

***Collin County Community College District Board of Trustees***

2020-07-5

July 23, 2020

Resource: Dr. H. Neil Matkin  
District President

**AGENDA ITEM:** Consideration of Approval and Authorization to Establish a Budget with Funds from Fiscal Year 2020 Reserves to Provide Merit Pay for Selected Personnel Related to COVID-19 Responses

**DISCUSSION:** Board Policy DLA(Local) outlines the college's policy related to employee performance and the process for recognizing outstanding performance among the faculty and staff.

As is recognized in the policy, some employees perform at an exemplary level by either doing significantly more than what is normally expected of the position by working on special projects of major importance in addition to assigned duties and responsibilities, or by performing their regular duties at a level that far exceeds expectations over a sustained period of time. The use of merit and bonus awards is a positive way to inspire excellence in performance and an appropriate way to reward those employees who contribute beyond expectations.

One such example occurred this spring in response to the COVID-19 pandemic. Up to fifty (50) faculty were required to return to campus following the spring semester to teach the remaining portions of certain courses that could not be completed in an online format. These faculty members worked several additional weeks, depending on the particular course, to provide an opportunity for students to complete their skills-based labs. This was above and beyond their contracted workdays. These faculty members all performed this additional work in a manner consistent with the college's Core Values and in a way that supports the college's vision of "delivering a brighter future for our students and communities."

Board Policy DLA(Local) grants the District President the authority to provide merit bonuses of up to five percent (5%) of an employee's base annual salary. If the requested budget is approved, the merit bonuses will be based on consideration of the requirements of the Spring

2020 completion plan and in recognition of the faculty members' significant contributions to our students' success.

**DISTRICT PRESIDENT'S RECOMMENDATION:** The District President requests authorization from the Board of Trustees to establish a budget with approximately \$150,000 from fiscal year 2020 reserves to provide merit bonuses for identified faculty.

**SUGGESTED MOTION:** "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District authorizes the District President to establish a budget with approximately \$150,000 from fiscal year 2020 reserves to provide merit bonuses for identified faculty."