

# Kansas State University Faculty Senate

## Professional Staff Affairs Minutes

November 6, 2018, 3:30-5:00pm

*Business Building Room 3046*

Present: Laurie Chandler (Extension); Mal Hoover (Veterinary Medicine – Via Zoom); Mishelle Hay McCammant (Agriculture); Christina Hauck (Arts & Sciences – Via Zoom); Rob Caffey (General University); Alice Anderson (K-State Libraries); Mary Anne Andrews (Human Ecology); Ashley Thomas (Business Administration; Co-Chair); Kelly Briggs (Education; Co-Chair); Chassy Nichols (Engineering - via Zoom)

Non-Voting Attendee: Jay Stephens (Human Capital Services), Bill Johnson (Human Capital Services)

Alternate Attendee: Maria Beebe (General University)

### 1) Call to Order

### 2) Approval of Minutes

- a) May 1, 2018 - approved
- b) September 4, 2018 - approved
- c) September 18, 2018 - approved
- d) October 16, 2018—will be sent out for email vote – approved via email

### Special Announcement

- Ashley is on the HCS Task Force to help further develop career ladders so she is taking a step back from chairing PSA
- Kelly will now be the lead chair for PSA, Ashley will still assist her

### 3) Old Business

### 4) New Business

- a) Visit from Jay Stephens
  - i) 2018 Fall Update – PowerPoint Presentation (See Handouts)
    - (1) 4700 Benefit Eligible Employees – 4 FTE
    - (2) 98.4% Completed Open Enrollment
    - (3) Payroll – Bi-Weekly – 10,000 paychecks – 5 FTE
    - (4) Processing in Employee Resource Center – 12,000 employee transactions a year – 8 FTE
    - (5) 365 New Employees Issue Cases this year, 40 ADA accommodations requests – 8 FTE
    - (6) 19,000 applicants for talent solutions, 1,337 position description reviews, 1400+ job offers, 100 reclassifications – 10 FTE

- (7) Labor Relations – 800+ employees in 3 units – 1 FTE
- (8) Learning & Development – 1200 participants in 111 professional development sessions – 2 FTE
- (9) Administration – Progressive, Responsive, Innovative – 3 FTE
- (10) Based on FY 2017 HCS
- (11) K-State 2025 Theme 5
- (12) Strategic Advisory Council
- (13) Initiatives Completed
  - (a) PeopleSoft Upgrade
  - (b) HCS Liason Network – use feedback to create program, they also stream them
- (14) Supervisory Foundations Training
  - (a) Pillar I – Establishing Your Supervisory Foundation – Spring 2019 then June 2019 rollout to campus with consistent offering 3-4 times a year
    - (i) Hopefully will be a mandatory training for anyone supervising
  - (b) Pillar II – Enhancing Your Supervisory Foundation
  - (c) Pillar III – Achieving Supervisory Mastery
- (15) Competency Framework – Identified 4 themes and staffed projects to help meet the division’s 2025 plan
  - (a) Career Paths Team
  - (b) Performance Management Team
  - (c) Career Development Team
  - (d) Competency Modeling Team
- (16) Holistic Onboarding
  - (a) Belonging
    - (i) Sense of community
    - (ii) Networking
  - (b) Learning
    - (i) Culture & Traditions
    - (ii) Organizational structure, including campus layout
    - (iii) Key resources
  - (c) Timely Information
    - (i) New hire paperwork
    - (ii) I-9 Solutions – Currently identified and working to implement
  - (d) Transition to Department
- (17) Metrics for Success
  - (a) Supervisory Foundations 2020 100%
  - (b) Competency Framework 2020 50% - 2025 100%
  - (c) Career Ladders & Paths 202 100% for pilot groups, 2025 100% for everyone
  - (d) Performance Management – 2020 100%

- (e) Holistic Onboarding – 2020 50% - 2025 100%
- (18) Top Priorities
- (19) Communication Plans for Strategic initiatives will be critical evaluation of the best methods to communicate with campus and employees
- (20) Remain mindful of our own capacity and ability to absorb change and move these forward
- (21) Continue to be mindful of the university’s ability to move forward and absorb change
- ii) Concerns with Communication of the Big Picture
  - (1) Has there been communication on how to best communicate with people
  - (2) HCS doesn’t have access to most insurance decisions that are made, they can state their decision – we don’t fare well with the rest of the big 12. Our premiums are not good, our HSA contributions may be slightly larger but our deductibles are way higher
  - (3) Actuaries tell you how much you have to have so much in the reserves – there wasn’t enough either they raided them or rated them on the wrong thing
- iii) Some staff have expressed concern that they don’t feel they can go to HCS for fear of supervisor seeing them as a squeaky wheel, supervisors may think a reclassification means an increase in salary
- iv) Lots of people in same position with vastly different job classifications
- v) Highly technical positions that will be changing especially as they move to cloud base – need more agility to respond to job changes – need structures in place to give incentives that are needed and flexibility to change (repay for training as an option if they leave)
  - (1) Very collaborative effort to adjust to changing technology at the university
  - (2) The staff and faculty of K-State help HCS decide classifications since they don’t have the intimate knowledge of that specific position
  - (3) Minimum qualifications saying “high school diploma” was a major rub for IT staff
    - (a) Get lots of applicants that will never be considered
    - (b) Don’t want to discourage people without degrees from applying
    - (c) Driven by industry descriptions – it is consistent with industry
- vi) Dean Search in Vet Med is first priority and then Dean Search in Ag will be next
- vii) USS and Unclassified Staff Job Descriptions are the same –

- (1) Is there a direction that is heading toward an elimination of USS?
  - No
- (2) Do believe there should only be one group of staff, but we are not moving in any direction
- (3) Mostly it is budgetary – Departments decide what works for them
- (4) State is not encouraging the elimination of USS even though moving off of KPERS is cheaper for the state
- (5) Issues with not being able to query unclassified staff in PeopleSoft
- viii) Have faculty/staff get access to ERP on day one of employment
- ix) Feel free to email or call Jay with questions

5) Other Business

- a) November 20 meeting—cancel? - CANCEL

6) Adjourn

***Next meeting: November 20, 2018, 3:30-5:00pm, Business Building Room 3046 - Cancelled***