

Professional Administrative Staff Council (PASC)

Meeting Minutes May 2, 2013 Gunter 1120

Council Members Present: Jessica Behunin, Deborah Borelli, Christopher Freeman (acting chair), Cathy Heise, Jaime Ingrisano, Michael Kallsen, Kim Paxton, Tiffany Pendleton, Erin Rabon-Poszywak

Council Members Absent: Loree Crow and Evan Welsh

Guests: Marshall Parks, Robin Weber, Daniel Lawrence and Stephanie Burchett

- 1. Call to Order Meeting was called to order at 11:00 AM
- 2. Approval of the Minutes April 5, 2013 meeting minutes approved
- 3. PASC Compensation Discussion Marshall Parks, Director of HR Handouts (attached to minutes)
 - a. Last year there was a 3% increase across the board with a 2% pool for parity
 - b. This year there will be a 2% increase across the board with a 3% pool for parity and inversions
 - c. Director Parks provided a summary sheet of what has been done regarding exempt classification for compensation and the next steps in the process as well as data regarding positions
 - Once the classifications process has been completed HR will be able to use a point value system in determining compensation
 - d. HR will provide an Exempt compensation distribution report around November and May
 - e. Currently the University has a 8% turnover rate for employees

NOTE: Behunin arrived late due to an emergency within her department and assumed the Chair responsibilities

- 4. Eileen's Cookies Fundraiser
 - a. PASC raised \$212.50 during the cookie fundraiser
 - b. Monday we will be selling cookies at the UC between 12:00 and 1:30
- 5. Employee Gift Discussion
 - a. Council members discussed the different gift options
 - b. Council members approved the purchase of the cups to distribute to the PASC members
- 6. The election results were shared with the Council
- 7. Meeting Adjourned
 - a. Meeting was adjourned at 12:30 PM

Respectfully Submitted, Deborah Borelli

Exempt Compensation/Mountain States Job Matching project

Summary of Process

3/25/13

Steps completed:

- 1. Summer 2012-Identified 130 exempt position that we did not have CUPA data for.
- Pulled PDQ's for all 130 positions and sent them out to campus to review if the PDQ was older than 2 years.
- Fall 2012- Marshall, Michelle, and Julie met with Mountain States to go over process for reviewing PDQ's with a committee and/or gathering market data for these positions. It was determined that we would gather market data first and then review the results with the committee or departments.
- 4. Sent these revised or reviewed PDQ's to Mountain States.
- 5. Spring 2013-Mountain States reviewed all 130 positions and sent job matches back for each position.
- Marshall and Julie checked the results for reasonableness and sent some matches back to Mountain States for further review.

Next steps:

- 7. Discuss with Executive Staff for review and input.
- Address matches that are significantly different in salary or definitions with departments or committee.
- 9. Determine if we will allow departments to provide other sources of market data such as the information given to us by Development and Athletics.
- 10. Determine the best way to present and share the information for salary decisions.

Market Position Estimate*

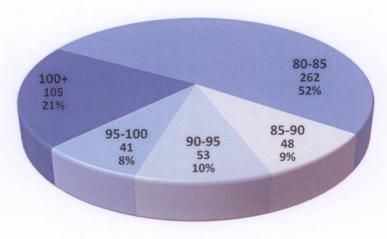
Employee Group	FY12	FY13	Change
Faculty	83.1%	86.2%	3.1%
Exempt	79.2%	82.2%	3.0%
Classified	94.8%**	91.5%	-3.3%

^{*}Anticipate actual peer data by May 1, 2013

Additional Classified Data

Large Classification	FY08	FY13	Change
Police Officers	96.8%	93.9%	-2.9%
Facilities/Trades	103.4%	101.4%	-2.0%
Custodians	91.7%	89.3%	-2.4%
Dining Services	93.6%	91.1%	-2.5%
Grounds	88.5%	86.1%	-2.4%
Administrative Assistants	96.7%	92.9%	-3.8%
Library Technicians	99.6%	96.0%	-3.6%
IT	90.9%	87.0%	-3.9%
Accounting	95.9%	91.7%	-4.2%

Classified Personnel Average Salary by Percent of Midrange FY13



^{**}FY08 comparison