

## Interim Report from the Staff Advisory Committee to the President

February 22, 2013

### 1. Intra-campus Communication

Important information regarding the College is inconsistently communicated throughout divisional units.

We recommend that the President work with his Executive Team to develop and implement a formal, campus-wide process through which information will be shared by top-level administrators across the entire campus in a timely and consistent manner.

### 2. Compensation

Areas of staff concern regarding compensation include:

- internal pay inequities among various demographic categories and divisions, even though many employees are doing comparable work and at similar levels of responsibility.
- compression problem, i.e., the growing pay gap between current employees and market-value pay for new hires.

The new Human Resources employee who will review staff job classifications, compensation packages and compression issues, and bring inequities to the attention of the administration, should help the College identify problem areas and begin the process of compensating all the staff more equitably.

In addition, on the institutional level, we recommend that the administration develop and implement a long-term compensation plan, the purpose of which will be to reduce the effects of internal inequities and compression, and bring all staff salaries up to a level where they are competitive. To the extent that the information in such a plan would not violate privacy policies, we further recommend that this plan be made public and available to any employee who wishes to review it.

### 3. Employee Performance Evaluations

Despite South Carolina and College of Charleston requirements, not all staff members receive annual performance reviews. Ed Pope, vice president of human resources, has shared his goal of improving the current employee performance management system in order to increase its effectiveness and ease of use.

We support that initiative. We also recommend that the executive vice presidents require that 100 percent of the staff within their divisions receive annual performance reviews, and that "continuous communication between supervisors and employees that provides a sound process for the evaluation of the performance and productivity of all employees" (BCB, Office of Human Resources) becomes the standard for the university.

### 4. Staff Benefits

The most frequently mentioned staff concerns in this area:

- **Lack of convenient and affordable childcare on the peninsula.** This is a major problem for staff who need year-round care for their children - from infancy to kindergarten.

SAC recommends that the College make the securing of affordable childcare options within walking distance of the main campus a top priority.

- **Education and professional development benefits.** Because of budget constraints, the staff-training benefit for an academic year has been reduced from an 18 credit-hour maximum to a six credit-hour maximum.

SAC recommends that funding for the staff-training program be restored to the maximum allowable benefit, as set forth in the program guidelines.

- **Health and wellness benefits.** It is vitally important to the staff that they have equal access to routine health services - allergy shots, blood pressure checks, etc. - on campus, as well as access to a well-equipped fitness facility. The agreement that Human Resources reached recently with MUSC that will give our staff access to their wellness center will be very helpful in regards to the well-equipped wellness facility issue. However, the cost may still put it out of reach for many of our staff.

SAC recommends that the College consider creating an optional fee-based program that would give staff members who want it, access to the aforementioned routine health services.

In addition, during upcoming budget discussions for FY 2013-14, we request that the President and his Executive Team add line item budget requests that would:

- restore staff-training benefits (see education and professional development benefits above).
- subsidize MUSC Wellness Center membership fees.