



## Presentation/Proposal Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Contact Information: \_\_\_\_\_

- ❖ Complete Items 1–8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

### 1. PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

### 2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
  - Procedure—*new* (Attach proposed procedure separately.)
    - Identify suggested location in *General Procedures Manual*: \_\_\_\_\_

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
  - Identify suggested location in *General Policy Manual*: \_\_\_\_\_
- Other: \_\_\_\_\_

### 3. BUDGET IMPACT

### 4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

### 5. OPERATIONAL IMPACT

**6. STUDENT IMPACT**

**7. ANTICIPATED IMPLEMENTATION TIMELINE**

**8. MOTION TO BE RECOMMENDED**

## COMPENSATION PHILOSOPHY

Central Oregon Community College (COCC) is committed to promoting student success and community enrichment by providing quality, accessible, lifelong educational opportunities. Our valued employees are the key to achieving our mission. Our compensation philosophy, including salary and benefits, is a reflection of our College's values. COCC is sensitive to our role as a steward over entrusted public investments and funds from students and taxpayers. The College will seek appropriate opportunities to invest in employees through compensation and professional development that are financially sustainable. We recognize that the steps to achieve these goals may need to be taken incrementally based on available college resources. COCC's compensation philosophy is intended to meet the following key objectives:

**Compensation.** COCC will strive for market competitive salary and benefits as compared to identified benchmark community colleges, public sector employers and regional industry employers. We will seek to provide compensation options that satisfy the needs of employees. COCC will maintain the equity, validity, and reliability of the compensation system and practices through periodic compensation and market reviews.

**Equitable.** The College will establish and maintain a classification and compensation structure and practices that are fair, equitable, free of discrimination, and in full compliance with federal and state statutes. COCC will commit to continually improving this process by review of its classification structure, conducting periodic job evaluations and pay equity analyses, updating position descriptions for accuracy and consistency, undertaking periodic assessment of employee compensation levels, and eliminating disparity as an ongoing process.

**Excellence.** COCC employs quality employees as part of our commitment to excellence. Our compensation practices must attract and retain quality employees who exemplify our values and contribute to our mission.

**Communication.** COCC is continuing to invest in its classification and compensation structure. The College will develop a communication plan for our compensation program that allows each employee to understand how compensation is determined.