**Senate Salary and Benefits Committee 2021 Recommendations**

We respectfully request the college leadership consider each of the recommendations below, and then meet with the Senate and Salary and Benefits Committee (S&B) at the first S&B meeting of fall term to discuss the college leadership's plans (timelines, milestones, plan of action, etc.) for addressing each of these recommendations as well as the rationale for delaying or deciding against any particular recommendation.

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 all of equal importance. Priority B are items that we strongly believe are essential to the well-being of the college and are ranked in order of importance (with the first item being most important, etc). Our hope is that all items in group A and B will be met this budget cycle. Priority C are items that are also ranked in order of importance. Items in group C are of slightly less imperative need if there are significant budget restraints. Please note that some items in group C may be a small monetary investment, and so should still be considered as part of the process, even or especially if some higher priority items need to be delayed.

In recognition of Santa Fe’s standing as a 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 highly competitive salaries in Florida. The college should be committed to improving the competitiveness of the college’s rates of compensation for all faculty and staff and should have a published system of raises beyond a regular cost of living adjustment. Having a pathway for promotion and career advancement is a benefit the college should provide. We understand that the idea of raises is entangled with implementing and updating the past and present salary studies, and request that this issue be kept at the forefront of all budget and planning decisions.

Progress on these recommendations is one measure of how Santa Fe College meets its stated mission and values, particularly that of community leadership, integrity, and ethical and sustainable use of resources. Our faculty and staff are our best resource; investing in SF employees will better allow creativity and innovation to flourish so that we can implement our strategic plan.

**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 1.4% for the 12 months ending in December 2020. 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; assign someone the responsibility to 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.
* Maximize full-time positions across the college; increase the ratio of full-time faculty: part-time faculty by adding full-time faculty lines; 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.
* Ensure that the rationale for and the calculations of salaries and critical needs stipends are clearly stated and documented.

**Priority B:**

* Distribute the faculty salary study results widely with appropriate forums for feedback before decisions are finalized; once consensus is reached, implement as quickly as possible. Because there are many parts to the salary study, discuss improvements to current faculty and chair/director salaries first and begin making those improvements this year.
* Increase adjuncts rates, as adjuncts fill a vital role at the college. The current salary schedule states that the compensation rate for clock / contact hour is $30.76 per contact hour (p21). Adjunct service hours should be compensated at the same rate. Adjunct workloads are defined by stating each credit hour is worth 2.34 service hours (p19) per week for a full term, so the adjunct credit rate should be 1 credit hour \* 2.34 service hours per credit hour \* $30.76 per hour \* 15 weeks in a standard term = $1080 per credit hour.
* Adjust salaries affected by the prior market study in the manner suggested by the Career Service Council Salary & Benefits Committee, so that salaries remain competitive. Once the faculty salary study is completed, salaries affected by both studies should be updated yearly in similar ways. Publish the process for ongoing review and/or reclassifications of current positions. Publish current job descriptions so they are searchable by all employees.
* Assign someone the responsibility to research the rules and consequences of replacing FICA alternative benefits with Social Security for adjuncts so that all employees have access to social security benefits. Without the change to social security benefits, adjuncts are at risk of being unable to access disability should they need it. While the FICA alternative is in place, provide as a college-paid benefit short term and long term disability insurance to all SF part-time (non-student) employees
* Plan for the changes in Florida's minimum wage, which is set to be $10 per hour in September 2021 and increase by $1 per year so that it is at least $15 per hour by 2026. The salary schedule (p32) defines the hourly wage as taking the annual salary and dividing by 2080 hours, so a matching minimum annual salary can be estimated by taking 2080 hours and multiplying by $15/ hour to get an annual salary of $31200. This should be the new minimum annual salary for all employees by 2026 or earlier, with other salaries increased accordingly. As part of the college’s commitment to a living wage for all employees, the college should move faster than required by law in implementing these minimum standards.
* Continue paying all employees, including part-time, if the college must close unexpectedly; publish the 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 can 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 and publish a SF College policy concerning what positions are appropriate to hire through TempForce, and for how long.

**Priority C**

* Expand Procedure 7.13P, part A1c, to include dependents and spouses of part-time employees, who are not employed as student employees, to the fullest extent feasible. Change the title of section A to read “College Employees, Spouses, and Dependents.” Update Rule 7.13 section B to include dependents and spouses of part-time employees.
* Provide professional development stipends for adjuncts and part-time employees
* Develop a leave cash-out program, similar to UF, which would allow a certain number of vacation hours to be paid out at the end of the calendar year as long as employees retain a certain number of vacation hours after the disbursement.  Assuming continued annual salary increases, the value of employee leave will also increase each year.  Therefore, year-end leave pay outs may provide long-term savings while allowing employees to receive an added, immediate financial benefit near the holidays.
* Provide a salary increase or stipend for non-faculty employees who earn additional certificates and degrees applicable to the employee’s position yet above and beyond what is listed as a requirement for that position.
* 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