**Minutes**

***AP Salary and Benefits Subcommittee Meeting***

*Date|Time* 02/21/19|2-4pm ***Location*** CHS 340

***2018/2019 Committee Members In Attendance***

**Brent** Tavis (Group 1) – VP; **Michelle** Rhodes (Group 2) – Chair; **Michelle** Dewitt (Group 3), **Jacklyn** Rander (Group 4), **Cindy** Bartman (Group 5), **Karen** Ruedinger (Group 6), **Joshua** Stickney (APC Liaison), **Dave** Smith (HR/Benefits Liaison)

Absent:**Linda** Yuhas (Compensation and Salaries Liaison)

***Unfinished Business***

***Review/Approval of Minutes –*** *Approved with revisions sent prior to the meeting*

***Updates***

* AP Committee Updates and News – AP Committee is working to make information better on the AP website; discussed whether directors, VP’s and Asst VP’s are eligible for service awards and decided that directors and all AP staff are eligible because our bylaws do not specify different types of AP staff.
* Committee Member Updates/Comments/Feedback – Michelle spoke with Samantha Minnis to discuss the AP Survey Executive Summary, and Samantha thinks it is complete and nicely done. She will share the executive summary with the AP Committee at their March 7th meeting and will provide printed copies of the open ended comments. The two also discussed clarification on the path to promotion question that was the impetus of the survey. Should the S&B Committee still work on an answer to this question of path to promotion? Samantha will take this question to the AP Committee to discuss. Michelle shared that the plan of the S&B Committee is to focus on learning opportunities to address some topics brought up in the AP Survey. Samantha will also discuss with the AP Committee the idea of having the Professional Development Committee pick up on some of the topics identified. The AP Committee will also discuss how best to distribute/communicate the executive summary. Samantha will get back with Michelle on these open questions which we will discuss at our March 21st Salary & Benefits Committee meeting.

***Unfinished Business***

* AP Survey Report Feedback & Next Steps
	+ Samantha Minnis will take the executive summary to the AP Committee meeting on March 7th for discussion of next steps. She will let us know whether the AP S&B Committee is still charged with responding to the Path to Promotion question.
	+ Decided to table the discussion of developing a communication plan around topics identified in the AP Survey until after we get feedback from the AP Committee discussion planned for March 7.

***New Business***

* Tour of CHS Simulation Center
* 2018 Annual Benefits Review (Dave Smith) – reminder that the Benefits Committee has two members from each employee group including Michelle Rhodes for AP. Healthy Campus is part of the GVSU strategic plan which is somewhat unique. We try to practice total population health management here at GVSU. Average employee age at GVSU went from 46 to 45 in 2018. 85% of GVSU employees are in the high deductible plan. No plan design changes occurred for 2019 and none are planned for 2020 or 2021 (committed assuming assumptions hold). A new Michigan Paid Medical Leave Act doesn’t impact GVSU regular employees, but it does impact temp hourly and student employees. HR is analyzing the impact of the Act to determine how best to respond. Chart of Work for the Benefits Department: Targeted Communication Program; Retirement Plans – currently we work with TIAA-CREF and Fidelity – we may select one to be the portal to help with communication and cut some administrative costs; promote wellbeing.

***Action Items/New Tasks/Discussion***

* Provide a short article for the March AP Newsletter on often overlooked benefits [Dave]
* Invite Greg Sanial to a AP S&B Committee meeting in fall 2019 [Michelle/Brent]
* AP Committee will let us know if they still want a written recommendation regarding their draft Path to Promotion recommendation [Josh/Michelle R.]

***Next Meeting – March 21st – Allendale Campus, 106 Student Services, 2-4pm***