



AP Executive Committee  
MEMORANDUM

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**TO:** Senior Leadership Team  
**FROM:** Daniel Vainner, Chair of the Administrative Professional Executive Committee  
**SUBJECT:** Fall 2023 Compensation Memo  
**DATE:** November 13, 2023  
**CC:** AP Salary & Benefits Sub-Committee Members, Mychal Coleman (Associate Vice President for Human Resources), Administrative Professional Executive Committee

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The AP Executive Committee endorses the attached recommendation from the AP Salary and Benefits Sub-Committee on the annual salary adjustment for 2023-2024. The AP Executive Committee forwards this recommendation for your consideration.

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**TO:** AP Executive Committee  
**FROM:** AP Salary & Benefits Sub-Committee  
**SUBJECT:** Annual Salary Adjustment  
**DATE:** October 31, 2023  
**CC:** AP Salary & Benefits Sub-Committee Members: Rachel Charno, Joy Gianakura, Jaime Guzior, Travis Polash, Chelsea Ridge (Chair), Meagan Treadway, Joel Van Ravenswaay, Tammi King (HR Liaison)

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Please consider this memorandum of the Administrative Professional (AP) Salary and Benefits Sub-Committee's as support of continued investment in the employees of Grand Valley State University as we prepare for the annual salary adjustment process for 2024-2025.

Annually, the AP Committee surveys our constituents in order to understand member priorities and direct our advocacy efforts. Recent survey results show GVSU following national trends regarding employee compensation satisfaction and employee workload.

According to the September 2023 CUPA HR Retention Survey, the two most common retention incentives are regular verbal recognition for doing good work and a pay increase. (Bichsel, Fuesting, Tubbs, & Schneider, 2023).

Nationally, the top reason for looking for a new position is for a pay/salary increase (Figure 1). At GVSU, nearly 40% of AP employees surveyed were not satisfied with their compensation. AP Committee survey feedback showed member concerns regarding wages not keeping up with the cost of living. If compensation efforts continue to fall below CPI, this trend will negatively impact current and future staffing needs.

Also highlighted in the CUPA data, which aligns with GVSU survey results, are additional responsibilities/employee workload (Figure 2). As individuals leave the University and positions are not filled, remaining staff are picking up a broadening workload. The dollars saved by the university need to be reinvested into employees that have expanded workloads.

**The AP Salary and Benefits Sub-Committee supports the FSBC historical request of CPI plus 1.5% as the minimum standard.** Given current economic trends, national survey results, and GVSU survey results, we believe it is vital that the university continues to meet this standard as it has done in the past. (Hollister, 2022).

The AP Committee strives to support GVSU in all endeavors. For GVSU to continue to thrive, all employee groups require additional compensation. We appreciate the opportunity for continued conversation to increase compensation for AP employees.

### Reasons Employees Are Seeking New Opportunities

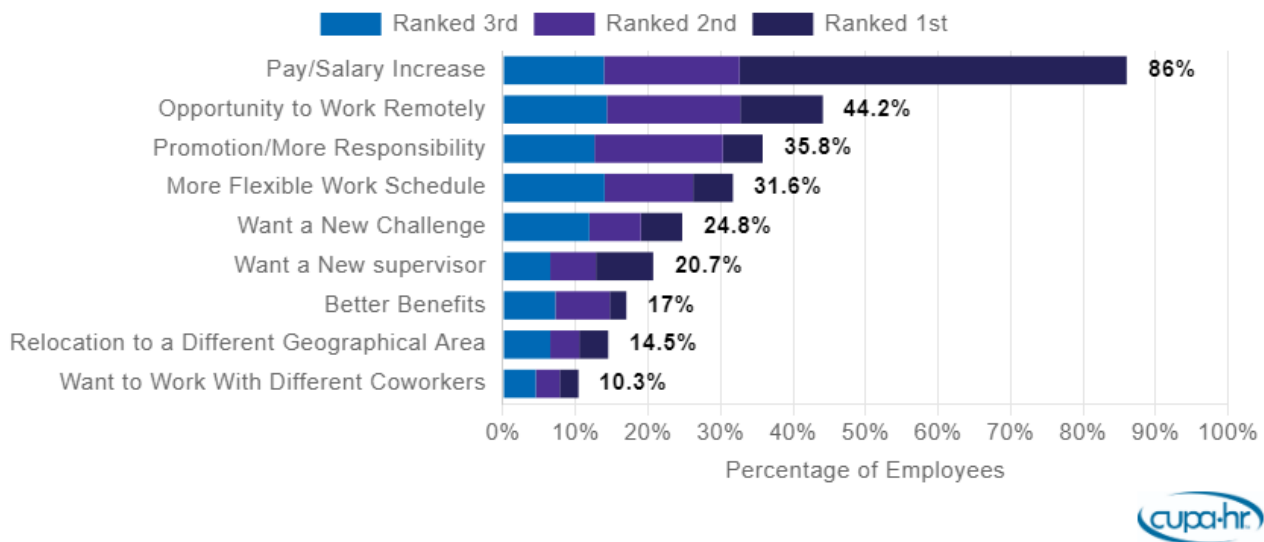


Figure 1 (Bichsel, Fuesting, Tubbs, & Schneider, 2023).

### Changes in Work Expectations Over Past Year for Supervisors and Non-Supervisors

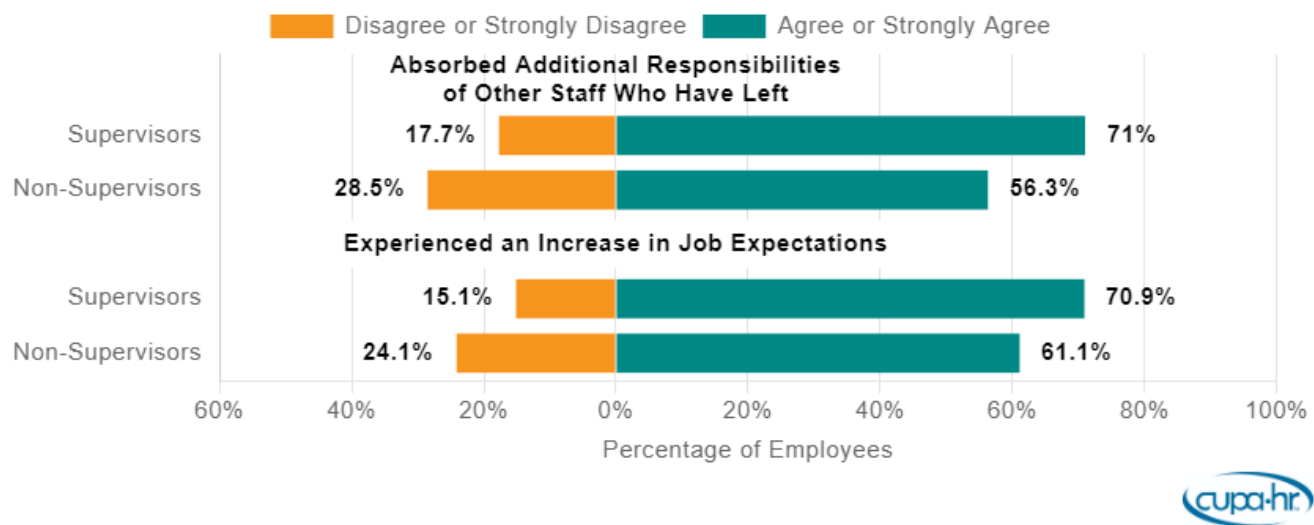


Figure 2 (Bichsel, Fuesting, Tubbs, & Schneider, 2023).

### References

Bichsel, J., Fuesting, M., Tubbs, D., & Schneider, J. (2023, September). *The CUPA-HR Higher Education Employee Retention Survey*. Retrieved from College and University Professional Association for Human Resources: <https://www.cupahr.org/surveys/research-briefs/higher-ed-employee-retention-survey-findings-september-2023/>

Hollister, R. (2022, November 22). *Annual Salary Request Memo*. Retrieved from Faculty Salary and Budget Committee (FSBC): [https://www.gvsu.edu/cms4/asset/D2B7D0BC-B427-FDC6-CD72F3DBCF4B904C/2022-11-22\\_fsbc\\_memo\\_annual\\_salary\\_adjustment\\_request.pdf](https://www.gvsu.edu/cms4/asset/D2B7D0BC-B427-FDC6-CD72F3DBCF4B904C/2022-11-22_fsbc_memo_annual_salary_adjustment_request.pdf)