UP & USS Fall 2019 General Meeting Notes

December 5, 2019, 3-4:30 p.m.

CAC Theatre

# Agenda

**Welcome and Introductions**

* + 2019-2020 UP & USS Senators

**Speakers**

* + Dr. Andy Tompkins, WSU Interim President
	+ Judy Espinoza, Executive Director of Human Resources

**Update and Overview of 2019-2020 Senate Activities**

# Dr. Andy Tompkins

## Presentation: Making a commitment to applied learning and economic vitality

* “Thank you to all of you for your kindness and support while I have been here at WSU”
* Appreciate the commitment of all the senators both UP and USS do support the staff/faculty/students at WSU. Everyone counts in all that you do for the success of WSU!
* We will be having a transition and the new President Jay Golden will be here starting Dec. 17, 2019.
* Will be here through the Fall Commencement and looking forward to participating.
* Highest point of enrollment since 1895 has been somewhat over 17,000 and this year we are at 16,058. Every student is important. Why is enrollment so important? University’s operating budget is made up of state general fund, and tuition used to be funded by the state at around 75%, but it has been declining since the 90’s. Reliance now is based much more on tuition now instead of state support, so every student counts, both in getting them here and retaining them.
* The I-35 corridor has become very important to WSU in increasing the student body. We are now at 936 students from that area. Most ethnically diverse campus in the state: 47% of WSU students are first generation, underserved minorities and low-income students. 49% of the students are from Sedgwick County, 26% are from other communities in Kansas, 14% are international and the remainder from other states in the U.S.
* What factors have shaped WSU’s new mission and vision?
	+ Increased reliance on tuition
	+ Minimal growth in state high school graduates
	+ Increased need to expand student recruitment
	+ Increased need to attract and retain talent in local community and state.
	+ Increased need to be more responsive to workforce needs
	+ Increased need to make the university distinctive with applied learning ensuring all students have the opportunity for an applied learning experience in the area of their interest.
	+ Serving diverse population and high proportion of first generation, underserved, and low-income students.
	+ Trying to raise the profile of the university as a great place to learn, live, work, play – for students, faculty, and community. Increasing basic and applied research.
	+ This university is a hidden gem, everything that is going on here is raising our place nationwide; we are now #1 in the nation for Industrial Research.

Any questions from constituents – No questions asked, but constituents thanked Dr. Tompkins for his service and leadership over the past 8 months.

# Judy Espinoza – Executive Director of Human Resources

## Introduction of HR Team and Overview of Requested Topics Affecting Staff

* Human Resources - Centers of Expertise
	+ Operations and systems – Susan Martin Dir. - Nancy Thompson, Vickie Chrisman, Lyndsay Pletcher, Sara McIntyre, Dale Catlin – how do I contact them? Email: HRServiceCenter@Wichita.edu
	+ Total Rewards: Jamie Olmsted, Dir. – Micah Thompson, Compensation Analyst, Hannah Bates, Cara Tucker – How do I contact them? Email: HRTotalRewards@Wichita.edu
	+ Talent Acquisition – Marcie Holsteen Dir. – Meghan Tucker-White, Julie Windham, Mikayla Irish, Lisa Lee How do I contact them: email HREmployment@Wichita.edu
	+ Organizational Development – Sheryl Propst, Dir., Sandy Parker
	+ Human Resource Business Partner – Marcie Holsteen (.5FTE) – Marcie.Holsteen@wichita.edu, Rebecca Reiling – Rebecca.Reiling@wichita.edu, Lana Anthis – Lana.Anthis@wichita.edu How do I contact them? Email them or call them.
	+ Fair Labor and Standards Act – Update – New rules that are being put in to place on Sept. 24, 2019 min. salary threshold for exempt positions from $23,660 ($455/week) to $35,568 ($684/week)
		- Analysis conducted to identify impacted positions at the University
		- Approximately 60 employees may transition to non-exempt status or receive a pay increase to the minimum threshold.
		- HR business partners working with leaders of those impacted.
		- Talent Management Redesign
			* Update is inclusive of:
				+ Sourcing (where we find our talent)
				+ Hiring/Onboarding (how we bring people into our org)
				+ Performance evaluation (how we evaluate our people)
				+ Learning and Development (how we develop our people)
				+ Succession Planning (how we identify those who are ready to lead)
			* This will all go to the PET with recommendations.
			* Transition to Market-Based Compensation Program – Update
				+ 2013 – WSU strategic plan est. a goal (7) Assessments, Rewards and Incentives
				+ WSU engaged outside resources (CBIZ) to begin this work
				+ 2018-2019 – Faculty pay review committee established to collaborate with HR in the transition of tenured faculty to market-based pay – Started with Faculty because they already have very defined PDs. For the rest of staff, this is not one and done, so this will be an on-going process. Faculty pushed back with the university does not have the funds to increase any salaries? Now we have data to show it and support it with the state.
				+ 2019-2020 – WSU identified as a priority to…” develop and implement a market-based compensation structure for faculty and staff”. That work has been underway for quite a while, didn’t want to do another CBIZ situation, so HR has been doing a lot of this in the background and having discussions with leaders so that they are educated on this. There is a website also with all the info.
				+ Planning and work is underway to transition the rest of the University in Spring 2020. This transition is being done by internal resources (HR) in collaboration with University leaders.
				+ Market-Based Compensation Plan

There are seven steps to complete the transition:

Define the jobs that are needed at WSU

Create a job catalog of those jobs

Map the current positions to the catalog based on job duties

Compare each of the jobs to similar jobs in external market and assign pay range and FLSA exemption status

Review each employee’s experience, education and skill-set to asses placement with the pay range

Implement compensation administrative guidelines. (You need to put guidelines in place so that individuals have a way to be promoted into new positions). Does not mean that leaders cannot set salaries, but a discussion would need to take place if the salary is not within the set standards.

Budget dollars in FY21 and annually thereafter (multi-year plan to implement pay changes). Data is showing that the faculty is paid on a lower scale. Possibly will find out that there will be some staff members that are also in the low range. We cannot fix what we do not know, it will be a multi-year plan.

* If your leader has not met with you yet to discuss this transition, they may be attending the final session for leaders on December 11. Review the website and contact your leader or HR Business Partner with questions.

Any questions from constituents – Who are the leaders? Anyone who has a director report.

# Senate Overview 2019-2020

## Fall Semester Highlights and What’s Coming Next

* Senate Committees
* Archives, new 2019-2020
* Awards & Staff Recognition – coming up with some different areas on how staff can be rewarded and recognized
* Communication & Website – UP website now has all the senator’s pictures and names listed and hopefully you are getting communications from your senators at least once a month.
* Elections – still will be held separately this spring
* Organizational Governance, new 2019-2020 – committee is charged with overseeing the constitutions and what changes might be put forward to the constituents. Working on strategic goals on what the senates would like to achieve and transition those goals to the new leaders going forward.
* Policy Review, new 2019-2020 – feedback to HR, General Counsel, and PET.
* Professional Development – Looking into all training opportunities that are available to our staff; Grow @ WSU website/database to be released by HR in early February
* Service – successful first Stock the Shocker Support Locker Challenge this fall
* Task Force – Staff Recognition, new 2019-2020
* Campus & University Business Meetings – Shared Governance in Action – You have a voice at the table and please contact us if you think something needs to be addressed.
* Academic Operations Council (AOC)
* Budget Advisory Committee
* HR Meeting
* Legislative Update
* Library Appeals
* Parking Appeals – very busy
* President’s Meeting – one-on-one meeting with University President and Senate President
* President’s Council/PET Meeting
* RSC Board of Directors
* Traffic Appeals
* KBOR UPS President’s Council
* KBOR USS President’s Council
* KBOR Survey Results and Ongoing Dialogue
* Available on website: wichita.edu/KBORstaffsurvey
* KU did not participate. Statewide survey results will be shared at the end of this month.
* President’s Distinguished Service Awards
* USS & UP Awards Committee has combined the applications for the two awards into a single application/nomination form and streamlined the criteria for nomination.
* New streamlined application/nomination packet, coming soon!
* Anyone can nominate; regardless of status as UP or USS
* 1st Annual Stock the Shocker Food Locker Challenge – 3,776 items and 1,335 pounds – Staff won the challenge. Thank you for contributing and please continue your support throughout the year.
* Coming in Spring 2020
* Finalizing the Senate’s 3-Year Strategic Goals
* Shared Governance/Onboarding Packet – Feedback to President Golden due January 10
* Engage in the Ongoing Discussions throughout the coming year and in the future
* Policy Review – team will be very busy looking over policies this spring. When asked for your input, it is because we need it; shared governance requires people at the table, actively engaging and contributing to the process and the final outcomes.
* Committee Handbooks – new handbooks are due in May for the Senators
* Annual President’s Awards – Shocker Pride Celebration in May, date will be announced soon

Thank you for coming to the Fall UP & USS General Senate Meeting