

**PASC Business Meeting Agenda**

Teams

December 2, 2020, 9:30 – 11:00 am

1. **Call to Order:** 9:31am
2. **Approval of November 4, 2020 Minutes**
  - A. **Motion:** No one has read the minutes at this time | **Second:**
  - B. **Tabled until next meeting**
3. **Committee Reports**
  - A. Communication and Outreach: **Weaver**
    - a. Newsletter has not been sent out – One will be sent prior to our January meeting
      - o Any info, send to Tyler
  - B. Engagement and Advocacy: **Black**
    - a. First meeting is tomorrow (12/3), will have more info next meeting
  - C. Fundraising and Events: **Crane**
    - a. Met and discussed partnering with E&A committee about how to thank our donors
    - b. Touch base with CSC to get an idea of what they are doing
  - D. Grants and Scholarships: TBD
    - a. Lisa will be reaching out to previous members
4. **Campus Liaison (Summary Reports)**
  - A. Board of Trustees: **Grimes**
    - Michelle gave an update on the financial status of the university. It seems that UNC is in an okay place, but is relative to the overall ideal
    - 2030 Visioning: PLC initiative
      - i. Two-year stages rather than 10 year
    - All are encouraged to attend
  - B. Student Senate: **Arellano**
    - Not much to report – Q&A with President Feinstein – Questions
      - i. Housing-related
      - ii. Advocating within Colleges, particularly regarding SU policies
    - Another meeting today with President Feinstein
  - C. Campus Recreation Advisory Board: **TBD**
    - No meeting as of yet
  - D. CSC: **Mathes**
    - Met last month
      - i. President Feinstein shared similar conversation to PASC talking points (e.g. Bonus)
      - ii. Discussed engagement issues, especially on an individual level
      - iii. CSC is still exploring effective ways to engage the campus as well as maintain involvement within CSC; Chair will be stepping down, so Vice Chair will be filling in until further notice
  - E. Faculty Senate/Salary Equity: **Dyer**
    - Marshall presented to compensation timeline at that meeting; we will be hearing the same presentation today in PASC

- Meeting may be next week – Is anyone interested in attending as proxy until Whitney returns?  
Lisa will confirm date and will communicate

**F. Information Management and Technology: *Pohja***

- Started review of all capital project requests received
  - i. List is shorter due to budgetary constraints
- Teams messages will be deleted after 180 days – That has been implemented
  - i. Unfortunately, there isn't really an effective way to keep those chats
  - ii. We are trying to figure out a retention schedule, has spent a year or more researching best practices
  - iii. This is compliance issue as well; data should be time-bound, especially if it includes sensitive information; we're trying to be ahead of the curve in managing space and compliance
- In February, we will be implementing a policy that permanently deletes emails from Deleted Folder after 90 days
- A lot of work focusing on Spring, particularly regarding modalities of instruction
- Aspen and Spruce suites in UC – Technology is being upgraded over the Winter Break including newer technology that you see in classrooms – Folks are super excited!

**5. Marshall Parks – Vacation Leave Payout Policy**

**A. Exempt Staff Vacation Payout (Document was sent in the chat)**

- Current benefits: 16 hours/month, 384 maximum
- The intent of the Board's policy: University will pay out 288 hours then subtract any vacation taken, encourage staff to be taking their leave while currently employed
  - We were hoping by including rollover into this year, more folks would take the time this year. However, the pandemic is impacting folks' ability to take time off
- What we are seeing is folks are using large amounts of paid leave
  - Increases amount the university pays out then delays on filling that position beyond the 60-day hold
  - We would much rather pay the folks who are taking on additional responsibilities rather than paying the departing employee
- Q1: How would this potentially impact someone [who] has already scheduled their retirement for early January 2021?
  - A1: Please direct folks to me for individual discretion
- Q2: What stops folks from just taking the "extra" vacation two months prior to leaving?
  - A2: It is up to the employee. I want people to take vacation, and I don't foresee people manipulating the system and operations
- Q3: Can employees take the 16 hours they accrue during their last month of work without it being deducted from their 288 hour pay out?
  - A3: Marshall will get back with that answer
- Q4: Do you anticipate vacation rollover will be extended again this year since we probably won't be doing many vacations prior to June?

**B. Compensation Plan as part of Strategic Plan**

- Three parts: 1) Agreement on how we measure competitive salary position, 2) Agreement on process for distributing annual pay increases, 3)
  - #1: Relative to peers, complicated on exempt staff side; we have good comparisons for about 60% of our 500 positions
    - For exempt staff, we worked on updating our banding system
    - It has been too long since we've researched competitive salary data

- i. We currently use data that includes Harvard, Michigan; We need to be using a different comparison group that looks more like us – Get rid of private, research, and community college data comparisons – Rather, we should include local components such as CSU, Mesa, Pueblo, etc. so are looking into data points that are relevant to our updates (Size, budget, etc.)
- c. Q1: How was banding determined for the ASC model?
  - i. A1: The 'Banding' was initially completed in 2016 that established the current pay ranges for Prof/Admin staff
    - 1. A: [HR] used the same review process as we do for all other job reviews, we banded them as Prof/Admin and as Classified
    - 2. Q: Yes, but within Prof/Admin – How as it determined the band that each position was placed in
      - a. A: There's a formula of decision making, complexity of job, and supervision level
  - ii. Comment 1: Many of us have had significant job changes since then too affecting PDQs
    - 1. PDQs are always able to be reviewed if significant changes are made
  - iii. Q: How will inversions within the banding be addressed now?
  - iv. A: Planning to do a pay equity survey on both staff and faculty side. Not only does a lack of pay increase have an impact on morale, it also impacts inversion
    - 1. Inversion means when a new employee is hired to a vacant position, but is paid at a higher rate with no changes in job responsibilities done by departing staff
- d. Q2: How does UNC factor cost of living into setting pay? Is that considered?
- e. Q3: What about other industries other than higher education and what they pay a comparable position?
  - i. A1: That is part of our data compiling; Most HE data was from CUPA w
- f. Q4: Will the compensation plan take into account when employees advance education, obtaining a higher degree? Many institutions have set pay bumps for this
  - i. There are appropriate areas (e.g. Counseling Center) when certification or achieved criteria is tied with pay increases
  - ii. We take into consideration how the additional degree directly applies to a pay increase within that position
- g. Q5: Has UNC looked at internal promotion policies to retain employees?
  - i. No more direct appointments. All positions must be posted with salary and will require external candidates to be included in the process
  - ii. Q: What about re-appointments for folks laid off but being brought back into the exact same position because of return to business?
    - 1. A: Depends on CL or Prof/Admin... Classified will post and use the re-employment list, I'm thinking we'd have to post any Prof/Admin role as normal
  - iii. Q: Just to clarify, we have to post ALL positions but some can be internal postings only?
    - 1. A: Yes
- h. Q6: Will the salary spreadsheet be sent out again this year?
  - i. They will be sent out in the near future as there will be changes with President Feinstein's hope for 2% pay increases

- i. Q7: What about those who are being massively underpaid compared to others in the same level positions? We need to get these folks to an equitable pay at the very least
      - i. A: That will be part of the equity audit
      - ii. Comment:
        - #2: Agreement on process for distributing annual pay increases
          - a. Recommendations will be made through Salary Equity
            - i. Marshall encourages PASC to share talking points for the equity audit
          - b. Instead of a percentage increase, the plan is for a flat dollar amount raise
        - #3: Develop clear processes for pay adjustments outside of the annual pay increase
          - a. Planning to meet with Cabinet over Winter Break and will have updates to PASC by January 2021
- b. Hope is to have a comprehensive plan by SP21
- c. Developing a good, reasonable plan then getting buy-in and support by the Board will make this plan successful
  - We just need to put something together that shows critical and researched points
  - Our goal is to be at 90% of our peers regarding pay – That way, we know what to reasonably expect when making decisions
  - Would like to break it up into five year plans with 2-3 year forecasting of financial status

## 6. Open Comment

- A. It is great to see so many folks on the call today! We want your input and suggestions! You can either send Lisa an email to have items put on the agenda or express your thoughts at the meeting. PASC also wanted to advocate for you, so share your voice!
  - a. We want to do a better job of sending monthly newsletters and meeting invites sent out in a timely manner (48 hours to a week ahead of time) – Meetings are always the first Wednesday of the month from 9:30-11am
- B. Announcements
  - a. The School of Theatre Arts and Dance is streaming our performance of The Heiress this weekend for free! Check it out if you have time: <https://tickets.unco.edu/Online/default.asp>
    - You do need to “buy” a free ticket using this link
- C. Questions:
  - a. Are there any ongoing conversations about more flexible work from home policies when the pandemic is over?
    - We anticipate some return to work at some point in the Spring and will look at best practices of what worked well and what we can continue doing
  - b. Has there been an update about FFCRA continuing into the Spring?
    - What is FFCRA? Family First Coronavirus Relief Act: 80 hours paid relief or time off due to implications of childcare
    - FFCRA has not been renewed/updated at this point
      - a. The hard part is our Vacation and Sick time is already pretty generous and accommodating. There has been a lot of fatigue, though, and we see compassion happening while also acknowledging the burden on colleagues
      - b. Encouraging supervisors to be flexible while balancing that work still needs to happen
        - i. If supervisor says No during or after pandemic, the employee can seek ADA support
  - c. Is the university going to address the issues of remote work and childcare?
  - d. Does anyone know if we will need to resubmit work from home paperwork if we are continuing to work remotely in Spring?
    - Not at this time.

- D.** A lot of gratitude shared regarding \$500 bonus and other initiatives happening on campus; in addition, gratitude for those who have been working on these initiatives

**7. Adjourn: 10:59am**

## 8. Attendees

- A.** Morgan Diaz, Glenn Adams, Mellany Archer, Lupita (Maria) Arellano, Megan Bauer, Ashley Bishop, Samantha Black, Jayne Blodgett, Rachel Borum, Marissa Boston, Lori Brachtenbach, Wade Bumgarner, Jillian Clark, Kenneth Clavir, Monica Coverdale, Kelsey Crane, Beckie Croissant, Jay Dinges, Joy Elder, Rosa Galindo, Barbara Garrett, Lisa Grimes, Michelle Heiny, Hannah Jensen, Patrick Johnson, Julie (Guest), Lynette Kerrigan, Berry Kroeger, Rosa Law, Ashley Leggewie, Deborah Lewis, Nancy Matchett, Kyle Mathes, Rick McNair, Jimmy Mock, Sheryl Mondt, Caitlin Ortis, Chris Perkins, LaNae Phillips, Chad Pohja, Kirsten Ranalli, Nate Reinhard, Michelle Rettmer, Aimee Rogers, Hannah Romero Swick, Becca Romine, Katherine Runkel, Deidra Schaeffer, Nancy Schindele, Kendra Schneider, Sherry Schriver, Diana Silva, Marvin Somero, Jennifer Stokes, Jacob Sutton, Rebecca Thompson, Tom (Guest), Bryan VanDriel, Chris Vegter, Tyler Weaver, Ryan Welle, Unidentified phone number, Marshall Parks
- B. Absent:** Tyler Cobb, Whitney Dyer, Shawanna Kimbrough, Sarah Mathews, Lori Riley, Lindsay Snyder, President Andy Feinstein, Dan Maxey

**NOTES/TO-DO:**

[illegible]