

**Staff Advisory Committee**  
**April 1, 2015, 1:30 p.m.**

**Present:** Rebecca Asher, Kevin Edwards (chair), Lauren Graves, Patrena Hicks, Jerry Keeton, Debbie Mayberry, Randal McCloud, Valerie Nash, Kathy Reynolds, Cheryl Sullivan and Randa Thompson

**Other attendees:** Evelyn Chambers, President Phil Oldham and Terri Taylor

**President's Comments**

President Oldham welcomed all to the meeting and followed up with campus highlights and projects underway. The progress being made on Centennial Plaza is noticeable with completion anticipated within the next couple of months. The renovation of South Hall is nearing completion and move-in is expected following commencement. The new student fitness complex project is nearing the closing on the final prospective designer selection with groundbreaking anticipated within the next academic year. Renovations to the Roaden University Center (RUC) including the dining room, Multi-purpose room along with other areas within the RUC will begin immediately following commencement. Part of the renovations are due to structural issues with the brick façade on the backside of the building that pose a potential hazard. This has allowed for a modest addition to the renovation project to include these other areas.

Charter Day events were held on March 27, with participation and attendance from the campus and community. The TBR quarterly meeting was also hosted on campus that day which allowed TBR administrators, Regents and other university presidents and directors to attend the Charter Day events as well. Centennial events are scheduled for the next 12-14 months and are posted on the Centennial website for planning purposes.

President Oldham was asked to address a concern relative to career ladder opportunities for staff. It was voiced that when new positions with job qualifications are posted, the current employees in similar positions do not meet the required qualifications. President Oldham commented that career development opportunities and continuing education are both important factors to be considered for all university employees, and the hiring of a new associate vice president for Human Resources is the first coherent part to make this happen. Relative to internal job postings prior to an open search, the unit hiring official along with Human Resources determine the qualifications and structure within the hiring entity. There are allowances for exceptions if the case justifies such a decision. This will be an agenda for the new AVP once they are on board. Campus interviews for the AVP of Human Resources are planned within the next couple of weeks.

President Oldham also noted that these are legitimate employee concerns and issues for discussion with supervisors in order to follow the chain of command. HR will be hiring an employee relations person who will conduct independent reviews of positions in the near future.

### **Suggestion Box Comments and Responses**

**Recycling Comment**—I believe it would be a great idea if the university put plastic and can receptacles next to every trash can in order to promote recycling. The university has an obligation to not only teach the students academics but also how to treat the planet in which they live.

**Response Re: Recycling**—Recycle containers are placed in strategic locations and are evaluated on an ongoing basis. Information for the promotion of recycling and environmental services can be found on the Facilities website at <https://www.tntech.edu/planning-and-finance/facilities/operations-a-maintenance>. Mr. Kevin Tucker serves as the supervisor for the Operations and Maintenance unit to include the recycling program. President Oldham noted that for environmental friendly updates, the university is in process of installing LED lights for a 50% savings of energy. The new structures on campus will be LED certified buildings. Also, the conversion to natural gas from coal has been completed.

**Salary Increase Comment**—Some of the employees in some of the Maintenance Departments were raised up toward the midpoint level. But some of the employees were not in their level the full five years, they were in that level four years and eight months, so they didn't get the full amount of money that they were supposed to get. They are above the midpoint now because of the raises but still are short that much money that they didn't get at the time. Some employees are getting raised up toward the midpoint that haven't been in their level five years. They will probably eventually get the full amount. Will these other employees eventually get this money?

**Response Re: Salary Increase**—The compensation plan for C & S was implemented in October 2011 and funded in 2011, 2012 and 2013. There were no raises given in calendar year 2014 but a 1% across-the-board raise was given January 1, 2015. The compensation plan was not funded for fiscal year 2014-2015, but the across-the-board raise was possible due to the increase in enrollment for fall 2014. Because the compensation plan was not funded for 2014-2015, there were no equity salary adjustments for employees paid below the midpoint for their skill level. When funding is available and approval has been granted to give compensation plan salary increases, an analysis will be conducted. For each year in a position/skill level (time in grade), an employee's pay is increased by 1/5<sup>th</sup> (20%) of the distance between the range minimum and the midpoint. After five years, pay should be 100% of the midpoint.

President Oldham commented on the timing within the comp plan model as well as time-in-grade and funding, all elements of the model. If you tweak the years, then it alters other factors. The university has done a good job of correcting internal inequities across-the-campus, but years of no funds creates issues. Goals discussed included 1) salary increase every year; 2) review comp plan to resolve issues. TTU was one of only a few institutions that provided a salary increase this past year. The university structure is one of the most complex job structures that includes challenges of a small city competing with the corporate world for all job types within the market.

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Human Resources is interviewing to fill newly created position of senior compensation specialist for the university.

**Other such matters**

TTU operates on the same semester schedule academically as other TBR institutions for number of class days and contact hours. In order to fulfill the academic requirements and remain within the guidelines of Holiday and administrative closing days, TTU did not observe Good Friday as an administrative closing day in 2015.

There being no further committee business, Ms. Reynolds moved to adjourn. The motion was duly seconded. ADJOURNED at 2:25 p.m.

Terri Taylor, Recorder