MINUTES

AP Salary and Benefits Subcommittee Meeting

06/14/2018 2259 Kirkoff – 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), Cindy Bartman (Group 5), Karen Ruedinger (Group 6), Linda Yuhas (Compensation and Salaries Liaison), Michelle Cronk (Outgoing Group 5, Chairperson)

Absent: Joshua Stickney (APC Liaison), Dave Smith (HR/Benefits Liaison)

# Old Business

1. AP Salary & Benefits Survey – Michelle Cronk, Michelle Rhodes and Karen Ruedinger
	1. Good response – 358 responses; 681 emails were sent and 661 were delivered; 54% response rate which is quite good; discussed when to close the survey and decided to close it today; survey has been closed
	2. High Level Discussion of Results – People are most satisfied with Vacation/Leave Time and Benefits and least satisfied with Career Advancement and Salary.
	3. Next Steps –
		1. Karen will send out the results by the end of June and members of the committee will review them as they have time prior to our first meeting of 2018-19
		2. Karen will also create the importance/satisfaction matrix by the end of July
		3. The Committee will review of the result in detail and use them to determine our priorities to begin addressing next year. This will be the primary focus of our first meeting for 2018-19.
		4. We should send an acknowledgment email to AP Staff thanking them for their participation and letting them know we will be delving into the work in the fall when we resume meeting.

# New Business

1. Selection of Officers for 2018-19 – Michelle Rhodes
	1. Brent Tavis volunteered to serve as Vice Chairperson
	2. Karen Ruedinger volunteered to serve as Secretary
2. Family Leave Task Force Update – Michelle Dewitt
	1. Michelle found it beneficial to be part of the feedback retreat
	2. The recommendation is moving forward with a goal of presenting to senior leadership this fall
	3. Michelle has offered to continue to be the liaison for this work from our committee; there was agreement for her to do so
3. Committee Meetings for 2018-19 – Michelle Rhodes
	1. Michelle expressed a desire to tighten up the time devoted to regular topic updates (e.g. ePDP, benefits); we find value in the content but would find it helpful to have the presentation material in advance of the meeting so that we can review content as pre-read, shorten the presentation, and keep the Q&A while reducing the overall time devoted allowing time for other topics to be covered as well; there was broad agreement with this approach
	2. Determined that we will continue to meet monthly on the 3rd Thursday of the month from 2-4pm
	3. Meeting locations will be shared between Allendale and Pew Campus; Karen will secure a meeting room at Seidman once Michelle R. has selected the dates

# Action Items/New Tasks/Discussion

1. Acknowledgement Memo to AP Staff regarding participation in the survey
	1. Karen to create draft to and send to Michelle Rhodes to share with committee
2. Survey Results
	1. Karen to send data file to Michelle Rhodes to send to the committee by the end of June
	2. Karen to prepare importance/satisfaction matrix by the end of July

# AP Committee Meeting Summary

AP/Committee Updates and News – Joshua Stickney

* Josh was in the AP Committee breakout and therefore there was no update shared

# **Next meeting: 09/20/2018 2:00-4:00pm Location 120 STU**