

**Staff Advisory Committee**  
PCR Meeting  
April 20, 2023

**Members Present:** Eric Carlile, Margo Dirkson, Joni Gilmore, Regina Gragg, Patrena Hicks, Birgit Hoffman, Corinne Johnson, Andrea Kruszka, Autumn McDaniel, Amanda Ramsey, Lisa Rice, Shana Rich, Sarah Starkey, Denette Way

**Members Absent:** Amy Foster, Bethany Jones, Charlene McClain, Gary Stafford

**Others Present:** President Oldham, Lee Wray, Kevin Vedder, Debbie Pennebaker

**Summary:**

Approved Agenda

Approved October 27, 2022 minutes

Parking Update

Discussed Summer Hours Update

Discussed Compensation Classification Study

Discussed Staff Day 2023

Tabled Webpage for Staff Advisory

Comments by the President

**Proceedings:**

Vice-chair Sarah Starkey called the meeting to order at 1:31 p.m. Andrea Kruszka motioned to approve the agenda for April 20, 2023. Joni Gilmore seconded. Motion APPROVED.

Andrea Kruszka motioned to approve the October 27, 2022 minutes. Joni Gilmore seconded. Motion APPROVED.

Starkey updated the committee on parking. Bethany Jones had requested to talk with Dr. Stinson regarding parking fees based on pay ranges. The response received was that it had been looked into in the past and found it was too difficult for payroll as well as parking and transportation. There will be a nine-month payment plan that will start in August 2023 if you choose that option.

Starkey continued that they did make Dr. Stinson aware that we did not want to place any more on the students. Dr. Stinson was willing to meet with us again if we came up with another plan but that we do need to keep in mind the cost of upkeep of parking lots and roads since they are not state funded.

Kevin Vedder updated regarding Summer Hours that currently there were a variety of workforce options that employees could take advantage of at a department level with supervisor having the discretion. It was not practical to do something across campus. TN Tech had the ability at the department level to do alternative work arrangements and have encouraged supervisors and departments to look at that.

President Oldham stated that Kevin had thoroughly discussed it with Cabinet a couple of times and discovered that one size fits all did not work. Cabinet agreed to allow flexibility at the unit level. Oldham added it was much more efficient and effective and gave staff a lot more opportunities.

Starkey asked if it were a one-person office, how would that work? Oldham answered that multiple units could work together to facilitate a certain arrangement. Vedder agreed and added that it would provide opportunity for job growth and enrichment. It could be incorporated into an employee development standpoint with cross training and cross functionality. Starkey summed up that we could report back to single administrative assistant areas that there was room for opportunity.

It was asked if a unit wanted to participate, what was their next step? Vedder replied there was a workflow for alternative work arrangements that should be used. The supervisor should contact Human Resources to discuss the plan. HR would then either approve or offer some considerations to take into account and to help with implementation.

Vedder addressed the Compensation Study, stated that Mercer was in the data analysis phase of the study. Mercer took the feedback that was collected from the four stakeholder groups, Executive group, Academic area, HR business partners and Employees to see what were the key items that need to be looked at. Mercer will then look at the technical aspects of the job architecture. Vedder added that as far as the compensation piece TN Tech was looking at mid-July starting point with objectives and implementation strategy to be late fall and ready to go for early spring or winter of 2024.

Eric Carlile updated the committee on Clerical & Support Staff Day, Friday, August 4, 2023 at the Stonecipher Lecture Hall. Carlile stated check-in will be from 8:00-8:30 a.m. Awesome Eagle was secured to be there and President Oldham would do the welcome. Kevin Vedder will present information from Human Resources, Rob Owens will talk on Diversity and the Counseling Center will talk about Mental Health. Carlile added that the speakers would include an interactive activity with their presentation and will close with Question and Answer session. Starkey commented that there would be breakfast pastries and items, but no lunch this year. Anyone interested in helping should contact Eric.

President Oldham thanked everyone for all they do, for the comments and suggestions and encouraged the committee to continue bringing good ideas to the meetings. Oldham stated there were a record number of applications and admission for next fall which indicated another large freshman class, should have in excess of 2000. He noted that 1/3 of our funding comes from the State of Tennessee and about 2/3 come from tuition revenue. Tuition revenue was a big component in our annual revenue. SOAR registration was ahead of this time last year. We were maxed out in terms of campus housing for next fall and hired a part-time temporary position to help students that were having trouble identifying places off campus to live.

Oldham mentioned many things were making a positive difference; the personal approach, Preview Day, Spring Showcase, VIP Visits with personal tours and revamping the scholarship program. Oldham added that TN Tech continued to have strong academic classes, 1/3 of our freshman class had a perfect 4.0 high school GPA coming in. We continued to see improvement in our diversity numbers and students. Our graduation rates continue to go up, meaning students were graduating on time.

Oldham stated that the State Budget would be finalized sometime that week with a five percent salary pool designated for salary increases. The Board of Trustees approved to allocate three of that five percent for performance-based increases. The other two percent of the salary increase would be held until the compensation and classification study is completed and we had the information and recommendation back. With the change of the fiscal year, there will be salary adjustments based on the performance evaluations that would go into effect July 1<sup>st</sup> along with an across the board one-time bonus for all employees of \$650 each.

Oldham commented that it had been a good year for fundraising, over \$9,000,000 so far this fiscal year. Student engagement activities continued to increase and the President commended Student Affairs for their work and the variety of campus activities. Athletics had done good this year with a couple of championships and a recent baseball win over University of Tennessee! Capital Projects continued to move ahead with the completion of Peachtree expected by the end of this calendar year. Oldham added that the state would not fund any new capital projects on university campuses, so the new academic building on the quad would not get funded this year. The Ashraf Islam Engineering Building is coming up, Acme Building was in design, the Johnson Hall project was moving forward, West Tucker Stadium had moved forward in design.

Oldham stated that in Research they had already received more than \$20,000,000 this year. Rural Reimagined has been very successful under the direction of Michael Aikens and had far exceeded what we ever dreamed of. TN Tech has had projects in 60 of Tennessee's 76 rural counties, there have been over 100,000 volunteer hours in these projects that really do make a difference. Oldham added that it showcases Tennessee Tech at our best.

The president was asked about the bump in the road on Peachtree, he replied that he assumed that it was finished to a certain point and before the project is complete, they will come back and put another top layer of asphalt down and level it out more.

Such other Matters: Sympathy card signed for Donna Schrock, congratulations on retirement for Regina Gragg. Gragg asked if an e-mail would be sent out from HR to departments regarding the summer hours? Vedder replied that it was not any kind of a schedule for the campus but at the department unit level to determine what would work for them and in concert with HR and to help the department implement the plan.

Kruszka motioned to adjourn. Denette Way seconded. Adjourned at 2:05

Documents on file:

Agenda April 11, 2023 (postponed to April 20<sup>th</sup>)  
Minutes, October 27, 2022

Donna Schrock, recorder