**Salary and Benefits Sub-Committee Meeting Minutes**

**November 15, 2023, 10:00 a.m.**

Present:Chelsea Ridge (Chair, 2024), Joel VanRavensway (co-Vice Chair, 2024), Jaime Guzior (Absent -Secretary, 2026), Meagan Treadway (2026), Jon Dean (2026), Rachel Charno (2024), Joy Gianakura (2026), Travis Polash (2025), Tammi King (HR Liaison)

**Agenda**

**Introduction**

* Welcome / Introductions

**Updates**

* AP Executive Committee Meeting Updates
  + Median Positions – can we get everyone to that median range
  + Strive to pay all AP staff median positions
  + 2 Nominees for our 2 open positions
  + Approved our memo
* HR Updates
  + Workday 1/1 go live
  + 97% participation in open enrollment
  + MUSH 2024 – average increase for 4% for 1/1/24 merit increase

**New Business**

* Review Survey Results
  + Any addition to highlights?

**Ongoing Business**

* Compensation Memo
  + First memo – approved & sent
  + Second Memo
    - Mirror faculty
      * Raise ranges
        + Faculty in handbook
        + AP listed on the GV website

Ranges from GVSU Merit increase page:

NEEDS IMPROVEMENT: 0 TO 1.22%

DEVELOPING (NEW STAFF): 0 TO 2.03%

SUCCEEDING: 2.88 TO 3.60%

EXCEEDING: 3.69 TO 4.50%

<https://www.gvsu.edu/cms4/asset/8C0B809B-0726-4E3B-1EBA4A40A82D8597/salary-book_7-1.23.pdf>

* + - Median salary
      * CUPA data / standard -yes
      * Industry data / standard – national averages
      * Job descriptions update?
        + Once job descriptions are realigned, we will ask again

Accuracy?

AO Reports (Tammi will see if she can get this)

* + - * Wondering – is faculty the best angle?
    - Communication Clarity about the salary adjustment process
      * Information is hard to understand – see what we can do to help in this clarity
    - Committee Member Topics
      * Internal Candidates taking their salary

**Upcoming Dates**

* Next Meeting December 20 @ 10am in person (Zoom available)
* Optional Zoom for draft
* Do we want to cancel?