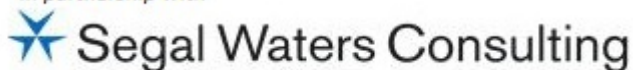




*In partnership with*



We want to thank you for the time and effort you spent focused on the Job Description Questionnaires (JDQ) over the past few weeks. Administrators and Directors spent a significant amount of time reviewing the JDQs and providing comments as necessary to ensure the nature of each job title is accurately reflected. Administrators and Directors also completed a Job Evaluation Tool (JET) for each staff position in the college. The completed JDQs and JETs will assist Segal in developing the classification structure and updating formal job descriptions in later phases of the compensation study.

The next phase of the Job Description Review and Compensation Study will include individual interviews or focus groups for specific job titles. Individual interviews and focus groups will only be conducted if deemed necessary by our consultants from Segal Waters. These interviews will be conducted to ensure our consultants have the opportunity to gain additional input for specific job titles and/or job duties that may require additional clarification. If your position is determined to require additional clarification, we will be contacting you in the next several days to schedule these interviews for later in March.

In addition, the customized salary survey for Collin College has been approved and distributed to the benchmark organizations that were identified as our peer competitors. We anticipate receiving survey responses by the end of March.

As explained in the employee communication meetings conducted in January, this is a multi-phased project that is scheduled to be completed by the end of May 2015. We will continue to provide updates on the project phases as they occur. In the interim, if you have any questions, please direct them to Kala Smith in Human Resources at [KalaSmith@collin.edu](mailto:KalaSmith@collin.edu).