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

**October 18, 2023, 10:00 a.m.**

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

Absent: Libby Jawish (co-Vice Chair, 2025)

**Agenda**

**Introduction**

* Welcome / Introductions

**Updates**

* Teams team created – if you didn’t receive the invite, let Jaime know
* AP Executive Committee Meeting Updates
* Mychael Coleman (CHRO) came to talk about the following:
* Training/Talent Management Opportunities: Leading Lakers, Cohort Connect, Edge leadership series. Plan to have available to all levels.
* Performance Management System – working on having this be merit based.
* State doesn’t give a budget for cost-of-living increases (Coli) - can't call it “COLI” based on where funding comes from.
* Transparency with salary ranges on postings.
* Plan to have comp surveys every two years.
* Plan to update leave policies look into funding options for when someone is on leave.

**New Business**

* HR Update from Tammi
* Open Enrollment starts next Tuesday, and we ask everyone to complete.
* Data received from other universities/MUCH board on their SIP:
* Western – 2021-2023
* For our non-bargaining exempt staff, the wage increase history for the period noted is as follows:
* 2020-21
* 7/1/2020: -2.5% (pay cut), across-the-board.
* 2/1/2021:  Pay rates returned to pre-reduction rate.
* 2021-22
* 7/1/2021:  2% across-the-board
* 2022-23
* 7/1/2022:  2.5% across-the-board
* 2023-24
* 7/1/2023:  3.75% across-the-board
* CMU – 2021-2023 (1.5-2% increase)
* Exempt employees pay raises – Cost of Living, not Merit
* 2021      1.5%
* 2022       2%
* 2023 2.125%
* SVSU – 2021-2023 (0%-2% increase)
* Student rates are minimum wage = $14.00
* Exempt employees' increases are merit-based =
* 2021                    0% - one-time bonus
* 2022                    2%
* 2023                   2%
* Compensation Market Explanation
  + - Use CompAnalyst (salary.com) and CUPA Professionals Report as a tool for market matches.

**Ongoing Business**

* Compensation Memo
* Draft needed by EOM to send to Executive Committee.
* CUPA did survey recently (similar to AP survey we sent out).
  + - * <https://www.cupahr.org/surveys/research-briefs/higher-ed-employee-retention-survey-findings-september-2023/>
* Possible memo on varying wage percentages and asking for more consistency.
* Communication Clarity
* Information is hard to understand – see what we can do to help in this clarity.
* Executive Committee Conversation
* Charge memo in teams: 1) Communication regarding SIP and 2) explore annual salary adjustment request.
* Email Chelsea any EC topics you have.
* Committee Member Topics
* Internal Candidates taking their salary.

**Upcoming Dates**

* Next Meeting November 15 @ 10am in person (Zoom available)
* Possible speakers: Kathleen about hiring practices?