

**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
 - 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.
 - 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.
 - It is not even clear, to some people, that performance reviews are required for professional staff which needs to be fixed.
 - 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
 - Hiring process and compensation philosophy are the first goals.
 - Human Capital is trying to do a few things really well and then fan out.
 - 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.
 - We need this committee's voice to help us gather information.
 - 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