



Compensation Review Committee

Purpose

The Compensation Review Committee (CRC) serves as a sounding board and communication conduit for considerations and initiatives related to compensation such as advocacy and monetary and non-monetary compensation.

Membership

The CRC is a presidentially appointed committee consisting of representatives from each employee group. The CRC membership parallels the approach used by LC State for other strategic planning committees, with the CRC's membership tailored to the types of functions and groups that need to be involved with compensation issues. In addition to the Faculty, CSO, and PSO members, the committee includes staff experts from two of the offices closely connected with compensation matters, the Budget Office and Human Resources (HRS). Committee membership lasts two years, with one-half of the committee replaced each year. The Vice President for Finance and Administration (VPFA) is responsible for oversight of this committee, and serves as a liaison between the committee, the Executive Cabinet and the President.

Standing Membership

- Faculty Senate Chair
- Faculty Senate Incoming Chair
- Professional Staff Organization Chair
- Professional Staff Organization Vice-Chair
- Classified Staff Organization Chair
- Classified Staff Organization Chair-Elect
- Budget Director
- Budget Analyst
- HRS Director
- Committee Chair (can be a "standing member" or one appointed by the President)

Committee Charge

- Review prior CRC reports, recommendations, and administrative responses <https://www.lcsc.edu/crc/>. The President has reviewed and responded (item-suggestion by item-suggestion) to prior CRC reports and recommendations as well as State directives.
- Review the prior CRC committee's compensation philosophy. Reaffirm or suggest revision as appropriate.
- Review LC State's strategic plan and compensation goals <https://www.lcsc.edu/strategic-plan/>.



- Review the annual compensation report from the state Division of Human Resources (which will be published in December).
- Review LC State’s annual employee compensation plan submitted to DFM/DHR.
- Provide administration with credible information to make the college’s case with the State Legislature to support Change in Employee Compensation (CEC) salary increases for the upcoming year. Committee members are encouraged to think of approaches that could be used to engage LC State and Idaho sister higher education institutions in the deliberations with the Governor’s Office and Legislative working groups which develop CEC and employee benefit policies.
- Explore other compensation and employee advocate issues. As an example, previous CRCs have helped develop improved tracking and planning tools for comparing relative compensation levels (“compa-ratio”) of Classified Staff positions. Based on CRC input, LC State modified job descriptions of some Professional Staff positions to improve consistency and help with peer comparisons. The college also made progress in comparing salary levels, by rank for faculty members vis-à-vis our SBOE approved peer institutions. Past CRC recommendations have also led to changes in classification and/or pay for entire categories of positions (e.g., lecturers, adjunct faculty, and custodial staff), initiated benefits such as dependent tuition discounts, and created a CRC compensation philosophy.
- Provide a monthly update to the Vice President of Finance and Administration regarding the committee initiatives and invite the VPFA to a meeting if needed.
- Chair of the committee meets at least one time with the VPFA prior to preparing a DRAFT CRC report.
- In coordination with the committee, the CRC Chair prepares and submits a CRC report addressing initiatives relative to the purpose of the committee. The report is sent to the President and VPFA by the second week of February. The report should: (a) first and foremost adhere to legislatively approved directives and DFM/DHR implementation directions (i.e., CEC allocation percentages and merit-based guidelines – if any); and (b) continue our commitment to addressing issues of salary equity, defined to include progress toward compa-ratio goals and address employee salary compression. The report will be reviewed and considered as LC State’s Compensation Plan is developed for submission to the Division of Financial Management (DFM), the Division of Human Resources (DHR) and the Office of the State Board of Education (OSBE).



FY 2024 Focused Initiatives

- The Idaho Division of Human Resources (DHR), in the last compensation cycle, stated they “would like to see the equity changes reflect time in the position rather than time at the college” as this is an industry standard. The charge of the committee is to suggest compensation goals using time in position and to assess the CRC compensation philosophy in regard to this request.
- Review the fall semester holiday trades (Columbus Day & Veteran’s Day) and recommend whether LC State should continue the practice of working these holidays in trade for Thanksgiving and winter break days off and/or recommend a different option. The committee should review practices at other institutions and consider surveying employees for their opinion.
- CRC has made a number of non-monetary benefit recommendations that have been supported. These benefits, while non-monetary, do have an indirect cost related to resource and labor use. It is important to periodically review these benefits to ensure they still add value and/or have an impact. Please review and report on data from the last five years for non-monetary benefits and determine whether the benefits still add value and/or have an impact. Review data such as employee fitness center attendance in Lewiston and CDA, number of employees benefiting from the one hr./week wellness time, number of employees benefiting from the pilot program for the up to 7 credits in the summer course fee reduction, number of employees benefiting from the two children dependent fee waiver benefit, etc. A recommendation associated with value-add of these benefits should be incorporated into the report.

Information

- Each State agency is required to provide an annual compensation plan to DFM which describes the allocation of “Change in Employee Compensation” (CEC) dollars within the agency for the upcoming year. The compensation plan describes implementation of legislatively approved changes in employee compensation (CEC). The plan is guided by direction from DFM and DHR, and must be fully compliant with State policy.
- There is no “one size fits all” solution. The college recognizes and expects, there may be differences among (and within) various constituency groups. It may not be possible to achieve unanimity or a 100% consensus on CRC proposals or findings. If the committee comes up with multiple approaches or action options, that is fine, and it will be important to include information in the report regarding the “pros and cons” of alternative options presented.
- The CRC members represent not only the interests of their parent unit; and are reminded to use knowledge, experience, and judgment from across constituent groups to review, consider and develop recommendations for paths of actions that will benefit the entire College.



Compensation Timeline

- Division of Human Resources (DHR) provides an annual report to the Governor on State Employee Compensation & Benefits. This report, mandated by statute (Idaho Code 67-5309C), is submitted to the Governor and to Legislative Services on or about December 1st each year to support policy-makers' decisions on compensation matters (salary/benefits).
- The Governor makes CEC recommendations for the upcoming fiscal year (normally released in the Governor's "State-of-the-State/Budget" address to the Legislature at the opening of the legislative session each January).
- The final CEC appropriation bill is passed by the Legislature/Governor during the legislative session (before April).
- CEC guidance received from DFM (March).
- LC State develops the annual employee compensation plan in conjunction with the CEC appropriation and submits to DFM/DHR for approval (April).
- LC State plans for distribution of CEC (mid-April) for the following fiscal year.