

**APT Advisory Committee (APTAC)
Meeting Notes
May 14, 2004**

Members Present:

David Andrus
Diana Barrera
Jimmy Knoum
Barbara Thompson
Sheila Cudd
Vicky Andrews
Denise Simpson

Members Absent:

June Broadstreet
Mary Pena

Meeting called to order at 12:03 by Denise Simpson

ISSUE 1: Salary Schedule Adjustments

- Refers to issues with employee salary schedules as raised by Regent Dorothy Spann. The issue has been tabled several times by the Board since it was first raised in March.
- Spann seems to be advocating going to a flat-rate annual salary increase for all DMC employees, rather than the current percentage increases in step and cost-of-living increases.
- However, Regent Spann has indicated that replacing the current schedule with a flat-rate system isn't entirely what she has in mind.
- According to Vickie Natale (present), the core question may be: Should cost-of-living adjustments be based on percentage of current salary, or a flat rate?
- COL adjustments reflect inflationary factors, and gives all employees an equal percentage increase, even though it means fewer actual dollars for employees on the lower end of the scale.
- Whereas, a flat-rate increase does not match inflationary factors, meaning many employees (almost all APT) would get less than they would under a percentage increase, and that the system would not accomplish the goal of offsetting increases in the cost of living for all DMC employees.
- A common misconception held by some Regents is that all employees get raises every year. In truth, only eligible employees (those not yet at the top of their grade), get step increases every year, in addition to cost-of-living increases which may or may not happen in a given year.
- Thus, in a year with no COL increases, those employees at the top of their grades get no additional money at all. This situation has led to complaints during the past budget year, as mandatory freezes meant no COL increase.
- Natale suggests that APTAC approach the Board with this issue.

- The Faculty Council and Joe Alaniz have suggested increasing the number of steps for faculty and classified employees to 22.

ISSUE 2: Review of DMC positions

- Patti Biro (present) asks APTAC about the status of reviewing employee positions; referring to a situation where an employee's job has grown in scope beyond the job description on file.
- Natale replies that the Human Resources office needs to fill several positions, one being a compensation/classification analyst for just that purpose. The office does not have enough staff currently to devote time to position evaluation.
- Currently, positions are reviewed as they come in (through written requests from departments), but the process is not systematic.

ISSUE 3: Student Grievance Policy

- APTAC has drafted a statement concurring with letters sent to Joe Alaniz from the Faculty Council and Chairs Council, rejecting the current student grievance policy draft as written and presented to the Board Policy Committee, and recommending a campus-wide committee be formed to review the policy.
- Denise Simpson said that the draft will be sent to all APTAC members for review, before sending to Alaniz.

ISSUE 4: Employee Grievance Policy

- The current draft of the Employee Grievance Policy prevents grievances from reaching the Board of Regents, unless they involve the President, and possibly the President's immediate subordinates.
- However, the Board wishes to remain part of the process, and have stated that Board review should be the ultimate step in all employee grievances, if they are not resolved beforehand.
- Concerns of the Board include:
 1. One concern is that all employees should have an equal number of steps in the grievance process available to them. Employees near the top of the organization chart (VPs, the President), do not have as many steps of review as other employees.
 2. Another suggestion was that the grievant's supervisor should not be the first reviewer, but that the first administrator both employees *have in common* should perform that duty. However, this could result in a situation where the President has to be the first reviewer, thereby decreasing the number of available steps.
- Opinion is voiced in APTAC that the Board probably shouldn't be hearing grievances at all unless a violation of College policy may have been committed.
- Natale reports that the mediation process is being used currently, but in a way that could be construed as "grudgingly," by some participants.
- Mediation is performed by a dispute resolution service, which in their ground rules state that no record will be made of the meetings, and the discussions can't be used in litigation. However, the rules can't deny anyone's rights to have an attorney present. As a result, the presence of an attorney on one side of the table may hinder discussion and a "good faith" atmosphere.

ISSUE 5: Other Business

- Sick Leave Pool draft – Simpson has collected comments on draft policy that was circulated last month, and will present those comments to Vickie Natale.
- Cost-of-living increase proposal – David Andrus’ research is progressing.
- POD – Committee is requesting \$15,000 for the next budget year. That was POD’s budget before losing \$5,000 during the state-mandated budget freezes.

Meeting adjourned at 1 p.m. by Denise Simpson.