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

**February 21, 2024, 10:00 a.m.**

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

**Remote Agenda**

**Introduction**

* Welcome / Introductions
* Vote for a new Vice Chair
* Jon Dean is the winner!

**Updates**

* AP Executive Committee Meeting Updates
* Conversation yesterday with VP Topic
* 20 years behind on technology platform so there has been a fire hose and they are continuing implementation.
* Proposed freeze on new tech platforms to allow time to catch up and become solid users.
* Workday – proud of this, best ERP rollout he has participated in his 26 years
* Accenture support ends February. If we need more, then they can add more.
* Readiness is there, policy and tools we are a 2/10.
* ECS Meeting on Friday (items that impact staff)
* Center Policy consideration
* Edit/create approval process
* Entrance requirements discussion for students
* HR Updates
* Rough estimate 13% are below midpoint of market and 1% below minimum of market
* By end of Feb, hope to have WD concerns stabilized
* Wellness has been huge focus this year (presentations on mental, health, and physical standpoint)
* More challenges, information on preventative diseases, workout sessions, cooking classes for employees
* Looking to reconnect with RecWell on Fac/Staff workout classes
* Delta Dental – largest network and best provider in west michigan at this point
* If provider dropped DD, they can still get partial payments
* Plans are reviewed on 2-3 year basis to ensure they are best option for GV
* Increase services in VSP plan coming
* Would like to see more for diet/weight loss options (prescription side/weight watchers/etc)

**New Business**

* Idea – Internal Promotion Interview support
* Working on one for PSS staff currently.
* Succession Planning
* 1 or 2 year plan for Talent Management

**Ongoing Business**

* Compensation Memo (Document Review)
* Second Memo (give VP Finance heads up about memo)
* Median Positions – can we get everyone to that median range
* Strive to pay all AP staff median positions
* Mirror faculty
* Raise ranges
* Faculty in handbook
* AP listed on the GV website
* https://www.gvsu.edu/hro/2023-2024-salary-increases-administrative-professional-1082.htm
* Ranges from GVSU Merit increase page:
* NEEDS IMPROVEMENT: 0 TO 1.22% (0-27%)
* DEVELOPING (NEW STAFF): 0 TO 2.03% (0-45%)
* SUCCEEDING: 2.88 TO 3.60% (64 – 80%)
* EXCEEDING: 3.69 TO 4.50% (82-100%)
* <https://www.gvsu.edu/cms4/asset/8C0B809B-0726-4E3B-1EBA4A40A82D8597/salary-book_7-1.23.pdf>
* <https://www.gvsu.edu/cms4/asset/8C0B809B-0726-4E3B-1EBA4A40A82D8597/salary-increase-dates-and-info_2023.pdf>
* Policy document that matches?
* Concerns:
* How do you decide who gets what percentage if you have two employees succeeding? Lack of flexibility with options
* Equity issue when succeeding AP employees get 64-80% while faculty can get 100%
* AP held to higher standard to recieve same compensation increase
* Faculty Ranges <https://www.gvsu.edu/policies/policy.htm?policyId=3FD29856-F721-C76D-CA33F31EB481E1E4&search=>
* Less than satisfactory 0 to 55%
* Satisfactory 70 to 100%
* Exemplary 105+%
* 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**

* Kathleen Vanderveen to discuss/answer questions regarding hiring practices (in relation to AA/approvals/waivers). (Rescheduled to April 17)
* March 20th - Special Guests – Becky Berrevoets/Daniella Kimera (new comp analyst) & Natalie Trent (Talent Management Manager)
* Understanding of review process, communication for this year, and training for supervisors to ensure equitability.