

**Kansas State University Faculty Senate  
Professional Staff Affairs Committee**

**Minutes**

**April 5, 2016**

**3:30 pm – 207 Union**

**Present:** Mary Anne Andrews (Chair), Kelly Briggs, Lynn Carlin, Mike Crow, Lisa Duer, Jim Hohenbary, Gina Lowe, Chassy Nichols, Livia Olsen (Secretary)

**Guests:** Cheryl Johnson, Jaime Parker, General University Caucus

**Call to Order**

**Minutes Approved**

**Old Business**

**Climate Survey – written request for comments to Tom Vontz**

- Mary Anne sent this request.

**PSA Committee College Elections/Appointments for 2016-2017 - Election of chair and secretary**

- A new secretary and chair are needed for next year. Please consider volunteering. Mary Anne is willing to co-chair, if someone else will be the chair. Elections will be held at the next meeting.

**New Business**

**Question and answer with HCS about PSA salaries, career ladders, FLSA changes (Cheryl Johnson)**

- Looking at the timeline for changes, professional staff are kept waiting when things move forward for other groups, when will this change?
- Where do managers fit into the loop on communication about the JAQ? Department heads? Budget officers?
- When letters about the new pay grades and titles come in September, what will they look like? Will people be comparing salaries? Will it cause problems?
- You may need to explain pay grades because we're not used to pay grades at K-State.
- Supervisors will be in an awkward position, how will you help them deal with these changes?
- Will USS soon have the same amount of vacation as faculty and professional staff? How are we considering increasing vacation time with the budget situation?
  - (CJ) In 2014 the presidents and CFOs of Regents institutions endorsed comparable leave. It is a decision that the Regents will have to make. Some universities feel very strongly about this issue. Our current leave policy is very competitive. It isn't budget dollars, instead it is time.
- The problem is that PS doesn't get anything additional which adds to the feeling of marginalization. Professional staff will have to cover the additional leave for USS because professional staff doesn't receive overtime. It will increase the workload on professional staff.

**Total Rewards Presentation – Human Capital Services Representative**

- Many universities use market based compensation which compares actual skills, duties, and responsibilities to market data.
- Compa-ratios: We want to be in the 50<sup>th</sup> percentile.
- There will be proposed reclassifications with new job titles.
- There will be 23 families.
- Salary structures: There will be pay grades 1-7 with a midpoint. As you go up, the spread will be widen, which gives supervisors more flexibility in how much they can pay.
- The September 30, 2016 letter: Information about job family, a new title (if there is one), pay grade, range of pay grade, and FLSA status will be included in the letters. Supervisor will get the information before the supervisee receives their letter.
- Currently, 458 employees are at less than 25th percentile and 344 are above the 75th percentile.
- HCS is working with President's cabinet and other key groups. Developing career families will take a significant amount of time.
- Budget officers have this information already and HCS is working with them to research anomalies. It was pointed out that not all budget officers have this information, some were left out.
- Anomalies include very niche positions that need more research and specialized positions like aviation.
- What if the job you are doing now is different than the job you were doing when you completed the JAQ survey? (CJ) There will be an appeals process.
- If someone has tenths in different areas, will they get two letters? (CJ) HCS is still thinking about this issue.
- There are over 1000 shared jobs between USS and PS, which is a significant amount of overlap.
- HCS is very concerned about potential changes to FLSA which could affect over 1000 employees and be very expensive (in the millions).
- Identical jobs will stay in the same category (PS or USS).
- Were there discrepancies across units? Yes, some. It was quite random, usually caused by an employee's timing in entering the workforce. Many in USS didn't keep up with market pay because the state didn't keep up with market pay.
- Will there be one or two from FS/PSA who can work with you while you creating the career ladders?
- HCS also looked at the living wage for the Manhattan area. It is not affordable for K-State to get everyone to a living wage right now though it affects retention. The turnover for employees earning below a living wage is three times higher than for other employees.
- Total Rewards is the equivalent of the faculty compensation group.
- What about GTAs and post-doctorates? They were not addressed by the JAQ.

**Adjourned**