

Administrative Professional Council  
Business Meeting Minutes  
June 11, 2018 – 8:30 a.m.-10:30 a.m.  
LSC 308-310

**Members Present:**

Matt Klein (1), Jamie Hays Szalc (1), Lynn Borngrebe (2), Sarah Olson (2), Susanne Cordery (3), Janet Meine (4), Natalie Smith (4), Claire Calhoun (5), Caitlin Kotnik (6), Shirl Portillos (6), Summer Shaffer (6), Tori Anderson (7), Rick Novak (7), Susan Becker (8), Kelli Clark (8), Rosanna Bateman (9), Jessie Stewart (9), Gretchen Peterson (10), Jessica Cox (11), Rachael Johnson (11), Lisa Metz (11), Jessica Hunter (12), David Jones (12), Betty Wilmoth (13), Lesley Jones (14), Yvonne Bridgeman (15), Ruth Willson (15), Dan Banuelos (At-Large), Shannon Dale (At-Large), Steven Dove (At-Large), Jr McGrath (At-Large), Keely Mendicino (At-Large), Shannon Wagner (Chair), Catherine Douras (Vice Chair), Toni-Lee Viney (Past Chair), Tim Gallagher (Faculty Council), Jim Abraham (CPC), Diana Prieto (HR)

**Alternates Present:**

Jess Dyrdaahl (6), Shana Ryken (6), Laurel Donahue (11), Patrick McCurdy (13), Jennifer Parker (14)

I. Call to Order – 8:31 a.m.

II. Announcements

- Welcome to our alternates and new members! We acknowledge that we need to find larger meeting space to accommodate the growing size of our meetings.
- Summer Retreat Updates – save the date for Friday, August 10<sup>th</sup> from 8:00 a.m.-4:30 p.m. We will meet at ARDEC/CoBank Center. Today is our last meeting until the retreat in August.
- Next APC meeting – September 10<sup>th</sup>; 8:30 a.m.-10:30 a.m. (LSC 308-310); Speaker - TBD

III. Guest Speaker (9:00 a.m.)

- Diana Prieto, Executive Director for Human Resources and Equal Opportunity – updates on AP Framework Project
  - Annette and Diana are here to present on the AP Framework. Much work has been done on the project, and there is still a lot more to do.
  - The classification framework project is still in process. There are about 300 jobs that do not have job descriptions. The information on the HR website is a guide to how jobs are classified. The classification framework project is cooccurring alongside the compensation framework project.
  - BOG asked for a compensation review at both Pueblo and CSU campuses. A project this size takes a couple of years to complete.
  - For background on the project go to the HR website – HR Liaison – there is a bluejeans video of a session that provides updates on the history of the project.
  - Where are we at? The college/division-specific data needs to be reviewed, so spreadsheets with data are getting released to the Deans/VPs.
  - Today we will look at the spreadsheets that the Deans/VPs will see. Draft salary structure plan. All job descriptions went into the AP framework. Consultants gave

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CSU benchmark data for positions. There was a national review done. They then created a salary structure for CSU. Starts at tech support all the way to executive classifications. They created a cluster/low/mid/high band. HR is looking at 3,000 positions to fit into 17 levels. The consultants matched 70% of similar duties for benchmarks. Data has been updated to March 2018. Deans/VPs asked that funding source is added to the spreadsheet.

- HR compares the 12-month salary to the salary cluster to determine if salaries are below the low or above the high band, these outliers will be reviewed first.
- There is an expectation moving forward that moving forward all hires will be paid within the market cluster range. Benchmarks were set at 25% of the market (low) and 75% of the market (high).
- We know that VP Johnson is committed to internal equity and there is a pot of money to bring people with salaries below the low band up to within range.
- For high salaries, we do not know what administration will do – freeze salaries? Allow for rock stars? Revise job descriptions. Are years of service being considered? Yes.
- A grant-funded position can be classified as AP instead of the state classified, when it is now a research position.
- Research associates, scientists, etc. represent 1/3 of APs. There is no near-term goal to do a salary assessment for research positions. There is an existing classification structure for researchers.
- HR is midway through the journey. The spreadsheets need to be verified and agreed upon. Then the framework can finalize. Deans/VPs will review. The Council would need to approve. Then Dr. Frank would suggest we take it to BOG.
- HR will refresh the cluster benchmarks every other year to compensate for inflation.
- Once final, HR will ensure every employee can see their individual framework compensation information.
- Self-serve for employee now tells you what your classification is.

#### IV. Guest Speaker Topic Discussion

- It is great to see the progress being made by HR!

#### V. Action Items & Discussion

- Approval of May APC meeting minutes
  - Motion: Sarah Olson
  - Second: Gretchen Peterson
  - Approved

#### VI. Officer Reports

- Chair
  - Shannon's written version is on page 11 of the packet.
  - The Governor has signed the PERA bill. If you are an AP on PERA grab a handout from Shannon regarding an upcoming update on your way out of the meeting.
  - The next campus climate survey is coming up, and APC/Shannon will get to provide input on what to include. If you have input, please email Shannon so she can bring it forward.

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- Vice Chair
  - University Committees list – if your name is missing or a committee is missing, please email Catherine.
  - Catherine sent out a request about retreat attendance; please reply.
  - Ombuds search – what do you know? Diana shared that the position may be split to accommodate two different skill sets. If separated, there would be two part-time positions until funding can support two full-time positions.
- Secretary
- Treasurer
  - Spending for the fiscal year needs to be complete by June 20. Get Dan your receipts!

## VII. Standing Committee Reports

### **Awards (Gretchen Peterson & Matt Klein)**

- Awards were passed out to those who are leaving APC.

Communications (Shannon Dale)

Employment (Janet Meine)

Executive Committee (Shannon Wagner)

Nominations & Elections (Jr McGrath)

### **Policies & Procedures (Sarah Olson)**

- At our last meeting, we voted to change our bands. The committee updated the rules and procedures to reflect all the recent changes that were voted on and the committee will put forth a new version of the rules and procedures for approval in August.
- There is a new Section H that has been jointly drafted by APC and Faculty Council. Both Councils can bring forward proposals that affect both APs and Faculty, and Section H outlines how committees work through the process when there is disagreement between councils.
- The revised preface language has been more difficult to agree upon between the two councils. The fact that APs have to approve items before they go to faculty council is seen as an unnecessary veto option that is clunky and slows things down.
- The new draft is in the packet, and we hope to bring a final draft for a vote in August.
- Richard and Tim from faculty council have been at CSU for 35 years. In looking back through the records, there was nothing changed in the manual that APs did not support and there were many things that were pulled off because APs were not in support, demonstrating that there is not a need for veto power.

Service & Outreach (Dawn Nottingham)

## VIII. University Committee Reports (See Back Page)

## IV. APC Initiatives Discussion – N/A

## X. Adjourn – 9:47 a.m.

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## University Committees

- Budget Area Review Committees (BARCs) (2016-2017 reps)
  - College – CoSFP – Toni-Lee Viney
  - Provost/Undergraduate Affairs/International – Chad Hoseth
  - President’s Office/Public Safety/Diversity – Ria Vigil
  - Enrollment & Access/Student Affairs/ASCSU – Matt Klein
  - Research/Graduate Affairs – Ann Bohn-Small
  - Advancement/External Relations/Engagement – Melanie Calderwood
  - IT/Facilities/University Operations – Farrah Bustamante
  - Athletics – Toni-Lee Viney
- Campus Bicycle Advisory Committee (Steven Dove)
- Campus Climate Committee (Barb Gustison)
- Campus Safety Advisory Committee (Rosanna Bateman)
- Childcare Taskforce (Alex Carter)
- Classified Personnel Council (CPC) (Steven Dove)
- CPC Leave Sharing Committee (confidential)
- Commission on Women and Gender Equity (Caitlin Kotnik)
- Commitment to Campus Advisory Committee (Matt Klein)
- Eddy/Kuder Scholarship Selection Committee (Courtney Butler)
- Employee Appreciation Board (Barb Gustison)
- Employee Hardship Loan Committee (confidential)
- Faculty Council – APC Representative (Shannon Wagner)
- Faculty Council Committee on Strategic & Financial Planning (CoSFP) (Shannon Wagner)
- Food Insecurities/Employee Needs Committee (Bailey Dunn)
- Grievance Panel (a pool of 21 APs who serve for 3-year terms)
- Housing Solutions Task Force (Toni-Lee Viney)
- Multicultural Staff & Faculty Network Committee (Dawn Nottingham)
- New Stadium Game Day Experience (Zach Campaign)
- Parking Appeals Committee (Kay Gallatin and Anita Pattison)
- Parking Services Committee (Tori Anderson and Jessie Stewart)
- Period Products Task Force (Catherine Douras)
- Physical Development Committee (Edit Szalai)
- President’s Commission on Diversity and Inclusion (Keely Mendicino)
- President’s Sustainability Committee (Rick Novak)
- Professional Development Award Committee (confidential)
- Talent Management/People Admin Performance Management Module Ad Hoc (Lynn Borngrebe)
- University Benefits Committee (Janet Meine)
- University Mediators (Tracy Webb)
- University Sexual Harassment Panel (a pool of 10 APs who serve for 3-year terms)

## Additional Temporary/One-Time Committees

- Catastrophic Leave Policy Committee (Melissa Emerson)

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## APC Goals for 2017-2018

1. Continue to advocate for staff salary increases and other compensation and benefits options.
2. Research innovative practices and strive to find workable options for a stronger work-life integration culture on campus.
3. Increase involvement with the University Budget Area Review Committee's (BARCs) processes to ensure representation of AP interests and resource allocation related to budgetary and strategic planning.
4. Work with Training & Organizational Development (TOD) to educate APs regarding the benefits of supervisory training and reflect current program outcome data.
5. Partner with Human Resources and other campus constituents in support of creating a consistent AP evaluation system for all employees.
6. Support "green" campus initiatives by educating AP community about alternative transportation and parking options.
7. Assist with the facilitation and evaluation of a professional development award pilot program and provide feedback on future programmatic enhancements.
8. Engage and mentor alternate APC members to enhance their overall APC experience.
9. Work to enrich the diversity of APC membership through strategic recruitment and nomination processes.
10. Create a strategic plan to educate campus constituents and APs regarding the purpose of the AP Council and work to create diverse opportunities for employee engagement.

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