

**CMU Academic Affairs Council  
Agenda April 4, 2018  
3:00-5:00 pm, UC 213**

**Info Items & Updates -Announcements/Reminders/Air-time & Action Issues**

**Retirement info/change update: VP Laura Glatt**

**Reminder: Roll Forward budget plans:** Not everyone submitted, does that mean you don't have a plan?

**Exemplary Faculty nomination/deadline review and reminders – see info end of agenda**

- March 29 AA distributes nominations scoring sheet to ADHs, email sent (3/29)
- April 3 ADHs return scoring sheet to AA – email Ms. Erin Rooks by noon on 4/3.
- April 4 AA distributes scoring summary to ADHs for discussion at the end of the 4/4 Council meeting, possible submission decision
- April 18 ADHs discuss (if needed) at end of 4/18 Council meeting to finalize recs for the President

**Concurrent Enrollment – just reminders...**

Academic Affairs/ADH:

- Instructor vetting
- Instructor Evaluations: faculty observations, class evals (distribute, coord collection, summarize, etc.)
- Course approvals

Annual Instructor workshop – Lecturer/Instructor Resource Night  
Agendas/Invitations/logistics

**Academic Units & Leadership Reports, Commentary, etc.**

**AVPAA: Dr. Kurt Haas**

Internship Working Group Report/Update  
Thesis, capstone, diss, ind study, research oversight – load cr?

**AVPAA: Mr. Tim Pinnow**

Course Comparability Manual update working group...  
Showcase update

**AVP: Dr. Sonia Brandon (OIRPDS) & Sponsored Programs and Academic Research**

WCCC: Ms. Chris Murphy

**-Montrose: Dr. Gary Ratcliff: K&P Leadership Book/Quote Show and Share**

**-Assessment & Accreditation Support: Dr. Bette Schans**

**-Library: Ms. Sylvia Rael: K&P Leadership Book/Quote Show and Share**

**Registrar: Ms. Holly Teal – Share tentative 3-yr calendar.**

***Living the Teacher-Scholar Model***

**Kudos and Congrats to Ms. Melissa Calhoon** and the CMU TRiO Staff. We just received word that our TRiO grant will experience a 6% increase for the 2018-2019 budget cycle. Melissa and staff will be preparing information to submit to the Department of Education on how the grant increase will be used to intensify services and/or increase the number of students served. Hooray for CMU and our TRiO students!

**Dates & Deadlines/2017-2018 Meetings: UC 213, 3:00-5:00 pm**

Apr 18; May 2 &

## Performance Review / Salary Adjustment Timeline: 2018

### Initial Communication

#### **Administrative and Classified Staff** - February 22:

- Human Resources emails all Managers / Supervisors –
  - providing them information for completion of the **17-18 performance review** which runs April 1, 2017 through March 31, 2018 (timeframe, forms, etc.) – final due to HR by April 30
  - instructions to complete **18-19 performance goals** - due to HR by May 31

**Faculty:** Academic Affairs communicates process to Department Heads via Academic Affairs Calendar

### Timeline

April 30, 2018	Completed 17-18 performance reviews due to Human Resources.
May 7, 2018	HR submits list of <b>Merit Pay</b> candidates to President's Office. Merit pay is based on performance review rating for Administrative Staff and Faculty. One-time payment of \$1000 for Excellent rating and \$500 for Highly Proficient rating.
May 7, 2018	Management Team <b>Exemplary Pay</b> submissions due to President Foster - \$3,000 one-time award based on exemplary performance. Recommendation with justification submitted to the President by May 5 for approval. Administrative Staff and Faculty are eligible for Exemplary Award. Employees recommended for an Exemplary Award must have received an "Excellent" rating on their 17-18 performance review.
May 15, 2018	Human Resources submits approved merit and exemplary awards to payroll for processing.
May 18, 2018	Merit and exemplary letters completed and mailed to eligible Administrative Staff and Faculty
May 31, 2018	Merit Pay and Exemplary Pay received via Direct Deposit for Administrative Staff and Faculty (May payroll)
July 1, 2018	<p>Classified Staff: Cost of Living and Merit <u>effective July 1</u>.</p> <p>Administrative Staff: Cost of Living <u>effective July 1</u>. Administrative staff must be hired prior to April 1, 2018 to be eligible for a cost of living adjustment.</p> <p>Other Salary adjustments approved through the annual budget process are <u>effective July 1</u>.</p>
August 13, 2018	Faculty: salary adjustments / promotions effective <u>August 13, 2018</u> .