

**Santa Fe College
Resource & Planning Council
April 23, 2020
ZOOM Meeting**

Minutes

1.0 Welcome and Call to Order

Lisa Armour called the meeting to order at 2:02 p.m.

The following members of the Council were present:

Lisa Armour	Kathryn Lehman
Andy Barnes	Jodi Long
Ed Bonahue	Melissa Morris
Victor Brennan	James Nichols
Naima Brown	Bill Penney
Cheryl Calhoun	David Price
Peter Concannon	Dan Rodkin
Rose Christy	Rebecca Rogers
Lee Delaino	David Schlafer
Gary Hartge	Dave Tegeder
Mike Hutley	

The following members were not present:

David Garibachvili

Recorders: Cheryl Farrell and Amy Nichols

Guests: Katey Arnold, Corbin Sponholtz, and Stefanie Waschull

2.0 Approval of future meeting minutes – Lisa Armour

All future meeting minutes will be sent through email for approval.

3.0 Budget Presentations

a) Career Service Council Salary & Benefits Committee – Rose Christy

Recommendations attached.

b) Senate Salary and Benefits Committee – Katey Arnold & Corbin Sponholtz

Recommendations attached.

4.0 Adjournment

The meeting was adjourned at 2:36 p.m.



Career Service Council Executive Officers:
Rose Christy, Chair Lisa McNair, Vice Chair
Ben Fox, Secretary La'Kesha Ruff, Treasurer

Career Service Council

Providing representation, addressing needs and concerns, and facilitating communication for Career Service employees.

2020 Career Service Council Resource and Planning Council Recommendations

The role of the Career Service Salaries and Benefits Committee is to represent all members of the Career Service Council. We believe that all our recommendations will help maintain the College's strategic plan and promote values such as honesty, integrity, civility, accountability, and individual, social, and global responsibility.

Continued Recommendations:

- Devote at least 80% of the College budget to salaries and benefits.
- Continue employee health care coverage at 100% and promotion of Wellness Programs.
- Continue tuition waiver program and Professional Development Scholarship fund.
- Continue funding and College support for the SF Chapter of the AFC.

New Recommendations:

- At minimum, provide a cost of living adjustment (COLA) for inflation based on the Bureau of Labor Statistics for all employees, including TempForce. This COLA ensures that all salaries retain their current value moving forward.
- Now that the market salary study is complete, below is a recommended plan to fund the remaining market gaps. If the College is unable to accommodate this plan, we request a

transparent dialogue with College leadership to discuss other possibilities that ensure fair and full implementation in a timely manner for all employees affected in the market study.

1. Fully implement the market salary study, taking into consideration the additional year of service employees will have completed since the partial implementation (e.g. – someone who had 1 year of service when the 2019-2020 Salary Schedule was approved now has 2 years of service and the target salary has increased accordingly).
 2. If full implementation is not feasible, provide employees the remaining salary increase over a 2-year period, again adjusting for increased years of service during each phase.
 3. After market adjustments are made, apply the COLA to employees' 2020-2021 annual base salaries for full-time employees and hourly rate for part-time employees and TempForce.
- Fund and fill vacated Career Service positions; encourage transparency and department level participation in the decision-making process when positions are considered for elimination, freezing or reclassification. Continue timely performance reviews; encourage review of job descriptions every five years to ensure they accurately capture evolving Career Service positions.
 - Recommend the College explore a leave cash-out program, similar to UF, which would allow up to 16 vacation hours to be paid out at the end of the calendar year as long as employees maintain at least 40 hours of vacation leave after the disbursement.
 - Recommend the College explore insurance options to provide quality insurance that meets the needs of all employees including reassessing family premiums.

Senate Salary and Benefits Committee 2020 RPC Recommendations

The Senate S&B committee attempts to represent the will of all members of the College Senate and the following recommendations reflect these efforts. The S&B committee respectfully requests the college leadership seriously consider each of the recommendations below, and provide a written response to the Senate and Salary and Benefits Committee Leadership before the start of fall term that describes both the (1) the rationale for not adopting any recommendations that were not fully adopted, and (2) the college leadership's plans (timelines, milestones, plan of action, etc.) for addressing each of the S&B recommendations.

This feedback will help lend transparency to the budget process as well as guide the deliberations of S&B over the next academic year. We strongly believe that better transparency is one way to promote the culture of excellence that is Santa Fe College. The college body should be updated about budget issues on a regular basis to avoid shocks, establish and maintain high morale, and maximize participation in shared governance.

While all recommendations below are important, we have grouped items into three categories – Priority levels A, B and C. Priority level A represents the items that must be of utmost priority when creating the upcoming budget, and are equally important. Priority B are items that we believe strongly are important to the well being of the college, and are set in order of importance. Our hope is that all items in group A and B will be met this budget cycle. Priority C are items that are also important, and we sincerely hope that we will be able to make progress on those items as well, but are of slightly less imperative need if there are significant budget restraints.

We believe all of the items below are essential to helping Santa Fe be the employer of choice, as well as reflecting our institutional values of social responsibility, integrity, equity, accountability, and sustainable use of social and economic resources¹.

Priority A:

- At minimum, provide a cost of living salary adjustment for inflation equal to or greater than the CPI all items index published by the Bureau of Labor Statistics, for all college employees (full-time and part-time). This amount was 2.3% for the 12 months ending in December 2019. This is not a raise, but simply the means to ensure that salaries retain their current value moving forward and do not lose spending power. If there are limited funds, apply the cost of living adjustment starting with the lowest paid employees first and applying to as many employees above as possible.
- Continue coverage of employee health care at 100% of insurance cost for this upcoming year; begin researching other plans which may provide similar benefits at a cost savings for the college and discussing ways that different insurance benefits could be provided in a fair manner to employees in different situations; seek input from all college employees about insurance concerns; seek ways to provide some insurance benefits for part time employees

Priority B:

- Move all salaries affected by the prior market compensation and salary study for career service and A&P employees to at least either market average or the appropriate proportion based on years of service, and develop a plan to update salaries as appropriate. If funds are not available to complete this process, follow the guidelines provided in the CSC RPC recommendations. Request a process to provide ongoing review and/or reclassifications of current positions as needed, and make sure to share such processes widely.
- Continue moving full-time salaries not at a living wage³ in that direction, begin moving all part-time positions² that have a full time equivalent to a living wage in a similar manner, and determine a plan to make all salaries for all college positions, at a minimum, consistent with living wage criteria as followed by other public employers in Alachua County while also ensuring that all areas are able to fund these positions accordingly. For adjuncts, a wage consistent with the College's current standards would be \$800 per credit hour (based on 10 classes and \$24,000/year).
- Conduct the faculty salary study to develop a plan to adjust faculty base salaries to be competitive in the state; adjust current/future faculty salaries to recognize value of experience teaching at SF; update the step system for assigning initial salaries in ways that recognize applicable experience; describe, assign, and update chair and director salaries not included in the prior study; improve adjunct salaries. As part of the study, develop and share the college's compensation philosophy. Use Valencia College, fellow Aspen winner, as a sister college for comparison purposes.
- In the interest of equitable treatment, so that all employees have access to social security benefits, FICA alternative benefits should be replaced with Social Security for adjuncts (see attachment for reasons and support).
- Continue paying all employees, including part-time, if the college has to close unexpectedly; develop a policy to explain how part-time employees will be compensated in emergency closures.
- Make part-time employees, including TempForce, eligible for the general annual increase while ensuring that all areas are able to fund these positions accordingly. Review all TempForce positions across the college to determine if these positions are best served using TempForce or should be transitioned into a SF College employee position. Update a SF College policy concerning what positions are appropriate to hire through TempForce, and for how long.
- Ensure that salary calculations and critical needs stipends are clearly stated and documented.

- Maximize full-time positions across the college; increase the ratio of full-time faculty: part-time faculty; determine a plan for how to add/fill non-faculty college employee positions as needed and how to prioritize which positions/lines to fill first across the college.
- Maintain at least 80% of budget devoted to salary & benefits.
- Maintain continuing contract or annual contract leading to continuing contract as the primary method of full-time employment for faculty.

Priority C

- In recognition of Santa Fe's standing as the top college in the nation, SF faculty and staff should be atop the list of highest paid in the nation or, at the very least, have the most competitive salaries in the Southeast. The college should be committed to improving the competitiveness of the college's rates of compensation for all faculty and staff, and should offer raises to salaries and adjust base salaries, beyond the cost of living adjustment. If there are limited funds, apply the raise starting with the lowest paid employees first and applying to as many employees above as possible.
- For non-faculty employees, additional certificates and degrees applicable to the employee's position yet above and beyond what is listed as a requirement for that position should earn the employee an increase in salary.
- Examine providing professional development stipends for adjuncts and part time employees
- Examine implementing a plan similar to UF's plan that allows employees to cash in vacation time (up to 16 hours as long as they have 40 hours in balance remaining afterwards) at end of fall term.
- Protect and improve retirement pay:
 - Support of the current standards of basing retirement pay on an employee's top five years of state employment, keep the DROP interest rate at its current level, restore and maintain the historical tradition of a FRS 3% annual increase in retirement pay, keep the insurance subsidy to help retirees cover the rising insurance premiums.
 - Support the idea that the state fund the two retirement plans offered to employees equally: increase the employer contribution to FRS Investment Plan & CCORP so that the total percentage contributed equals the average total

contribution of the 2002-2011 period without increasing employee contributions.

- Investigate how college contributions to CCORP and FRS may involve some waste or misdirected funds, and examine the idea of whether CCORP is still needed now that there is an FRS investment plan

FOOTNOTES:

1. See Santa Fe's current mission statement, values, and strategic plan <https://www.sfcollege.edu/ir/strategic-plan/index>.
2. We understand that there may be some student positions for which this may not be possible, i.e., work study positions.
3. **Informational Note regarding "living wage:"** There is a growing consensus in this community and elsewhere that employers, particularly large, institutional employers, have a responsibility to pay their workforce a wage that "...is sufficient to provide a decent and healthy life for them and their families, that protects their employers from unfair low-wage competition, and that does not force them to rely on taxpayer-funded public services in order to avoid economic hardship" (FL Constitution. Article X, Section 24). In recent years, several of Alachua County's largest employers, including the City of Gainesville, Alachua County, the University of FL, the Alachua County School Board, and Nationwide Insurance have used targeted wage increases to lift their lowest-paid workers above the poverty line. As of 2017, the MIT Living Wage calculator—which takes into account local costs in Alachua County for housing, medical care, food, transportation, childcare, and other expenses—places a local living wage at \$15.19 for a family of four with two working adults. This wage is comparable to the 125% of Federal Poverty Level (\$15.08) that some local employers are currently working toward.

ATTACHMENTS:

Santa Fe College Adjunct Retirement Benefits survey