

Members Present:

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

Members Absent:

Andrew Johnston
Paula Gill
Mark Grones

Deborah Baruzzini was introduced to the committee. Deborah was invited as she will be leading the training initiative about the program once it has been approved and finalized. The agenda for the meeting was to:

- Review alignment of jobs in each group
- Review the group descriptions matrix
- Review the job title matrix
- Review career development increase process
- Discuss spot bonus programs

The committee was asked to review the latest job group structure and the alignment of jobs within each group. A few positions were moved to another pay group based on the committee's input. Overall, the committee felt the latest structure was near completion for leadership review. The final structure includes 10 groups plus the Executives. Each group's range is approximately 100% around the market median. The median for each group was set by averaging the market data for each job in that group.

The committee reviewed the revised group description matrix showing the definitions of each critical factor by group. A few minor revisions were made. The revised job title matrix was also reviewed with no changes.

A short discussion concerning career development increases showed that most of the group felt that these increases were an important tool to increase performance and benefited both the employee and the department. The group had some concerns that we have a consistent approach to how these are handled. The group reviewed an updated salary increase guideline table and a salary action approval chart. The recommendation was made that any request for a salary increase during the year other than a simple replacement in a currently budgeted position should be reviewed by HR, and the VP for Finance and Accounting and the Provost. The group also recommended that the funding for approved career development increases should come from an institutional budget and not from a departmental budget.

A discussion on spot bonus programs concluded that there was much negative feedback about them, since most members felt that they were not fairly or consistently awarded in institutions where group members had previously worked. There was a discussion about team celebrations for times when a significant project had been completed or when other unusual events occurred that showed outstanding work by a group with significant benefit to Belmont. A recommendation was made that this also be budgeted at the institutional level. A nomination process would be required or approval through the respective Senior Leader.

The next step is that a final recommendation and proposal be written and reviewed by the team before discussion with the VP of Finance and Accounting and then review by Senior Leadership. If the new approach is approved, each Dean and Director will have a chance to review the jobs in their area for any recommendations for changes to the group alignment. Senior leaders will also review any change requests. Training for managers and information to staff employees would probably begin in January, 2009. The next meeting date, time and location are to be determined.