

Administrative Professional Council (APC)

Meeting Minutes

Special Meeting with Cabinet

Tuesday, January 8, 2019

Attendees:

Nicole Ferguson, Monica Potter, Haley Sue Robinson, Tiffany Kingrey, Jenna Mangino, John Sandoval, Andrew Huggins, Ben Moore, Megan Mueller, Dave Peralta, Jennifer Lawson, Wendy Fairchild, Linda Hannafious, Alan Bruning, Greg Hoeck, Tracy Samora, Donna Souder Hodge, Korine New, Jackie Wallgren, Justin Streater, Kristen Olguin, Dana Ausburn, Jennifer Torres, Tanya Baird, Michelle Gjerde, Gwen Young, Monica Gallegos, Abby Davidson, Paul Plinske, Bill Moorman, Brianna Bueno, Carmela Bueno, Emily McElwain, Michelle Fox, Tyan Kendall, Amy Robertshaw, Lorraine Blasé, Michael Manos, John Brownlee, Juliette Mogenson, JoAnn Pisciotta, Cindy Sufian, Jon Valdez, Vicki Becker, Justin Hiniker, Chad Pickering, Matthew Hawking, Stephen Hodge, Kim Wharton, EJ Armijo, Adam Pocius, Mark Guerrero, Patrick Walsh, Howard Campbell

A special meeting was held with Cabinet to discuss concerns APC and Classified Staff asked to be addressed by the President. The following are the notes from that meeting.

Presenters: Karl Spiecker, Jennifer Quintana, Chrissy Holliday, Dr. Timothy Mottet, Dr. Mohamed Abdelrahman, Niki Whitaker, Trisha Pocius, Dr. Derek Lopez

(Niki)

There have been concerns from APC and CC regarding salary and equity.

Some topics to be considered are COLA, Equity, Market Pay, Merit and Bonus Pay; New Positions/Job Enhancements; Compression Study; Third Party Vendors; Incentives and Salary Adjustments; Supplemental Contracts

(Dr. Mottet)

“This is a time restricted meeting but will serve as a preview and there will be a need for subsequent meetings.” Dr. Mottet explains the difference between some of the topics mentioned.

Salary inversion-new person comes in above salary of existing staff member, this is compression and does not reflect experience of others in the role and is not uncommon

External Equity-also known as “market”, compares salary to others and depends on national and local searches

COLA-cost of living given to all employees to keep up with inflation

Merit-based on annual review process based on quality of work and performance review; dependent upon training and work ability

Bonus-one time money given for a particular reason, built into contracts upon hire, these are rare

Completed to date:

2% COLA for faculty and APC as of 1/1/19

3% to Classified on 7/1/19 as determined by the state

Some changes made to existing staff positions that resulted in more duties and increase in pay

(Jennifer, Interim HR Director)

Classified, APC, and Faculty are very different and should not be compared across groups. We do not govern Classified Staff pay as these are determined by the state

HR is reviewing the process at Fort Collins, they have worked on it for six years, not yet complete, will provide job classification framework, should clarify job duties and provide for upward mobility gained by education and experience

(VP Spiecker)

Job description and equity study was meant to map to a range which will allow for merit but with limited dollars, not currently possible; COLA was given instead to prevent further disparity between pay rates
A system should be created to allow for merit and changes of classification based on added duties
Those who believe they are working outside their classification should request an HR audit
The decision not to do merit raises is based on our poor system and lack of consistency but this has been made a priority by the president and not completing annual performance reviews will no longer be tolerated
Funds were allocated toward COLA to also help balance the budget
Five budgets are given to the BoG and they approved the COLA proposal

(Jennifer)

Minimums are required for a position to be filled, pay is based on those minimums and not on other qualifications and applicant has

(Dr. Mottet)

The President was allocated a bonus by the Board because his goals were met which resulted in an additional \$20,000, this money was donated to the Foundation with the exception of \$5,000 which was used to recoup travel expenses throughout the year

Other parties have bonuses built into their contracts as allocated by the System

(VP Holliday)

New positions were created and changed based on a process that determined what positions were needed
Capture Higher Ed informed us that we were not operating as best we could to be successful for enrollment, adjustments were made on their recommendation

As positions were vacated, funding was realigned and new positions were created relative to our peer institutions

Each department in EMCSA cut something to allocated funding for new positions such as Marketing and Web

(Dr. Mottet)

Depth was added to allow Chrissy fewer direct reports and to allow for more balance to her workload compared to other VPs

We support departments being reorganized or restructure to better operate, some positions may be enlarged (duties added similar to current role) or enriched (enhancements made to include new responsibilities)

"We will hold another hour meeting to continue this discussion."