Administrative Professional Council

Business Meeting Agenda

June 12, 2017 – 8:30-10:30 a.m.

LSC Senate Complex

**MINUTES**

**Members Present**:

 Matt Klein (1), Lynn Borngrebe (2), Catherine Bens (5), Melissa Emerson (6), Caitlin Kotnik (6), Catherine Douras (7), Kimberly Cox-York (8), Shannon Dale (8), Jr McGrath (8), Rosanna Bateman (9), Jessie Stewart (9), Jessica Cox (11), Lisa Metz (11), Shaila Parshar (11), David Jones (12), Brian Newell (13), Anita Pattison (13), Tenley French (14), Collette Hageman (14), Lesley Jones (14), alternate for Ruth Willson (15 alternate), Joanna Holliday (At-Large), Shannon Wagner (At-Large), Toni-Lee Viney (Chair), Deborah Yeung (Vice Chair), Diana Prieto (HR), Bob Schur (Compliance)

I. **Call to Order: 8:34am**

II. **Announcements**

* + Welcome new members.
	+ APC Retreat – August 4 - Tamasag
	+ Month of July will not have a business meeting. We will see you at the retreat in August.

III**. Guest Speaker**

* + **Rick Miranda – Review of Budget Area Review Committee (BARC), Upcoming Changes to BARCs, and Incremental Budget Update**
		- The incremental budget only reflects the CHANGES anticipated between this year and last year. See budget handout (distributed at meeting) for detailed breakdown and dollar amounts.
			* E&G = tuition and state appropriations as revenue sources/ for expenditures. This fund includes "running" of CSU but doesn't include research funding, housing and dining and parking auxiliaries. The incremental is reflected on the budget handout distributed.
				+ REVENUE: main source is undergraduate tuition. This has changed over the years and tipped the ratio btw state contribution.
				+ Presently revenue stems from: 3/4 tuition + 1/4 state appropriation. The incremental mechanism is favored over looking at base budgets and movement between areas.
				+ Tuition rates change every year. This is taken in parallel with volume changes (student enrollment numbers). The volume has steadily increased over the past decade. The mix of the resident/non-resident proportion affects tuition volume as well. The rates of graduate and PVM students are also increasing. Differential tuition is along the lines of ~3-4%. Taken together, incremental budget revenue is increasing.
				+ Budget philosophy: The budget at CSU is figured according to current year's volume numbers. They consider this a more conservative approach, rather than budgeting based on projected student enrollment for the upcoming AY. This is because we don't know exactly how many students will actually enroll in the upcoming year and the BOG approves the budget in the 1-2nd week of May. Enrollment numbers, thus, are based on census numbers from FY'17. This FY, we lost a few hundred students moving from Fall'16 to Spring'17, resulting in a slight overestimate of the budget (~2M swing loss of revenue).

To balance this budget shortfall, they looked at discretionary spending programs. Outside discretionary spending, the general categories of expenditure included are:

Financial aid does not fall in this category.

Compensation 2.25% salary increase APs, DCP contributions, other equity efforts (were hoping to get to 3% salary increases);

Academic Incentive funding 2/3/6 program = sharing the growth of tuition: most is in undergraduate funding, (average collected is ~12K from all students; net tuition resident 9K, 24K non-residents). This volume effect is shared between the colleges (the "2"), 1/6 goes to Miranda's office (the "6"), and 1/3 (the "3") goes into the general fund to run the University.

Mandatory Costs - facilities and maintenance, overall utility bills.

A reallocation exercise was instituted to account for the 2M budget shortfall resulting from the decline in enrollment numbers this spring'17.

Two discretionary areas which received investments:

Quality Enhancements = piece of University infrastructure. This part uses the campus budget process called the BARC (Budget Area Review Committees). These committees review proposals and made recommendations. A few million dollars were granted via this mechanism. This BARC process was employed last year and repeated this year. Before the monies could be granted this year, the shortfall news landed. Thus, the process was completed but the proposals were not funded. This cycle of proposal review / no funding will not be repeated. This year's proposals will fall under consideration again next year, fortunately. They will be carried forward to next year. To remedy this problem, the BARC process will henceforth be delayed until more is known about the actual budget predictions to ensure higher likelihood of funding. There is an AP on every BARC.

Multi-year central investments has a line item as well as part of discretionary spending. These are items Tony Frank is focused on.

* + Diana Prieto – AP Compensation and Framework.
		- This presentation was done for the Council of Deans. This project started in 2012 and includes the classification and compensation portions of the framework. They are still working on this classification and hoping to finish this summer. The initiating legislation expanded the classification of exemption of classified employees to AP. There was no clear guidance in this migration process so the AP framework began. From a market perspective (not within the University) they, attempted to determine the VALUE of the labor for that particular position. Understanding classification was difficult in the past, so they are attempting to have clarity on these roles to determine their market value. The process includes:
			* Analyze jobs - what does it really do/involved?
			* Job Evaluation
			* Job Documentation
			* Market Pricing
				+ Project Activities and Timeline - currently on the Impact Analysis phase. This means looking at salaries paid for current positions and compare to the draft structure.
			* There were 20 job families created at CSU and 6 Job Levels. Each level is broken out into progression levels. Criteria were also created.
			* The work now deals with the compensation matrix. Across the framework, a worksheet was created for each category with a salary survey. These surveys (there are multiple types) are broken down into % ranges and structure this for each benchmark position.
				+ *Note: Research Associates / Research Scientists (~1000 are Research Professionals out of the 3.2K APs total) fall in a different series; they do not fall in this AP framework.*
			* In HR now looking at this draft form of the job levels with market clusters. Positions are assigned to a market cluster within the band based on the market value. Each market cluster represents the salary surveys used. They represent a range of where salaries might fall based on the position.
			* Current work involves an impact analysis - where do classifications fall relative to the range determined from market value analysis.

IV. **Guest Speaker Topic Discussion**

* Question of projected hiring needs based on current budgeting model of past census numbers.
	+ This is done at the unit level based on their budgeting process.
* Question of admissions/recruiting and that piece fitting into the budget.
* Concern for Research Associate and Research Scientist employee groups not fitting into the framework. Could the fringe rate be modified to help the employee base? Research Coordinator/Administrators are subject to this lack of structure more so.

V. **Proposed Motions**

* PASSED: Approval of May APC Meeting Minutes
	+ Motion: Shaila Parshar
	+ Second: Melissa Emerson
* PASSED: Approval to Expand At Large Positions from 5 to 8 Positions. *Based on APC Constitution and specification of 5 at-large members only, motion modified: Expand the At-Large Positions from 5 to 8 on a temporary basis, for the* ***upcoming 2018 Fiscal Year only****.* The total position number will revert back to the number stated in the constitution (5) in the following fiscal year 2019.
	+ Motion: Caitlin Kotnik
	+ Second: Joanna Holliday
* PASSED: Approval of Appointing Shannon Dale, Karl Bendix, and Keely Mendicino as At Large Members for FY18
	+ Motion: Shannon Wagner
	+ Second: Lynn Borngrebe

VI. **APC Initiatives Discussion**

VII. **Officer Reports**

* Chair - see attached report
	+ Bullying Policy - waiting to talk with CORSAF to finalize this.
	+ AP presentation on Search Committee to hire the director of HR since Diana Prieto's position has moved.
* Vice Chair
	+ Chair's retreat scheduled for today in Career Center.
	+ Submit annual committee report.
	+ Still need representation for a handful of **University Committees**.
		- See vice-chair report. Interest by Kelli Clark.
		- Commitment to Campus committee. Matt Klein will serve.
		- PASSED: Motion to approve University Committees representatives.
			* Motion: Deborah Yeung
			* Second: Catherine Douras
		- Paper ballot passed out for representatives to President's Sustainability Committee and Commission on Women and Gender Equity.
			* Rick Novak for President's Sustainability Committee
			* Caitlin Kotnik for Commission on Women and Gender Equity
* Secretary - send any placard edit requests to Keely Mendicino, our new secretary for upcoming year.
* Treasurer, Chair-Elect
	+ Budget update.
	+ Proposal for Employee Recognition event and whether to move this to the new Stadium New Belgium porch. Feedback is welcome.

VIII. Standing Committee Reports

 Executive Committee (Toni-Lee)

 **Awards** (Kimberly Cox-York & Gretchen Peterson)

* Years of service and thanks/gifts to APC members whose terms are ending.

 Communications (Shannon Dale)

 Employment (Ann Bohm-Small & Melanie Calderwood)

 \*\*\***Nominations & Elections** (Shannon Wagner & Lesley Jones)

 Policies & Procedures (Catherine Douras)

 Service & Outreach (Dawn Nottingham & Dan Banuelos)

 Ad Hoc Budget Committee (Lynn Borngrebe)

**Meeting Adjourned: 10:29am**