MINUTES

AP Salary and Benefits Subcommittee Meeting

10/18/2018 SCB 3001 – Pew Campus 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); Dave Smith (HR/Benefits Liaison)

# Old Business

1. Review/Accept Previous Meeting Minutes – approved with modification.
2. Committee Updates
	1. AP Committee [Joshua Stickney]
		1. Presentation by Campus Recreation – one benefit of Club sports is recruitment and retention; Club sports are like “varsity sport light”; intramurals is more of an engagement tool
		2. Interested in getting an update on the ePDP tool but Maureen Walsh was not in attendance; this will be a future item for update/discussion
		3. The committee is seeking more information regarding changes to the grants process; this will be a future item for update/discussion
	2. Committee Member Updates/Comments/Feedback – Karen would like to table a discussion of Official Retiree benefits for the November meeting when Dave will be in attendance
3. AP Survey Discussion
	1. There is an hour video for how to prepare an employee survey – Leadership IQ on the HR website that would be good to watch for future reference. Note: Contact HR to request login credentials to access the Leadership IQ series which several committee members attested to being very worthwhile.
	2. Take advantage of the monthly AP Committee Newsletter to include educational content to address. Michelle Dewitt will continue to coordinate submissions for the newsletter for this committee.
	3. Key Topics/Themes in the survey results:
		1. How salaries and raises are determined
			1. ePDP and how it relates to salary increases
			2. Perception that many promotions/advancement opportunities are not an open and fair process; the issue may not be with the process but rather with the communication around these decisions; perhaps more explanation of a waived search is needed – when it is appropriate and how it works; sharing data on promotions and the frequency of waived searches could also help
		2. Work life balance and difficulty taking advantage of vacation time – hard to think about a common solution for this concern as department demands vary; however, it seems important to consider the impact of younger generations on the need for such things as flexible work arrangements
		3. AP Grievance Process – AP staff may not know that this exists
	4. Possible Actions:
		1. Invite Maureen Walsh to debrief with us on the survey and determine what topics there is support for advancing
		2. Ask Maureen how we can best deliver on some of our standing charges for our committee such as *Review the AP Salary Adjustment Program and make recommendations to the AP Committee for further action* and *Review the AP Personnel Structure which includes the evaluation of salary and title categories and to report these findings with recommendations to the AP Committee for further action*
		3. Michelle Rhodes and Linda Yuhas are on a new task force being led by Scott Ayotte called the Inclusive Hiring Task Force which may help address the topic of waived searches
		4. Leadership IQ has a session on how to have tough conversations such as around performance which may be worth encouraging AP staff to go through
		5. Suggest training/awareness of work life balance options for supervisors; might include generation cohort training
		6. Summarize all benefits suggestions and provide a summary for AP to Dave Smith
		7. Topics for future AP Committee Newsletter: Waived search process and AP grievance process
		8. Identify data that we could gather and report back to AP staff on a regular basis such as: number of promotions, number of waived searches, number of AP position searches for the year broken down by new positions vs. replacement (if possible)

# New Business

# Action Items/New Tasks/Discussion

1. Brent will take Michelle Dewitt’s framework for summarizing the big items from the survey and create a draft summary before our November 15th meeting
2. Linda has four points of follow up: pass along the suggestion for a cost of living increase plus merit; find out the history of the AP Salary & Benefits committee responsibilities; ask the MI-CUPA list serve for practices and policies of non-union, salaried employee comp time; ask Scott Ayotte about data on waived searches (numbers)
3. Michelle Dewitt will draft a piece for the November AP Committee newsletter; Michelle Rhodes will review it before it is submitted
4. Michelle Rhodes will invite Maureen Walsh to join the committee meeting ideally at our December or January meeting
5. Main November Meeting Topic Will Be: Review Brent’s summary, discuss benefits ideas to share with Dave Smith, review data/measures Linda was able to gather

# **Next meeting November 15, 2018 2:00-4:00pm Location 106 STU - Allendale**