

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.
2. Pulled PDQ's for all 130 positions and sent them out to campus to review if the PDQ was older than 2 years.
3. 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.
6. 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.
8. 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

**FY08 comparison

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

