

2008 Staff Compensation Review Project - Minutes

July 24, 2008
Inman Room 407

Members Present:

Paula Gill
Sally McKay
Tina Hunt Frost
Mike Bannon
Mark Grones
Donna Gwaltney
LaKiesha Armstrong
Millicent Jolly
Mike Umphres, Compensation Advantage

Members Absent:

Jimmy Davis
Andrew Johnston
Jason Chandler

Mike, Donna and Sally had been asked to review the administrative/academic support titles prior to the meeting and presort them for the group to review and edit using the four levels that had been discussed. The group reviewed the administrative support table which included different administrative support topics and the kinds of tasks that are done by each group so that comparisons can be made. The activities/topics were defined for each level and include phone, typing, scheduling, cycle of work, communication, project work, functional activities and budget. Once final compensation group definitions are determined, additional information can be added to the table for each level of academic and administrative support and would include knowledge, skills and other activities (KSA's), experience, and education.

The group discussed titles and using a title template. The group agreed that changing external titles should happen to as few staff as possible. The system must use a systematic and logical approach to ensure fairness, address legal compliance issues and ethical standards.

The group reviewed the ranking list and made adjustments. Mike Umphres will provide market structure options for the group to review at the next meeting which would include both ranking and market information. Prior to the next meeting, the group was asked to:

- Review the market structure options and where jobs fell within each option
- Review academic and administrative support table for any other edits and be prepared to discuss titling templates for other job families
- Review the current compensation administration guide and bring it to the meeting

The next meeting was set for August 21, 2008 at 1:00 pm in Inman room 407.