

# Classified Personnel Council FY17

May 11, 2017

Colorado State University, Lory Student Center Room 304-306

## Meeting Minutes

**Members present:** Stacey Baumgarn, Leah Bosch, Brian Gilbert, Wayne Hall, Dan Kelso, Clint Kranz, Adriann LaRue, Veronica Nicholson, Diana Prieto (ex-officio), Derek Rau, Bob Schur (ex-officio), Ed Schwab, Megan Skeehan, Laura Snowwhite, and Kristin Stephens

**Absent:** Jim Abraham, Geri Baker, Karl Bendix (APC Rep.), Sandy Dailey (excused), Sheila Durnil (excused), Kelly Hixson (excused), Anthony King (excused), and Jeb Stuart (excused)

**Guest presenters:** Nick Cummings (OEO), Diana Prieto (Executive Director of OEO and HR)

**Other guests:** Randy Lamb (HSC), Lourdes Zavala (Access Center)

### Call-to-Order

**Guest Speakers:** Diana Prieto (HR and OEO) and Nick Cummings (OEO) – Salary Equity Study; State Classified

A committee was looking to evaluate salary equity at CSU, assessing the situations and impacts to all classifications of employees. HR has performed this analysis for a number of preceding years.

Equity Analyses – grant money from federal government makes us an affirmative action employer – CSU is required to conduct these analyses including: action utilization (incumbency vs availability) and ratio analysis (hires, promotions, terminations), analysis of off-cycle salary increases, annual staff salary analysis, etc. In addition, a parallel gender-equity salary analysis has been performed – and, some recommendations from that Faculty Salary Equity Committee will be implemented.

There are two main approaches beginning with the “Between group model” – which looks at average salary controlling for certain factors – one is gender, one is minority status – completed for State Classified, AP, and non-tenure track faculty each year. A snap shot of data is taken in spring each year. OEO also uses a 10% level of significance, which is actually looking at more data and allows for OEO and HR to understand a broader group of salaries, average is typically 5%.

Findings for State Classified employees for March 2017:

- Minority Custodian II earn 97.5% of what their non-minority colleagues earn after controlling for department and months of service
- Male Admin. Assistant II employees earn 94.4% of what their female colleagues earn after controlling for department and months of service
- Male Admin. III earn 95.3% of what their female colleagues earn after controlling for department and months of service
- Minority IT Professionals earn 79.7% of what their non-minority colleagues earn after controlling for department and months of service (this is the most significant point)

The second approach is the “Individual model” – same variables, not looking at gender or minority status. This approach wants to know expected salary for an employee in a specific classification. OEO and HR is looking for a salary that falls outside a range by +/- 20%.

Findings for State Classified, AP, and non-tenure track faculty for March 2017:

- Approximately 250 outlying salaries (low and high) – includes AP and non-tenure track faculty
  - Majority are research associates
- Next step: consider using past statistical measures that takes variance of job classification into account (traditional confidence interval)
- Post analysis process: low salaries are addressed via contacting department leaders about outliers, seek explanation, and explore salary change or reclassification if appropriate. High salaries are addressed if there were questions about rationale for a pay level – special skill, etc.

Addressing salaries – must look at job duties and understand / evaluate explanations, looking at fairness across campus for positions that do similar work. Money has been earmarked in the FY18 budget to bring “living wage” levels of pay to classifications that make the least amount of money. Related to living wage adjustments, we will need to address wage compression issues as base rates increase.

Thanks Nick and Diana for this informative update.

---

FYI – Stacey will be drafting a letter to State Classified employees to explain the process / timeline / etc. for how and when State Classified employees receive salary increases. Stacey will work on this once the Governor signs the Long Bill (State of Colorado budget) and, once CSU HR is provided with the matrix for salary increases (which outlines the merit pay ranges based on quartiles).

#### **Announcements / Reports / Updates:**

- Welcome members and guests – thanks for visiting
- A commendation (certificate) received from Senator Kefalas during the April 20<sup>th</sup> CPC Legislative visit was circulated for all to see and read
- Approval of 4-13-17 Meeting Minutes – a motion to approve the minutes as presented was made by Kristin Stephens, seconded by Clint Kranz – motion approved
- Treasurers Report – at the moment we are a little over-spent due to the timing of swag purchases and billings, Carol is balancing/shifting final invoices and payment due dates
- Dates to remember:
  - State Classified Benefits Open Enrollment ends May 15, 2017 at 10:59 pm MT
- Announcements:
  - Marvin Withers has resigned his membership with CPC effective immediately. We thank Marvin for his four years of service to the Classified Personnel Council
  - Adriann LaRue has accepted a new AP position and will be resigning her membership with CPC at the end of this FY. We thank Adriann for her year of service
  - A special thank you and recognition was given to Kristin Stephens for her 3-years of service on the Executive Committee serving as the Vice Chair
  - Chairs of committees please send your end-of-year reports to Stacey to help prepare the CPC Annual Report on CPC activities. This summary is also useful when planning for the future.

#### **CPC Committee Reports:**

- Communications – Veronica Nicholson
  - Laura is preparing the next edition of the *CPC Communicator*
  - Stacey is drafting a letter about how and when SC employees receive salary increases – we will post this on the CPC website
  - No meeting in May, committee will meet again in June
- Employee Recognition – Anthony King (absent, Stacey filling in)

- We only received one Everyday Hero nominee/recipient this semester – the recipient requested no public recognition
- Legislative – Brian Gilbert
  - We have been tracking the State of Colorado Department of Human Resources shift/implementation of moving from the current 3-point performance evaluation rating scale to a 5-point scale – this change is dependent upon a new HR system... currently on track for FY18
  - The Legislative Committee is beginning an exploration into the various types of employee leave
- Outreach Events – Carol Carroll
  - Hosted a table at the May 2<sup>nd</sup> SC Benefits Fair – lots of outreach and CPC provided snacks!
    - Emma Chavez, the CSU Community Resource Coordinator also had a table
  - Next Outreach event (likely) to take place over the summer months
- Work Life – Kelly Hixson
  - Bob Schur would like to join the committee as an ex-officio member due to his involvement with C2C (Commitment to Campus) – the committee and CPC approved
  - Commitment to Campus has a new website and a several new benefits:
    - A diabetes prevention program through the CSU Kendall Reagan Nutrition Center
    - Free Advance Care Planning through Larimer Health District
    - The Career Counseling and Assessment Clinic at CSU’s Psychological Services Center is offering a comprehensive career assessment program
    - And, through the City of Fort Collins, CSU employees are now welcome to purchase 25- Admission Multiple Facility Passes or a Multiple Facility Admission Pass at the Corporate Pass Program rate at City of Fort Collins Recreation facilities
    - See the C2C website for all offerings: <http://commitmenttocampus.colostate.edu>
  - Committee will also invite Emma Chavez to join as an ex-officio member
- Executive – Stacey Baumgarn
  - Kristin and Wayne provided an update from a luncheon with the CSU Board of Governors
  - CSU FY18 Budget – budget is final, but not online yet (as of this meeting)
    - Raises are in place for SC – an average increase of 2.5% (depending upon an individual’s performance rating, and current salary quartile)
    - \$200,000 is allocated as the first installment of funding toward achieving a “living wage” for all full-time CSU employees. This is the first year of a multi-year effort
  - BARC process is not necessarily working, per the Provost, Rick Miranda. The Provost has suggested running the process later in the budget process so that the total amount of money available for quality enhancements is clearer. Perhaps future quality enhancements will be “awarded” via an RFP process (?) – we’ll keep you posted
  - State of Colorado Legislative session notes: a bill dealing with converting the hospital provider fee passed (which CPC has previously supported), and new CORA legislation passed as well
  - CPC has been invited to collaborate with ASCSU on food security issues – perhaps we will form a working group (?) maybe the Work Life Committee will lead (?) – TBD
  - Employee Voice Survey – the individual employee Councils are finishing the coding of open-ended survey responses – initial findings to be released later this summer
  - Time to think about which CPC and University Committees you want to serve on
  - Drawing for prizes! (Thanks to Donna Iovanni)

Meeting adjourned – **Thanks for attending** – see you next month

Next CPC meeting – Thursday, June 8, 2017 – 1-3 pm. Lory Student Center, room 308-310