

# MINUTES

## AP Salary and Benefits Subcommittee Meeting

9/14/2017 KC 2264 Allendale Campus

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### In Attendance

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Ryan Borchert (Group 1), Michelle Rhodes (Group 2), Michelle Dewitt (Group 3), Michelle Cronk (Group 5 - Chairperson), Joshua Stickney (APC Liaison), Linda Yuhas (Compensation and Salaries Liaison), Dave Smith (HR/Benefits Liaison)

Absent: Jennifer Kamradt (Group 4), Open (Group 6)

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### Old Business

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- Reviewed and approved minutes from the last meeting.

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### New Business

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1. Review yearlong meeting schedule (see schedule below)
  - a. Meeting room reservations... Stay in Allendale for meetings.
2. Attend Scott /Brian GV Budget presentation w/ AP Committee (November 2nd)? Josh going to ask about our group attending AP committee; Thursday 3-4:30pm downtown. We will still have our regular meeting.
3. Develop objectives for 2017/18 schedule
  - a. **Path of promotion**
    - i. Past work- Each member (of SB) checked with their department
    - ii. Current concerns
      1. academic units don't have paths for retention.
      2. equity of opportunity amongst departments
      3. transparency and requirements for promotions
      4. communication/encourage staff to talk to supervisors about career paths
    - iii. AP Comm. looking at criteria and promotions at unit level
      1. SB would like to digest and suggest amendments to this document, November/ Document at next meeting
      2. it has been on SB agenda for over 3 years, AP comm. unaware
      3. exit reports from last year show many APs are leaving and upset
      4. education needed- HR on Website and information to APs, contact Kim Montague. AP Newsletter or workshop. Positive attitude. Supervisor/unit head newsletter to educate
        - a. HR- Computation 101 has been going on for many years and now at supervisor training
  - b. **FMLA - Males**

- i. Checking on faculty committees ongoing progress
    - ii. This would be for all full time GVSU not just faculty.
  - c. **Flex-time** - Dave there is a policy and procedure. Committee will let it go. No new questions.  
Touch on it with speaker.
  - d. **Hot line...Supervisor Training, not just for supervisors**
    - i. November speaker will address this
  - e. **Group communication initiative...feedback from members**
    - i. Survey monkey to all APs to comment promotion/career path/salary determination
    - ii. Goal- Introduce yourself to your group & ask members comments on current topic list
    - iii. Newsletters should be consistent amongst groups. EMMA new newsletter user friendly site from Institutional Marketing. Survey Monkey is anonymous to leave comments
      - 1. 3 Questions-Chair writing draft
    - iv. AP has list of members; 30% open rate-for AP newsletter
    - v. idea of 30-minute online office hour for members to SB Comm.
  - f. **Add-Chick Blue-enrollment/ admissions (Jody)**
    - i. Budget tied to enrollment/ retention.
    - ii. Limit talk to address back to SB Committee concerns/objectives
4. Upcoming Meetings ~ 2pm-4pm
- a. October 12th ~ Dave, Linda, Lindsey & Elisa. HR and benefits about 15-20 minutes each
  - b. November 9th ~ Staff Relations & Development – **Dev Butler**
  - c. January 11th ~ Working meeting
  - d. February 8th ~ Working meeting
  - e. March 8th ~ HR - Dave Smith- calendar year end 2017. Look into 2020
  - f. April 12th ~ Working meeting – complete objectives
  - g. May closing meeting at Murphy's for breakfast

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### Action Items/New Tasks/Discussion

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- Dave to check on faculty committee FMLA new benefit plan/ in the works
- Michelle Cronk to draft 3 questions for groups to ask members
- Josh to check with AP Committee on us SB attending Nov. meeting
- Josh to check on Webmaster

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### AP Committee Meeting Summary

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#### AP/Committee Updates and News – Joshua Stickney

- EPDP and Promotion talks
- Page up (LU) new review system
- Committee Members – updates/comments/feedback
- FAQ on Website- JS looking into Webmaster

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Next meeting October 12, 2017 @2:00-4:00pm Location TBA -Topic/Speaker: Dave, Linda, Lindsey & Elisa. HR and benefits about 15-20 minutes each

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