

**Staff Advisory Committee**  
**April 7, 2011**  
**President's Conference Room**

**Present:** Kevin Edwards, Stephaine Hargis, Susan Henry (chair), Kaye Loftis, Tammy Martin, Tina Martin, Chris Smith, Theresa Smith, Randa Thompson, Donna Warren, Cari Williams

**Others Present:** President Bell, Mike Cowan, Claire Stinson, Terri Taylor

**President's Comments**

President Bell opened the meeting with a greeting and brief update on State Legislature. The Governor's budget will be released much later than in previous years; therefore, TTU will prepare as much as possible, then wait for further guidance from the TBR and THEC. More information is expected next week. Additional budget cuts and tuition increases are forecasted. The federal government plans to cut Pell grants which will affect half of the undergrad student body. In the long-term, state revenues will start to rebound, but in a gradual curved motion.

**Compensation Study Report – Mike Cowan**

Tennessee Tech began a Compensation Study in December with the guidance of consultant Joel Myers of the Centre Group which is based out of Memphis. This is a three step process consisting of 1) a FLSA review; 2) job reviews using completed JAQ's, to include titling, market match and pay-to-market; and 3) a performance appraisal. A project team has been assembled of qualified individuals from different focus areas on campus. Members of the project team, managers of people on campus, and the EAC have all met with Mr. Myers. Approximately 40-50% of the process has been completed. Significant work remains to be completed, but substantial progress is being made.

Discoveries made thus far:

- FLSA – Less than 10 positions could be impacted with more information being gathered on those positions individually.
- C & S pay grade midpoints are 13% below market.
- Administrative and professional pay grade midpoints are 4.6% below market.
- C & S, administrative professionals and executives will be moved to 10 pay grades, and pay ranges will be determined based on benchmarks to actual market data.

President Bell stated that the Compensation Study needs to be completed to allow the University to address issues as budgets become available. Moving toward market equity will be a big step forward.

**Update from Ad Hoc Committee on Study of Custodial Services – Claire Stinson**

The Ad Hoc Committee has used the THEC report as a benchmark along with national benchmarks to analyze Tech's budget. Projected distribution for a university is 50% instruction, 10% institutional support, and 9% facilities. Both instruction and institutional support are operating below projected levels, however facilities is operating at 12%. Fringe benefits for custodial salaries is estimated at 67%. Initial estimates project a savings of \$900,000 if custodial services are outsourced. At a time when \$1.5 million is lost to budget cuts this alternative must be considered. The committee is working on the provisions for a Request for Proposal. All factors are being reviewed for possible alternatives, and a recommendation will be presented to President Bell at the conclusion of the groups reviews.

President Bell stated that TTU has faced tougher budget environments than this and gone through similar instances in recent years. This is a sensitive subject, and TTU will keep everyone as informed as possible. It is important to keep an open mind to the findings of the committee, whatever they may be.

**Other such matters**

Chairman Henry distributed two suggestions/responses as follows:

Suggestion #1 – “In addition to the one recycle can on 1<sup>st</sup> floor for soda pop cans, we need receptacles for paper, plastic, and aluminum on every floor of every building.”

*Response – Glenn Binkley: As we are currently refining our procedures on paper and Cintas collections, we need to pause and see what the total annual cost of the current program is prior to expanding due to budget limitations. Our estimate just for the expanded paper recycling efforts is approximately \$30,000 annually, which was not included in the current year's budget. Once we can get a good picture what the annual cost will be, we will be in a better position to evaluate the further expansion of our recycling efforts. More than likely, sometime after July 1 would be the earliest start date for new efforts.*

Suggestion #2 – “I think the mini-mart should keep hours that will help students. Not fair to come there after 4 p.m. the last two weeks of classes and they are not open. Very unfair! I don't have time to go stand in line at Backyard Burgers. Came 2-3 times the last two weeks of school and they are closed.”

*Response: Marc Burnett, Mark Ochsenbein, Judy Hull, and other administrative staff met with Blind Services on 3/16 to discuss the contract and other issues relating to the mini-mart. Hours of operation were discussed and they should be posting those hours in a more informative manner.*

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Noted for informational purposes, the Sustainable Campus Fee Committee (or Green Fee Committee) is reviewing potential recycling programs.

The meeting adjourned at 2:30 p.m.

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Terri Taylor, Recorder