Kansas State University Faculty Senate  
Professional Staff Affairs Committee  
Minutes  
October 21, 2014  
3:30 pm – Room 503, Hale Library

Present: Kelly Briggs, Danielle Brown (Chair), Lynn Carlin, Kelli Cox, Ashley Croisant, Lisa Duer, Sharon Hartwich, Jim Hohenbary, Livia Olsen (Secretary), Wyatt Pracht (SGA), Megan Whitney

Guests: Cheryl Johnson, VP of Human Capital

Call to Order

October 7 Minutes Approved

New SGA representative

- Wyatt Pracht is our SGA representative for the year. He is an agricultural economics major.

Professional Staff Title Update

- We don’t need to go to the Board of Regents to use this wording internally; we will use this wording when working on Section C of The Handbook.
- Here is the definition we will be using: “Any unclassified staff member who does not hold faculty rank as defined in the University Handbook will herein be referred to as Professional Staff.”

VP of Human Capital Visit

- Section C of Handbook discussion
  o This committee will be working on Section C of the Handbook. There are not a lot of processes for this group. There are sections of it that can be interpreted for professional staff but the committee wants it to be clearer.
  o There isn’t any place that says you have to have a job description for everyone and Human Capital will need that as you/they move forward.
  o It is not even clear, to some people, that performance reviews are required for professional staff which needs to be fixed.
  o We need to write the policy so that when you are ready there is something to back you up in your work.
- Human Capital goals for 2014-2015
  o Hiring process and compensation philosophy are the first goals.
  o Human Capital is trying to do a few things really well and then fan out.
  o We want to make the hiring process more streamlined taking into consideration that there is not a one size fits all solution. We will automate once the process is streamlined.
  o We need this committee’s voice to help us gather information.
  o Can this committee help with gathering position descriptions?
What is compensation philosophy? It is a written statement about what is important to the university. It directs how you develop compensation plans. Many universities have compensation philosophies; University of Arizona and Stanford are two examples.

We have to answer this as a community. There will be focus groups on compensation philosophy that look at total rewards, not just base pay. Compensation plans will be based on the philosophy.

In the coming years, we will look at the whole performance management system with competencies which will help us develop training plans.

Discussion about job families and competencies

- Job families are important. Job families will help to define duties and competencies.
- We can revise Section C to include these job families.
- Competencies help with developing performance plans and performance management. Consistency and flexibility are both important.
- You will have to build the flexibility into the system but there is not fairness without knowing required competencies.
- Core competencies that aren’t extensive allow for flexibility.
- How do employees move up? It gives them something to work towards.
- Would an executive summary on career ladders and job families be helpful to this group? Yes!

Potential representative from Human Capital on this committee

- Compensation and organizational effectiveness would be a good person for this committee. You will have a liaison as soon as our hiring is complete.

Conflict of Interest Policy Update

- The proposed policy went to Faculty Affairs and they decided it wasn’t necessary because these issues are dealt with in the Deans’ offices.

Administrative Reviews

- The President is asking us to look into it. What is the frequency? Who administers these reviews? This is in The Handbook, C41.
- We will possibly have a joint meeting with Faculty Affairs.
- It needs to be more clear as to whom this policy applies.

Announcements

- First November meeting rescheduled to November 4th at 10:00am. Location: Union Room 204
- There will be a future meeting to discuss the transitions between Human Capital and Academic Personnel. Danielle will update committee after the meeting.
- Salary and Fringe Benefits Committee needs a representative from our committee. Lisa Duer will be our representative.

Adjourned