

2008 Staff Compensation Review Project - Minutes

August 21, 2008
Inman Room 407

Members Present:

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

Members Absent:

Andrew Johnston
Paula Gill

Mike Umphres had provided two market structure options for the group to review prior to the meeting. The structures included all staff jobs placed in different salary bands. One option used both market data and Belmont's critical factor ranking information to determine how each job was placed. The second option placed positions in bands by Belmont's critical factor ranking information only. Option 1 had 10 bands and Option 2 had 9 bands. Each band's range was determined based on the average of the market information for the jobs in the group and a 100% spread was shown for each band.

After some discussion, the group recommended that Option 1 be used. Using market data for position placement assists with compliance and legal issues. The group was asked to discuss jobs that might have been incorrectly placed because of insufficient market information or where they had questions. A number of positions were discussed and a few changes were recommended. Sally suggested that one of the bands with only a few positions in it not be used and that the jobs in that band would go into either the band above or below. The number of salary bands would then be 9. Sally mentioned that the final structure and placement of jobs will be reviewed by each Dean and Senior Leadership.

The group continued the discussion of titles and using a title template. The group agreed that changing external titles should happen to as few staff as possible. The need for a fair, objective titling system for internal titles was addressed. The Department of Labor and the EEOC allow market data from salary surveys to be used as an objective and nondiscriminatory approach when comparing position salaries and the internal titles must also have an objective and defensible system for compliance issues and ethical needs. The group agreed that a numbering system – for example Director I, II, III and IV might be used as internal titles. Similarly, a numbering system would be used to address other standard internal titles such as Coordinator and Administrative Assistant. Once all of the new title and compensation group information has been approved, the information will need to be updated in the Banner and PeopleAdmin systems.

The group began discussing the compensation guide and aids for managers. Deborah Baruzzini will be providing training for managers once the project is completed. Mike Umphres, Donna and Sally will meet to draft suggested changes. All of the suggested changes will be made and an updated structure will be provided to the group. Sally will also discuss the specifics of job responsibilities with a few managers to assist in placement of positions where there were questions. Sally will meet with Andrew Johnston to get his feedback as well prior to the redistribution of the structure information. Paula Gill had provided some recommended changes in an email prior to the meeting since she could not attend.

Prior to the next meeting, the group will be asked to review the updated structure and materials to be sent out.

The next meeting date, time and location are to be determined.