

2008 Staff Compensation Review Project - Minutes

Second Meeting – June 12, 2008

BMH 434

Members Present:

Andrew Johnston

David Fish

Millicent Jolly

Tina Hunt Frost

Mike Bannon

Mark Grones

Donna Gwaltney

Sally McKay

Mike Umphres, Compensation Advantage

Members Absent:

Jason Chandler

Paula Gill

Jimmy Davis

LaKiesha Armstrong

The meeting began by reviewing the draft of the staff compensation project webpage that had been emailed to the group. The group asked to also include the compensation statement and the compensation philosophy. The statement includes the objectives and the values for the staff compensation system. The philosophy includes 5 components – consistency, competitiveness, development, performance and openness. Information about the project will be emailed to the campus along with a link to the webpage once it has been updated. The group discussed the critical factors which are used to delineate differences between groups of positions and updates were confirmed. Those critical 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 and 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 group next began reviewing job descriptions from the surveys that are matched by code to jobs at Belmont in areas where the team member has knowledge. Codes that are currently being used were approved or revised and some were left for discussion at the next meeting after further research.

Responsibilities for the next meeting are:

- Finalize the matching of Belmont jobs to survey codes
- Discuss administrative support and budget management positions to provide information on the Knowledge, skills, ability, experience and education for each level of position. A titling approach for these positions will also be discussed.

The next meeting was tentatively set for June 26, 2008 at 1:00 pm in BMH 434. Meeting was adjourned.