

**Charter:**  
**Compensation and Classification Committee**

**Charge**

Plan and initiate a study to assess how Fairmont State classifies positions and compensates employees, recommending how to eliminate inequities and benchmark future salaries against West Virginia public regional universities.

**Intent**

Create a plan to eliminate internal inequities between similar positions and a framework that sets future compensation decisions based on incumbents' qualifications as well as the market rates of West Virginia public regional universities.

Developing a corrective plan and future-oriented framework is a major undertaking, which will require external expertise. The first task will, therefore, be to develop a Request for Information/Proposals and recommend a consultant to undertake this work. The Procurement Department will provide technical assistance. The Chair will provide regular updates to Cabinet, and the Chief of Staff will keep the Board of Governors informed.

**Elements**

- A discovery process that engages employees through interviews, focus groups, and/or listening sessions.
- A recommended classification system<sup>1</sup> that is consistent across divisions.
- A phased plan to reclassify positions, starting with those with the most impact.
- A competitive salary structure for non-classified positions.
- A phased plan to address pay issues, starting with the most affected employees.
- A cost estimate, so the university can allocate sufficient resources to annual equity-based raises.
- Compliance with all applicable state and federal policies, regulations, and laws (to include HEPC).
- Policy recommendations to ensure compliance with the new system and structure.
- Schedule for market analyses and internal evaluations to maintain currency.
- Communication recommendations, in consultation with URM, to foster campus-wide transparency and awareness.

**Context**

Classification and compensation are just the first elements of a comprehensive Human Capital Plan. Other key initiatives will likely address:

- Non-monetary compensation and benefits.
- Conditions of employment, including modality, physical infrastructure, etc.

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<sup>1</sup> To include Job Families, Tracks, Levels, Titles, etc.

- Career paths, addressing professional development, promotions, succession planning, etc.

The Human Capital Plan will be a critical element of the Implementation Planning phase of the Strategic Planning Process starting this fall. However, compensation and classification are foundational issues, so this work must begin immediately.

### **Chair**

- Ashley Maxey, Director of Human Resources

### **Members**

- Justine Bohon, Associate Director of Retention Initiatives (Enrollment Management)
- Todd Clark, Associate Professor (Academic Affairs)
- Ryan Courtney, Deputy Director (Athletics)
- Abby Haught, Assistant Director of Purchasing (Finance & Administration)
- Steve Roof, Dean Emeritus of Science & Technology (Academic Affairs)
- Heath Howard, Executive Director of Institutional Research (President's Office)
- Tricia Masters, Facilities Administration Manager (Finance & Administration)
- Susan Rodriguez, Senior Director of ENCOVA Career Development Center (Student Affairs)

### **Ex-officio**

- Monica Cochran, Director of Procurement
- Brian Selmeski, Chief of Staff

### **Meetings**

- Initial                    No later than Aug. 1, 2024
- Subsequent            At least monthly

### **Updates to Cabinet**

- Initial                    No later than Aug. 20, 2024
- Subsequent            At least monthly

### **Duration**

- Established Jul. 15, 2024
- Will become a sub-committee of the Human Capital Planning Committee once established (Fall 2024)