**Salary and Benefits Sub-Committee Meeting Minutes**

**August 30, 2023, 10-11am**

 Present:Chelsea Ridge (Chair, Group 3 - 2024), Libby Jawish (co-Vice Chair, Group 4 - 2025) Joel VanRavensway (co-Vice Chair, Group 1 - 2024), Jeff Trytko (resigning Secretary, Group 5 - 2025) via Zoom, Jamie Guzior (new Secretary) Meagan Treadway (Group 2 – 2023), Travis Polash, Rachel Charno, Joy Gianakura, (HR Liaison: Tammi King absent)

**Minutes**

**Introduction**

* Welcome / Introductions

**Updates**

* Chelsea provided a history and overview of this committee.
* Focus for this year may be around health insurance and other issues EC recommends.
* AP Survey went out and EC is receiving results currently.
	+ Comments tend to focus on salary and benefits historically.
	+ Support AP staff to complete it.
* Review of Bylaws.
	+ 1st year with new bylaws. Committee reviewed prior to meeting for discussion.
* Committee role voting.
	+ Secretary: Jamie is approved by majority.
	+ Co-Vice Chairs: Joel and Libby are approved by majority.
	+ Chair: Chelsea is approved by majority.
* EC has asked committee for two items, not official yet, memo coming.
	+ 1) Memo on compensation recommendation to senior leadership due end of September
		- Timing is important for consideration for next budget early on.
		- Chelsea will hear more details for strategy this week.
		- Chelsea asked for volunteer to draft memo (goal 9/15 for committee feedback)
		- Jamie will create a Team for future collaboration.
	+ 2) Improve communication regarding salary and benefits, AP staff targeted specific messaging.
		- Explanation of salary pool increases, decisions made, others based on survey results.
* Changes to insurance benefits coming and will be reflected in Open Enrollment this year.
	+ Lowest increase for faculty/staff was chosen. Details coming
	+ 2nd choice for increasing expensive pharmaceuticals cost share was voted down.
* Next meeting schedule.
	+ Committee discussed future meetings in-person with virtual an option.
	+ 3rd Wednesday of the months at 10am.
	+ Next meeting Benefits Committee meets 9/20.

**Upcoming Dates**

Next Meeting September 21st 11am virtual (Zoom)