

Administrative Professional Council  
Business Meeting Agenda  
May 8, 2017 – 8:30-10:30 a.m.  
LSC 372-74  
**MINUTES**

**Members Present:**

Matt Klein (1), Keely Mendicino (1), Lynn Borngrebe (2), Dawn Nottingham (2), Steven Dove (3), Barb Gustison (3), Ann Bohm-Small (5), Melissa Emerson (6), Catherine Douras (7), Rick Novak (7), Kimberly Cox-York (8), Shannon Dale (8), Gretchen Peterson (10), Jessica Cox (11), Lisa Metz (11), Shaila Parshar (11), Andrew Paul (11 alternate), Brian Newell (13), Anita Pattison (13), Ruth Willson (15), Shannon Wagner (At-Large, Chair-elect), Toni-Lee Viney (Chair), Deborah Yeung (Vice Chair), Jim Abraham (CPC Liaison), Diana Prieto (HR), Bob Shur (Compliance)

**I. Call to Order: 8:33 am**

**II. Announcements**

- June 12 – Meeting in the Senate Complex in LSC
  - June 12 – Rick Miranda – Review of Budget Area Review Committee (BARC), Upcoming Changes to BARCs, and Incremental Budget Update
  - June 12 – Diana Prieto – AP Compensation and Framework
- Congratulations to Diana Prieto on new role as Associate VP for Human Capital
- University Committee Vacancies

**III. Guest Speaker**

- **Diana Prieto and Nick Cummings: Salary Equity Results**
  - The committee gathered across an 18 month time period to look at salary equity for faculty and make recommendations. The models developed are: between groups or individual study. Nick has masters in statistics; he created an improved model to use. Salary equity has been looked at for all employment categories for years now. What is new is that OEO (Office of Equal Opportunity) took the model that was recommended for faculty and is applying it to the other categories.
  - This exercise is part of annual work in OEO and fits into other work they do. Because of all the grant money we get, we fall under the oversight of the Office of Federal Contract Compliance Programs. OEO signs off on off-cycle salary increases as they are requested.
  - The two facets of the analysis are the “between group” model: male vs. female and minority vs. non-minority. The models also consider months of service at CSU, department, and interaction between MOS. Data is from March 2017. They are only looking at the trend analysis between groups within a classification that are noteworthy. We have to follow federal model of binary gender identification so everyone self identifies as male or female and within the minority categories offered.
  - A significance level of ten is used. This is more conservative than the typical level of significance used.
  - Statistically significant finding – female instructors earn 96.1% of what males earn; female research associate 3 earns 94% of what male earns.
  - The between group models excludes gender and minority status to control for those demographic differences. Looking for salary plus or minus 20% of the expected

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range. Approx. 250 outlying salary – 100 high and 150 low. Majority were research associates.

- Next step is to look at the data while taking the variance of job classification into account. That should be a better measure than the plus or minus 20%. HR will contact department leaders about outliers, seek explanation, and explore change if appropriate. The individual is not contacted unless there is action that needs to be taken. This is not a new activity, been happening for years now.
- Challenges for the staff analysis is that you have very small sample sizes. There has to be at least 30 or more employees in a job classification and at least 5 or more in each group for a trend analysis. Another challenge is that many employees remain the old AP classification system.
- **Diana Prieto and Teri Suhr: Medical Plan Campus Conversation - Your Healthcare Plan 2018 – A Year of Opportunity – *Please fill out the survey by May 22, 2017!***
  - We currently work with Gallagher Medical Group, based out of Denver, to determine health coverage plan. We typically wait until end of June to review our spending (this is a self-funded group), then HR provides a proposal and presents to the UBC, who then has an opportunity to provide feedback to the proposal. HR plans goes to review with Cabinet, who ultimately provides approval. We have been experiencing high claims, which caused us to raise premiums by 11%, all covered by employees. Being mindful that employees have not received significant salary increases, a new proposal was developed. The University passed a cost-share model, which demonstrated 9% to be covered from employees and 2% covered by the University.
  - How do we manage the change? HR is demonstrating how the process is developed through open forums and feedback sessions. Gallagher has put together a survey, which has been emailed out to all APs.
  - Benefit Programs:
    - Maximize and Build Value
      - Value of employee benefits: Total Compensation = salary + benefits. CSU takes great pride in offering a comprehensive benefits program that includes health, wellness, retirement program, tuition benefits, and more. Retirement then health benefits take up the majority of this.
      - What do employee's look for in a medical plan?
        - Employee care about the monthly premium, coverage of services etc.
      - Balancing premium and benefits coverage
        - Types of plan include: Point-of-Service (PPO)-copays for many services (does not have an out-of-pocket maximum, Gold- \$750 single/ \$1500 family deductible; 80/20% coinsurance; OOPM \$4500-single, \$9,000-family, Green-free for employee only coverage, Ram Plan-HDHP-also free for employee only coverage
        - Alex Benefits Counselor can be used by employees to determine the best health plan
    - Adapt to Cost Trends
      - The basis of cost-sharing with employees in CSU Benefits Plan-Cost Share – employer pays 100% of employee-only coverage on Green and Ram Plan-HDHP and 76% of dependent coverage. Employees may buy-up from base plants to PPO or Gold plan at additional cost.

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- National average has demonstrated an increase in premiums by 67.9% since 2006, whereas, CSU has increased by 91.8%. Primarily due to an increase in claims.
- Typically, 20% of the population enrolled drives 80% of the healthcare claims. For CSU, in 2016, 12% of the population, drove 80% of costs. Pool of enrolled employees spreads the risk out among the group as a whole. The funding comes from CSU & employees for plan expenditures and large claims. Stop loss coverage protects the plan from claims that exceed \$275k per year (over last three years)
  - Historical medical/Rx funding vs. costs
    - 2016: -\$1.8M
    - 2015: -\$3.9M
    - 2014: -\$3.5M
    - 2013: -\$2.3 M
  - We are currently dipping into reserves, so HR is evaluating how much we need to increase premiums.
- Fate of the Affordable Care Act (ACA) – it not clear what new changes may care; however, information will be shared once HR knows more
- Healthcare Strategies
  - CSU Preventative screening rate is at 62.5%
    - Tip 1: Preventative screen
    - Tip 2: Determine your risk – FIT/life Health and Wellness
    - Tip 3: Put your health into action
  - Medical plan design is being re-evaluated through the survey, including topics such as:
    - Modify POS plan copays to match market
    - Increase plan deductibles
    - Ram Plan-HDHP – revisit \$500 employer contribution for HAS
    - Require an employee contribution for Green and Ram Plan-HDHP
    - Increase premiums across all plans and coverage tiers
    - Evaluate the number of plan offers
    - Reduce plan coverage
    - Build a small network of providers within the existing network creating tiered network
    - Conduct a dependent verification eligibility audit
  - Utilize Anthem’s cost saving tools – Cost-savings tool, LiveHealth Online \$49 versus \$1454 in the ER)
  - Healthcare Education – access of care – lower level of expense & faster care – 24/7 Nurse Line

#### IV. Guest Speaker Topic Discussion

- Curious about the benefits survey, it seems you would answer the questions based on what plan you picked. Wondered if there was a way to control for the plan that you hold. Results of the survey can be shared back to APC via Diana.

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## V. Proposed Motions

- PASSED: Approval of April APC meeting minutes
  - Motion: Ann Bohm-Small
  - Second: Shannon Wagner
- PASSED: Approval of the appointment of Jr McGrath and Steven Dove as “At Large” members for 2017-2018
  - Motion: Gretchen Peterson
  - Second: Matt Klein

## VI. APC Initiatives Discussion

- APC 2017-2018 Goals Discussion
  - Continue to advocate for salary increases! Professional development and AP evaluation are still priorities. Can we piggyback on the supervisory training to include shared value training such as including employee development, flextime, etc?
  - Work/life balance and flex work arrangements should remain. New goals include affordable housing and public transportation.
  - Equitable salary and competitive salaries. Keep on supervisory training.
  - Professional development and supervisory training need continued focus. Keep pushing awareness of APC on campus. Take steps on evaluation process to have a digital version.
  - Salary increase and work/life integration and professional development fund. New goals – if someone will be out for a week or three months how to make sure you don’t have to work while you are away because no one else can do their job.
  - Consistent evaluations, staff salary, work/life balance is still a priority. New goal is to work on leave plan like State Classified has.
  - New goals – consistent AP evaluation process! Ramp up the AP experience goal.
  - New goal – daycare and childcare came up a lot on the AP voice survey so that could be a focus for us.
  - Sidebar from Dianna – coming soon, the ramp up and announcement that supervisory training is mandatory.
  - Work/life balance, incorporating diversity training into supervisory training. New goals – Lynn Johnson is working on 5-year budget and we need to be a part of that conversation. Look for additional requests out of the AP voice survey.

## VII. Officer Reports

- Chair:
  - Attended Board of Governors lunch and shared goals accomplished and what is ahead in the coming year.
  - Rick Miranda came to talk about the incremental budget. There is a concern that there is not enough long-term planning for salaries. Lynn shared a few days later that they will develop a 5 year plan for salaries.
  - Re-envisioning CSU meeting – now reviewing all the community input.
  - Second visit with Tony Frank. He wants to meet with APC leadership more regularly in the coming year.
  - Tim is stepping in as new Faculty Council chair. He has been a past chair, and we shared that we want collaboration with fall appreciation event again and overall continued partnership between the three councils.
  - Employee voice survey – a bunch of volunteers came together to code the responses. There are common themes that are emerging. The survey data will be

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shared cross-campus in aggregate only. Collaboration with other councils to share results with administration.

- Vice Chair: *\*see revised VC report addendum to minutes*
- Secretary: Thank you Deborah & Keely for taking the minutes in Tenley's absence!
- Treasurer, Chair-Elect
  - Take a look at the budget in your packet. Our goal is to spend the money that remains. Anything to be purchased needs to be bought and received by the end of the year.
  - Save the date for August 4<sup>th</sup> for the APC retreat if you are returning next academic year.

#### VIII. **Standing Committee Reports**

Executive Committee (Toni-Lee)

Awards (Kimberly Cox-York & Gretchen Peterson)

Communications (Shannon Dale)

Employment (Ann Bohm-Small & Melanie Calderwood)

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

- Election results are in agenda packet and all folks have been contacted. Shannon and Leslie have done a great job with this.

Policies & Procedures (Catherine Douras)

Service & Outreach (Dawn Nottingham & Dan Banuelos)

Ad Hoc Budget Committee (Lynn Borngrebe)

#### IV. University Committee Reports (see next page)

**Adjourned - 10:32am**

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## University Committees

- Budget Area Review Committees (BARCs)
  - College – CoSFP – Toni-Lee Viney
  - Provost/Undergraduate Affairs/International – Chad Hoseth
  - President’s Office/Public Safety/Diversity – Ria Vigil
  - Enrollment & Access/Student Affairs/ASCSU – Matt Klein
  - Research/Graduate Affairs – Ann Bohn-Small
  - Advancement/External Relations/Engagement – Melanie Calderwood
  - IT/Facilities/University Operations – Farrah Bustamante
  - Athletics – Toni-Lee Viney
- Campus Bicycle Advisory Committee (Steven Dove and Dave Mornes)
- Campus Safety Advisory Committee (Jessie Stewart)
- Childcare Taskforce (Alex Carter)
- Classified Personnel Council (CPC) (Skyler Thimens)
- CPC Leave Sharing Committee (Confidential)
- Commission on Women and Gender Equity (Joanna Holliday)
- Commitment to Campus Advisory Committee (Shannon Wagner)
- Diversity Initiatives Committee (Josh Casto)
- Eddy/Kuder Scholarship Selection Committee (Courtney Butler)
- Employee Appreciation Board (Barb Gustison)
- Employee Hardship Loan Committee (Confidential)
- Faculty Council – APC Representative (Toni-Lee Viney)
- Faculty Council Committee on Strategic & Financial Planning (Toni-Lee Viney)
- Grievance Panel (a pool of 21 AP’s who serve for 3-year terms)
- Housing Solutions Task Force (Toni-Lee Viney)
- Inclusive Physical and Virtual Campus Committee (Bailey Dunn)
- Multicultural Staff & Faculty Network Committee (Deborah Yeung)
- New Stadium Game Day Experience Committee (Zach Campaign)
- Parking Appeals Committee (Kay Gallatin and Anita Pattison)
- Parking Services Committee (Roseanna Bateman and Dan Banuelos)
- **Periods Products Task Force (Catherine Douras)**
- Physical Development Committee (Edit Szalai)
- President’s Commission on Diversity and Inclusion (Josh Casto)
- President’s Sustainability Committee (Ann Bohm-Small)
- Ripple Effect Core Team (Janella Mildrexler)
- Strategic Plan Area Review Committees
  - Diversity (Dan Banuelos)
  - Faculty & Staff Development (Anita Pattison)
  - Infrastructure & IT (Toni-Lee Viney)
  - Outreach & Engagement (Chris Mullen)
  - Research & Discovery (Mary Atella)
  - Teaching & Learning (Kelley Brundage)
  - Access (Erin Mercurio)
- Talent Management/People Admin Performance Management Module Ad Hoc (Lynn Borngrebe)
- University Benefits Committee (Lynn Borngrebe, Jennifer Bissell, Scott Woods, and Alison Dineen)
- University Mediators (Tracy Webb, Melissa Emerson, and Katya Stewart-Sweeney)
- University Sexual Harassment Panel (10 AP’s who serve for 3-year terms)

## Additional Temporary/One-Time Committees

- Catastrophic Leave Policy Committee (Melissa Emerson)

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*\*Addendum to minutes.* This VC report should replace that currently added to APC May 8, 2017 Business Meeting agenda.

**Administrative Professional Council  
Vice Chair Report  
May 8, 2017**

**Meetings Attended:**

- Thurs. 04/13 – 9:30am-10:30am - CPC/APC with Cara Neth and Lynn Johnson
- Tues. 04/18 – 11am-12pm – APC/CPC Chairs/ Vice Chair Monthly Meeting
- Wed. 04/19 – 11am-12pm – APC/CPC with President T. Frank
- Mon. 04/24 – 11:30am-1:30pm – CPC Annual Recognition Luncheon
- Wed. 04/26 – 10-11:30am – APC Executive Committee Meeting

**Updates/Reminders:**

- **Chairs/Standing Committees:**
  - **Chairs Retreat #4** – Tuesday, May 23, 2017 – 10:30am-12pm, LSC 324
    - FY 17/ FY18 Chairs are invited to attend
  - Continue to refine **Standard Operating Procedures** – “draft file” and others’ operating procedures drafts can be found here: Dropbox\APC\Executive Committee\Operating Procedures\Draft\_Operating Procedures 2017-2018
- **Annual Committee Report** – due on June 5<sup>th</sup>. For ALL standing committees and University Committees. Please find templates and submit here: Dropbox\APC\Committee Reports\2016-2017 Monthly Committee Reports\11. June\Annual Committee Report Forms

**University Committee Representatives for 2017-2018:**

- **Campus Safety Advisory Committee: Rosanna Bateman (PASSED)**  
The Campus Safety Advisory Committee (CSAC) is an official advisory committee at Colorado State University formed to ensure that transparency, communication, and open dialogue exists between campus law enforcement officials, University administration, and the campus community. Topics for discussion will include campus crime control, CSU Police Department policies and procedures, public safety issues including environmental health, international student and staff safety, communications protocols, and emergency preparedness. The committee is advisory and consultative, but does not review specific CSUPD incidents or CSU actions, and is not a policy making committee. Current topics from this year included: CSUPD’s role on campus, new stadium, 1<sup>st</sup> Amendment on campus, and safety study. *(Typically meets 1x/semester)*
- **Multicultural Staff & Faculty Network: Dawn Nottingham (PASSED)**  
A visible and engaged community that supports, empowers, and sustains multicultural staff and faculty. The mission is to serve as a catalyst and influence campus climate and culture through recruitment, retention and development of multicultural employees. We are committed to promoting collaboration through active engagement with Colorado State University and the greater community. *(Typically meets 1-2x/semester)*
- **Parking Services Committee: 1) Rosanna Bateman (Sept 2017); 2) Rick Novak (PASSED)**  
The Parking Services Committee shall consist of two Administrative Professional staff members recommended by the Chair of the APC. Each voting member of the PSC shall serve for a two year period.

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No individual may serve more than one consecutive term. Membership shall be on a rotating basis, with one-half of the committee being appointed October 1<sup>st</sup> of each year. *(Typically meets monthly)*

- **President's Commission on Diversity and Inclusion: Keely Mendicino (PASSED)**  
This committee helps to address current issues with students, faculty, and staff with regard to improving campus climate. *(Typically meets monthly)*
- **President's Sustainability Committee – Rick Novak, Matt Klein**  
To promote and facilitate the effective integration of sustainability across all aspects of the University by advocating for sustainability efforts on campus; advising on campus-wide sustainability initiatives including but not limited to STARS, planning (SPARC), budgets, community & public partnerships, and new buildings; helping connect sustainability efforts across the university (including academics, research, operations, student engagement, administration & public outreach); and utilizing STARS as a framework to help set goals and assess progress. *This committee typically meets monthly.*

**Current University Committee Openings (orange indicates multiple interests; voting will occur next meeting on 06/12/2017 via paper ballot):**

- **Inclusive Physical and Virtual Campus Committee:** \_\_\_\_\_  
This committee focuses on helping people “find their way” here on campus, and that it’s more than making campus ADA accessible. It stemmed from a strategic planning committee on campus climate, and has now been formalized in this way. They work on issues like neutral bathrooms, lactation rooms, locations for religions activities, making our maps and websites mores usable for people with disabilities, how construction changes on campus affect the way people get around, and also how the game day experience will impact campus, specifically for those individuals who are not able bodied. There are representatives from facilities, ATRC, GBLTQQQ, External Relations, Parking and Transportation, and more. *(Typically meets monthly)*
- **CPC: Leave Sharing Committee (Confidential) – email Deborah to express interest (in progress)**  
In the Spring of 1990, the University with the assistance of the Classified Personnel Council developed a Leave Sharing Program for Colorado State's classified staff. Pursuant to C.R.S. §24-50-104(7)(c) (as amended, 2009), CSU established new procedures to broaden the Leave Sharing Program’s spectrum of eligible qualifying reasons.  
Under the new law and University policy, the employee’s absence from work need not necessarily be due to medical incapacity, but may be caused by an “unforeseeable life-altering event beyond the employee’s control” such as catastrophic illness or injury, or economic hardship due to such an event. You may reference the University’s Leave Sharing Program Policy for State Classified Personnel on the [Office of Policy and Compliance](#) website for complete program details (eligibility exceptions, program definitions, hour usage applicable to each qualifying reason and the program application process).  
The original Leave Sharing Program was established through donations of annual leave from other state classified employees. Periodically, donations from Colorado State University state classified employees are requested to fund future applications. Donations are also accepted at any time throughout the year. *This is a 3-year term*
- **Commission on Women and Gender Equity: Rosanna Bateman, Catilin Kotnik, Tenley French**  
To assist in the creation of an environment at Colorado State University that fosters productive and supportive relationships and interactions among people. Such an environment is one in which an inclusive gender identity is supported; women and men feel safe; all people are freed from limitations and restrictions of culturally defined sex roles; and all members of the campus community feel empowered and supported by the institution and University community in pursuing their professional and academic aspirations. *This is a 3-year term. (Typically meets monthly)*

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- **Commitment to Campus Advisory Committee:** **Rosanna Bateman, Catilin Kotnik, Barb Gustison**  
Colorado State University's Commitment to Campus encompasses a wide range of programs, discounts, and special benefits available to CSU faculty and staff. *(1-2 meetings/year)*
- **Period Products Task Force** – Catherine Douras – reconfirmed appoints; need to vote next meeting and add to University Committee list

#### **Other University Committee Notes:**

- Classified Personnel Council – CPC Representative to APC: (email inquiry sent- in progress)
- Faculty Council – FC Representative to APC: (email inquiry sent- in progress)
- Classified Personnel Council – Karl Bendix (TBD - in progress)
- Physical Development Committee – Edit Szalai (email inquiry sent- in progress)

#### **Action Items:**

- **PASSED - Motion:** Approve current membership who re-confirmed interest for 2017-2018 for the following University Committees:
  - Campus Bicycle Advisory Committee —Steven Dove
  - Child Care Taskforce – Alex Carter\*
  - Eddy/Kuder Scholarship Selection Committee – Courtney Butler\*
  - Employee Appreciation Board – Barb Gustison
  - Emergency Hardship Loan Fund Committee – **Confidential**
  - Faculty Council – APC Representative to FC – Shannon Wagner (Chair\*\*)
  - Faculty Council: Strategic & Financial Planning – Shannon Wagner (Chair\*\*)
  - Housing Solutions Task Force - Toni-Lee Viney
  - New Stadium Game Day Experience Committee – Zach Campaign\*
  - Parking Appeals Committee – Kay Gallatin\*, Anita Pattison\*
  - Talent Management/People Admin Performance Management Module Ad Hoc – Lynn Borngrebe

\*Indicates non-APC member for 2017-2018 || \*\*Appointment based on position

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