

**Fairmont State University  
Board of Governors  
Meeting of August 27, 2007**

**AGENDA**

**Call to Order**

1. Approval of Revised Salary Policy *Action Item*
2. Approval of the Salary Increase Schedule *Action Item*

**Possible Executive Session under the Authority of WV Code §6-9A-4 to Discuss Personnel Issues**

**The next meeting date is Thursday, September 13, 2007 in the Falcon Center Board Room.**

**Fairmont State Board of Governors**  
**August 27, 2007**

**ITEM:** Proposed Revision of Policy 25 – Salary

**COMMITTEE:** Finance, Personnel, Facilities, External Relations

**RECOMMENDED RESOLUTION:** *Resolved*, That the Fairmont State Board of Governors approve the proposed revisions to Policy 25 - Salary

**STAFF MEMBER:** Dan Bradley

**BACKGROUND:**

Proposed revisions are marked by strike-through (language to delete) and underline (new language.)

This proposed revision, intended to provide a vehicle for more aggressive progress towards faculty salary equity, as funding allows, was put out for public comment. One additional revision, in section 3.1.1, was made based on comment received. In response to other comments received, this will not require the BOG to be more aggressive in moving to salary equity, and similar progress toward salary equity for other employee groups is already possible under current policy.

PROPOSED REVISION  
Fairmont State Board of Governors  
Policy #25  
Revised June 15, 2006, originally adopted November 29, 2004

TITLE: SALARY POLICY

SECTION 1. GENERAL

- 1.1 SCOPE: These salary policies shall be in effect and shall govern the assignment of salaries for employees of Fairmont State.
- 1.2 AUTHORITY: West Virginia Code § 18B-1-6; §18B-2A-4.
- 1.3 Effective Date: November 29, 2004

SECTION 2. PROCEDURES FOR ESTABLISHING SALARY POOLS

- 2.1 Each year, or from time to time as deemed appropriate, the Presidents shall present to the Board a plan for the distribution of general salary increases to employees. This plan shall address increases for all employees other than the Presidents.
- 2.2 The general salary increase plan shall be developed after state-wide salary mandates have been accounted for. Statewide salary mandates shall include salary increases for faculty promoted in rank, as well as required incremental funding of the classified employee "entry rate," if applicable.
- 2.3 After the cost of state-wide salary mandates has been separately accounted for, the President's general salary increase plan shall be submitted to the Board for approval.
- 2.3.1 The plan shall reflect separately the total projected costs of aggregate salary increases for faculty, for non-classified employees, and for classified employees.
- 2.3.2 The plan shall reflect the aggregate percentage increase in salary to be paid to faculty, non-classified, and classified employees.
- 2.3.3 The increase in salary for each of the three groups of employees shall be comparable, but not necessarily equivalent. If the increases are not comparable, the President shall present a justification with the proposal.

2.4 The Board shall act, in response to the plan submitted, to establish the aggregate dollars to be allocated each year for general salary increases for each of the three groups of employees. The aggregate increase in dollars shall be distributed in accordance with Sections 3, 4 and 5 of this Policy.

### SECTION 3. FACULTY SALARY POLICY

The total dollars for this increase in aggregate faculty salaries shall be distributed among faculty as follows:

#### 3.1 The Distribution of Faculty New Pay Monies Each Fiscal Year

3.1.1 Salary Inequities Distributions: Twenty-five percent (25%) of the total faculty salary pool shall be distributed to address salary inequities until such time that a lower percentage is sufficient to bring all faculty to 90% of their target salary. Of this amount, a minimum of 80% (or 20%) will be used to fund the salary equity model with the balance restricted for special cases at the discretion of the Provost or C&TC President, as appropriate. The salary equity model is based on median data from the College and University Professional Association for Human Resources (CUPA), taking into account discipline and rank. Time in rank and possession of a terminal degree affect the actual target salary as follows:

- The CUPA peer group will be all Bachelor and Masters Institutions, ~~except for C&TC faculty, whose peers will be determined through the CUPA Community College Faculty Salary Survey.~~
- No terminal degree - 10% reduction in CUPA base for rank and discipline. This does not apply to C&TC faculty.
- Zero time in rank - 10% reduction in CUPA base for rank and discipline
- Maximum credit for time in rank – 9 years
- Maximum target salary – 110% of CUPA base

The equity adjustments will have two components, fixed and variable. The maximum possible variable percentage will be no greater than the fixed percentage and will be determined based on dollars available. The variable percentage for each individual will be determined by the difference between their OCR score and the minimal acceptable OCR score. To be eligible for an equity adjustment in any given year, a faculty member must be eligible for a merit increase.

3.1.1.1 For the purpose of accelerating approach to target salary, an additional amount of money may be made available by the Board. These dollars will be dispersed as described in 3.1.1.

3.1.2 Merit Pay Allocations: The remaining salary increase pool after Section 3.1.1 is implemented shall be distributed on the basis of merit pay. The procedures for determining merit will be those developed by the faculty in the respective schools and colleges and approved by the Provost or C&TC President, as appropriate.

Graduated Rankings of Recipients. The merit raise will have two components, fixed and variable. The maximum possible variable percentage will be no greater than the fixed percentage and will be determined based on dollars available. The variable percentage for each individual will be determined by the difference between their OCR score and the minimal acceptable OCR score. The percentage of the variable component pool available to each School or College will equal the School or College's percentage of the total salary pool. Those rated below a minimal acceptable level as determined by the Provost in consultation with the Faculty Senate or the C&TC President in consultation with the Faculty Assembly, as appropriate, will not receive a merit increase.

#### SECTION 4. CLASSIFIED STAFF SALARY POLICY

4.1 Salaries of classified employees shall be set consistent with Article 9, Chapter 18B of the Code of West Virginia and Series 8, as amended by the Higher Education Policy Commission and Community and Technical College Council.

4.2 In computing the salary increases for all classified employees, the target salary under the salary schedule set forth in Section 3, Article 9, Chapter 18B of the Code of West Virginia, as amended, shall be identified. The gaps between the target and current salary shall be established. Salaries of all classified employees shall be increased in equal proportions toward eliminating all gaps; however no raises will be given if the employee's overall job performance evaluation is "unsatisfactory." Beginning January 1, 2007, no raises will be given if the employee's overall job performance evaluation is "needs improvement" or "unsatisfactory."

SECTION 5. NON-CLASSIFIED SALARY POLICY

The total dollars for the annual increase in aggregate non-classified salaries shall be distributed among non-classified staff as follows:

- 5.1 Salary Inequities Distributions: The President may distribute a portion of the non-classified salary increase pool at his/her discretion to address salary inequities.
- 5.2 Merit Pay Recipients: The remaining portion of the non-classified staff salary pool shall be distributed on the basis of merit pay.
  - 5.2.1 Each non-classified employee shall be evaluated at least once each year, to include the Annual Evaluation. The Annual Evaluation will include, but need not be limited to, the Fairmont State Non-Classified Employee Performance Evaluation.
  - 5.2.2 No employee who receives an overall rating of “unsatisfactory” on the Annual Evaluation form will be eligible for merit pay. Beginning January 1, 2007, no raises will be given if the employee’s overall job performance evaluation is “needs improvement” or “unsatisfactory.”
  - 5.3.3 Graduated Rankings of Recipients. Merit recipients will be ranked at level A, B, or C. Those ranked B shall receive a percentage increase in base salary 50% higher than those rated C. Those ranked A shall receive a percentage increase in base salary 100% higher than those rated C.

SECTION 6. THE PRESIDENTS’ SALARIES-

No provision herein shall be deemed to apply in any manner to the salary of the Fairmont State University President or the Pierpont Community & Technical College President, whose remuneration shall be set, from time to time, at the will and pleasure of the Board and with the approval of the Policy Commission or Community College Council.

**Fairmont State Board of Governors**  
**August 27, 2007**

**ITEM:** Pay raises effective October 1, 2007.

**COMMITTEE:** Committee of the Whole

**RECOMMENDED POLICY:** *Resolved*, that the Fairmont State Board of Governors approve a pay raise that will provide approximately the following:

- FSU and Pierpont Community & Technical College Faculty \$414,385 for salary and benefit increases
- Classified employees \$179,974 for salary and benefit increases. The average classified staff member after the raise will be at about \_\_\_\_% of scale.
- Part-time faculty and staff \$99,422 for salary and benefit increases
- Non-classified employees \$206,142 for salary and benefit increases
- Retirees \$5,606 for salary and benefit increases
- For a total of \$905,530 in salary and benefit increases

**Note:** Casual and student employees are not included at this time—students were provided a minimum pay raise increase of 11% on July 1—this was required by state law.

The dollars for each group will be distributed based on BOG Policy 25 with average raise for each group being 3.0%. The raises will be effective October 1, 2007.

**STAFF MEMBER:** Rick Porto

**BACKGROUND:** The funding needed to implement these raises will cost on an annual basis \$905,530. The raises for FSU faculty and all non-classified employees will be determined using a merit evaluation procedure outlined in BOG policy 25.

Funding for this pay raise came from State Appropriations of \$290,505 provided by the Governor and the Legislature. The remainder of the pay raise is being funded by E&G, and Auxiliary funds that were budgeted for at the time the BOG approved the 2008 FY budget.

**Note:** Promotions and other salary budget adjustments were already posted in the finance system and are not included in the above total. Those salary adjustments were effective with the employee's contract start date-prior to October 1.

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