

# **Administrative Professional Council (APC)**

## ***Meeting Minutes***

Wednesday, February 13, 2019

Members Present: Abby Davidson, Nicole Ferguson, Justin Hiniker, Adam Pocius, Greg Hoye, Tracy Samora, Anne-Marie Matula, Jennifer Quintana, John Sandoval, Michelle Gjerde, Chad Pickering, Jacob Buchholt, Michael Manos, Michelle Fox, Britni Huebschman, Kylie McGill, Peggy Foley, Monica Gallegos, Megan Mueller, Jason Engel, Juliette Mogenson, Derek Lopez, Maria Rios Rodriguez, Amy Robertshaw, Sarah Lawson, Laurie Kilpatrick, Strider Swope, Jeremiah Blaha, John Redmond-Palmer, Dana Rocha, Haley Sue Robinson, Bill Moorman, Lisa Martin, Scott Robertshaw, Emma Mitchell, Sendi Estrada, Monica Potter, Sean Pooley  
Special Guests: Dr. Timothy Mottet, Dr. Mohamed Abdelrahman, Karl Spiecker, Chrissy Holliday, Niki Whitaker

- I. Motion to commence meeting (Derek)
- II. New Business
  - a. Events
    - i. (Megan) Suit Up is coming, February 17<sup>th</sup> 5-8pm, Faculty/Staff/Students are all welcome, extra 40% off including sale items
    - ii. (Haley) Faculty Staff Night this weekend for Athletics, you and 4 guests can get in for free, wing eating contest needs contestants for free wings every other week for a year
    - iii. (Sarah) Mindful Moments, tobacco cessation is starting every Wednesday in OSC Tundra Room
  - b. New Staff Introductions
    - i. Nursing
    - ii. TRiO
- III. Open Issues
  - a. President Mottet (Tim) to address continued conversation regarding Compensation/Equity
    - i. Budget Advisory will be meeting tomorrow, Greg is a member from APC; there are 33 members on that committee, currently discussing budget gap and moving into budget year 2020
    - ii. Meeting last month felt rushed so the President wanted to come back together to discuss concerns
    - iii. (Jennifer) Introduced to Cabinet to copy the model from CSU-FC to implement a framework for employees, we are looking at modifying the categories they use to implement on our campus; information includes minimum qualifications needed to conduct the position and allows for upward mobility in current role by education and skills attainment; would instill a sense of fairness on the campus to a lot for raises to staff and caps for salaries of APC; this model would encourage the opportunity for cross-training; has been introduced to Cabinet and HR will continue to work with Fort Collins to implement this on our campus, they are still processing the compensation bands for the categories they are creating, we will have to modify this based on our location and cost of living in Pueblo, HR may develop a working group to determine what these pay bands may be, once that is implemented an appeal process may be created to discuss concerns by staff affected; HR will present to APC and Classified Staff before moving forward to get feedback; HR is also looking at compression analysis for current employees
    - iv. (Tim) Fort Collins reports this has been a complicated process and we are not alone in trying to figure this out, we are trying to make up time by using their model and process

v. Questions-

1. (Scott R.) Will we still be able to conduct supplemental funding sources in line with this funding? (Tim) This would come down to job enlargement and job enrichment and this would need to be considered for these new categories. Supplementals include particular skill sets that not everyone on campus has. These positions allow us to grow. Would like to complete an analysis on who gets supplementals and what benefit do these have to the campus? This will likely not be able to be analyzed better until we gain a more robust HR department.
2. (Lisa M.) What line of salary may be considered for overtime, is this even feasible? When discussing equity, classified is given far more benefit than APC. (Karl) This was proposed by Obama, but it did not continue after his departure from office. The current threshold is around \$23,000 but was going to be increased to \$43,000 but it did not continue, and the campus stopped analyzing it. (Tim) We would need to determine if it would be more cost effective to hire new staff or use the staff we have and provide overtime or supplemental pay for those positions. (Laurie) Would it be more cost effective for us to hire our staff at a lower rate than an outside provider may charge us? (Group) Many respond that they would contract to do these services internally.
3. (Tim) Faculty positions are based on a median salary according to their major department. Faculty attempt to meet the median and get faculty at "market". (Jennifer) These positions will be based on College and University Professionals and Administrators (CUPA) data based on enrollment/budget/graduate level. We cannot afford to bring everyone to market. (Tim) We can possibly close that gap by slow increases in rate. (Jennifer) We will compare to state and local agencies because that is where we lose staff typically. (Tim) We will look at the job families, and salary bands, and then review the market rate for those positions.
4. (Haley) How can we structurally decide one group over the other being eligible for an increase? (Tim) We have a clear understanding of where our faculty are in market. Different departments are valued differently. We must accept that. The market determines your value in the faculty world. We must determine how we can attract the best professionals if we cannot meet market? To answer this, we must determine our financial stability based on our revenue/expenses to run a high-quality organization. You can increase revenue to trim expense to reallocate. We will need to review what can be outsourced or handled internally. There are fixed operating expense. Example: Enrollment is smaller, but our electric bill is the same. Our population has declined but we still have to mow the grass and run the sprinklers, etc.
5. (Jeremiah) When will we see the merit and equity we keep discussing? I could make more to leave. (Tim) How do we increase revenue and enrollment? We can cut but we remove student experience and students will not want to come here. What are the opportunities? 22% of people in Pueblo have some college but no degree. How can we capture that market? The Visioning strategy is working on this. There are other opportunities like Colorado Springs we can tap into. Their population maps to a strength we have.
6. () Will we be looking at changing minimum qualifications to change the bands we have in place? (Jennifer) This has not yet been determined as this is a new

project. Preferred qualifications will likely not be added. Minimums are essential functions of the job, preferred are why we select you as the best candidate.

7. (Tim) How do we handle those working outside their job description? What will we do for those working outside their hired capacity? (Jennifer) This is not true reconciliation for that. If something sounds interesting, you will do it regardless of whether you are compensated or not. This should be determined on a case by case basis.
8. (Bill) We discussed market and some of our professions do not fit in the categories many in the nation do. Is there a way, formally, to see what our CUPA rating is and if we find a disparity, how do we prove that our market proposal is inaccurate? (Tim) It can be difficult to do this, but we must build an argument for these roles. There will be outliers that don't fit neatly. We will need to build those arguments and vetted to determine accuracy. (Niki) The Equity Study chose not to use this information due to the lack of representation for all parties by a national association. We did use positions that we needed to look at other places for because the local market skewed the data too much. There were probably about 25 positions we were unable to find data on. (Amy R.) Hours and hours were spent making these determinations. Will we be setting that aside or will that be used? (Karl) The prior study reflected a ton of work and identified some disparities. It would not be in our best interest to walk away from it. APC helped in that process to determine who was most off market to help close the gap. It would be in our best interest to continue that process when funds become available to discuss those who are most off market. But I would argue, that those are not incongruent with each other. This could be an evaluation tool to continue to be used. (Tim) If the new process is not completed and money comes available, we will use the prior study. We will need to validate one against the other. (Karl) It would be a shame to take four years of work and set it aside.
9. (Scott) Should money become available, not all departments have access to these funds. What will we do for departments who cannot make revenue and fund these differences? (Tim) That's a larger question that would have to be vetted and considered. We cannot just fix a problem because we have a revenue potential when others do not. We must be careful not to create further inequity.
10. (Strider) People do similar jobs on campus that get paid more and that is a concern. When will we do this? We are losing good people now and we need to address this. (Tim) It took six years at FC. It will not take that long here, but it is on the top of the list.
11. (Derek) What will happen with the Equity Committee? Should we cease work on this knowing there is no funding? (Tim) I would like to meet with that group to discuss the charge.
12. (Mike M.) Matching was an issue for the EC, the positions were supposed to be reviewed by HR. If we use this in the future, we need to be transparent about the data retrieved. (Tim) We should fix the classifications and then work on the bands. (Niki) There were a lot of issues with the EC that need to be reviewed and addressed. There was nothing in place to get updated job descriptions and that still needs to be completed. (Tim) There will be an elevation of making this happen to move forward. We will make a decision based on due diligence and that will never be perfect.

- vi. Closing Remarks-I hear your concerns and feelings. I feel like we have a pretty good pulse on the issues and concerns, and I think we need to go back to revenue and expenses and determine how to align these to make them work. This will require deep study to move forward. What we have not had is a classification of positions. We will need this to determine how big is our problem. We will continue this work and conversation. I appreciate the work that you do and the impact we have on our students and we will continue to do this with your support. I appreciate the honesty and openness of sharing how you're feeling because that is probably the most important thing for me to know you have the ability to do that. I am available for conferences or other groups of employees as needed.

IV. Motion to Adjourn (Derek)