

Exempt Employees Advisory Committee
-Minutes-
February 15, 2007

Committee members present:

Warner Collier	Shaun Meredith
Sheila Cudd	Kevin Murphy
Melinda Eddleman (recorder)	Dr. Leonard Rivera
Jeff Getchell	

Committee members absent:

Karen Hooten	D'Ann Poland
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Guest attendees:

Jay Knioum

- The meeting convened at 12:05 p.m. in the Teaching & Learning Center on Del Mar College East.
- Committee members approved the minutes for the Dec. 7, 2006 meeting with Leonard Rivera giving the first motion and Shaun Meredith seconding.
- Public Comments: none
- Kevin Murphy noted that the EEAC does have a budget of \$500, which can be used for committee letterhead or functions that the EEAC wants to sponsor. Last year, the committee hosted a reception to encourage exempt employees to participate with the committee and get to know its members.
- Melinda Eddleman created letterhead for the committee and passed it around for review. Jay Knioum, associate director in the College Relations Office who oversees publications, also reviewed the letterhead and gave his stamp of approval for the EEAC to print copies for use in correspondence with the Board of Regents and other administrators. The committee discussed setting up an electronic version that could be put on MyDMC as well as create a MS Word document for committee members.
- The committee discussed keeping the monthly meetings on the regular schedule, which is every second Thursday of each month, rather than trying to follow Board of Regents meetings.
- Kevin Murphy mentioned that the College is starting into the budgeting cycle for the next fiscal year and that the QEP process for DMC's reaccreditation is underway. Committee members should consider how the EEAC could assist with these processes.

- Sheila Cudd noted that President Garcia has mentioned the College's enrollment decline and wants several areas to concentrate their efforts on the issue. The College Connections program was mentioned, and Leonard Rivera noted that Denise Simpson with the IT Department and registrar Frances Jordan have data regarding students the College is capturing through the program. Preliminary figures show College Connections is working. The committee also discussed how out-of-district tuition and fees may be affecting enrollment. Some students are finding ways to circumvent paying out-of-district fees by establishing some type of in-district residency (mail box addresses).
- Kevin Murphy mentioned that revenues for the College might be basically flat next year except for possible increases in property values, which in turn will raise property taxes assessed. Property values could increase by four to five percent. Raises given to employees came from the general contingency fund, so the College decided to sweep the equipment budget to put toward giving those salary increases. The discussion was related to the general raise the Faculty Council will ask from the Board of Regents for the next fiscal year.
- The EEAC then discussed what increase the committee should ask from the Board for exempt employees. The Faculty Council uses economics professors from the Business Administration Department to provide data when they develop their proposals. Kevin Murphy will get information about the Consumer Price Index and ask Vickie Natale for additional support information. Currently, the cost of living has increased an average of 2.6 percent. Committee members suggested that an adjustment to the pay scale and a step increase be requested. The EEAC also discussed the issue of employees who are red lined or maxed out on their pay steps. Right now, only about 20 employees College-wide have maxed out on their steps. Del Mar College exempt and nonexempt employee salaries are currently at the midpoint of the 90th percentile of employee salaries at other institutions in Texas. A request for a 2.6 to 3 percent increase would be fairly reasonable. It was mentioned that merit raises had been discussed, but the faculty said "no." The committee also discussed some of the other considerations that faculty may propose to the Board, including increases based on degrees earned, getting compensated while in school to earn those degrees and implementation of a step system or increment increase to their base salaries.
- The committee discussed the QEP process for SACS reaccreditation. The process appears to strictly involve faculty at this point. However, the EEAC could identify efficiencies of operations to tie into the QEPs, specifically the customer (student) and service areas relationship.
- Jeff Getchell noted that the Wellness Committee will take over the health initiative. It was suggested that the committee should approach SGA West about helping. Russell Stowers has offered to have his students help with the initiative. The EEAC talked about past initiatives involving lower fees at local health clubs, but employees didn't take advantage offers provided. The committee also discussed promoting use of the DMC gymnasium, but it was noted that optimal times for employees to use the facility were not available due to instruction schedules.

- The EEAC discussed the process of removing a committee member who has not attended meetings the whole year and how to appoint an alternate to replace that individual. Kevin Murphy asked members to review the attendance policy and provided comments on MyDMC for other committee members to review. The committee will discuss and take possible action during the next scheduled meeting. John Johnson has the results of the EEAC elections and the list of alternates who could replace the individual.
- The meeting adjourned at 1:05 p.m.