Salary and Benefits Subcommittee Meeting

KC 2242

September 14, 2011

4pm

Attendance (those present marked with \*)

Scott Whisler

Aaron Haight \*

Sheryl Barricklow \*

Janaan Decker \*

Benjamin Rapin \*

Jennifer McCaul \*

AP Committee Liason – Jackie Rautio \*

HR Representative – Linda Yuhas \*, Dave Smith \*

Business:

* Identify Goals and Priorities for 2011 – 2012
	+ Committee members will discuss goals over email prior to the next meeting. Finalizing goals will be an agenda item then.
* Guest List
	+ October – Dave Smith will further discuss open enrollment and retirement plans.

Comp 101/Outlining the Salary Process – Linda

* Salary Process:
	+ Salary adjustment process for 2011/2012 starts in March 2011, concludes in July with delivery of salary letters to staff members.
	+ Annually, Linda Yuhas updates market data for every AP position by comparing GVSU job responsibilities to market survey positions. The market data comes from higher education and all industry surveys. A salary review is done by comparing the GVSU position and responsibilities with the incumbent’s salary for that position, years of experience, educational credentials, compression, equity and market. This information is shared with executive officers and appointing officers. Salary adjustments resulting from this analysis are made as budget allows. Highest degree may factor into the analysis so it is important for staff members to inform HR of newly earned degrees.
	+ Staff members are able to review their position’s market data individually with Linda.
	+ Market adjustments to salary are funded outside the base allocation for salary adjustment.
	+ GVSU’s compensation philosophy can be found on the HR website.

Open Enrollment Update – Dave

* Dates will be announced shortly
* No anticipated changes to the health plans for the upcoming year
* Dental plans will move to an 80/20 cost sharing model, new plan pricing will be included in the upcoming open enrollment. As explained in the salary letters staff members received in July there will be a salary adjustment effective in January to help offset the increase.
* Flu shots will again be made available starting 9/20 at no cost to staff members and family members. Health & Wellness will be partnering with the Nursing program; dates, times and locations will be distributed shortly.
* Chair of AP Salary & Benefits subcommittee will now meet with the university’s benefits committee. AP staff members have always been represented on this committee, but the representative has not always been a member of the AP S&B committee.

Outstanding Issues:

* 2 issues put to AP Committee – Supervisor evaluations, representation of AP Committee on University committees.
* Only recommendation from previous committee is to research and develop a suggested procedure for employees to follow if they have concerns about titles and job descriptions. Make it clear for employees to know where to go and to create an advocacy program.
* Issue of no AP representation on the Inclusion and Equity Committee exploring AP Job Titles/Descriptions – Concerns (from S and B committee) were raised that only AP members were from IE Office and HR. Committee is no longer meeting. A process was developed for AP staff to review job descriptions as they are vacated and added on the HR hiring system. Non vacated positions will be added (timeline unsure). Roll out not determined – working with IT on developing system. Communication from HR to all staff will occur when it is ready.
* AP Forum Issues
	+ Timing of Paychecks – could have Luanne Brown come in to meeting to explain more.
* Other areas of concern/discussion:
	+ Benefit changes (dental, hsa contributions)
	+ More explanation on hsa – helpful hints after first year. Maybe put facts in each minutes…
	+ Salary Adjustment Program Review (this is in our job description) – Linda will look at this and let us know how our committee is/not involved in this.
	+ We need a rep on the University Salary and Benefits Committee – Dave?
	+ Old topics to keep in mind – AP Adjunt Pay, Maternity, Flex (Have Sue Sloop come in and talk about Maternity and Flex).
	+ Professional Development Funds – equity issue, discretionary from Deans/Supervisors
	+ Future guests – Jim Bachmier, Matt McLogan
	+ Climate Study Review

Next Meeting – Wednesday, October 12 at 4pm in 2242

* Agenda Items

Next Meeting:

* Dave Smith –Open Enrollment, Retirement Update
* Discuss & Finalize goals
* Discuss Upcoming Guests.\

Meeting Times: Second Wednesday at 4pm (those not in attendance please let us know if this time does not work).