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

**January 17, 2024, 10:00 a.m.**

Present:Chelsea Ridge (Chair, 2024), Joel VanRavensway (co-Vice Chair, 2024), Jaime Guzior (Secretary, 2026), Meagan Treadway (2026), Jon Dean (2026), Rachel Charno (2024), Joy Gianakura (2026), Travis Polash (2025), Jon Dean (2026), Matthew Collver (Absent - 2026) Tammi King (HR Liaison)

**Remote Agenda**

**Introduction**

* Welcome / Introductions

**Updates**

* AP Executive Committee Meeting Updates
* End of year conversation with the President and VP Bernal
  + Open session for all members. Thanks to those that attended
  + Many questions regarding salary and benefits that should be directed to Greg Sanial – AP Exec Chair and Vice Chair meet with Greg monthly if we have specific questions
* Conversation yesterday with VP Hall-Jones
  + Her division study/observation & implementations
    - Automatically promote is bias toward white women
      * All positions will have a full search especially if the adjunct was not hired by a search originally
    - Scope creep and restructure
      * Ideally she would have AVPs and directors for all centers, but that is a dream at this point
      * Women’s Center, as women do, take on things that need to be done (food pantry & relationship violence are not just women issues)
  + She is doing well, calls this West Michigan Vacation land as her last university was very dysfunctional. Happy with our retention numbers b/c they are amazing even if they are not as good as they were.
* HR Updates
  + Workday 1/1 live
  + Working on setting up seminars for financial awareness, retirement, and health/wellness

**New Business**

* Special Guest
  + February 21st – Kathleen Vanderveen to discuss/answer questions regarding hiring practices (in relation to AA/approvals/waivers).
* Idea – Internal Promotion Interview support
  + Working on one for PSS staff currently.
* Succession Planning
  + 1 or 2 year plan for Talent Management

**Ongoing Business**

* Compensation Memo
  + First memo – approved & sent
  + Second Memo
    - Median Positions – can we get everyone to that median range
    - Strive to pay all AP staff median positions
      * Mirror faculty
        + Raise ranges

Faculty in handbook

AP listed on the GV website

Ranges from GVSU Merit increase page:

NEEDS IMPROVEMENT: 0 TO 1.22%

DEVELOPING (NEW STAFF): 0 TO 2.03%

SUCCEEDING: 2.88 TO 3.60%

EXCEEDING: 3.69 TO 4.50%

<https://www.gvsu.edu/cms4/asset/8C0B809B-0726-4E3B-1EBA4A40A82D8597/salary-book_7-1.23.pdf>

<https://www.gvsu.edu/cms4/asset/8C0B809B-0726-4E3B-1EBA4A40A82D8597/salary-increase-dates-and-info_2023.pdf>

Policy document that matches?

Faculty Ranges <https://www.gvsu.edu/policies/policy.htm?policyId=3FD29856-F721-C76D-CA33F31EB481E1E4&search=>

Less than satisfactory 0 to 55%

Satisfactory 70 to 100%

Exemplary 105+%

* + - * Median salary
        + CUPA data / standard -yes
        + Industry data / standard – national averages
        + Job descriptions update?

Once job descriptions are realigned, we will ask again

* + - * + Accuracy?
        + AO Reports (Tammi will see if she can get this)
      * Wondering – is faculty the best angle?
* Communication Clarity about the salary adjustment process
  + Information is hard to understand – see what we can do to help in this clarity
* Committee Member Topics
  + Internal Candidates taking their salary

**Upcoming Dates**

Next Meeting February 21 @ 10am in person (Zoom available)

March 20 - TM/Compensation will be attending to help us learn about the review process, communication plan for this year, and training for supervisors being provided.