

Request for Proposal
Compensation Study
Question & Answer Submissions

First Question Submission

1. When was the last time you had a Compensation and Classification study?
A: 2008
2. Did a consultant perform this study?
A: Yes, MGT
If so, who was the consultant and at what professional fee structure?
A: MGT should have on file
3. How many employees will be reviewed as part of this study?
A: 4 full-time Vice Presidents, 59 full-time professional staff, 62 full-time support staff and 66 faculty and part-time staff includes 36 support staff. Approximately 227 employees.
4. How many different job classifications are included in this study?
A: See appendix C
5. Will you need a review of Job Descriptions?
A: This project is just for compensation
6. Will you need Job Descriptions updated as well?
A: Do not plan to include this as part of the project
7. Do you have a projected budget range for this project?
A: We do not provide an anticipated budget in advance of the submission of proposals

Second Question Submission

8. Please provide us with more detail about how “fringe benefits” are defined in the SCOPE OF SERVICES section of the RFP.
A: College offers medical, dental, vision and the premium is covered by the college for full-time employees. \$50,000 Life and AD/D policy. Members of the Public School Retirement System.
9. Please confirm that East Central College (“ECC”) is interested in evaluating and changing the current pay structure in place.
A: YES
10. How do you currently evaluate jobs for placement into the pay structure?
A: We base it on the duties, comparison to other positions with the College and Community colleges when needed.

11. The BACKGROUND section notes the full and part-time roles that exist at ECC. Are all of these roles in-scope? If so, what is the total number of in-scope roles?

A: See attachment C which lists all the positions at 47+the College.

12. Are the roles covered under the collective bargaining agreement in scope?

A: Only the full-time faculty.

If so, how many roles are covered by the collective bargaining agreement?

A: 66

Is this number included in the total number of in-scope roles above?

A: Yes

13. When is the last time ECC has evaluated compensation?

A: 2008

14. In the last evaluation, what surveys and peer groups were used?

A: CUPA, national, state and regional wage data.

15. What survey management platform do you use?

A: We do not

16. What surveys do you currently participate in and/or have access to?

A: IPEDS, Chronicle, Great Colleges to work and Workplace Dynamics

17. Do you have a compensation philosophy that we could review?

A: We do not

18. For the population included in the analysis, do any of the employees currently receive incentive compensation?

A: No

19. Does ECC have updated job descriptions which accurately reflect the roles and responsibilities for positions to be reviewed?

A: We do have job descriptions and request that the supervisor update annually during the review.

20. What is your budget for this work?

A: We do not provide an anticipated budget in advance of the submission of proposals.

21. These types of projects need strong change and communications support. Should we include in scope?

A: You can.

Do you have an internal change management process that has been adopted?

A: No

If so, do you have internal experts to support the project?

A: President, Vice Presidents and Human Resources