APC Employment Committee

Chair/Co-Chairs: Joanna Holliday/Ann Bohm-Small

Meeting Date & Time: December 18, 2015

Members Present (list only if you are reporting on behalf of a standing committee): Shaun Case, Rosanna Bateman, Ann Bohm-Small, Anita Pattison, Mary Dolce and Joanna Holliday

Unable to Attend: Jesse Parker, Woody Woodard, and Angie Branson

Topics and Issues Discussed: SWOT analysis of APC Goals (bulleted)

• INCREASE AWARENESS: No comments

• SPARC PROCESS: Our understanding is of existing committees that we have members serving on, one committee Graduate School and Research BARC has met and has rating sheets. Committee Faculty and Staff Development has not been convened this current year. Bush, J. Johnson, Mary O were on last year’s committee, chairs of councils and multiple faculty members. Bush would normally lead this.

Strengths (S) – Communication is ongoing over email, working for the BARC

Weaknesses (W) - But unclear how it informs the SPARC. For 2nd committee, may be a timing issue since SPARC fest is not occurring. No communication on status.

Opportunities (O) – Appreciate APC representation on university budget committee and understanding how it relates back to the strategic plan of the university.

Threats (T) – If this is a strategic topic (2nd comm.) the fact it’s not meeting means no APC representation or university movement on initiative. In light of anticipated 2% university budget cut, will existing initiatives be cut, cancelled or restricted, some kind of knowledge of impact could help inform APC’s focuses.

• MANDATORY SUPERVISOR TRAINING

S - Pilots are running, model was built on best practices. Building experiences base for new supervisors. Addressing components of diversity initiative.

W-Still unclear if mandatory. Self-nomination process may not identify the people who need the training most. Current format is limiting as far as face-to-face interaction vs. online combination. Also requires physical presence on the main campus. Training doesn’t address managing student employees.

O – If more delivery methods and content options are invested in, more people could take advantage. Knowledge is power. The President is in the best position to support the resources needed to make this the best place for women to work.

T – Inconsistent treatment of employees; recruiting and retention issues; poor morale and employee satisfaction; increased risk for illegal treatment particularly of non-exempt/eligible for overtime Administrative Professionals.
• **ENCOURAGE ADMINISTRATION SUPPORT OF POLICIES AND RECOMMENDATIONS**

S – Development of policies such as FWA, parental leave, bullying, violent workplace, are all positive. Staffing positions such as Pam Jackson to help bring these efforts together is a move in the right direction.

W – Communication of the existence of these policies is severely lacking, as is knowledge among employees it might apply to.

O – Central administration needs to coordinate efforts better on communicating policies and the responsible administrators.

T – The Council also puts forward several initiatives and recommendations over the course of the year. When these are denied or tabled, there is a lack of communication back to the council as to that decision and the reasons. The information is lost and lack of continuity for future efforts (also a weakness).

• **PROFESSIONAL DEVELOPMENT FUND FOR ADMINISTRATIVE PROFESSIONALS**

S – Investing in employee PD has several positive benefits including increased skills, morale, retention, satisfaction. Also provides certification opportunities outside what is offered by CSU and allows employees to stay current in their field.

W- Have not figured out several logistics such as a mechanism to fund this (seed money, fundraising, central) or model to administer logistics.

O- CPC Scholarship Award Model seems viable however, unlikely we would have one private donor who would fund it. High interest among APs. Enhancement to overall workforce/climate at CSU.

T- Difficult to figure out logistics without assistance from central. Lack of continuity going forward due to changes in APC membership.

• **AP EVALUATION SYSTEM**

S – If you don’t have a policy you can’t be non-compliant.


O – Better employee experience and retention – productivity, higher satisfaction/morale, understanding opportunities and challenges, activities tie to salary and merit raises. Supervisor – Better understanding of job development, recruiting, and retention. Higher efficiencies and effectiveness. Less risk of arbitrary or illegal actions.

T- High risk/open to lawsuits, low retention, low satisfaction and productivity, negative impact on campus climate. High cost because we don’t have this system.

• **PARTICIPATE IN PARKING PLAN**
S – Good they have gathered a lot of feedback, coordinated effort with Councils to get feedback and consider options. Good it was tabled while they research options and models. Alternative transportation benefits and enhancements.

W – Never make everyone happy.

O – Communication exchange is the opportunity, currently in the situation.

T – Budget impact on employees, particularly lower-income. Possible loss of revenue with reduced parking and possibly less ticketing although this may be a small percentage of PS overall revenue.

V. Overall our strongest recommendation to Dr. Frank includes a request for:

Increased Communication – All avenues need to be enhanced. For a positive example see HR Benefit rollout this year. Engage many formats - Multiple emails, highlights, different options – paper/mailings, online, in-person, video, fair.

Follow-Thru – Close the loop with our Council and our goals, initiatives, recommendations, both good and bad or those that will be implemented or held pending funding or other or denied. Example is Ripple Effect and loss of momentum/communication on initiatives felt when both Lorie Smith retired and Amy Parsons’s job changed.

We also believe by addressing our top priority topics there will be a positive impact overall on employee satisfaction in areas as retention, productivity, and improved culture/climate.

VI. Our top priority topics as the Employment Committee are mandatory supervisor training, AP Evaluation process/system, administration support of policies, and creation of a professional development fund.

VII. What ideas do you have for re-envisioning CSU? - Did not get to in meeting time.

Action Item(s) for APC Meeting:

☒ None

☐ Verbal Report Requested at Council Meeting

☐ Need Council Input or Discussion on:

☐ Discussion Items for Other Standing Committees:

☐ Proposed Motion:

Next Meeting Date, Time & Place: January 22, 2016 10:30 to noon, TBD