

**ISU Council of Professional Employees**  
**Board Meeting Minutes**  
**Bear River Room**

*September 14, 2005*  
*Time: 12:00p.m. – 2:00p.m.*

**Board Members Present:** Scott Jepsen, Juli Mead, Lee Krehbiel, Debbie Dahquist, Randy Stamm, Dan Ingram, Shawn Akina, David Buck, Laura Reynolds..

- I. Call to order: Meeting called to order at 12:00 pm
  
- II. Scott introduced Karen Breeding – Human Resource (HR) Department. As our guest speaker. Karen Breeding would be explaining the CUPA standards in regards to the recent administrative raises .
  1. Karen started off by stating that CUPA stands for - Definition: College and University Professional Association. The Salary data is public, however the CUPA data is copyrighted. CUPA books and data on administrative salaries were shared. All materials were to be returned to Karen after the meeting. In addition to the books shared at today's meeting, the library also has books for public view. Scott stated that he has done some recent research utilizing the library books over the past few weeks.  
CUPA does a salary survey for all Universities in the US: broke down by how we benchmark against others (average data together to do the benchmarks). ISU is compared to other Doctoral, Research Institutions.
  2. The two books shared were the Adm. Comp. Survey (higher level positions reporting to the President/VP/Deans) as well as the lower level positions. None of the books included faculty information. All tables show a number so you can compare apples to apples
  3. Karen further explained that a benchmark is a brief description of what a position does. In the benchmark you look at primary duties
  4. Scott brought up the education level. (some are broken out this way—especially in higher level i.e. administration jobs)
  5. Karen stated that not all positions are benchmarked—only main ones (across the nation). About 70-80% of ISU has benchmarks. Those who aren't benchmarked (their positions are unique; therefore they use a salary survey to do this). Anyone can view both books in the HR dept.
  6. Karen indicated that Classified positions are under state classification and therefore under pay grade. All ranges are determined by the state. Currently 14.2% of classified positions are behind market.
  7. Karen went over CUPA/salary Ad. comp. sheets

8. Scott asked why are some at 80% and others above 100%? why when they are at 100% does this go above it? & why if at the benchmark they are at 85% did they go over and beyond? In response, Karen explained that your supervisor can choose to give you a certain raise.
9. Karen asked the board what went wrong with this process?  
Debbie indicated that communication is an issue, as well as how it was dealt with. Julie feels that classifieds take on a lot of work with not justice they feel betrayed. Pay grades are so far behind where they need to be with classified.
10. Karen stated that COPE is some what protected. There are no pay ranges.
11. David Buck stated that the goal of the University is to get all classified employees at market ASAP. Need to do something to solve this. Karen said to talk to your representatives and CEC as well. Impossible to move employee the way it is now.
12. Lee Mentioned—CUPA data included all Administration. Is there a future plan to move everyone up to 85% and do all together? (versus just admin. etc.) Karen knows this has been discussed & they are moving this way.
13. Where does COPE stand? Recommendations/Suggestions etc.  
Comments are listed below:
  - It was mentioned that faculty member stated why are we at 100% versus just 85%
  - Communication piece should have been handled better.
  - Information needs to be put forth and an explanation of the reasoning.
  - It would be nice if there was a chance for us at staff meeting or various other venues to hear about things such as this. Informing COPE of pay raises is important – as they are the representative board.
14. Scott asked how the board wanted to respond to this issue. Many asked if we needed to respond. The board decided to provide information to COPE members showing that we are responsive, but don't have enough facts to take a stand on either side. Scott brought up the idea of asking Karen to type a memo (regarding process she explained). This needs to be done before President's meeting and shared with all COPE members.

Deb motion to ask Karen to send memo Lee seconded. All approved.

15. Scott thanked Randy for updating the COPE website.
16. Given the time, Scott stated that the remaining items on the agenda (committee reports etc.) would be discussed in the next meeting. He did ask that we make a decision regarding a COPE scholarship. Brian from the HR dept. requested \$250.00 to receive his HR certification. Scott was sending the request out in an e-mail. All board members are to reply with a yes or no vote.

III. Adjournment. Meeting adjourned at 2:05 pm

Respectfully submitted,

Debbie Dahlquist