

**Miles Community College
Board of Trustees
Minutes
Special Meeting May 12, 2010**

The Board of Trustees of Miles Community College met in a special session at 5:00 p.m., May 12, 2010, in the Conference Room. The following Trustees were present: Chair Rusty Irion, Garret McFarland, Sue Stanton, Sharon Wilcox, and Jeff Okerman by telephone. The following Trustees were absent: Jeff Harding and Mark Petersen. Also present were President, Stefani Hicswa, Kylene Phipps, Laura Bennett, Ted Stein, Don Warner, Marnie Blotsky and Loren Lancaster.

Chair Rusty Irion called the meeting to order at 5:00 p.m.

Budget Gap Analysis and Development Assumptions: Stefani Hicswa gave an overview of the Budget Development Summary. Both Stefani and Tad Torgerson were comfortable with the budget deficit of \$(65,932).

Jeff Okerman's concern was cutting the professional development budget. He feels that professional development is very important for all of the faculty and staff to continue their improvement and their levels of success. Stefani explained that we were only reducing that budget by the amount that we didn't use previous years.

Stefani also explained that that we are being conservative in the amount we have put in the budget for tuition.

Rusty asked that we do an analysis of the amount per student we would have to add to tuition to make-up for the budget deficit.

Laura Bennett informed the Board that while going through Banner training she has found that other schools have implemented a number of fees that we are not charging at this point. Laura will research implementing some of these fees and bring the information to Stefani. Jeff Okerman also asked if the bandwidth expense was an annual expense. Stefani informed the Board that it was an annual expense and that it was likely to increase in the future. The Board complimented Ted Stein on the job he has done with making the Centra self-sufficient

Stefani reviewed the Market and Salary Analysis Summary. Stefani reiterated that the Board set a goal to have competitive salaries and the Market and Salary Analysis puts us on a path to be able to do that. We will try to implement the market increases over a three year period. Based on the data and goals, 16 staff members have been recommended for market increases. For the remaining 26 staff members with no recommended increase, salaries exceeded market for their position or were within range for the internal equity analysis. We did not recommend a market increase for faculty as they are already within the 75th percentile of the Mountain States Average. This market analysis is separate from recommended cost of living increases for both faculty and staff. Sue Stanton asked the employees in attendance how they felt about taking money from their operating budgets to give toward salary increases. Ted Stein replied he understands the consequences of these increases but feels they are necessary for us to move forward. He felt that keeping people here was very important. Susan Stanton said that she has been very bothered by the fact that some of our employees are making less per hour than the people they are supervising. Marnie Blotsky told the Board that the market increases were very important for recruitment and retention of quality employees. Both Marnie and Laura Bennett reiterated that it is very important to have the cost of living increases for both faculty and staff across the board. Marnie commented on replacement costs and the closer we are to paying within market the easier the position will be to fill with high quality people. Jeff Okerman said that he didn't feel it was fair to the rest of the staff if when a position opens we have to offer a new employee a higher salary than existing employees are making. Susan Stanton said that once we get the market increases achieved, we can start to bring the salaries for the rest of the staff and faculty up equally. Sharon said that the Board has been discussing the market increases to recruit and retain high quality staff since 1970's but has never acted on it. She also feels that it is time to do something about it and if we can at least get it started and make some movement we will be a lot better off in the future. Rusty said that we are going to make the attempt this year and he hopes that budgets work out so we can keep it up. Everyone on the Board is committed to the market increases. Rusty said that we may be sticking our necks out but we need to start implementing these market increases. He also said that we are dipping into our savings account to try to make this happen. We need to increase the amount of students to keep it going. What he has seen the last few years is that things are on a very positive note, with the right people in the right places to keep the college growing. He also feels that we need to keep these people in place to keep growing. Rusty feels that we need to commit to the market increases. Susan Stanton reiterated that all of the employees of Miles Community College are very valued and the salaries don't reflect what the employee is worth, but rather it's what the position

market is worth. Unfortunately there is no way we can actually give employees as much as they are worth.

Susan Stanton made a motion to approve the budget assumptions to allow Stefani Hicswa to move forward to issue contracts, seconded by Sharon Wilcox. Motion was passed. NOTE: Garret voted in favor of this motion by proxy.

Rusty Irion adjourned the meeting at 7:12 p.m.

Next Board of Trustees meeting will be held on Monday, May 24, 2010, at 5:30 pm.

Chair

Secretary