Administrative Professional Council

Business Meeting Minutes

February 13th, 2023- 9:00am – 11:00am

In-Person: ADM Ammons 226

Virtual: [Zoom](https://zoom.us/j/94073521262?pwd=K2dscldBNTZvTmh1M3lCTVB6Z29BUT09)

1. **Call to Order**
2. **Announcements**
	* Next APC meeting: March 6th - 9:00 a.m.-11:00 a.m. (Zoom and in Ammons 226)
	* Speaker in March: TBD; Employee Housing Programs
3. **Speakers for February**
	* Nick Cummings & Brigid Hinterberger: HR Salary Equity Research
		1. Run each year, as part of our OEO obligations, and overall just the right thing to do
			1. Taken each February
			2. Temporary employees excluded (including hourly)
			3. Admin Pro, State Classified, and CCA Faculty
				1. Not Tenured Track Faculty, this comes out of Institutional Research instead
			4. Not comparing current employee salaries to market, but internal, something we are hoping to do is compare to market in the long-term.
		2. Two Analyses
			1. Trend Analysis
				1. Where do we have potential inequity between demographic groups?

Some issues with the demographic groups and the breakdowns that occur here

* + - * 1. One analysis for each job classification
				2. Salary as a function of the department, months of service, an interaction term, and gender and/or minority status
				3. Log of salary used for statistical reasons
				4. Salary variance, what can be explained by these factors and what cannot be?
				5. For each factor, we calculate a p-value
				6. P-Value: The probability of getting whatcha got based on random chance
				7. The lower the p-value the more likely it is that the factor plays a significant role
				8. We use a 10% level of significance.
				9. We WANT salary variance to be explained by

Department

Months of service

* + - * 1. We DO NOT WANT salary variance to be explained by

Gender

Minority Status

* + - 1. Individual Analysis
				1. Which employees have significantly higher or lower salaries than similarly place colleagues?
				2. Regression analysis (at least 10 employees)

Start with the trend analysis, remove the gender and minority status factors, and calcite a confidence interval

Confidence internal: given the other factors for an employee (department, months of service, etc.) what would be the expected range of their salary?

If there is a greater unexplained variance in the data the confidence interval will be wider

Regression Analysis Outliers

Salaries are outliers if

They are outside of the 90% confidence interval

They are outside of 20% above or below the expected salary

IQR Outliers

Salaries are outliers if they fall

Below Q1 – 1.5\*IQR or

Above Q3 + 1.5IQR

Roughly between 2 and 3 standard deviations from the mean

* + - * 1. Interquartile Range Analysis (between 4 and 9 employees)
			1. What is done with this information?
				1. Outlier Inquiries

Memos sent to unit leaders seeking information to explain outliers

In the absence of an explanation, action is taken

* + - * 1. Other explanatory factors

Difference of job duties/responsibilities

Experience

Education

Performance

Teaching load/type

Incorrect classification

* + - 1. Questions
				1. Do you double check the information that you get from unit leaders?

We don’t right now is to rely on the leadership responses and how they determine the salaries. If an employee has an questions or concerns, they can contact our office.

* + - * 1. Are departments notified if there are no outliers?

We are trying to improve this because historically we have only communicated out to areas who do have outliers.

* + - * 1. How many years has CSU done this type of study?

2011

* + - * 1. How many outliers are there typically?

Well over 100 that we typically investigate, there are several that end up making a salary increase for these types of folks.

* + - * 1. Do you also compare salaries between depts, units, divisions to see inequity across these areas?

We have seen it makes more sense to compare within units as opposed to across because of the nuances/differences in units.

* + Aaron Fodge & Jamie Gaskill: Transportation Masterplan
		1. Overview of TDM Master Plan Effort
			1. Updating 2014 Parking & Transportation Plan
			2. Hired Kimley-Horn through On-Call Engineering Contract
			3. $172k planning effort
				1. $60k Grant from CDOT to Deliver TDM Plan (Shared with State)
			4. Target Completion – June 2023
			5. Recommendation for inclusion in CSU’s 2024 Master Plan Update
		2. Transportation Planning
			1. Improve infrastructure connectivity and circulation
			2. Improve permeability of walkways, bikeways, & transit
			3. Improve multimodal safety
			4. Prioritize the movement of people – system efficiency
			5. Support interconnectivity of modes of transportation
		3. Data-Driven Planning
			1. Data Sources and Factors Considered
				1. Sources

Parking Demand

Transit Ridership

Bicycle Counters

Crash Data

Household (travelshed)

Cordon Study (Transportation Flow)

* + - * 1. University-Driven Estimates

Enrollment

Beds (On-campus housing)

Land-Use Trade-Offs

Goal by the mode of transportation

* + 1. Campus Permeability
			1. Improve access across modes of transportation
			2. Engineering to make safe underpasses/ways to get to/from campus
			3. Your trip does not end when you get out of your car, off of the bus, etc. our buildings need to support your modes of travel as well.
				1. This help eliminates unnecessary trips that folks make be making.
		2. Campus Vision Zero Task Force
			1. This was created as a result of a student being struck and killed while inside a crosswalk
			2. Even one is too many
				1. Vision Zero is a strategy to eliminate all traffic fatalities and severe injuries while increasing safe, healthy, equitable mobility for all
		3. People focused throughput
			1. Increase throughput efficiency and reduce vehicular emissions
		4. Interconnectivity
			1. Between campus and modes of transportation
				1. Connecting transportation modes

Fleet vehicles

Free transit

Zipcar

E-scooter and E-bike share

* + 1. Timeline
			1. Phase 1
				1. December 22 – February 23

Presentation to stakeholder groups

Campus engagement pop-ups

* + - 1. Phase 2
				1. February 23 – March 23

In-person stakeholder focus groups (limited availability)

Take interactive online survey

* + - 1. Phase 3
				1. March 23 – April 23

Feedback on the Unified Campus Mobility Charter and the draft TDMP

* + - 1. Phase 4
				1. April 23 – June 23

Check out the TDMP when it goes public in May/June

* + 1. Questions
			1. What are the plans to connect with Spur?
				1. Our hopes are that you’d be able to connect from Union Station in Denver in the coming months
			2. Are there any new childcare facilities that are looking to be added in?
				1. Not right now, there have been a few added in already
			3. What are the plans to connect main campus to ARDEC?
				1. The first one is looking at trying to work with ARDEC to have electrical vehicle charging up there, they have been installed
				2. Working with Fort Collins, Cheyenne, and the state that would run from Cheyenne down the campus in Wellington and then down to the campus in Fort Collins.
				3. We have surveyed all employees in Wellington and had resounding support that would connect from Wellington south to main campus
			4. Are there plans for more EV chargers?
				1. Absolutely!
			5. Are there plans to build secure bike shelters on campus?
				1. We have two secure facilities today, and there are plans to add more as new buildings are built or redesigned.
			6. For more information
				1. <https://pts.colostate.edu/tdm-plan/>
	+ Brendan Hanlon Budget update
		1. Wanting to ensure I got in right after the Board meeting to provide an update
			1. We are hoping to move from four different scenarios down to one, this depends on a multitude of factors.
			2. What it is likely coming down to is a 3% tuition increase for undergraduate students and a 4% tuition increase for graduate students
				1. This may also change depending on state legislature and what funding they pass/approve
			3. Employee Compensation
				1. We have modelled a 5% increase in there, this a 5% set aside, we have not determined if this goes in SalEx versus what goes into an equity type of process

Equity means compression, low salaries, and market based compensation.

This does not relate over to State Classified employees due to work that is being done with COWins

Our bottom line deficit is about $4.7mill, we are making steady/continued balance towards a smaller deficit

Three items contribute into this

Pandemic Enrollment Tuition

FNA Revenue attributed to the EG fund

Salary reinvestment line (vacancy savings)

1. **Action Items & Discussion**
	* January & December Meeting Minutes
		1. Approved on both fronts
	* Community Service Proposal
		1. Met with CU Boulder to talk through their process and beginning to move forward on a meeting with University leadership.
2. **Speaker Discussion**
	* Discussion of speaker remarks
3. **Officer Reports**
	* Chair
	* Vice Chair
	* Secretary
		1. Apologies again for the delay in December minutes, and thank you for approving them!
	* Treasurer
4. **Standing Committee Reports**
	* **AP Advocacy: AP/Faculty manual decision**
		1. Approved to split by a vote of 15 yay, 12 nay
		2. We will bring this up at the next Faculty Council Meeting to be able to check in with this
		3. Thoughts on moving towards this to a Presidential Fellow type of role
	* Communications
	* Equity and Social Justice
	* **Membership**
		1. APC Executive Committee Elections, Ross and Heather will be emailing out a poll for voting on executive committee election results.
		2. Talking about ways in which we can update standard operating procedures for APC Executive Elections so we do not have to recreate the wheel each year
	* Policies and Procedures
	* Recognition
	* Service and Engagement
5. **University Committee Reports**
	* Request to give Updates

**University Committees**

* Assessment Group for Diversity Issues (Meg Skeehan)
* 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 (Exec Team)
* Faculty Council Committee on Strategic & Financial Planning (CoSFP) (Matt Klein)
* Grievance Panel (a confidential pool of 21 APs who serve for 3-year terms)
* Housing Task Force (Christie Mathews)
* Inclusive Physical & Virtual Campus Committee (Hosam Ahmad)
* Multicultural Staff & Faculty Network Committee (Rickey Frierson)
* Parking Appeals Committee (Megan Boone and Theresa Todd)
* Parking Services Committee (Trish Torrez and Jess Dyrdahl)
* 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 (Dennis Anderson, Trish Torrez, Julie Paolucci)
* University Sexual Harassment Panel (a confidential pool of 10 APs)

**Ad Hoc Committees**

* Research Associate Ad Hoc (Kacy Paul, Heather Blair)