

MINUTES OF THE FINANCE COMMITTEE MEETING  
OF THE BOARD OF REGENTS OF THE DEL MAR COLLEGE DISTRICT  
February 28, 2006

The Finance Committee of the Board of Regents of the Del Mar College District convened in the Isensee Board Room, Harvin Student Center, East Campus, 101 Baldwin, Corpus Christi, Texas, at 1:00 p.m., on Tuesday, February 28, 2006, with the following present:

From the Committee:

Mr. Trey McCampbell, Chairperson; Mrs. Minnie Arriaga, Mr. Bill Chriss, Dr. Haysam Dawod, Mrs. Olga Gonzales, Mr. Bill Martin, Mr. Gabe Rivas, and Mr. Guy Watts.

From the College:

Dr. Carlos Garcia, College President; Mr. Jose Alaniz, Vice President, Business and Finance; Dr. Rosie Garcia, Interim Vice President of Instruction; Mr. Jose Rivera, Vice President of Student Development; Ms. Barbara Kimball, Assistant to the Vice President for Business Services; and other administrators, faculty, and staff.

From the Attorney's Office:

Mr. Augustin Rivera, Jr.

Others:

Ms. Ruth Ann Eledge, Waters Consulting Group, Inc.; and other interested citizens.

**CALL TO ORDER/QUORUM CALL/MOMENT OF SILENCE/PLEDGE**

Mr. Trey McCampbell, chairperson, presided and called the meeting to order at 1:00 p.m. A quorum was present and the Pledge of Allegiance was recited.

**PUBLIC COMMENTS**

None.

**(#1) PRESENTATION OF CLASSIFICATION AND COMPENSATION STUDY BY WATERS CONSULTING GROUP**

College President Dr. Carlos Garcia informed the Committee that Waters Consulting Group was present to review their findings in the classification and compensation study on non-faculty positions at the College. The process included the completion by staff of questionnaires related to their job descriptions. The objective was to place employees in the 90<sup>th</sup> percentile of the market. Dr. Garcia pointed out that the average salaries were 5% behind market and non-exempt salaries would be brought up-to-date. He recommended that this study be included in the budget every few years.

Ms. Ruth Ann Eledge, representative from Waters Consulting Group, presented the study. She explained that each job description was looked at for exemptions and eligibility for over-time, and that a point system was developed

to grade internal equity. They created two pay structures, exempt and non-exempt, and provided guidelines in implementing the structures. Ms. Eledge noted that not all employees will agree with the study, but that it was flexible. She reviewed the approach used in acquiring market information and reported that the current pay structure is behind an average of 10%, while the actual salaries were behind an average of 4%. Ms. Eledge explained the development of the pay structures for exempt and non-exempt employees, the impact of the changes, and the projected costs: 1% adjustment, 343 total, \$125,674; bringing employees below proposed minimum up to entry, 78 total, \$117,997; move to closest step, 339 total, \$142,304; and employees above the maximum of their range, 12 total. The total projected cost, \$385,976. Ms. Eledge said it was their recommendation to freeze those salaries that are above the maximum until the salary catches up with the market, and that movement be based on satisfactory performance. Consultants will be meeting with employees in groups to review the classifications, and individual letters will be sent out to all employees. Mrs. Minnie Arriaga, chairperson of the Policy Committee, requested that the change in pay structures be presented to the Policy Committee as an amendment. Ms. Eledge continued with a review of the pay administration guidelines which included provisions to focus on pay for satisfactory performance, and a process for reviewing requests for reconsideration of classification in six months.

### **(#2) CLASSIFICATION AND COMPENSATION STUDY CONDUCTED BY WATERS CONSULTING GROUP**

President Garcia clarified that a request for the establishment of exempt and non-exempt pay structures would be presented to the Board's Policy Committee, but that he was recommending that the Finance Committee approve the implementation of the recommendations. Any changes would be retroactive to September 1, 2005.

Mr. Gabe Rivas made a motion, seconded by Mr. Bill Martin, to approve the recommendations as presented. After a brief discussion and clarification that the Policy Committee would review the specifics, the motion carried with Arriaga, Chriss, Dawod, Gonzales, Martin, McCampbell, and Rivas voting in favor; none opposing; and Watts abstaining.

### **(#3) CALENDARING**

March 21, 2006.

April 11, 2006; Policy Committee: to establish exempt and non-exempt salary schedules.

With no further business, the meeting adjourned at 1:55 p.m.