MINUTES

AP Salary and Benefits Subcommittee Meeting

09/20/2018 120 STU – Allendale 2:00pm – 4:00pm

# In Attendance

Brent Tavis (Group 1 – Vice Chairperson), Michelle Rhodes (Group 2 - Chairperson), Michelle Dewitt (Group 3), Jackie Rander (Group 4), Michelle Cronk (Outgoing Group 5, Chairperson); Karen Ruedinger (Group 6), Linda Yuhas (HR/Compensation Liaison), Dave Smith (HR/Benefits Liaison), Samantha Minnis (AP Committee Chair); Joshua Stickney (APC Liaison)

Absent: Cindy Bartman (Group 5, joining in January)

# Old Business

1. Review/Accept Previous Meeting Minutes – approved without modification.

# New Business

1. Review Meeting Schedule for 2018-19; all 2-4pm
	1. Oct 18 – 3001 Seidman
	2. Nov 15 – Allendale – 106 STU
	3. Dec 20 – 3001 Seidman
	4. Jan 17 – Allendale – 106 STU
	5. Feb 21 – 3001 Seidman
	6. Mar 21 – Allendale – 106 STU
	7. Apr 18 – 3001 Seidman
2. Committee Updates
	1. AP/Committee Updates and News – Samantha Minnis, AP Committee Chair
		1. Discussed why AP was not represented on the Presidential Search Committee; not a representative group and those on the committee are not reporting back to their respective employee groups.
		2. Samantha is interested in reading the results of the AP survey. She stayed for the committee’s initial discussion of the survey results.
		3. Path to Promotion – CLAS formed a Task Force to address this issue. They submitted a proposal in December 2017 to the Provost. Any decision by the Provost would pertain only to her division. All VP’s are separate though she likely would share a proposal with other VP’s. Josh passed around a copy of the CLAS proposal for the committee’s review.
	2. Linda provided turnover reports for the prior three months. No change in trend – numbers or reasons. Linda will provide a comprehensive report for the prior year at a future meeting.
3. Compensation 101 – Linda Yuhas
	1. Compensation information is available at <http://www.gvsu.edu/hro/compensation-employment-185.htm>
	2. GVSU compensation is market based with a sensitivity to internal equity.
	3. Linda updates salary range data throughout the year utilizing both CUPA-HR data and local employer data. Each fall she meets with each Executive Officer to share these data. Her spreadsheets identify individual staff who are experiencing salary compression. Linda also meets with Dean’s and Appointing Officer’s with the same information. It is the responsibility of the supervisor and Appointing Officer to review and address salary compression where needed. Sometimes there is a good reason for compression such as poor performance.
	4. HR does not coordinate a review of job descriptions to normalize responsibilities against benchmark institutions. That is left to the Appointing Officer to monitor.
	5. How common is it that market ranges come down? It’s becoming more common as more people retire. The ranges are impacted by the benchmark data not by our own retirements/reclassifications.
	6. Salary increases tie directly to ePDP. If they don’t match, the employee should bring this to the attention of their supervisor or to Linda Yuhas to check.
	7. Any staff who has concerns about their title and/or salary should contact Linda Yuhas to do a confidential review of their file and position benchmark data. The staff can then discuss ongoing concerns with their supervisor. Unresolved concerns go to the Appointing Officer and then to the Executive Officer if necessary. The Executive Officer has the final say on the matter.
	8. The Hiring/Change Approval form is used for either new hires or a change to impact someone currently in a position. The process for reviewing and approving the form is rigorous in either case with multiple departments reviewing the recommendation and rationale. Megan Bravo signs off on the process for HR. Linda Yuhas reviews market data and checks for compression. Affirmative Action reviews the form and signs off. Finally the Executive Officer signs off on the hire or change. Once approved, information from the form is inputted into Banner by HR. These data, such as years of experience, then feed into the annual salary review that Linda conducts.
	9. With new hires there is also a Salary Justification form completed which includes market data.
	10. Linda shared that there were 87 promotions for AP staff from January 2017-September 1 2018. We currently have over 700 AP staff.
4. Objectives & Goals for 2018/19
	1. Complete our stated committee responsibilities which include:
		1. Report to the AP Committee any findings and recommendations which are relevant to AP Salary and Benefits
		2. Review the AP Salary Adjustment Program and make recommendations to the AP Committee for further action
		3. Review the AP Personnel Structure which includes the evaluation of salary and title categories and to report these findings with recommendations to the AP Committee for further action
		4. Review the benefits for AP staff and make recommendations for adjustments or additions
		5. Review and make recommendations to the AP Committee any additional matters that are assigned to the Salary and Benefits Subcommittee.
	2. The committee agreed to invite two new members of the President’s Cabinet to a committee meeting – Greg Sanial, VP of Finance (joint session with the AP Committee) and Maureen Walsh, Associate VP for Human Resources
	3. The committee will identify educational opportunities from our review of the recent AP Survey and will work to identify opportunities for change to address AP staff concerns raised in the survey. Recommendations will go to the AP Committee for their consideration.

# Action Items/New Tasks/Discussion

Committee members will review the AP survey results and submit input to Michelle Rhodes (CC: committee members if you choose) in response to these two questions by Oct 16:

* 1. What topics could be addressed through education?
	2. What topics may require change to address?

# **Next meeting October 18, 2018 2:00-4:00pm Location 3001 Seidman**