

# MINUTES

## AP Salary and Benefits Subcommittee Meeting

*2/16/17 8:30 am CHS 140 Downtown Campus*

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### In Attendance

Stephanie Dombrowski (Group 2), Jennifer Kamradt (Group 4), Michelle Cronk (Group 5), Michelle McCloud (Group 6-Chariperson), Jenna Poll (APC Liaison), Linda Yuhas (Compensation and Salaries Liaison), Dave Smith (HR/Benefits Liaison) and Scott Richardson.

Absent: Sherry Barricklow (Group 3), Logan Weis (Group 1)

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### Old Business

- Reviewed and approved minutes from January.
- The committee discussed morale of AP staff having to do multiple functions. We continue to need to run lean. We need to find ways to recognize staff for their efforts and also need messaging as to why we need to stay lean and have multiple work functions (we will all continue to have jobs!)
- Dave will get the TIAA retirement plan investment recommendations to the President's Cabinet and would like to see changes by the end of the year. If he gets the green light will take messaging to other groups/committees.
- FAQ section:
  - Discussed the EPDP score question. No clear cut answer to what it measures therefore we will remove the question.
  - Linda distributed copies of the Salary Adjustment Program. The committee agreed to take off the percentages that were highlighted in the text portion of the merit increase guidelines as they created confusion. We will also add a category for new staff.
  - The need for an HR philosophy on promotions/advanced is agreed upon by the committee. Linda posed the question to a national group to see what other higher education institutes are practicing and only received one response: employees are encourage to apply online for open positions. Therefore we concluded that their no standard or practice for promotions/advancement nationally. Michelle discussed the evaluation of CLAS and how they promote. They are working with Dev Butler to create a blue print. This may be something that will be shared with other departments. Supervisor 101 training series will also address best practices.
- Linda handed out exit interview results for Dec. and Jan. Committee agreed the need for language to be available to staff as to how HR the information that has been collected.

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### New

#### **Scott Richardson – Acting V.P. for Finance and Administrations:**

Scott highlighted the Governor's Budget Recommendation. Higher education not top priority. There doesn't appear to be any intentions to change how funding is allocated in Michigan. Currently, 2.5% of the budget goes into higher education; ½ of the 2.5 goes to everyone and the other ½ is based on performance. Transitioning into a headcount system the ideal but doesn't see that happening.

Some worries as to what funding will look like after new leaders are in place. Fear of impact on Stafford and Pell grants. News from the House Committee to cut income tax will have an impact on funding as well. Scott will have better idea of what to do about the Governor's recommendation in April. He can meet back with us in May to talk about recommendations to the board so we can review.

Decrease high school students graduation will impact enrollment. CMU enrollment is down for four years in a row and now having budget issues. This is a worry each year but numbers for fall are stable. We need to continue to focus our efforts on retaining students. We rank 3<sup>rd</sup> in the state after U of M and Michigan State in graduation rates.

Anticipate that we will be limiting hiring new staff. Biggest expense to the university is salary. Though, we will be getting a salary increase this year.

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### Action Items/New Tasks/Discussion

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- Recommendation to the AP committee to create an annual budget summary to staff: overview of budget and the why's. Would like to see this communicated once or twice a year.
- Michelle M to take off the EPDP score question from FAQ section.
- Committee to forward the FAQ to AP committee by the end of the month.
- Linda to edit the merit increase guideline section: take off the percentages within the text portion of the document and add a section that addresses new hires (first year employees).
- Linda to work with HR to create a university philosophy for promotions/opportunities that will be included in the FAQ section.
- Invite Jesse in to discuss internal searches/open positions/candidate pool.
- Michelle M to provide a link of positions grouped by division (can search by title) will allow for identifying what is needed to/ How to (skills/responsibilities) to advance/get promoted.
- Michelle C to provide language for exit interviews (what is done with the information that is collected/challenges).
- Linda to create a rough draft of language to be used in Supervisor 101 training that addressed decision making for percentage increases.

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### AP Committee Meeting Summary

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- Jenna reported at the last AP meeting they had Dr Shaily Menon and Melissa Boosamra talk about civic engagement.
- Committee discussed lunch forum, awards and committee nomination (push within the unit).
- Speaker for luncheon?

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**Next meeting: Thursday, March 16<sup>th</sup>, 8:30am: KC 1247**

**Topic/Speaker: Dave HR**

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