

# **PCA Meeting Minutes**

## **University of New Mexico**

### **September 20, 2018**

### **10-11 Business Center**

Present: Laura Valdez, Dey Nunez, Nissane Capps, Chris Larranaga, Marlene Sanchez, Andrew Gonzalez, Tracy Owen, Angela Pacheco, Lisa Stewart, Anne Compton, Stephanie Hands, Pamela Cheek, Dr. Fledderman, Stacy Jackson.

Zoom: Quinton Freeman, Smith Frederick, Erica Holmes-Trujillo, Krystal Ward, Lindsay Eakes, Danielle Gilliam (GEO), Jennifer Lucero, Shannon Saavedra

Prior administration had started the study. Sonia Rankin started looking at it again. Number of people and titles. Laura and Pamela Cheek started working on the study again. Disparity in pay and duties.

1. What is advising: supporting student success, guiding students through programs, meeting educational goals. We are looking at advisors in academic colleges (these have the strictest definition).
2. Holistic strategy – calling them student affairs advisors, Laura wanted to change the name/approach to Integrative Advisors. (EM, Athletics, EU, Centers, CEOP, International)
3. Who advises, what are our ratios – have a way to calculate the ratios. Advising is not just updating majors and talking about curriculum.
4. Last fall started looking at job descriptions. PRQ – into a survey to 100 responses. Now looking at branch campuses. There are a lot of similar tasks (recruiting, admissions, curriculum, degree planning).

Stacy Jackson

1. Helped with IT, Accounting, Finance (role in compensation is compensation and what class you are in) [hr.unm.edu/compensation/advisement-structure-study](http://hr.unm.edu/compensation/advisement-structure-study).
2. Refer to handout
3. Entire compensation team dedicated to this. To support the process.
4. What have we done so far:
  - a. Executive buy-in (Dorothy Anderson, Deans council, Pamela Cheek, Nicole Dobson, Melissa Vargas)
  - b. Internal evaluation of classification structure (what do we have now, there are 26)
  - c. Sampling of on-the-job.
    - i. What is the on the job duties.
  - d. External evaluation of peer institutions and industry standards (and marketplace).

Few weeks ago they requested an equity grid. Hard to keep advisors because they can move to another department and make more money. Who is going to pay for this? This has gone through higher administration (how distributed and how much is still in discussions).

We will meet again in November - How will we tweak the job descriptions. Simplify and better classify the positions. Helping keep staff and giving them a way to grow and fulfilling the HLC requirements. Compensation will talk with supervisors and staff. After this employees will be contacted to let them know what will change (January).

Refer to handout for who is where in terms of what classification. There may be titles that have been missed that a PRQ will need to be on.

Communication plan (refer to handout) Will be a way for people to send a question directly (project team info on handout).

Pamela Cheek – Understand advisors may be concerned. May have to shift the deadlines due to the budget concerns. Academic Affairs is committed to continuing. Budget leadership team comes up with the funding. Money should be earmarked for this project. Concerns effectiveness. Slightly delayed timeline.

Questions: Does HLC have their own definition of advising/ does it fit what categories have laid out. The answer is no. NACADA doesn't have a definitions either. (not sure who asked this)

Lisa – nationwide initiative how do we compare to other institutions (are we looking at other peer institutions being looked at, see previous notes). Reached out to all 21 peer institutions. Will we title the positions that align with peer institutions?

Andrew: Impacted positions missed one of his titles. He added his title. Petition questionnaire will go out (having the data is better than not)

Stephanie: Has a title that at the moment is not under it but will be. After X is moved to Z then they'll work on these more individual type titles. Stacy – will have to go back "Academic Program Support Manager" One of our problems is that there are sooo many titles are looking to address.

Q – Is there a target number of positions we will reduce to in this reclassifications of positions/titles and will there be a way to challenge what will be recommended for our school at the November meeting?? Working with Tim Guterrez and Laura that will hopefully meet your needs. Descriptions be broad and inclusive. Hopefully have a good idea, and will continue to seek your feedback. Will receive a list of staff and what's going to happen. Help give guidance to help schools from losing quality employees. In November meeting talk to everyone individually. Hopefully reduce by half.

Laura – give feedback now, initial concerns, etc please go to any of the team members. Be fair and if they're doing the same job have it be the same grade.

Krystal - Is there anything supervisors need to do for staff who serve as advisors that are not included in these categories (and do not fit in those categories)? Stacy – look at reclassifications? Or career ladder? Look at compensation page to look for career ladders/etc.

Not looking at a reduction of staff. Not looking at downgrades. Pay raises may be included, refer back to Pamela's response.

Question from audience - FERPA training being tied to this (Greg Heileman memo)? Laura - Securing private data. Look at putting in job descriptions.

Tracy – When looking at grids and years of service and years of amount of education and performance evaluation. Will you be looking at that in Tiers? Stacy – Looking at grades for market value. Looking at a band to see what level those individuals are out. Fully trained should be paid at midpoint (look at market value). Take all of that what qualifications this person brings to the job. This will be part of what you do in November. There will be grade changes. How do they keep in range with where they should be paid if they're less.

Close meeting