

Staff Advisory Committee
March 21, 2024 – 1:30 p.m.

Members Present: Joyce Arnold-Hesson, Eric Carlile, Emily Disbrow, Joni Gilmore, Birgit Hoffman, Melanie Mabry, Amy McCoy, Peggy Nettenstrom, Lisa Norsworthy, Samantha Peterson, Amanda Ramsey, Lisa Rice, Denette Way, Deborah Yu

Members Absent: Jennifer Dewar, Gary Stafford, Noel Stojkov, Catherine Warren

Others Present: President Oldham, Lee Wray, Donna Schrock, Aleta Cannon

Summary:

Approved Agenda

Approved January 11, 2024 minutes

Introduced Aleta Cannon

Updated Committee on Staff Day

Discussed Staff Advisory Committee Webpage

Comments by the President

Proceedings:

Chair Eric Carlile called the meeting to order at 1:30 p.m. Joni Gilmore motioned to approve the agenda for March 21, 2024. Amanda Ramsey seconded. Motion APPROVED.

Lisa Rice motioned to approve the January 11, 2024 minutes. Birgit Hoffman seconded. Motion APPROVED.

Carlile introduced Aleta Cannon as Donna Schrock's replacement. She will be starting March 25, 2024.

Carlile updated the committee on the plans for Staff Day 2024. It will be a half day retreat on August 9th, in Stonecipher Hall, reserved by Lisa Norsworthy. Birgit Hoffman secured Dr. Chester Goad from Accessible Education and Leigh Ann Ray from Health Services for the first time slot. Hoffman also secured the Director of the Tennessee State Museum, Dr. Ashley Howell and Lee Curtis with the Department of Tourism for the last slot. Catherine Warren secured ITS to have a speaker.

Carlile had received information from Bethany Jones on securing vendors for the retreat. He will put a request in Tech Times. Hoffman asked if Staff Advisory would also include the Food Pantry as in the past? Carlile will reach out to the Food Pantry. The menu for the retreat will be

the same as last year. There will not be a separate Question and Answer at the end of the event, instead there would be a short ten-minute Question and Answer after each speaker on their subject. Joyce Arnold-Hesson presented her design of the T-Shirt for the event, in purple in white. The next planning date would be April 11th at 1:30 p.m. in the President's Conference Room.

Carlile spoke with Cody Bryant regarding the Staff Advisory Committee webpage. An email address could be added to the current webpage that was under the President's website. Once the email address was set up it was decided to run a notice in Tech Times with the email address and webpage for the committee in order to let staff be aware of the ability to contact the committee with concerns. Due to the possibility of receiving sensitive information through the email there would only be one or two people who would have access to it and respond. Aleta Cannon could be a consistent person that would have access as terms of committee members end. Carlile will talk with Catherine Warren and Noel Stojkov, who had volunteered to be on a committee for the webpage. Melanie Mabry also volunteered to help monitor the email.

President Oldham updated the committee on Capital Projects on campus. The Peachtree Road Project was near completion and should be open up by Commencement, the portion of road on University Drive may take a little longer. The Ashraf Islam Engineering Building should be transferred to Tennessee Tech in early June. The College of Engineering should be able to move in over the summer and there was a small lake being created nearby.

Oldham stated that the ACME Engineering building and Innovation Residence Hall was in the design phase and no date for groundbreaking had been set. The Stadium project was on track to start demolition in May on the west side. Foster Hall's demolition and Johnson Hall's full renovation were on the schedule to start. The Pit Parking lot would be repaved and opened back up.

President Oldham went over the Compensation Study that was presented at the Board of Trustee's meeting on March 7th. He stated Mercer was asked to look at Tennessee Tech's current job architecture plan and the compensation levels. Slides were presented to show the different components that made up the job architecture such as Job Families/Subfamilies, Career Streams, Career Levels and Level Factors. Different jobs were subject to different market conditions, this structure would allow Tennessee Tech to get employees in the right situation and make sure Tech was looking at market forces competitively for that particular job function.

Employees would be notified mid-April of what their new Family/Subfamily classification level was along with the pay range for that classification. Salaries would be based on the raises and the compensation plan that would be implemented. Paygrades with the new classification were based on market comparisons. The goal was to adjust the compensation appropriately to the market.

Oldham explained the median, or midpoint, for the distribution of salaries within a subfamily. The chart shown indicated that most all the subfamilies were below the median for Compensation Market Positioning, especially for the Professional and Support Staff. The goal would be to move all categories toward the median salary of their respective market. The first phase would take \$1,763,564 to be used among the individuals furthest away from the median point, approximately seventy-five percent of the employees on campus. The Professional and

Support Staff would get over half of that amount, they were currently 18% and 25% below median respectfully. It would take four fiscal years to approach the goal to get everyone by category up to the median point.

Oldham stated that over the years, some job category's median may move at greater rates than others, that was why the architectural structure was so important. Tennessee Tech will have to periodically look at the market to see what the median for the job categories were and would adjust accordingly. Tennessee Tech would try to identify any salary inversions and correct those. Oldham added that the first salary adjustments would be given in the April payroll checks and would be retroactive to January 1, 2024. The May payroll checks would then be at the new pay rate. The new pay grade would give the market ranges for a particular job classification.

President Oldham stated the importance of communication. There would be multiple Town Halls to answer any questions that employees had on the compensation plan. The study had given Tennessee Tech the tools to move forward. Oldham thanked everyone for believing in the process.

There were no Other Such Matters.

Ramsey motioned to adjourn. Peggy Nettenstrom seconded. Adjourned at 2:51 p.m.

Documents on file:

Agenda, March 21, 2024
Minutes, January 11, 2024
Staff Retreat Planning Notes

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