


TO: Dr. Jason Best, Faculty Senate President
Mr. Brian Hammond, Chair of Classified Staff Council
Ms. Monet Johnson, President of Student Government Association

FROM: Suzanne Shipley 

DATE: October 6, 2009

SUBJECT: Notice of Exigent Circumstances [supplement to Notice as to the Salary Policy]

I have, under separate cover, given notice that the University has prepared draft amendments to Board Policy 26, *Salary Policy*. The amendments revise the policy to establish examples of certain types of exigent circumstances that could make traditional processes for institutional salary increases inappropriate, on a short term basis. The amendments authorize the President to modify the normal processes when necessary to utilize either only across the board raises or merit-only raises. The revisions also make very limited modifications to the salary chart for classified raises, to create an opportunity for a modest raise for classified employees who have more than sixteen years of experience.

In the anticipation of the prospective approval by the Board of those changes in Policy 26, this memorandum shall serve as my notice to the campus of a finding of exigent circumstances as provided for in the Policy revision.

Most State employees will not get a pay raise in FY2010 and may not get a raise in FY2011. I have been actively engaged with elected officials and various higher education leaders about the issue of raises for higher education employees. I have concluded that, while higher education may have some flexibility regarding recognizing meritorious performance, across the board raises are completely unacceptable this year. Any effort to implement across the board raises could expose the University to political and budgetary repercussions which would seriously undermine our efforts to continue to enhance the quality of the University.

I would hope to implement merit-only raises for faculty and for non-classified staff this year, as well as step (experience) increases for all classified employees. The faculty and non-classified employees would experience no across the board raises and no equity allocation; all of these increases would be distributed only pursuant to the Merit policies.

Shepherd is in a relatively strong financial position, compared to many other colleges and universities across the country. But we are not immune to budgetary challenges and the State's economic outlook is uncertain. For that reason, the aggregate salary increases will probably not exceed 2%.

You and any interested persons are invited to submit comments or suggestions to me in writing at any time prior to the close of business on November 9, 2009. I will be planning to submit a salary increase proposal to the Board of Governors at its meeting on November 12, 2009. If the Board adopts the revised Policy 26 and my proposed salary increase package, the implementation date is expected to be December 16.

A copy of this Notice will also be posted on the Board's web page and will be available for anyone to obtain from my office.