

Project initiation – Debra Boyd, Justin Oates, and Lisa Cowart served as part of the procurement committee to identify the successful bidder during the RFP process, participated in the initial kick-off meeting with Sibson Consulting, and made recommendations to President Mahony regarding the implementation of the classification and compensation study.

Based on guidance from Sibson, a Steering Committee and a Project Team were named to guide and implement the project.

### **Committees**

***Steering Committee***, to consist of the current Senior Leadership Group. According to Sibson’s direction, the responsibilities of the Steering Committee are as follows and seem to be a good fit with how the SLG functions at Winthrop.

- Provides overall sponsorship of the project;
- Provides direction on approach as needed;
- Participates in interviews to provide input/perspectives (focus group discussion); and
- Approves recommendations.

***Project Team***, to consist of the following individuals based on functional responsibility:

- Zan Jones, Human Resources, Employee Diversity, and Wellness (Project Lead for Winthrop – primary contact for the Sibson Consulting Team);
- Kim Sipes, Human Resources, Employee Diversity, and Wellness;
- Takita Sumter, Provost’s Office/Academic Affairs;
- Maria Linn, AAAS;
- Amanda Maghsoud, Finance and Business; and
- Amanda Hackney, Budget.

The project team will include other individuals from their respective functional areas, and from other areas, as needed, as the project progresses (e.g., Communications and Marketing, Information Technology). Responsibilities of the Project Team include:

- Provides data as needed;
- Manages logistics of meetings, interviews, participant input gathering;
- At strategic points, offers feedback on and reviews work in progress; and
- Serves as a sounding board for final recommendations before they are presented to the Steering Committee and others.

In addition to the committees, our agreement with Sibson allows for focus group discussions to be conducted by the Sibson team. The Project Team will recommend focus groups as follows.

### **Six to Seven Focus Groups to include:**

1. Senior Leadership;
2. Two to three academic groups. Each group will include 8-12 individuals and will be made up of representational academic employees (e.g., deans, department chairs, committee chairs)
3. Two to three staff groups. Each group will include 8-12 individuals and will be made up of various levels of staff employees.