066	436,629
Career Exploration Center	158,605	160,135	28,168	110,230	21,737
Mobile Career Exploration Cent.	80,992	84,520	20,084	55,823	8,613
Adult Education	1,726,671	1,522,632	175,994	1,017,591	329,047
Vice President-Instruction	169,379	169,379	20,119	72,503	76,757
Administration	1,245,294	1,245,230	228,154	884,259	132,817
Student Life	1,123,708	1,173,398	212,339	853,360	107,699
Learning Resources	491,230	482,255	84,921	334,204	63,130
Physical Plant	1,362,595	1,373,821	135,589	863,033	375,199
Sub Total	<u>\$12,199,442</u>	<u>\$12,281,068</u>	<u>\$ 2,242,653</u>	<u>\$ 8,128,875</u>	<u>\$ 1,909,540</u>
CETA/Vocational Skills	\$ 578,899	\$ 431,314	\$ 11,933	\$ 331,140	\$ 88,241
Indo China Project	-	(A) 159,525	7,708	31,261	120,556
Sub Total	<u>\$12,778,341</u>	<u>\$12,871,907</u>	<u>\$ 2,262,294</u>	<u>\$ 8,491,276</u>	<u>\$ 2,118,337</u>
Plus De-Obligated Budget	-	78,533	-	-	78,533
GRAND TOTAL	<u>\$12,778,341</u>	<u>\$12,950,440</u>	<u>\$ 2,262,294</u>	<u>\$ 8,491,276</u>	<u>\$ 2,196,870</u>
<u>GENERAL FUND REVENUE:</u>					
Student Fees	\$ 171,000	\$ 174,200		\$ 122,456	\$ 51,744
Tuition	2,679,100	2,683,000		2,184,296	498,704
Property Taxes-Operations	1,685,354	1,628,595		901,681	726,914
Property Taxes-Tort	18,367	18,367		9,958	8,409
State General Aid	5,035,761	5,035,761		3,776,821	1,258,940
State Vocational Aid	1,074,814	1,074,764		714,249	360,515
Other State Support	-	55,581		55,581	-0-
State Capital Outlay	253,800	253,800		-0-	253,800
Federal Aid	1,444,766	1,543,759		598,947	944,812
Sales and Service	29,000	29,000		13,794	15,206
Other Revenue	107,000	135,714		166,330	(30,616)
Sub Total	<u>\$12,498,962</u>	<u>\$12,632,541</u>		<u>\$ 8,544,113</u>	<u>\$ 4,088,428</u>
unrestricted Fund Balance	279,379	239,366		239,366	-
GRAND TOTAL	<u>\$12,778,341</u>	<u>\$12,871,907</u>		<u>\$ 8,783,479</u>	<u>\$ 4,088,428</u>
<u>PLANT FUND DISBURSEMENTS:</u>	<u>\$ 2,748,354</u>	(A) <u>\$ 4,376,879</u>	<u>\$ 7,572</u>	<u>\$ 1,754,263</u>	<u>\$ 2,615,044</u>
<u>PLANT FUND REVENUE:</u>	<u>\$ 1,714,354</u>	<u>\$ 1,714,354</u>		<u>\$ 973,167</u>	<u>\$ 741,187</u>

Footnotes:

- A. Public Hearing set for May 8, 1978 to Amend General Plant Fund Budgets due to addition of Indo-China Project and Payment on Plant Fund Loan.

DES MOINES AREA COMMUNITY COLLEGE
 GENERAL FUND INTERIM BALANCE SHEET
 March 31, 1978

-----ASSETS-----

Code

CASH & INVESTMENTS

101	Cash in Bank - Checking	\$650,371	
102	Petty Cash - Ankeny Checking	3,303	
103	Petty Cash - Boone Checking	5,000	
119	Cash in Bank - Payroll	10,000	
120	Returned Checks	10,081	
122	Petty Cash	1,247	
125	Cash Over or Short	439	
130	Investments in CD's	645,000	
135	Investments in Savings Accounts	<u>176,346</u>	
	TOTAL CASH & INVESTMENTS		\$1,501,787

ACCOUNTS RECEIVABLES

	Due from Federal	58,710	
	Due from Others	9,050	
	Budgeted Revenue FY 78	\$12,632,541	
	Less Amount Received	<u>8,544,113</u>	
	Balance to Receive	<u>4,088,428</u>	
	TOTAL ACCOUNTS RECEIVABLE		4,156,188

161 EXPENDIBLE SUPPLIES, INVENTORY 24,287

169	<u>CONSTRUCTION WORK IN PROGRESS</u>		
	Carroll House #3 - Under Construction	41,504	
	Carroll House #4 - Lot Only	8,902	
	Carroll House #5 - Lot Only	10,000	
	Carroll House #6 - Lot Only	10,000	
	Carroll House #7 - Lot Only	10,000	
	Ankeny House #11 - Under Construction	42,392	
	Ankeny House #12 - Lot Only	6,971	
	Ankeny House #13 - Lot Only	8,100	
	Ankeny House #14 - Lot Only (Down Payment)	<u>500</u>	
	TOTAL CONSTRUCTION WORK IN PROGRESS		<u>138,369</u>

TOTAL ASSETS \$5,820,631

DES MOINES AREA COMMUNITY COLLEGE
GENERAL FUND INTERIM BALANCE SHEET
March 31, 1978

LIABILITIES & FUND BALANCE----

Code			
271	<u>DEFERRED INCOME</u>		
	DFAFS Funds (HEW Funded Projects)	\$ 873,752	
	Iowa Script Funds from Prior Year	<u>8,753</u>	\$ 882,505
201	<u>ACCOUNTS PAYABLE</u>		
	Budgeted Expenditures	12,871,907	
	Less Expended to Date	<u>8,491,276</u>	
	Balance to be Expended		4,380,631
255	Due to Scholarship Fund		1,884
	TOTAL LIABILITIES		\$5,265,020
311	<u>UNRESTRICTED FUND BALANCE</u>		
	Balance Forward, July 1, 1977		796,865
	Revenue FY 78 to Mar. 31, 1978	8,544,113	
	Disbursements FY 78 to Mar. 31, 1978	8,491,276	
	Net Revenue Over Disbursements		<u>52,837</u>
	FUND BALANCE March 31, 1978		849,702
	Working Budget Revenue FY 78	12,632,541	
	Less Amount Received to 3-31-78	<u>8,544,113</u>	
	Balance to be Received by 6-30-78		4,088,428
	Working Budget Disbursements FY 78	12,871,907	
	Less Disbursed to 3-31-78	<u>8,491,276</u>	
	Balance to be Disbursed by 6-30-78		(4,380,631)
	Less Audit Adjustment		(1,888)
	PROJECTED FUND BALANCE June 30, 1978		<u>555,611</u>
	TOTAL LIABILITIES & FUND BALANCE		<u>\$5,820,631</u>

DES MOINES AREA COMMUNITY COLLEGE
 CASH POSITION - FINANCIAL REPORT

March 31, 1978

ANKENY NATIONAL BANK
 General, Agency, Auxiliary
 Scholarship & Loan Funds

BANKERS TRUST
 Special
 Plant Fund

BANKERS TRUST
 Voted Tax &
 Sinking Fund

CASH IN BANK

Balance Forward March 1, 1978	\$ (39,347.71)	\$ 5,981.31	\$
Plus Receipts - March 1978	2,030,601.94	251,537.42	
Less Disbursements - March 1978	<u>2,024,845.22</u>	<u>256,325.12</u>	
Cash in Bank - March 31, 1978	\$ (33,590.99)	\$ 1,193.61	

INVESTMENTS

Savings Accounts 5%	176,345.78	90,271.58	83,272.01
Certificates of Deposit:			
6.5% due 4/28/78	370,000.00		
6.7% due 4/28/78	275,000.00		
6.875% due 6/30/78			400,000.00
6.9% due 6/30/78			269,000.00
7.1% due 1/15/79		100,000.00	
Various Maturities		<u>6,690,000.00</u>	
TOTAL CASH & INVESTMENTS	\$ <u>787,754.79</u>	<u>\$6,881,465.19</u>	\$ <u>752,272.01</u>

Footnotes

- Next Loan Payment of \$1,474,262.50 due Bankers Trust 6/30/78
- Deficit Cash in Bank shown is offset by Outstanding Checks written, but not released as of March 31, 1978

**des moines area
community college**

2006 ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-0651

Memorandum

DATE March 22, 1978
TO Superintendent
FROM Wil Von Mayr *W*
RE: Equity Adjustments

Attachment #2

Location
Location

One of the concerns most frequently expressed since I joined the staff is that employees with seniority in their classifications are still paid at or near the bottom of their respective salary grades.

There are a number of reasons for this situation, which I will not go into. It is important to recognize it as a fact, and a definite morale factor. As a result, I have asked Don and Connie to identify these members of the Auxiliary Services and Secretarial/Clerical staff who were outside the following parameters:

- One year of service in present classification
 - Less than 4.5% above minimum of the grade
- Two to four years of service in present classification
 - Less than 9% above minimum of the grade
- Four to six years of service in present classification
 - Less than 13% above minimum of grade
- Six plus years of service in present classification
 - Less than 18% above minimum of the grade

We have identified:

- Seven employees in the Auxiliary Services staff
- Fifty employees in the Secretarial/Clerical staff

The adjustments needed to bring every employee to the levels mentioned are as follows:

A. Auxiliary Services

Total adjustments -	\$3,555	1.54% of payroll
Average adjustment	\$ 508	
Highest adjustment	\$ 825	
Lowest adjustment	\$ 396	

B. Clerical Staff

Total adjustments -	\$6,560	.75% of payroll
Average adjustment	\$ 130	
Highest adjustment	\$ 336	
Lowest adjustment	\$ 2	

In fact, only 23 out of 50 adjustments in the Secretarial/Clerical area would exceed \$100.

In view of the very moderate cost involved, this impact on the morale of those affected, and the equity of the principle involved, I urge in the strongest terms that this proposal be given favorable consideration.

Memorandum

**des moines area
community college**

2006 ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-0651

DATE March 17, 1978

TO Superintendent

FROM Director of Personnel

RE: Salary Recommendations

Location

Location

Enclosed, please find the salary recommendations for all non-certified staff. These recommendations are the ones we discussed, and which have been presented to the Executive Council. Jordan and I are in the process of discussing the broad details with all employee groups affected. To date, discussions have been held with the Clerical/Secretarial Salary Committee, and the Food Service personnel. I am scheduled to meet with the full Administrative Welfare Committee on March 28. We hope to schedule the Auxiliary Services representatives within the next week.

Upon approval of the proposals by the Board of Directors at the April 10 meeting, we would prepare a personnel detail and individual contracts/agreements. The Board would approve these at its May 8 meeting, and they would be issued to individual employees shortly thereafter.

Please let me know if you approve this schedule.

April 10, 1978

FY 1979 Salary Recommendations
for
ALL DES MOINES AREA COMMUNITY COLLEGE EMPLOYEES

The following is a summary of the salary recommendations for all college employees, based upon the methods of adjustment recommended for each group.

<u>FACULTY</u>	1977-1978 Salaries	Cost of increase	Percent
Salary increases for individual employees range from 6.2% to 8.9%	4,123,310	282,859	6.9%
<u>ADMINISTRATION & PROFESSIONAL SERVICES</u>			
Salary increases for individual employees range from 6.6% to 8.3%	1,734,492	121,518	7.0%
<u>SECRETARIAL/CLERICAL</u>			
Salary increases for individual employees range from 7% to 9.4%	875,962	78,312	9.0%
<u>PLANT SERVICES</u>			
Salary increases for individual employees range from 6.5% to 8.1%	F.T. 227,268 P.T. 37,151 <u>264,419</u>	16,126 <u>2,381</u> <u>18,507</u>	7.0%
<u>AUXILIARY SERVICES</u>			
Salary increases for individual employees are 7% of 1977-78 salary	229,246	16,077	7.0%
<u>FOOD SERVICE</u>			
Salary increases for individual employees range from 7.0% to 9.1%	F.T. 66,650 P.T. 14,273 <u>81,373</u>	5,616 <u>1,368</u> <u>6,984</u>	8.6%
		Equity 10,115	
TOTAL FOR THE COLLEGE	7,308,802	534,372	7.3%

DES MOINES AREA COMMUNITY COLLEGE

Personnel Services

FOR BOARD ACTION

SALARY PROGRAM FOR COLLEGE STAFF

I. Subject

Recommendation to the Superintendent for adjustments in the base salary policies for Administrative/Professional, Auxiliary, Secretarial/ Clerical, Food Service and Plant Maintenance personnel.

II. Background Information

The Director of Personnel has been delegated the responsibility for the collection of data, discussions with various employee groups, review of the College salary structure and the making of recommendations to the Superintendent regarding the required adjustments to the base salary policy.

Appropriate surveys of salaries and benefits were conducted. Additional survey information was obtained from authoritative sources to confirm these results. Proposals were initiated by the Director of Personnel, discussed with the employee groups involved, after approval by the Superintendent, and constitute the recommendations to the Board of Directors.

III. Reasons for consideration

The recommendations, if approved by the Board of Directors, will be implemented for the 1978-1979 year, and reflected in contracts or agreements issued to individual staff members. The individual salaries would be calculated in accordance with the formulas approved by the Board, and a Personnel Detail, showing individual salaries, would be submitted to the Board at a later meeting for authority to issue. The approved recommendations would constitute the salary program for the various employee groups for the 1978-1979 year.

IV. Reasons for Recommendations

Several factors must be taken into account while formulating salary recommendations.

1. Internal equity

Positions with similar, or equivalent, duties and responsibilities should be compensated within a comparable range. This is a function of the position classification and job evaluation procedures. Individual salaries within each range are affected by such considerations as longevity, quality of service. The distribution methods for salary increases should be consistent within each group, and within the total institutional salary administration policy of the College.

2. External Equity

The positions in the College that are comparable to similar positions in the appropriate labor markets must be paid competitively. This

will enable recruitment and retention of qualified staff, and ensure equity to staff.

External equity is also a factor of governmental decisions affecting pay, as well as inflation. Examples of governmental decisions are:

Raising the minimum wage to \$2.95 an hour.
Increasing Social Security contributions.
Increasing contributions to IPERS.

Additional pressures are placed on the College's payroll costs by the increase in medical insurance costs.

The average increase in the Consumer Price Index for the year 1977 was 6.6%, and this factor must also be considered.

3. Ability to pay

Equity must be balanced against the institution's ability to pay. The recommendations presented are within the College's budgetary limitations, and will not impact adversely quality or quantity of service.

IV. Recommendations

A. Administrative/Professional Schedule

The main survey instruments used in the preparation of the recommendation regarding this group were the College and University Personnel Association's Administrative Salary Survey, The Department of Public Instruction Salary Survey, and the American Management Society's Guide to Management Compensation. The salary ranges established at the College were deemed competitive, and an adjustment of 4.5% to the minimum and maximum of each range would insure their remaining competitive for the coming year.

In terms of adjustments to individual salaries, the following formula is recommended as representing the fairest distribution method, based on individual salaries:

5.8% of the contracted individual 1977-78 salary plus 243 dollars flat.

This represents an average increase in salary of 7%. The variation in individual increases ranges from 6.6% for the highest salary to 8.3% for the lowest in the group.

Total maximum cost of this recommendation is \$121,518, or 7% of the payroll for these 86 employees.

B. Auxiliary Services

Salary surveys conducted for this group in 1977, at the time of the establishment of the present ranges insured their competitiveness in the market place. An adjustment of 4.6% in the minimum and maximum of each range would ensure their appropriateness for the coming year.

Individual salaries would be adjusted in accordance with the following formula:

7% of the individual salary for 1977-1978

This represents an average increase in salary of 7%.

Total maximum cost of this proposal is \$16,077, or 7% of the payroll for these 22 employees.

C. Clerical/Secretarial

Surveys were conducted by the College for salaries and benefits of this group. Additional information was obtained from surveys in which the College participated, the American Management Society survey and the Department of Public Instruction. The establishment of the federal minimum wage at \$2.95 an hour effective January 1, 1979 necessitates the increase in the minimum of Grade 1 by 4.6%. The same percentage must be applied to all grades, to maintain their present relationship. Additionally, a 4.6% increase in the maximum of the ranges is also recommended, to retain their competitiveness.

Individual salaries would be adjusted in accordance with the base salary policy applicable, resulting in the following formula:

Flat dollar amount of the difference between the old and new minimum of the grade plus a performance increment of 4.57% of the new minimum of each grade.

This represents an average increase of nine percent in the payroll costs of this group, with individual increases ranging from 7% to 9.4%. Total cost of the proposal is \$78,312, or 9% of payroll.

D. Food Service

Survey was made of various employers in the College's area. Salary ranges were found to be low at the minimum, or hiring range, and competitive at the top. Additionally, this group is also affected by the increase in the minimum federal wage. It is therefore recommended that the base of range 1 be adjusted to \$2.75 an hour, with a meal allowance of 20¢ an hour. The tops of the ranges do not need to be adjusted. No employee will be given less than the full raise.

Individual salaries would be adjusted in accordance with the following formula:

Individual hourly rate, adjusted by the cents-per-hour difference between the old and new base of the range.

Variations in the individual rates are from 7% to 9.1%, with an average increase of 8.6%. Cost of this recommendation is

a maximum of \$6,984, or 8.6% of payroll.

E. Plant Maintenance and Operations

Survey was made of various employers in the College's area. Salary ranges were found to be low at the minimum, or hiring range, and competitive at the top. It is therefore proposed to increase the minimum of the ranges by 5%, and the tops by 4.6%.

Individual salaries would be adjusted in accordance with the following formula:

5% of the individual salary for 1977-1978,
plus \$216 flat.

Variation in the individual rates of increase are from 6.5% to 8.1%. Average increase is 7%.

The cost of this recommendation is a maximum of \$16,126, or 7.1% of payroll.

These recommendations will insure equitable treatment of all employee groups, while maintaining established relationships of salaries within each group. In all cases, individual salaries of employees entitled to the full increase by virtue of length of service would progress toward the maximum of range. Employees entitled only to the base increase by virtue of their length of service would remain at the same place in the range.

The attached summary of recommendations will enable quick comparison.

Recommendations for Fringe Benefit Adjustments

a. Sick Leave.

In order to maintain equality of benefits in this area for all employees, it is recommended that the sick leave accumulation maximum be increased from 96 days to 100 days.

b. Medical Insurance

The College will assume the increase in the cost of single coverage under the Blue Cross/Blue Shield Plan. It is estimated that this will cost approximately \$40 per covered employee per year. The College will contribute an additional \$6 per month towards dependent coverage cost, or \$72 per covered employee per year.

SUMMARY OF RECOMMENDATIONS

A. Administrative/Professional Schedule

1. Formula:
5.8% of 1977-1978 salary
\$243 flat
2. Average Increase:
\$1,413 7%
3. Payroll cost:
\$121,518 7% for 86 employees

B. Auxiliary Schedule

1. Formula:
7% of 1977-1978 salary
2. Average Increase:
\$700 7%
3. Payroll Cost:
\$16,077 7% for 22 employees

C. Secretarial/Clerical

1. Formula:
Difference of old and new base (4.6%)
4.57% of new base
2. Average increase:
\$675
3. Payroll Cost
\$78,312 9% for 116 employees.

D. Food Service

1. Formula:
Difference in cents-per-hour between old and
new base of range
2. Average Increase:
\$562 8.6%
3. Payroll Cost:
\$6,984 8.6% of budget for 16 employees

E. Plant Maintenance and Operations

1. Formula:

5% of 1977-1978 salary
\$216 flat

2. Average Increase:

\$733 · 7%

3. Payroll Cost:

\$16,126 7%, for 22 employees

April 1978

ADMINISTRATIVE SALARY RANGES

	Minimum	Mid-point	Maximum
Grade 14	\$32,716	\$40,336	\$47,956
Grade 13	28,101	34,515	40,928
Grade 12	25,557	31,271	36,984
Grade 11	23,371	28,488	33,605
Grade 10	21,356	25,933	30,509
Grade 9	19,520	23,612	27,704
Grade 8	17,888	21,555	25,221
Grade 7	16,440	19,734	23,027
Grade 6	15,185	18,156	21,127
Grade 5	14,117	16,814	19,510
Grade 4	13,220	15,683	18,146
Grade 3	12,444	14,705	16,966
Grade 2	11,789	13,876	15,963
Grade 1	10,598	12,427	14,255

AUXILIARY SERVICES RANGES

	Minimum	Mid-point	Maximum
Grade 1	\$ 6,694	\$ 8,368	\$10,042
Grade 2	7,530	9,414	11,297
Grade 3	8,368	10,460	12,552
Grade 4	9,206	11,506	13,807
Grade 5	10,042	12,552	15,062

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Clerical/Secretarial Ranges

	Minimum	Mid-point	Maximum
Grade 1	\$ 6,140	\$ 7,368	\$ 8,596
Grade 2	6,462	7,755	9,047
Grade 3	6,797	8,157	9,515
Grade 4	7,139	8,564	9,989
Grade 5	7,500	9,000	10,500
Grade 6	7,815	9,377	10,940
Grade 7	8,151	9,781	11,412
Grade 8	8,489	10,187	11,885
Grade 9	8,826	10,591	12,356
Grade 10	9,164	10,997	12,829

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PHYSICAL PLANT SCHEDULE

	Minimum	Maximum
Grade 1	\$ 7,243	\$ 9,792
Grade 2	8,354	10,675
Grade 3	9,212	11,528
Grade 4	9,923	12,226
Grade 5	10,708	13,759
Grade 6	12,143	15,312

FOOD SERVICE SCHEDULE

	Minimum	Maximum
Grade 1	\$2.75/hr	\$3.50/hr
Grade 2	2.97/hr	3.95/hr
Grade 3	3.19/hr	4.35/hr

Part-time Employees

Continous	\$2.75/hr
Casual	\$2.65/hr
Student	\$2.65/hr

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HOURLY RATE SCHEDULE
FOR
PART-TIME CLASSIFIED PERSONNEL
EFFECTIVE 7-1-78

<u>CLASSIFICATION</u>	<u>1976-1977</u>	<u>1977-78</u>	<u>1978-1979</u>
Student	2.30	2.50	2.65
Work-study Student	2.30	2.50	2.65
<u>Secretarial/Clerical</u>			
Continuous	2.75	2.95	3.20
Casual	2.50	2.70	2.95
<u>Bookstore</u>			
Continuous	2.75	2.95	3.20
Casual	2.50	2.70	2.95
<u>Custodians</u>			
Continuous	3.00	3.20	3.35
Casual	2.85	3.05	3.20
Helper (summer)	2.50	2.70	2.95
<u>Food Service</u>			
Continuous	2.75	2.75	2.75
Casual	2.50	2.50	2.65
<u>Key Punch Operator</u>	3.25	3.45	3.45

Board Approved _____
(Date)