

Kansas State University Faculty Senate
Professional Staff Affairs Committee/General Caucus Combined Meeting
Minutes
September 6, 2016
3:30 pm – 207 Union

Present: Loleta Sump, co-chair; Mary Anne Andrews, co-chair, Kelly Briggs, secretary, Tom Jackson, Bill Johnson, Jo Crawford, Lisa Duer, Lynn Carlin, Christina Hauck, Kim Kerschen, Stacey Warner, Jordan DeLoach, Dean Fisher (zoom)

General Caucus: Gary Leitnaker, Mike Crow, Loren Wilson, Jan Elsasser, Jana Fallin, Mary Chavez

Guests – Jennifer King, Assistant Director of Compensation and Organizational Effectives; Derek Smith, Director of Compensation and Organizational Efficiency; Cheryl Johnson, Vice President, Human Capital Services

Call to Order

Minutes Approved

Old Business

HCS Representatives to talk about FLSA and Total Rewards

Questions and concerns that were brought up to be addressed

- What is the timeline moving forward? What are the next steps?
- What information and resources are available for supervisors?
- What training will be available for supervisors?
- What will the process be to distribute information? Will the process be delayed?

Discussion

HCS is committed to September 30th date, but there was discussion in President's cabinet about whether or not to delay. President General Myers will be making final decision about whether to move forward or to delay. Delaying allows people more time to plan and to get information out. It also could allow time to create solutions to some of the issues the plan is facing (e.g. the budget constraints). The downside to delaying is that many people are expecting the information to be released and a delay may cause issues in morale and mistrust. In addition, the data we have collected may have to be scrapped and re-collected if the delay is too long because it will be out of date. Finally, people are changing jobs and positions. More delay could mean more changes that have to be incorporated into the system.

Many expressed concerns about the lack of information and training that supervisors have had. Many of them have not seen the descriptions that go with titles. They don't feel confident that the information is accurate, or that they are equipped to answer questions that staff may ask. There are also larger implications for policy and culture at K-State as we shift to a system with salary grade and scale. Worried that within that system there won't be enough flexibility to recruit and retain qualified staff – many

already leaving for much larger salaries. Will we be held strictly to the range? Reassured that we will not be reducing current salaries. And, the higher the grade, the larger the range it, so hopefully it will allow an easier increase for recruiting.

HCS has a toolkit and template that will be ready to go on the website before the letters go out. Want to test it with focus groups. This explains the difference between –title, position description (duties of individual person) and job description (generic, basic description). The differences here are part of the reason for the six month review and reflect period so that people can see how their position description fits into the job description. This is positive, but still concerned about timeline of this getting to supervisors. If it goes out on September 19th, is there enough time for focus groups and training before the letters are sent out on September 30th?

HCS has done a tremendous amount of work in a very short time. They are still addressing anomalies that have been presented to them and working on the training information. There was recognition and thanks for all of the work that has been done, but still concerns about ambiguity in the classification of jobs to make sure that the information is accurate and appropriate. Also worried about the dispersal of information.

There were also questions of what would happen if there was a delay. Would a task-force be created? Would we start again? Where is the money going to come from to address the priority of those below the 25% level. Would this time be used creating families and ladders?

There has been no consensus on what we should do from here. Waiting for General Myers to make his decision – looking at all sides to make a decision that will be in best interests of K-State.

New Business

Proposed Changes to PPM

Tabled until next meeting when there is more time to discuss

Furlough Policy

Ready to be approved any day – mirrors the state regulations. The guidelines have been tweaked and updated. There are a few more adjustments to be made (as the guidelines are much more fluid). Should be ready to be approved soon.

Adjourned