MINUTES

AP Salary and Benefits Subcommittee Meeting

11/15/2018 106 STU– Allendale 2:00pm – 4:00pm

# 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), Joshua Stickney (APC Liaison)

Absent: Cindy Bartman (Group 5, joining in January)

# Old Business

1. Review/Accept Previous Meeting Minutes – approved.
2. Committee Updates
	1. AP Committee [Joshua Stickney]
		1. The last meeting there was no news, and no motions.
		2. Maureen Walsh gave updates, and it was announced that she will be attending our meeting in January.
		3. The December AP Committee Meeting will honor Scott Richardson and President Haas in advance of their upcoming retirements. They will be in attendance, and everyone is invited. Suggestions for a small farewell gift should be sent to Samantha Minnis. The meeting details are: **Thursday, December 13 from 2:30-4:30pm in Kirkoff Rm. 2263**.
	2. Committee Member Updates/Comments/Feedback
		1. Michelle Rhodes: Dev Butler has been invited to attend our December meeting to discuss ePDP updates. We are awaiting confirmation from him.
		2. Dave Smith: Open Enrollment went well with a 94% participation rate, which was a few points higher than last year.
		3. Dave Smith: Provided an update on post-retirement benefits that was confusing due to a communication to Affiliate faculty by the Provost Office. Dave’s team has updated the website to make it clearer. Retiree medical benefits are only available to qualifying retirees hired before 2014. Others hired after 2014 may qualify for other ancillary benefits but not retiree medical benefits. Details are available here: <https://www.gvsu.edu/healthwellness/benefits-in-retirement-446.htm>
3. AP Survey
	1. Linda Yuhas reported out on four points of follow up from our October meeting:
		1. Forwarded the AP staff suggestion of an annual cost of living increase plus merit to Scott Richardson. She has not heard back about the proposed idea.
		2. Benchmark data from MI-CUPA regarding comp time policies for AP employees showed that no other university AP employees have this benefit. The comp time practices at GVSU are supervisor discretion. HR has no official policy, but there may be internal comp time practices (again based on supervisor discretion).
		3. Concern was expressed in the survey regarding lack of a search for certain open positions. Linda reached out to Scott Ayotte regarding waived searches. Information about waived searches is available on the HR website. Maureen Walsh will address this topic when she attends our January meeting. Michelle DeWitt will draft a short piece on this topic for the next AP newsletter.
		4. A census report was run for the timeframe of September 30, 2017 through September 29, 2018. During this date range, GVSU posted 90 AP positions and filled 80 of them.
	2. Discuss Brent’s draft summary utilizing Michelle Dewitt’s framework
		1. There was discussion on what to do next. Overall there was consensus that we need an executive summary. It would be good to separate fact from feeling.
		2. Linda (salary), Dave (benefits), Michelle D. (promotion) and Jackie (others) each agreed to summarize a section. Each should identify the top comments and provide a summary of actionable items. It would be ideal to identify some “quick wins” that could be recommended to the AP Committee for action so AP Staff could see some results from the survey. These summaries are due by Monday, December 17 and should be emailed Michelle R. and Karen. [Post meeting note: Michelle R. has asked Karen to draft the executive summary. She will take the work of the four section writers and craft a draft for review at our December 20th meeting.]
	3. Discuss benefits ideas to share with Dave Smith
		1. Dave agreed to identify any misunderstandings/incorrect information contained in the benefits section feedback. This will help the committee determine which topics to select for future newsletters or other educational tactics. Dave will also help identify ideas which could be investigated for a future benefits review cycle.
		2. Dave and his team will draft some responses to misunderstandings/incorrect information for us to review.
		3. Dave will also consider alternative ways to get the information out such as short videos or presentations. He is open to different methods of communication.
	4. How to Move Forward with the Survey Results
		1. Reviewed the communication that went out to AP Staff with the survey last spring. We said we would use the input to guide our agenda over the next few years. That’s a good reminder that we don’t have to address everything over the course of this year.
		2. In reviewing the charge of the AP Salary & Benefits Committee, it became clear to some that part of our struggle to address the survey feedback is the need to gain clarity regarding the charge of the committee. Historically we have received information regarding AP salary and benefits and explored topics at the specific request of the AP Committee. We have not been an advocacy group. A quick review of our charge confirms that the S&B committee exists to make recommendations to the AP Committee on behalf of AP staff on the topics of:
			1. The AP Salary Adjustment Program
			2. The AP Personnel Structure including salary and title categories
			3. Adjustments or Additions to the AP Committee
			4. Other findings and recommendations relevant to AP Salary and Benefits
		3. Therefore our focus should be the creation of an executive summary and recommendations for the AP Committee. The AP Committee would provide guidance to the AP Salary and Benefits Committee regarding topics for further pursuit. It would be good to have a review of the AP Salary and Benefits Committee overview including our responsibilities. We are not sure how often those are reviewed and confirmed or revised nor the revision date of the current overview.
		4. In the meantime, we can continue to utilize the AP Newsletter to provide information based on topics that came up in the survey.

# New Business

Discussed what survey data to provide to Casey Thelenwood with respect to the FMLA Proposal

1. There was discussion on what survey data to get to Casey Thelenwood in regard to the FMLA Proposal
2. The decision was made to share an executive summary.
3. Can we have a STATs student help analyze the data? Can we give them the data without comments?
	1. Michelle C. will contact John Gabrosek in the Stats department in regards to the email sent earlier
	2. There is concern over providing students comments from staff especially since many are strongly stated and convey feelings as well as facts.

Next meeting: Create clarifying questions for Maureen Walsh

# Action Items/New Tasks/Discussion

1. Michelle D. will draft a piece for the December AP Committee newsletter about the waived searches; Michelle R. will review it before it is submitted
2. Michelle C. will contact John Gabrosek in the Statistics Department to see if our survey results would be a suitable project for a STA 419 project.
3. Survey Section write ups by Linda, Dave, Jackie and Michelle D. are due by December 17.

# **Next meeting December 20 2:00-4:00pm Location Downtown: L. Seidman Center, Rm 3001**