

**Kansas State University Faculty Senate
Professional Staff Affairs Committee
With General Caucus
Minutes
January 10th, 2017
3:30 pm – Business Building 3046**

Present: Loleta Sump, co-chair; Mary Anne Andrews, co-chair, Kelly Briggs, secretary, Jo Crawford, Stacey Warner, Kim Kerschen, Lisa Duer, Tom Jackson, Chassy Nichols, Ashley Thomas

Caucus: Mike Crow, Jason Maseberg-Tomlinson, Jana Fallin, Emily Lehning, Gary Leitnaker, Mirta Chavez, Steve Martini, ZOOM – Dana Reinert

Guest: Jeff Morris, VP Communication – Theme – Best Year Ever!

Call to Order

Old Business

Total Rewards – HCS is presenting to President’s cabinet tomorrow at 8:00am – once approved, ready to send out information

Turnover, retention –at the moment information is anecdotal. Need to collect data so can see what actual situation is. Skilled labor, IT, Student Life are the areas most concerned

Revised scale created based on examining comments and information. Need to reset and revise our assumptions – we are not a stand-alone market, but in competition with others in area – look at salary benchmark data

Phased approach – will initially cause some compression and will then re-adjust

President is committed to starting at the bottom – fairness is key – he wants to examine data and numbers

Trying to get bands out so can unfreeze re-classifications. There are questions about the bands/range vs. tiers – trying to give room for increases without having to change title/job.

Phased implementation – get certain areas done first – then resolve in stages. Rollout for current employees first – need gap between learning about and implementation. Phase two will include adding layers and ladders within families

It’s not perfect and things will need to be adjusted, but needs to get started.

Also looking at: on-boarding and off-boarding. Need to improve in those areas. Also creating some new required trainings in performance management, supervisory training and Clery – question was asked – can need for those be included in job descriptions.

FLSA

Won’t roll back if salaries were adjusted. Duties won’t change. They will keep looking at jobs and making sure they are appropriately categorized

Training for supervisor needed – how to write position descriptions and critical duties. These are what are used to determine category.

Section C

We still need to discuss timeframe for evaluations – yearly? Administrative? Based on position

Eclipse

Resolution passed Senate and it was moved to Provost's office. There are some reservations there and at CAPP

New Business

General University Caucus

Survey – has a draft ready. They would like to finalize it at their meeting on 31st. Need to clarify wording on professional/unclassified so that everyone is clear on what is used. We reviewed the question regarding performance evaluations. Do we think it gets at what we want to know – yes. We feel we really need to work on process and creating guidelines that are both structured and flexible.

Communication with constituents – we have a contact and are working on getting the information we want to create a listserv.

Adjourned