

## STAFF ADVISORY COUNCIL MEETING

February 10, 2016 at 11:00am

CAMPUS CENTER, ROOM 302

Present – A. Bretch, S. Carter, D. Curley, M. Davis, J. Etheredge, K. Hemphill, J. Lambert, N. Lott, M. Miller, A. Redman, S. Robinson, E. Smith, A. Lewis, M. Parham and M. Ertzberger

Absent – K. Ballard, T. Christman, J. Gordy, Z. Green, D. Liverman, J. Morgan, T. Morris, S. Pitts, I. Pounds, T. Puckett, H. Roberts, E. Shooks, A. Skinner, R. Smith, Sgt. B. Smith, A. Udin, K. Willingham, R. Young, and E. Brannon

1. Call to order by Ashley Lewis – 11:00am
2. Special Guests/Discussions

### **Sibson Staff Salary Study Update – Sandra Huey & Sibson Consulting Services**

Sibson has been in business for over 50 years. They are a national HR consulting firm that is privately held. They work a lot in Higher Education institutions in the southeast but also in other markets which gives views of what may or may not work in the Higher Education area. They are reviewing staff compensation and to do this they will look at the compensation structure, competitiveness, and focus on performance and rewards. The assessment for the compensation for the staff of UWG has been divided up into phases: Phase 1 kicked off last September when the focus groups were created and Sibson came to UWG, conducted interviews, reviewed policies and cultures. We are in Phase 2 which consists of conducting a market assessment – looking at UWG jobs compared to the market. The review of matches is taking place with the leaders now. Phase 3 (final phase) involves developing salary structures and pay guidelines, implementation guidelines. Updating salary structures and updating policies. This will be delivered to campus through training developed by Human Resources.

Progress to date – Focus groups were created (made up of staff and managers) and interviews have been conducted. Sibson has gained input on comparable markets and this has been confirmed by PAC. Sibson has found market survey matches for more than 240 UWG jobs. Several of these are “multiple incumbent jobs” where there are different levels like associate, intermediate and senior so that more jobs could be covered. They are now gathering input on the market matches from HR and Department leaders. An initial compensation philosophy has been developed and it is being reviewed by PAC.

Sibson met for two days with focus groups, division leaders, and VP’s (without HR) to find out where the issues really were: hiring, retention or just salaries for example. They were able to gather themes from the groups. Questions they asked the group’s included – What do you think attracts & retains staff? What about the benefits package? What improvements to the benefit package do you suggest? What does Sibson need to know? From these meetings five theme categories were developed: Culture, Benefits, Pay, Competitiveness, and what should staff salary include at UWG.

Culture – there is a general pride of working at UWG. There is a feeling of small university community and excitement here.

Benefits – reputation and stability of University, the retirement package, and TAP program are strong benefit packages. The perception is that health insurance costs are increasing faster than pay.

Pay – compression: you have reached the minimum grade but after that the staff there don’t receive pay increases, therefore causing compression. Perception that some divisions are

**STAFF ADVISORY COUNCIL MEETING**

February 10, 2016 at 11:00am

CAMPUS CENTER, ROOM 302

paid differently.

Competition for talent – local, regional, and national competition based on the job; Perception is there is no clear path for progression for employees.

Perception is that a successful staff salary study would: provide equity and fairness across the divisions, a sustainable method to follow future periods, clear communication with all levels, consideration of communication used for faculty compensation, and how it could influence perception about staff compensation, and provide position clarity.

Comparison market – used for selecting external market survey data for comparison to UWG. Cost of labor is the difference in salary in a location (based on talent) and the cost of living reflects the difference in your housing and grocery costs. We focus on the cost of Labor in our studies.

<u>Location</u>	<u>Cost of Labor</u>	<u>Cost of Living</u>	** Percent of National Average
Carrollton	99.2%	93.6%	
Atlanta	100.9%	122.9%	
Southeast	95%	100.7%	

It was recommended that we would look at the National data to make sure we were capturing the cost of labor.

Compensation Philosophy – Will be used to guide UWG. It establishes the Role of Pay, comparison markets, and position value. The role of pay is intended to provide competitive, fair, and equitable salaries to attract, retain and engage higher qualified administrators. Link to performance will connect pay for performance and achievement of goals. Pay system & delivery – base salary + benefit package (includes TAP). Structure – still being reviewed, but the philosophy is that UWG wants salary ranges to be competitive with the market to keep and retain employees. Link to Career will provide meaningful career opportunities. Commitment to Openness – we are committed to openness and transparency. Governance - provides roles for cabinet/PAC; managers/supervisions and employees; Human Resources

Next steps include communicating with department leaders, and comparing jobs with the market. We are looking for 70% matches – Title of position, data source, and job description – adjusted based on differences. For example we may ask for a Master’s degree but the market match only requires a Bachelor’s degree. Sibson will make the market match updates either up or down. Finalizing the Compensation Philosophy.

Human Resources will continue to meet monthly with SAC to provide updates. The goals is to have the final steps complete in May and we are hoping to have all in place by FY17.

If you should have any questions, please let Sandra Huey (HR) or Ashley Lewis know.

**Work West Shirts update – Amanda Redman**

Several options were shown with the pricing. Narrowed the options down to eight which are

## STAFF ADVISORY COUNCIL MEETING

February 10, 2016 at 11:00am

CAMPUS CENTER, ROOM 302

seasonally appropriate. We are considering some that are more than just t-shirts because there are some on campus that cannot wear t-shirts. We will have samples available for people to see. We would need to pre-sell the shirts and we could set up a table at the Engage West Staff Edition in March. We need to make sure that our co-workers understand that they will be providing a percentage of funds for the Book Scholarship when purchasing the shirts. Discussed the issue that we may need to secure the logo so that people do not just go out and have it made on their own.

### **Spring All-Staff Meeting – Ashley Lewis**

We need to schedule the spring All-Staff meeting. The meeting last year was held on March 16<sup>th</sup>. Staff Development day is March 11<sup>th</sup>. We discussed and agreed that we would hold this year's meeting sometime in April. We need to check Dr. Marrero's calendar. Are we ok with the 2PM timeframe if it works for Dr. Marrero? Please provide suggestions for discussion. It was requested that a copy of last year's agenda be sent to the group so they could see what was discussed then. (*This was sent to the group on 2/15/16*)

### **3. Business - Committee Updates**

#### **Elections Committee – Ashley**

We need some people to serve on this committee? They would need to advertise the election for the four positions. The representative positions are determined by the Vice Presidents. There is one rep for every 30 employees per division.

#### **Benefits – Meggie Miller**

No update.

#### **Public Relations Committee Update – Jeanna**

The newsletter will go out by early next week. Thank you for providing the updates.

#### **Staff Development – Nancy Lott**

March 11<sup>th</sup> is Professional Development day for All-Staff. The announcement will be going out soon. There will be a video and then evaluate where or not they are beneficial and being watched.

#### **Bylaws Committee Update – Alex**

No update.

### Questions/Concerns/Rumors?

Next SAC meeting is on Wednesday, March 9, 2016, at 11:00am – Campus Center Room 302.

Submitted by Michelle Ertzberger 3-1-16