

December 14, 2018

9:00am to 10:00am

Meeting minutes: Compensation and Budget Committee

Present: Engle, Joshua; Hart-Brinson, Peter; Heidtke, Staci; Jamelske, Stephanie (ex officio); Kurtenbach, Bridget; Miller, Robin; Smith, Alex; Vadhavkar, Ganga; Vaughan, Tim

Absent: Ayres, Susan; Boellard, Melissa

Minutes from last meeting are not yet available.

Motion to include the language created by Dr. Vaughan in the pay plan, presented and seconded. Discussion ensued.

Goal of the language changes is to give people a voice in a non-time consuming way, when faculty member and supervisor are discussing an appeal. Administration then copied on the written correspondence. This would be transparent to the faculty member.

- Accountability is built into all processes.
- Staff/faculty have a voice.
- Can be transparent about decisions.
- Allows each exchange be presented to higher level leaders, include written exchanges

Vaughan indicated language in the draft revision of the internal equity section of the pay plan includes that the supervisor gets the list and then decides what inequities to address.

Intent was building off last year's process: The list (includes just staff and salary) is given to chairs, anyone who wants to request, in writing, an equity adjustment, can. Those letters inform the Chair's ranking, the Chair must respond in writing. Those two documents go to Administration, as well as the list. From there, decisions are made.

Group indicated there is difficulty when the list is only name and salary because there are other factors that probably need to be included to inform decision-making. The group believes the last time there was a pay plan adjustment and internal equity there was not any feedback to chairs from Dean's offices.

Jamelske recommends transparency would include something in writing from administration (to show accountability). This ideally allows for faculty and staff to understand the process.

Have to define process but not assign any negative intent to the process, including the people involved.

After analysis and discussion of the data on the list, it would go to the e-form. There are extensive details on the e form to define a salary inequity.

Do not want to eliminate the equity adjustment request form on the Provost's site.

Could there be two ways to initiate an inequity adjustment?

1. Chair sees the salary, makes an adjustment. Contact faculty/staff to tell them.
2. Even though supervisor does not recommend an adjustment, request consideration.

Questions:

Does the existing e form capture this exchange or does the e form need to be revised?

Does the language need revision?

How do we communicate with employees of the process of adjusting salary due to inequity?

When are people notified of a potential inequity?

Chair Miller recommends tabling the motion, to allow Tim Vaughan and Peter Hart-Brinson to work together to amend and streamline process language. Motion will be reviewed at the next meeting.

Motion to adjourn was presented, seconded and approved. Meeting adjourned at 10:00am.

Next meeting: February 8, 2019, 9am. Location: TBD

Minutes submitted by Staci Heidtke