

MINUTES

AP Salary and Benefits Subcommittee Meeting

12/20/2018 L. Seidman Center, Rm 3001–Pew Campus 2:00pm – 3:30pm

In Attendance

Brent Tavis (Group 1 – Vice Chairperson), Michelle Rhodes (Group 2 - Chairperson), Michelle Dewitt (Group 3), Jackie Rander (Group 4), Michelle Cronk (Outgoing Group 5, Chairperson); Karen Ruedinger (Group 6), Linda Yuhas (HR/Compensation Liaison)

Absent: Joshua Stickney (APC Liaison), Cindy Bartman (Group 5, joining in January)

Unfinished Business

1. Review/Accept Previous Meeting Minutes – approved.
2. Committee Updates
 - a. AP Committee [Michelle Rhodes on behalf of Joshua Stickney]
 - i. President Haas and Scott Richardson attended the last meeting. It was a chance to celebrate their work and hear about their plans post retirement.
 - ii. A new Inclusive Hiring Task Force was formed and has broad representation (e.g. faculty, AP, Assoc VP, VP) to help ensure that the hiring process is inclusive and fair. This could be a good group to take some of the feedback from our AP Survey – issues that apply to more than just the AP group. Michelle Rhodes and Linda Yuhas are both on the Task Force.
 - b. Committee Member Updates/Comments/Feedback
 - i. Michelle Cronk: This is the last meeting for Michelle. Cindy Bartman will be starting with the Committee in January. Thank you to Michelle for her 3+ years of service including serving as committee chair.
 - ii. Dave Smith: New Priority Health ID cards were sent out as were new Delta Dental ID cards which need to be used at your next dental visit. The travel network for medical is now through Cigna which is the reason for the new Priority Health cards. Delta has replaced SS#'s with a unique identifier which prompted their mailing of ID cards.
3. Specific questions for our January guest, Maureen Walsh
 - a. What purpose(s) do you see the AP Committee and the Salary & Benefits Committee serving?
 - b. S&B desires to shift from a reactive to a more pro-active role. We're still learning to navigate this change and we're looking for guidance and input.
 - c. Looking at the S&B Committee Responsibilities, are there any edits or suggestions you would like to suggest?
 - d. AP staff seem to want a group to advocate for them. To what extent should this come from our group?
4. AP Survey
 - a. Karen provided a draft executive summary report which drew from the section summaries that Linda (salary), Dave (benefits), Michelle Dewitt (promotion) and Jackie (other) provided in advance of the meeting. They suggested that items they found in their review were covered in the executive summary report.

- b. The Committee reviewed the draft report and accepted it with minor edits.
- c. There was agreement that the Salary & Benefits Committee should provide the report to the AP Committee and have them help determine our role in responding to the survey results.
- d. Michelle Rhodes will email the report in draft form to AP Committee Chair – Samantha Minnis. In the email she will circle back to the original question that precipitated the survey – the question of whether or not to endorse a recommendation by the AP Committee to request formal paths to promotion for AP staff. She will also indicate our desire to share the draft report with Maureen Walsh prior to her attendance at our January 17th meeting.
- e. Meanwhile, the S&B Committee will begin to put together an education and communication plan to address some of the feedback in the survey.

New Business

There was no new business discussed.

Action Items/New Tasks/Discussion

- 1. Michelle Rhodes will prepare an email to share the AP Survey with Samantha Minnis.
- 2. Michelle Rhodes will share questions with Maureen Walsh in advance of her joining us in January.

Next meeting January 17 2:00-4:00pm Location Allendale: 106 Student Services
