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

**April 17, 2024, 10:00 a.m.**

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

**Agenda**

**Introduction**

* Welcome / Introductions

**Updates**

* AP Executive Committee Meeting Updates
* Conversation with VP Bernal
* Serving Students
* Town Hall
* Apologized for any mistakes under his advisement
* AP Forum on May 7 – Sign Up
* HR Updates
* Reviewing all benefits and getting into the community

**Special Guest**

* Kathleen Vanderveen to discuss/answer questions regarding hiring practices (in relation to AA/approvals/waivers)
* DSR, Affirmative Action, Title IX
* Affirmative Action was in HR and it was pulled out
* BW & AW (Before Workday & After Workday)
* BW – Affirmative Action – Public Institutions still intact as federal institutions (Hillsdale is the only higher ed in MI that doesn’t accept Affirmative Action)
* Touches the search process 5 times
	+ - * Inclusion Advocates- review the hiring plan and the affirmative action plan based on last year’s data (how many applied, got the job, left the university, salary)
* Affirmatively doing something to break down barriers to support employment
* Gender, disabilities, race, veterans (GVSU has a broader definition, but for hiring this is what is focused officially)
* All voluntary – only 2 people can see it
* AW – get away from forms and hiring plan document
* Proposal to Greg so we can have hiring packages to automatically pull and an intern from HR that would post on veteran websites. (Still working)
* HR Generalist removes people from the pool that are not qualified
* Affirmative Action reviews the pool to ensure it is diverse enough. Pool approval required. You may have to go back and do some more advertising
* Review the salary to ensure it matches the posting.
* Employment Waiver Request Form
* Certain qualifications <https://www.gvsu.edu/affirmative/search-waivers-31.htm>
* Other Reasons: Run a search for an adjunct and then you can complete a waiver for moving them to base. (Adjuncts limit to 3 years)
* Average month is 3 with 50% approval
* Adjunct APs you can hire without a search, but if you want to move them to a permanent position (waiver above) then you will want to do a search.
* Salary Study every 3 – 4 years: corrected ~20 salaries last time
* Advertising to promote diverse pools: Insidehighered, disabilities and veterans have special portals that HR works with
* Working on a universal pool for advertising
* All electronic
* Indeed & Linked In pulled ‘remote work’ on a position what wasn’t true.
* Talent Acquisition is doing some work on recruiting actively for higher priority positions
* <https://www.gvsu.edu/affirmative/inclusive-recruitment-resources-27.htm>
* Minimum 10 business days for a posting. Expedieted 5 day requires a form
* Internal Search doesn’t happen often

**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**

**Upcoming Dates**

* Final Meeting of the Year: May 15 Celebration