

2008 Staff Compensation Review Project - Minutes

Second Meeting – May 29, 2008

Members Present:

Jimmy Davis
David Fish
Jason Chandler
Tina Hunt Frost
LaKiesha Armstrong
Mike Bannon
Mark Grones
Paula Gill
Donna Gwaltney
Sally McKay
Mike Umphres, Compensation Advantage

Members Absent:

Andrew Johnston
Millicent Jolly

The meeting began by discussing the leadership survey results. The confidential survey had gone to Senior Leaders, Deans and Associate Provost and Administrative Directors via an online Zoomerang survey. The survey had a very good response rate of 70% with 26 respondents. The results showed that most respondents felt the current staff compensation system met its objectives and Belmont was able to attract and retain quality staff members. The system was still fairly well understood by managers and employees. There was some confusion listed in the results about the objectives of the review project. The team again addressed concerns from some respondents about fairness in compensation decisions. Appropriate communications about the project is very important to its success.

The group discussed the draft of the webpage that will be used to tell the campus about the project. Several edits and additions were made. The group discussed adding a link to an FAQ document on the webpage. The webpage has a link for questions or comments so that other additions to the FAQ can be made. Links to the minutes will also be included. Communications to the campus is a priority, and the team wants to make sure that the campus understands what the objectives of the project are and also what the team is not working on. The team is not working on revising the performance management system or the merit review process. Again we discussed that no individual staff salary will be reviewed by the team. Once the webpage is finalized, Sally will send an email to the campus along with a link to the webpage. She will also send an email to supervisors/managers and encourage them to mention the project during their staff meetings and suggest that anyone with questions or comments use the link on the web page or directly contact a team member.

The group next began discussing the review of job descriptions and if the description was an appropriate match to a specific Belmont job. Some additional instructions were given and the decision was made that this will be the priority for the next meeting.

Responsibilities for the next meeting are:

- Review of modified critical factors that will define the group descriptions
- 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.

The next meeting was set for June 12, 2008 at 1:00 pm in BMH 434. Meeting was adjourned.