

**KANSAS STATE UNIVERSITY FACULTY SENATE  
PROFESSIONAL STAFF AFFAIRS MINUTES  
April 3, 2018, 3:30pm, Business Building Room 3046**

Present: Mary Anne Andrews (Human Ecology); Kelly Briggs (Education); Christina Hauck (English); Mal Hoover (Vet Medicine); Kim Kerschen (Agriculture); Jordon Kiehl (SGA); Ashley Thomas (Business Admin; Co-chair); Stacy Warner (Extension); Alyssa Wendel (Polytechnic Campus); Emily Lehning (General Caucus); William Johnson (HCS);

Guests: Katie Lynn (Libraries); Renee Gates (Libraries); Jay Stephens (HCS); Trenton Modean (HCS)

- 1) Call to Order
- 2) Approval of March 20, 2018 minutes
  - a) Tabled to next meeting
- 3) Update--Jay Stephens, VP of Human Capital Services
  - a) Reviewed HCS goals – 8 main goals that will be communicated to campus by end of April/beginning of May
    - i) Holistic onboarding program (12/2018 pilot)
    - ii) Diversity & inclusion – enhance communications and education to departments about affirmative action plan, how to use and not use and what it means
    - iii) HCS internal employee professional development and training (lunch & learn, webinars) – working on breaking down internal communication silos in HCS
    - iv) Supervisory development program: All levels of supervision. Tier 1 will be the CORE of the program and is expected by October-December. Tier 2 will be elective areas. Watch for a K-State today article requesting feedback on what we need in a supervisory program
    - v) Stay interviews-conducted more regularly to find out what keeps people here separate from performance evaluation
    - vi) HCS Liaison training –quarterly to enhance communication, provide guidance, gain feedback
    - vii) HRS upgrade to PeopleSoft 9.2 (May 2018)—currently at 9.1
    - viii) Competency Model & Career Ladders (June 2019)
      - (1) Looking at career ladders and lattices
        - (a) Competency Based Model
        - (b) Pilot groups (Advisors and IT)
      - (2) Reasons why it will take so long to complete:
        - (a) The HCS unit that oversees this task is comprised of only four people (see their Org Chart): Compensation and Organizational Effectiveness.
        - (b) There is an RFP out for the competency model now; The competency model is a foundation for the career ladders. They will then have to adapt to what fits K-State and specific areas.
        - (c) Training will need to be completed for the people who will implement the competency model.
        - (d) There will be an interactive process to identify the knowledge, skills, & competencies needed for job families.
        - (e) Want to do it right.

- b) Communication is a big issue. HCS needs to break the silos even within their unit, and to figure out how to tell their story. They have created an infographic to show what all they do. Communication with the larger university is also a priority. The majority of complaints have to do with lack of communication.
    - a) They have created a timeline/info sheet for each goal. Will put on the website and sharing through K-State Today
    - b) Creating a strategic advisory council - the invites are out and they are finalizing membership and will announce in K-State Today
    - c) Timeline - internal session to make sure everyone on the same page, and then out to everyone hopefully at end of April
    - d) Website - meeting with Communications to update website to improve usability
  - c) Total Rewards Reframe - it is more than just the re-classification, but that has been the perception. The initial phase of the compensation re-structuring has been completed. Next step to overlay Total Rewards with the new Competency model and brand it, as well as to promote what already exists within Total Rewards. Whole process is disruptive - in a good way - but must be managed within what the team can do.
  - d) Reclassification - Every position has been placed within the structure and in order to change a position. However, some feel that the initial classification is not complete and that there are still people who requested reviews who haven't heard back. Trenton said he was willing to look into individual outstanding cases. Changes now must now go through a re-classification process within the window two times a year. Last fall there were 105 requests. This spring there were around 50. Notification of approval or denial is sent to the supervisor who requests the re-classification, not the employee. Some of these are still corrections from the initial placement, but most are new classifications from when majority of duties change. There may still be cases where employee isn't happy about initial placement, but supervisor not willing to request change. What happens then?
  - e) One of the HCS guests at this meeting was Trenton Modean from the Compensation and Organizational Effectiveness unit. He was asked if their unit could aid a department/office/unit if that area will be losing a number of employees (for whatever reason – retirements, etc.) within a short span of time. Trent said they would be very happy to help in any way they could – that they want to be proactive.
- 4) Old Business
    - a) Co-Chair – looking for volunteer from the current group
  - 5) New Business
    - a) KBOR Staff Survey – ran out of time
  - 6) Announcements
  - 7) Adjourn

*NEXT MEETING: April 17, 2018 @ ~~3:30pm~~ in BB3046 → correct time is 2:30 due to the USS Awards ceremony.*