

Staff Advisory Council General Council Meeting Minutes

Friday, December 16, 2022 @ 1:00pm - 2:30pm in the Toepfer Room and via Zoom

Welcome and call to order at 1:02 pm by Jean Seneff.

Minutes approved without amendments: Motion by Jim Nauer

Speakers

- Carolyn Gregory, *Vice President of Human Resources*, and James Ryan, *Senior Director of HR Accounting*
 - *Compensation Update*
 - VP Gregory started by saying that they wouldn't be taking any questions and that any questions people have should be directed via email to AskHR. A powerpoint was presented to give an overview of the process used for the compensation study and the action steps that followed. The study's goals were to look at equity, fairness and market competitiveness. An initial study was started prior to the pandemic. It was revisited in 2021 with data being gathered by consultants and then the results and recommendations were reviewed by a committee of people on campus. A new salary structure was developed, as well as new compensation policies. Market corrections were made to the salary structure. All salary grades received an increase to the minimum salary except grade 3 and there was an 8% average increase to the salary range midpoints. The new structure can be viewed on the HR website. If someone was negatively affected by the changes, they have been grandfathered in to stay at the rate they were at in the former structure. Adjustments will be made to the positions in those situations when the current position holder leaves the position. Several positions saw their salary grade changed. 55 positions (196 staff people) were raised to a higher grade and 30 (165 staff people) were lowered but those will be grandfathered into the former structure until vacated. The promotion guidelines were adjusted to state that a move to a higher salary grade will give a range of a 4%-15% increase, depending on the number of salary grades increased. There is also now the possibility of increases in the same position without a salary grade change. This is possible for situations in which new responsibilities are added. There will still not be an increase for lateral transfers. Staff may also be able to receive additional pay for campus wide projects or interim assignments outside the scope of the regular duties. The types of increases that may have occurred are: 1) an increase because the new minimum increased (not performance based), 2) allowing for compression, 3) allowing

for external pay equity. The old and new salary structures were shown, including the library structure. Several illustrations were shown to explain the different types of increases and how grandfathering works. All pay grade maximums will be reviewed on an annual basis to see if they should be adjusted. Everything was based on the salaries and reviews as of November 30. Anyone with a review in December will be reassessed and adjusted as needed. The presenters expressed that President Kaler allowed for enough money to be spent so the changes could be made all at once instead of in steps. The new compensation will be effective December 1 and supervisors have until December 19 to share the letters stating the new salaries with their employees. In January there will be events for all staff to learn more about the compensation study and the outcomes. A copy of the Powerpoint was requested for the SAC reps and it was suggested that if people have general questions, they could be forwarded to the SAC Executive Committee. The questions will then be shared with Carolyn Gregory at the monthly SAC Exec Cmte/HR meetings.

New Business

- Kaitlynn Craig, *Chair of Fringe Committee*
 - *Child Care Survey Update*
 - Look for another child care survey to come out in mid-January. A committee led by Katie Brancato will be collecting the data which is mainly focusing on those with children under the age of 5 or those anticipating having children soon. You may direct any questions about this to Kaitlynn. Steve Eppell suggested working with the faculty group that has been focusing on this issue as it is good to join forces on some of these things that affect both faculty and staff.

Old Business

- Ad Hoc Committee on Rules and Records Update
The committee's report is complete. It will be presented by Ray at the next SAC Steering Committee meeting in February. Afterwards the report will likely be sent to the general council and presented to the larger group that same month.

Reports of Standing Committees

Communications: Karoline Kramer*, Susan Reichert

- Most of the communications emails have been updated. Committee chairs should start thinking about information to give to the committee for the annual report in January.

Community Service: Theresa Grigger (via Crystal Sabol)*

- There will be a basket raffle during spring break (Mar 13-14). It will be held in the Tink. Let Theresa know if your department wants to contribute a basket. There will be volunteer opportunities for this event, as well.

Elections: Karyn Newton, Jim Prince*

- The election has been completed except for runoff elections in the College of Arts and Sciences and the School of Medicine due to ties. No one in the law school has accepted their nomination, so the Executive Committee will need to figure out a solution. Two departing SAC reps in University Administration and Academic Administration have had their spots filled already.

Fringe Benefits: Kaitlynn Craig*

- The dental insurance has switched to Superior. New cards will be mailed soon.

Staff Policy: Jim Nauer*

- Met November 17 and December 14. They are awaiting a response from HR regarding their question about SAC representation on Senior Leadership search committees. Jean Seneff mentioned that that question would be added to the next Exec Cmte/HR meeting.

Staff Recognition: Teresa Underwood, Paul Keeley*

- There will be some advertising for the President's and Robin Kramer awards in January. The committee will be temporarily tabling the new staff recognition proposal in order to prepare for the 2 main awards.

Staff Training and Development: vacant

- The committee hasn't met and doesn't have a chair. If someone would like to volunteer to chair this committee, let Dawn Ellis or anyone else on the Executive Committee know

Reports of Ad-Hoc Committees and Liaisons to the University Committees

Sustainability Initiatives, Carlier Myers*

- Committee members (Melissa Ackerman, Carlier Myers, Siu Yan Scott) contacted the Office of Energy and Sustainability and plan to meet with Stephanie Corbett, Director of Energy, Sustainability, and the University Farm, in the near future.

Diversity Leadership Council, Carlier Myers*

- There was an October meeting and a November meeting. The university received the Higher Education Excellence in Diversity Award for the 11th year. OIDEO is submitting a proposal to garner support from the Deans and other leaders regarding diversifying faculty and staff searches. The Office of Multicultural Affairs is looking for Diversity 360 facilitators. Contact Randy Blackford, if interested. OIDEO is also working on convening a group to discuss plans for an early arrival program for underrepresented students. Bryan Adamson at the law school is trying to create a virtual event for pre-law students at our partner schools to discuss experiences at predominantly white institutions. Contact Bryan if interested in helping. The committee discussed the Supreme Court arguments regarding the UNC/Harvard admissions case. President Kaler is developing a task force to ensure that we continue to have a diverse student body. The Provost Scholars program is looking for mentors. Contact Dr. Faye Gary if interested. You can register for Interrupting Unconscious Bias in the Hiring Process training through Campus Groups. Watch for Sustained Dialogue instructor training in the spring, if that is something that interests you.

Faculty Senate, Dawn Ellis

- Dawn was out of town, so there wasn't an official report. Steve Appell mentioned a few items that were important for staff to pay attention to: 1) parking and what will happen to

all the spots in Lot 1B and 2) a new faculty committee that is focusing on sustainability and the use of space. Specifically, that faculty committee has written a proposal that maybe SAC should give feedback on. One person mentioned the effects of the increase in students at CWRU and how that increase is requiring the university to add more staff. Many people are sharing offices. How will space issues be addressed in the future? Another person asked about the possibility of guiding principles for how decisions are made for departments that are forced to move (ex: Yost being taken down).

Parking Advisory, *Paul Keeley**

- There hasn't been a meeting this semester.

Announcements from the Executive Committee

- Please complete the Compliance Training module sometime between January-March 2023

Adjourned at 1:53 pm.

In Attendance:

Zoom: Missy Akerman, Liz Bober, Kaitlynn Craig, Jessica Decaro, Dedra Hanna Adams, Andrea Hess, Renee Holland-Golphin, Kathryn Howard, Janee Kelly, Paul Keeley, Karoline Kramer, Renee Holland-Golphin, Kelly M., Elizabeth Miller, Felicia Moss, Jim Nauer, Susan Reichert, David Retzer, Loretta Sexton, JC Scharf, Siu Wan Scott, Shannon Swiatkowski, Danielle

In Person: Steve Eppell, Kate Klonowski, Ray Krajci, Carlier Myers, Jim Nauer, Crystal Sabol, Jean Seneff, Teresa Underwood

Excused: Therese Grigger, Dawn Ellis