

Minutes
Faculty Senate
Professional Staff Affairs Committee
October 17th, 2023, 3:30 – 5:00 pm
Business Building 3046 or Zoom link: <https://ksu.zoom.us/j/91721758009>

Attending in person: *Renee Gates, Mark Stadlander, Jake Brown, Lisa Wilken, Tandy Rundus, Linda Craghead* Online: *Mishelle Hay-McCammant, Justin Wild, Casey Keller, Melissa Holmes, Kimm Dennis, Monica Curnutt*

Call to Order by chair Renee with approval of Sept 19th, 2023, minutes as submitted.

Guests: Ethan Erickson and Shanna Legleiter attended the meeting sharing feedback from the University strategic plan. Performance Management and Compensation were the key topics they want to tackle from the plan and were attending for stakeholder input.

SEE ATTACHED presentation for details (after October 30th).

RFP for performance management system and LMS technology in two distinct phases

- **Develop a performance appraisal form for all staff; faculty already have something in place.**
- **Align HR PPM chapters to establish a uniform performance management approach for all staff.**
- **Craft performance management guidance and training toolkit for supervisory staff**

Timeline is aggressive. Phase 1 launching RFP next week and will go out for bid yet in October; requesting a person from PSA committee and USS senate for steering committee; hope to have new appraisal form in February and toolkit for implementation.

Phase 2 is to modernize and automate. Identify and implement a learning management system (LMS). Will be Human Resource driven LMS. Will tie performance management to learning and development. Timeline is later Fall 2023 for launch. Steering committee still involved in the process at this time too.

Will see K-State today notes coming soon.

Lisa wondered if examples from other universities would just be from KSU or other universities. Shanna noted the plan would be to use a vendor that had higher ed experience and would be able to get those and support best practice for a university system. Mishelle asked what rankings were included in the unclassified system for these evaluations. Shanna noted it would include ALL unclassified, non-tenured track faculty. Noted unclassified guidance is in the handbook as well. Will it require votes in changing the system and involvement. Shanna noted there is some work to do with this and work with steering committee, vendor and shared governance to get this through. Linda wanted to be sure classified persons will also go under this umbrella. Shanna noted yes, and that the USS form will have to change. Renee asked if this was being thought about for benefits, etc. Shanna noted that was not in scope with this specific RFP. Renee noted concern about inequities often go back to accountability. How is that to be handled? Shanna

shared that when the form is unified and created it will eventually be able to be digitized and then reports can be tracked etc. Renee asked if a 360 eval was being considered or just basic. Shanna mentioned just basic at this time, but it could grow in the future. But making sure system selected is capable of more. Monica shared she was excited to hear this! “It’s about time!” Will this performance management system replace HRIS? Shanna noted RFP would ask for integration of new system with current systems like HRIS. Monica asked how will performance management for faculty be handled? Shanna noted it would be done at each college level. It won’t be in scope for this project. If passionate about it – Shanna recommended reaching out to the provost’s office. Mishelle questioned if this would work with faculty positions that are not tenured like instructor level etc. Monica asked how will the new performance appraisal align with the position description? Shanna noted position descriptions are in a whole different system – Page Up. Maybe these will connect eventually, but not one system that could do that at this time but will ask about the ability to do this. There are enterprise systems that are built with all these pieces already together – but we are just looking for the performance management system currently. Will probably build some basic competencies into the new system but will have to work through some of that. Shanna noted that the vetting process of what is in scope, mission critical, what would be on a wish list is why the phase 2 launch will be later in the summer.

Jake mentioned that the handbook has a lot of discrepancies, as it is brought into alignment – who is in charge for keeping the integrity of the current information. Ethan noted that the alignment of USS and faculty handbooks will be core and TBD.

RFP for workforce structure and total compensation and classification study

In 2015 started a process for a classification system that is market based. It will be updated as requested or when update studies are done. Have some good methodology in place, but a long way to go. Will update university philosophy in this area and review/update job descriptions and workforce classification structure. Establish career ladders and bake it into the scope of the RFP. Will conduct a comprehensive compensation study for faculty and staff – as faculty were not include in the last one. Identify salary instruments and practices that are sustainable. Explore supplemental employee benefits. Update HR PPM chapters. Develop guides and training toolkits for managing compensation and classification.

Timeline April/May 2024 launch RFP and next steps TBD. Will have a steering committee with representation from each of the governance groups. This RFP will span years, with phases per Shanna.

Renee asked if phases was related to groups of jobs or how will it be prioritized. Shanna noted TBD. But want to have a transparent approach moving forward. Ethan noted we are ahead of communication sequence a little as the cabinet, dean’s council will get this info later in the month. Renee asked if there would be ways to connect this with performance appraisal and Shanna noted yes. RFPs will link the two vendors for this work. Linda asked how we could ensure the sustainability of this as this was started in the past and not really completed. Ethan noted the alignment and focus on philosophy as core pieces would be key this time around. Shanna feels the next-gen plan does bake this in and will hopefully assume funding too. Mishelle noted some questions on ERP. Ethan responded that WorkDay and Oracle are the 2 key

main players in this work and they will be asked some of these questions upfront. But the importance is still there of adopting a new system and get it in place and then change your business processes to match them potentially. But will take them all as they come along to start modernizing the systems.

She also noted questions about complaints in inequity are part of this committee (PSA) as well for professional development. What can be built in to alleviate these inequities. Shanna noted this will need increased communication across the silos of the university. It is a culture shift. Adaptive change work. Renee noted we need to be “training our own”.

Other discussion. Renee asked if anyone wanting to be nominated for the task force. Linda would be happy to be considered, but not sure she can voice things related to faculty. We may want to advocate for more than one-representative.

Mishelle wondered if leadership council has weighed in on this. Do we have any sort of feel on how constituents feel about this. Renee noted it is importance to take this back to caucuses. Renee noted that leadership did get a brief roll out of this. Kimm noted they did present to USS executive committee and overall everyone should wait until after October 30th roll out to cabinet. Mishelle noted shared governance might be circumvented. Linda noted there are a lot of discrepancies in wording so yes big concerns. Kimm said it was noted that there would need to be some re-negotiation with some groups. It was asked if unclassified staff were governed by PPM. Jake noticed a concern too as to Ethan’s answer related to who is responsible for this. Consider this as a town hall topic maybe moving forward. Tandy mentioned maybe considering seeing how other peer and aspirational institutions use these systems could help in guiding what were the challenges and concerns. Getting buy-in may be very important per Mishelle. Linda encouraged the committee needs to be a part of the solution and keep moving the plans forward collaboratively. Renee just noted the importance of keeping shared governance in the mix and group agreed.

Other Business

- a. Staff Spotlight-Casey Keller – nothing to report; is he supposed to be coordinating the process? Noted that no one is specifically in charge. Have not seen an announcement yet. What is the timeline? Current fiscal year. Renee will follow-up. And Casey noted might get group together to discuss finalizing details.
- b. SGA Report - Jake Brown – no specific report; SGA is pushing sustainability practices through SGA; if can be sustainable can have funds for other things; this sustainability of the university is even factoring into university attendance choices. More conversations with Housing and Dining on emergency housing.
- c. USS Report – Kimm Dennis – shared they had the biggest turnout at a meeting with 25 people attending recently! Hoping it will continue.
- d. Term Staff Report – Tandy Rundus – had an email meeting with everyone busy on several fronts. Biggest concern was shared by Brad Cunningham with Faculty Affairs needing input on faculty workload policy. Concern shared about input was shared from some colleges and still not incorporated. Some were disgruntled. Tandy will share that back with the committee.

- e. Salary and Fringe Benefits Committee Report – Linda Craghead -no report as last meeting was before first meeting this month. Continue with meeting with Shanna for updates.
- f. Shared Governance – Renee Gates – committee has not met at this point; still trying to figure out where going with it. Conversation related to a One Staff – maybe a Staff Senate? At some point may come. Kimm agreed that even if not in the scope of the RFP is coming down the pipe per their USS experience. Members should be talking with constituents on how we feel about this.
- g. USS/UPS Council/KBOR updates – Renee will take discussion from today’s group to this group to see how that process is handled at their institutions for their feedback.

Mishelle asked when we would hear about Christmas break plan. Renee thought tomorrow at KBOR meeting. Hopefully will be announced soon. Impression is that they are fighting the good fight. 4 of 6 universities want this, but board of regents wants everyone to be consistent. Also looking to see if it can be a standard going forward.

Linda asked if there was any feedback on realignment of Extension. Tandy noted group was coming to campus in late October and might be some concern then. Mishelle noted some Extension faculty look forward to Marshall Stewart’s leadership.

Meeting adjourned.

Submitted by Tandy Rundus, recorder.