

August 26, 2011

12-021 BOARD RESOLUTION FOR MANAGEMENT AND CONFIDENTIAL SALARY ADJUSTMENTS FOR FY 2011-12

PREPARED BY: Jerry Donnelly, Director, Human Resources

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services  
Dr. Preston Pulliams, President

REPORT: This resolution adjusts the salary structure for Management and Confidential employees of the College and authorizes increases to the base salary of each individual employed in these two employee groups.

Human Resources staff and the District President's Advisory Committee on Management and Confidential Compensation and Benefits (PACMACC) have reviewed survey data from multiple sources during the current year. Our primary survey data comes from the 2011 Milliman Portland Area Cross Industry Survey (All Industries), the 2011 Milliman Portland Area Cross Industry Survey (Government and Education) and the College and University Professionals Associations – Human Resources (2010-11 Administrative Compensation). The data from these sources show an average structure adjustment of 0.9% and an average individual incumbent salary adjustment of 1.3%.

PACMACC also has continued to work on mechanisms to address employee movement through the pay grade. The Management and Confidential salary structure does not include steps and therefore progression through pay grade has been dependent on the annual individual incumbent salary adjustments. Except for the recent three years implementing the Segal study results, the actual movement achieved is equal to the individual pay adjustment minus the structure adjustment. With no additional mechanism for advancement within the range, a new hire who enters the system at or near the entry point may not reach their range mid-point for a substantial number of years.

A secondary impact which is occurring with greater frequency is that as subsequent new hires are made in the same pay grade, there is reticence to 'leap frog' current staff, resulting in lower initial pay offers. This salary compression problem has begun to affect our ability to make competitive offers to top candidates. One approach to address this issue is to apply the combination of the structure adjustment and the individual adjustment for an overall annual pay adjustment which is equal to the sum of those two percentages. In its consideration of alternatives, PACMACC has labeled this approach as 'model A'.

In addition, during the coming academic year, the District President will create an implementation task team to consider the alternative developed by PACMACC as 'model B'. The team will work to implement 'the steps to mid-point' part proposed in Model B as soon as possible. As to the pay above mid-point, the task team will engage in further work to determine how best to take the next step of Model B implementation. This next step could include merit component in the future after conducting an organizational readiness assessment on the merit component.

**RECOMMENDATION:** That the Board of Directors approve for FY 2011-12 the following adjustments:

- an increase of 1.25% to the salary structure; plus
- an increase of 1.25% applied to the salaries of each individual management/confidential employee; and that the individual adjustment be applied using the 'model A' approach described above; plus
- a one time, lump sum payment to each individual management and confidential employee equal to 1.0% of annual salary;
- such adjustments to be applied in accordance with Human Resource practice and to be effective as of the first pay period of FY 2011-12.

- That the college maximum monthly contributions for health insurance for management and confidential employees be increased based on the employee's elected tier of enrollment as follows: employee only: \$580; employee + spouse: \$1025; employee + child(ren): \$950; family: \$1208. That the increase on maximum monthly health insurance contributions become effective with the September 2011 pay period (pay date October 1<sup>st</sup>)

NETWORK  
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PREPARED BY: Aveline Guimaraes, Bond Procurement Coordinator  
FINANCIAL RESPONSIBILITY: Linda Geyman, Associate Director, Bond Program  
APPROVED BY: Wing-Ki Chung, Vice President, Administrative Services  
Randy McEwen, District Vice President  
Dr. Preston Pulliams, District President

REPORT: The College has a need to purchase additional network communications equipment to meet the demands of wireless networking district wide. The intent is to enhance wireless capacity using the 802.11n standard which provides faster bandwidth throughput and higher density per access point to meet the increasing demands being placed on the wireless network by students, faculty and staff. The enhanced wireless network will improve the College's ability to provide more flexible classrooms through increased use of mobile devices. The estimated cost for this project will exceed the \$150,000 threshold, thus requiring approval from the Board of Directors.

The College technical team (comprised of Technology Solution Services (TSS) Technical and Bond Technology) evaluated different products and after careful review, the team selected Aruba based on manageability, ease of use, known quality of the product, high performance, and product support. Overall, Aruba is the best fit for the type of performance the College wants to achieve. The Aruba product is available through Western States Contracting Alliance (WSCA). The College is a member of WSCA, which is an incorporated not-for-profit multi-state membership organization dedicated to maximizing the value of state and local government technology. Utilizing a WSCA contract is