

2008 Staff Compensation Review Project - Minutes

First Meeting – April 21, 2008

Members Present:

Jimmy Davis
Millicent Jolly
Jason Chandler
LaKiesha Armstrong
Andrew Johnston
Mike Bannon
Mark Grones
Donna Gwaltney
Sally McKay
Mike Umphres, Compensation Advantage

Members Absent:

Paula Gill
David Fish
Tina Hunt Frost

The meeting began by going over the original compensation project and its objectives. We discussed the objectives of the current project and the duties of each member – to provide feedback and advice particularly in areas where the team member has knowledge about particular jobs. Confidentiality in all of our activities was stressed. No individual staff salary will be displayed but market data for jobs will be viewed.

The group discussed the original leadership survey and edited questions for the new survey. The survey went out to Senior Leaders, Deans and Associate Provost and Administrative Directors via an online Zoomerang survey. The group spent some time discussing the importance of communications about the project to the campus. Ideas mentioned for this include emails to campus, setting up a webpage in the HR area, information in FYI, asking managers to discuss during their staff meetings and discussing during campus wide staff meetings.

Responsibilities for the next meeting are:

- Review the results of the Zoomerang survey for issues and areas needing improvement
- To review the job descriptions from the surveys that are matched by code to jobs in areas where the team member has knowledge. For example, a group member from Enrollment Services would look at the short job description for an Admissions Counselor from the CUPA Mid-level Survey to ascertain if this was a good match for the Counselor job at Belmont.
- Review the current compensation system philosophy, objectives and critical factors used to distinguish different job levels. Those factors are:
 - Scope and complexity of the job and the level of impact to one or more departments on campus
 - Financial impact and responsibility for fiscal resources (revenue & expenses)
 - Communication skills and the kinds of interactions with customers required within and external to the campus
 - Leadership and supervisory functions
 - Education, knowledge, and experience required

The next meeting was set for May 29, 2008 at 2:00 pm in BMH 434. Meeting was adjourned.