

Administrative Professional Council
Business Meeting Agenda
September 12th, 2022- 9:00am – 11:00am
In-Person: ASCSU Senate Chambers (LSC)
[Zoom](#)

I. Call to Order 9:01AM

II. Announcements

- Next APC meeting: October 10th - 9:00 a.m.-11:00 a.m. (Zoom)
- Speaker in October: President Dr. Rick Miranda

III. Speakers for September

- Robyn Fergus (Vice President for Human Resources)
- Teri Suhr (Chief Total Rewards Officer)
- Joseph DiVerdi (Chair Retirement Comparative Review Committee)
- Presentation on Retirement Plans
 - i. DCP was implemented in 1993 and there have not been updates to the plan since then.
 - 1. This plan was reflective of the norm for higher education
 - 2. However, the landscape has changed greatly
 - ii. This began in spring 2020 to update plans and take advantage of changes in record keeping services
 - iii. Focus is on the DCP but also includes the voluntary 403(b) and Student Employee Retirement Plan
 - iv. Procurement rules really guided the process and how we would move forward as an institution.
 - v. All proposals are subject to board approval, and at the time we are unable to share details of the bid.
 - 1. Current hope to socialize folks to ideas of the change, but cannot share providers until the bid is finalized.
 - vi. Innovest
 - 1. Retirement Plan Experts
 - a. Consult 120_ retirement plan clients, with a higher education expertise, have no conflicts of interest, no proprietary products, and no monetization of participants.
 - 2. Process – Employee Survey, 1,361 responses received
 - a. Major themes in the responses include:
 - i. Respondents desire more communication regarding the plans
 - ii. Respondents want more individual assistance in navigating the investment options and the necessary steps in preparing for retirement
 - iii. Respondents do not fully understand their retirement plan options

General Note:

Bolded committees will provide a verbal report. All committees will submit a written report. Every committee is listed on the agenda as a reminder of the committee obligations and relationships of APC.

***Three asterisks indicate that the committee has requested to bring forward an action item within their report.

- iv. Respondents value lower cost over more services
 - v. Respondents value quality of investment options over quantity
- 3. The Committees guiding question throughout this process has been
 - a. What structures, processes, and culture will provide the best framework for successful achievement of the mission and purpose of the University Retirement and align with the reality of how modern organizations operate in this space?
- Comments & Questions for Speakers
 - i. Question – Once the board makes the recommendation, what does the communication plan look like?
 - 1. We will have a very robust roll out plan, working with vendor(s), key constituent groups, etc.
 - ii. Could we get copy of the slides?
 - 1. Yes, once APC gets the slides, we will distribute them out to folks! For now, check out the Retirement Project Webpage: <https://hr.colostate.edu/retirement-plans-review/>
 - iii. Comment – Appreciate the work of the committee, this work is detailed and intense and this helps greatly for folks who may not have planned accordingly.
 - iv. Question - Can we know how much PERA employees contribute to their retirement?
 - 1. 11%, but this is looking to change at this point
 - v. Question - I may have missed this from earlier, but do we have a breakdown of how many employees (% or otherwise) contribute beyond the university standard (including PERA voluntary)
 - 1. Great question, if we don't have that data right now, we can work on getting this to you all!
 - 2. Those voluntary plans can be found at: <https://hr.colostate.edu/current-employees/benefits/afap/retirement/>
 - vi. Question - Is there a number (minimum number of years) an employee has to work before he/she can retire with their retirement fund?
 - 1. The university has a retirement eligibility guideline, 55 with 20 years of service, or 60 with 5 years of service. PERA has different guidelines
 - vii. Question - Can you tell me where the rule that DCP retirees cannot have access to their CSU contribution funds if they come back to work at CSU in a similar position on a part time basis?
 - 1. Really this comes down to the regulatory rules that were referred to earlier. If you are active in contributions, you can not actively take advantage of retirement benefits.
 - viii. Questions – Troy could you share how CSU is comparing to other institutions?
 - 1. CSU employees are facing all the same questions that retirement savers and employees of universities are facing. We have found that we are not very good at it because it is years down the road.

General Note:

Bolded committees will provide a verbal report. All committees will submit a written report. Every committee is listed on the agenda as a reminder of the committee obligations and relationships of APC.

***Three asterisks indicate that the committee has requested to bring forward an action item within their report.

- ix. Question - Has any DCP people wished they had stayed in DCB plan?
 - 1. No formalized survey, so there is no factual data to support one way or another.

IV. Action Items & Discussion

- Discuss Robert's Rules
 - i. https://www.youtube.com/watch?v=PGOSZKIS9_4
- Discuss University updates
 - i. **Presidential Search Updates**
 - 1. We have met to bring all of the feedback together from the listening sessions, right now we are working to finalize the position description. Once this has been finalized, it will be shared, and posted. There are 31 individuals on the search committee.
 - 2. Timeline, we are hoping to have this posted and interviewing the finalists by the end of the calendar year. We are hoping to capture folks before other timelines are under way.
 - 3. We will be accepting nominations during this next phase of the process, there is a nomination form on the website as well. <https://presidentialsearch.colostate.edu/>
 - ii. **Met with Dr. Albert Bimper, interim Chief of Staff**
 - 1. Once a semester official meetings with him, but he is happy to support in any way that he can
 - 2. Hoping to meet with the VP of University Operations
 - iii. **Robyn Fergus will be leaving the institution**
 - 1. <https://source.colostate.edu/vp-for-human-resources-robyn-fergus-takes-new-position-at-cu-boulder/>
 - iv. **Please send questions to the Exec Team for Guest Speaker President Rick Miranda during our October meeting.**

V. Speaker Discussion

- Discussion of speakers
 - i. I appreciate the work they have done so far, made a very good point to address that things have shifted and that employees need to be in charge of their own retirement and that this should really be included in the on-boarding process. Really need to do that optional plan as well, that is startling to me, did I hear that correct?
 - 1. Heard correctly, it doesn't feel ethical to me at this point in time.
 - 2. Follow up comment - I think I heard that the voluntary piece should be a consideration for thinking about your financial health (it increases your odds for a healthier retirement).
 - 3. The outside world has social security, we do not have that here, the outside industry has 401K but the contribution is smaller from private employers.
 - ii. I'm still concerned that PERA employees are not receiving salary adjustments to account for our added mandatory contributions from the past few years.

General Note:

Bolded committees will provide a verbal report. All committees will submit a written report. Every committee is listed on the agenda as a reminder of the committee obligations and relationships of APC.

***Three asterisks indicate that the committee has requested to bring forward an action item within their report.

1. Especially when you consider cost of living.
- iii. Started as a state-classified, had a matchmaker (if you put a certain amount away, it was matched by the university) program, this could be a recruiting and retention tool for the university to look at and consider.
 1. We need to continue advocating for overall better compensation at the institution.
- iv. When I was on the University Benefits committee, the retired committee member had mentioned that he thought the Defined Benefits Plan was a better plan and he thought it would be good to look into switching back

VI. Officer Reports

- Chair
 - i. Sarah will be transitioning off APC executive team at the end of October to take a role at NC State.
 1. With Sarah leaving the role, the rest of Exec will be dividing up the role and Matt will step in as Chair for the remainder of the year.
 2. This will be Sarah's last formal meeting with APC for the year!
 3. We will be recruiting for APC Executive Members and those elections will occur in February!
 - ii. Vacancies within the Areas, if you know folks within these areas, please encourage them to join APC:
 1. Area 5 - 1
 2. Area 6 - 1
 3. Area 9 - 1
 4. Area 10 - 1
 5. Area 11 - 2
 6. Area 12 - 3
 7. Area 15 - 1
 8. Area 16 - 4
 - iii. Meeting with AUPP, CO Wins and Graduate Student Council
 1. Hoping to pull together a town hall on labor. I always feel unsure of what our place is in these types of meetings. I feel like we are in a different place given where we sit and how we are embedded into the institution. Are there any thoughts or concerns about sitting in on this space?
 - a. It might behoove us to see where they are going with. So many concerns with how the unionization may impact folks within these different roles.
 - i. HR should be giving guidance to these folks as well
 - b. Throw our support behind graduate students, post-docs, etc. because so many of us work closely with folks in these roles.
 - c. Want to support them in terms of participating and listening, but not taking an active role in supporting and activating.
- Vice Chair
 - i. Hoping to schedule a meeting for co-chairs during October, stay tuned for the updates.
- Secretary

General Note:

Bolded committees will provide a verbal report. All committees will submit a written report. Every committee is listed on the agenda as a reminder of the committee obligations and relationships of APC.

***Three asterisks indicate that the committee has requested to bring forward an action item within their report.

- i. Nothing further to report
- Treasurer
 - i. Nothing further to report

VII. Standing Committee Reports

- AP Advocacy
 - i. Ask folks in Town Halls their top areas of concern that APC should be addressed. We are hoping to crowd source ideas from folks and share these top ideas internally.
 - ii. We are also looking at whether or not we should split the Faculty/Staff Manual or if it should remain as one document
- Communications
 - i. Update from the APC Communications Committee: We have photoshoot headshots for any AP Council member that would like one. Signups are here:
 1. <https://www.signupgenius.com/go/10c0a4caaaf2ca4fc1-headshots>
 - ii. And if you're not near Fort Collins but want to participate in this, let us know or reply to the email that comes out about this and we'll see how we can work that out.
- Equity and Social Justice
- Membership
- Policies and Procedures
- Recognition
- Service and Engagement

VIII. University Committee Reports

- Request to give Updates

General Note:

Bolded committees will provide a verbal report. All committees will submit a written report. Every committee is listed on the agenda as a reminder of the committee obligations and relationships of APC.

***Three asterisks indicate that the committee has requested to bring forward an action item within their report.

University Committees

- Assessment Group for Diversity Issues (TBD)
- Campus Bicycle Advisory Committee (Catherine Douras)
- Classified Personnel Council (CPC) (Christie Mathews)
- CPC Leave Sharing Committee (confidential)
- Commission on Diversity and Inclusion (Karin Bright)
- Commitment to Campus (C2C) Advisory Committee (Matt Klein)
- Eddy/Kuder Scholarship Selection Committee (Brett Eppich Beal)
- Employee Appreciation Board (Lani Williams)
- Employee Hardship Loan Committee (confidential)
- Faculty Council – APC Representative (Sarah Olson)
- Faculty Council Committee on Strategic & Financial Planning (CoSFP) (Trish Torrez)
- Grievance Panel (a confidential pool of 21 APs who serve for 3-year terms)
- Housing Task Force (Christie Mathews)
- Multicultural Staff & Faculty Network Committee (Rickey Frierson)
- Parking Appeals Committee (Megan Boone and TBD)
- Parking Services Committee (Trish Torrez and Jess Drydahl)
- Physical Development Committee (Christie Mathews)
- President's Council on Culture (Catherine Douras)
- President's Sustainability Committee (Tammy Felton-Noyle)
- Professional Development Award Committee (Confidential)
- Social Norming Task Force (Shaun Case)
- University Benefits Committee (TBD, Trish Torrez, Julie Paolucci)
- University Sexual Harassment Panel (a confidential pool of 10 APs)

Ad Hoc Committees

- Research Associate Ad Hoc (Kacy Paul, Sally Jones-Diamond, Heather Blair, Catherine Douras)

General Note:

Bolded committees will provide a verbal report. All committees will submit a written report. Every committee is listed on the agenda as a reminder of the committee obligations and relationships of APC.

***Three asterisks indicate that the committee has requested to bring forward an action item within their report.