



Exempt Employee Association April 21, 2023

1. Take roll, approve minutes & agenda

- a. Meeting called to order at 1:38pm
- b. Col'Lette Gauvin, Wendy Holden, Ian Miller, Brenda Moffard
- c. Approval of April 7, 2023, Minutes
 - a. Ian motioned to approve the minutes; Brenda seconded the motion. The minutes were approved unanimously.
- d. Guests at 2PM: Joel Klucking, Staci Sleigh-Layman and JoAnn Hundtoft will join us to discuss the new salary plan and next steps

2. Chair Updates

- a. Meeting with President has been set for May 9th
 - a. Will be meeting once monthly with the President through at least December 2023
- b. Board of Trustees Meeting May 18-19
 - a. We have until May 8th to provide and **optional** update to the BOT
 - b. Della and Amber will work on preparing a draft for this

3. Old Business

- a. EEA Standing Committee Volunteers
 1. 2 folks volunteered for the Code Committee
 2. Largest committee request was for the Salary Committee
 3. Amber will be sending out committee charge letters to folks within the next week; she also noted that she is receiving feedback from folks that they are happy about the increased communications.
- b. Employee of the Month
 1. The following have been recognized for Employee of the Month so far:
 - a. Della Gonzales, ASL Communication & Events Officer – August 2022
 - b. Tiffany Smith, Counseling Psychologist – November 2022

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- c. Katie Parks, Health Promotion Coordinator – December 2022
 - d. Becca Seeley, Student Engagement Coordinator – March 2023
 - e. Andres Moreno, Associate Director of Admissions – May 2023
2. The remaining 7 honorees are yet to be notified/recognized
 3. The recognition is being done at the division-wide meetings, but Ian noted that his group isn't involved in the BFA meetings; Col'Lette is going to have Staci follow up with him.
 4. Col'Lette reported that the sensemaking committee for recognition will be meeting in June to review the Employee of the Month process, at which point Col'Lette will be presenting the recommendations this group developed.
- c. Meeting Time Change
1. Best Times:
 - a. **Thursday 9:00AM - 10:30AM OR Friday 1:30PM – 3:00PM**
 - b. The group in attendance recommended to keep the meetings at the current day/time at least through summer.

3. New Business

- a. Elections
1. ASL Division: 1 Position
 2. President's Division: 1 Position
 3. Student Engagement and Success: 1 Position
 - a. Pat will be in charge of the elections, but Col'Lette will help with the collection/compilation of responses.
 - b. Will prepare a Qualtrics survey so that all nominations are collected in one place. Additionally, we will include the link on the EEA web page.
- b. Salary Exempt Plan Recommendations
1. Joel Klucking, Staci Sleigh-Layman and JoAnn Hundtoft
 - a. Staci spoke to the difficulty of taking on the development of a new exempt employee salary plan, especially just before her retirement. She noted that it is not only difficult in general, but because it directly affects some of her team as well.
 - b. Other conversation points:
 - a. They (HR) are open to continuing to have conversations
 - b. The "Points to Consider for Exempt Salaries" document was shared with the group for feedback/thoughts

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- a. Red circles: salaries that are above the maximum for the range. There are always opportunities for exempt employees to work with their supervisors and appointing authorities to ensure their PD accurately reflects their work. She mentioned this to address the misunderstanding that the salary offered doesn't reflect the work being done.
 - a. Ian raised the question as to what the process was to update a PD/reclassify, and how often that was actually approved. Staci responded that if you are doing this with the expectation that the change will increase your salary, you will likely be disappointed.
 - b. Ian asked at whose discretion those changes are made, and who the final decision goes to. She said that because ELT is now in support of the plan, HR feels confident and empowered in making those decisions, though conversations with ELT and appointing authorities may be involved. Joel corroborated this information. HR has a team (all of the HR partners) to review those position/salary change recommendations.
 - c. Ian asked if the study looked at any of our institutional peer structures for similar positions and how they were classed; Staci suggested that they couldn't get to that level or comparison. They made comparisons at the national level that they are comfortable using to set salaries and define class.
 - d. Della asked about whether or not cost of living and such were considered in the salary adjustments considering the high cost of housing in our area. Staci noted that she provided a document to Col'Lette on this topic. She said that they did look at the cost of labor as compared to the national average and CWU was the same. Joel also referred to the national average cost of labor which tells them there is no cost of labor problem in Ellensburg, and suggested that it is just the reality of America right now.
 - e. Staci also noted that nobody's range was decreased; some were increased and then folks were put at the lowest end of the updated range.
 - f. Staci and Joel asked for this group's input on their recommendations:

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- a. New employees are typically hired at a salary rate from the minimum to the midpoint of the salary grade
- b. No employee will be hired at a salary greater than the maximum of the assigned grade
- c. If salary is above the maximum of the assigned grade on July 1, no base salary increase of any kind will be implemented. This does not preclude other types of compensation provided they do not affect base salary.
 - a. This could be a one-time cash out (percentage) or something similar
 - a. Brenda brought up the issue of interim positions; Staci noted they generally go from minimum up to midpoint as the hiring range for those positions. ELT is still determining the type of salary increase that will happen on July 1 and who is eligible for that. They have not yet talked about excluding interim positions from those increases.
 - b. Wendy noted that this plan impacts the employees two ways; our own pay, and then the number of vacancies we have here on campus. She asked whether that was unique to us, or if it was common throughout the industry. Staci suggested that it was a post-COVID and baby boomer problem being experienced everywhere. She believes it would be difficult or impossible to say a certain percentage of our vacancies was due to the

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rate of pay. JoAnn added that we can't "buy our way" out of this.

- b. Green Circles (those paid below the minimum for the grade)
 - a. New employees are typically hired at the salary rate from the minimum to the midpoint of the salary grade
 - b. No employee will be hired at less than the minimum of the assigned grade
 - c. If a salary is below the minimum of the assigned grade on July 1, the salary will be brought to the minimum of the salary grade. This will be done prior to any other salary increases.
 - a. No questions on these
- c. Reviewed new plans for increases or decreases in duties; the group did not have any questions in this area
 - a. This included temporary changes (acting or interim) and minimal amounts of additional duties that may be appropriate to receive a stipend if they meet certain criteria
- d. Staci noted that the volume of work is not the same as the level of work. She discussed the overtime-eligible employees and the fact that they should be paid for the volume of work (beyond 40 hours) that they are doing. Salary may need to be addressed based on that volume if it is constant and permanent.
 - a. JoAnn discussed a meeting she had with SES; she mentioned the opportunity for right-sizing the work and options for comp time or overtime when there are extenuating circumstances instead of treating all work critically and needing it done all at once instead of spreading it out amongst people/over time.
 - b. Wendy brought up the issue of support for employees for those whose supervisor may not understand the vision of rightsizing and whether or not there would be a process for those employees to get support outside of their supervisor. Staci noted that she is hopeful that the UALT will be having those types of conversations with folks so that the message is

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clear with everyone. JoAnn also said that as HR partners they are always trying to have those conversations with employees and their supervisors. Joel says they need to embrace this idea as an institution; we have to do things differently. We can't afford not to.

- c. Is there a case where a candidate or an employee should be offered a salary above the maximum of the grade?
 - a. There was no recommendation on the document for this, so Staci asked for our opinions.
 - a. Brenda asked if it may be helpful to consider this when we have so many failed searches. JoAnn said that they only post up to the midpoint. The full range can only be posted if it's discussed in advance of the posting.
 - d. Should we work toward a system where performance is the foundation for salary changes?
 - a. The recommendation is generally yes, but there are concerns about consistent performance evaluations across supervisors/divisions and the need to implement safeguards to prevent that.
 - b. 360 evaluations were also brought up and the group agreed those would be important in a performance-based plan.
 - e. Staci noted that they are meeting with ELT next Wednesday, and they hope to have decisions made about July 1 soon.
 - f. Wendy brought up the issue of folks who see a decrease in duties and how their pay will be impacted; Staci said they are not sure how to address that yet. She asked Wendy for a suggestion, and she said there is probably a threshold – a modest change maybe doesn't warrant a decrease in pay, but there are folks whose jobs change in a manner that would create equity issues for someone who is getting paid at the same level for less work. Staci suggested it comes back to managing the work.
 - g. Della asked about transparency in salaries moving forward; specifically whether all of the changes would be made public. Staci asked what Della expected would happen, alluding to the fact that it would not be a positive response from the campus community. Wendy agreed that it could lead folks to feel less valued than others based on their salary, and Della countered that it could open the door for conversations about perceptions and what folks actually do across campus.

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- h. Ian also suggested that folks in his area have appreciated opportunities to get together and better understand what each other does so that those salary comparisons/employee workloads are not made without context. He suggested that this could possibly occur more systemically across the university to provide that increase in transparency that people are seeking.
- c. Vision, Mission, and Strategic Plan
 - 1. [Committee Updates | Central Washington University \(cwu.edu\)](#)
 - a. Review the Values statements and prepare any feedback you might have for the Steering Committee to consider
 - b. Develop university-level goals and initiatives for each of the four values of the Strategic Plan.
 - a. Foundational or Unifying Value: Student Success
 - a. We are passionate about creating pathways for students of all backgrounds to reach their
 - b. academic and professional goals. Faculty and staff provide a rigorous education in a supportive
 - c. environment that inspires students to fulfill their potential. We elevate culturally sustaining
 - d. practices, including pedagogy and curriculum, that allow students to bring their cultures,
 - e. histories, languages, and literacies into the learning environment. Ultimately, everything we do
 - f. is geared towards elevating the success of our diverse students as they become engaged 5rrrrr4professionals, active citizens, and lifelong learners.
 - b. Core Value #1: Engagement
 - c. Core Value #2: Belonging
 - d. Core Value #3: Stewardship

4. EEA Standing Committee Updates

- a. Code Committee - Wendy
- b. Professional Development, Mentoring, and Networking Committee - Mal
- c. Salary Committee - Pat
- d. Public Relations Committee - Della
- e. Community Involvement Committee - Manuel
- f. Work/Life Committee—Ian & Manuel

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5. University Committee Reports

- a. Accessibility And Disability Action Planning Team (ADAPT)— Della
- b. Equal Opportunity Committee—Manuel, Wendy
- c. Strategic Planning Committee—Jonathon Henderson
- d. Enterprise Facilities—Ian
- e. Ethics— Pat
- f. Health & Safety—Wendy
- g. Tuition Waiver—Brenda
- h. Library Advisory—Mal
 - a. Mal has officially been added to this committee; Col'lette reported that at the last meeting they discussed the Dean search.
- i. President's Budget Advisory Council (PBAC) —Amber
- j. University Policy Advisory Committee (UPAC)— Col'Lette
 - a. Brenda will attend while Col'Lette is out of town

7. Other Committee Reports

- a. Director of Compliance & Title IX Coordinator Interviews

8. Other issues, concerns, or announcements?

- a. Website Edits & Audit
 - a. April 30, 2023 – Edits Complete
 - a. This phase is completed for the EEA web page
 - b. May 31, 2023 – Audit Complete

9. Adjourn Meeting

1. Wendy motioned to adjourn the meeting; Brenda seconded the motion. The meeting was adjourned at 3:19pm.

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