University Staff Senate

February 21, 2023, | 3:30pm-5:00pm | [ZOOM](https://wichitastate.zoom.us/j/91536019598?pwd=N2RMaXpaeDNzRzZacEZUU2tBTTZYZz09)

**Senators in Attendance:** Denise Gimlin, Marissa Kouns, Rachel Tuck, Kendra Nguyen, Cheryl Miller, Sara Rue, Alysa Janner, Erin Shields, Jennifer Nicholson, Ali Levine, Johny Buchanan-Spachek, Pamela O’Neal, Amy Belden, Jessica Pierpoint, Lisa Clancy, Matt Houston, Naquela Pack, Carrie Henderson, Randy Sessions, Jason Bosch, Amy McClintock, Vicki Forbes, Anne Marie Brown, Gabriel Fonseca, Kennedy Rogers, Teresa Moore, Will Fulls, JaNeshia Wilson, Carrie Wyatt

**Senators not in Attendance:** Stacy Salters, Jeswin Chankaramangalam,

**Guests:** Beth Uhler, Wendy Brooking, Danielle Ager, Vanessa Chenault, Cheyenne Dealy, Jamie Olmstead, Kathy Gale, Lana Anthis, Christina Covey, Diana Austin, Stacy Shanahan, Kaytie Brozek, Kristen Watts, Casey Dowling, Brittany Ulmer, Jason Teubner, Vicki Whisenhant, Aaron Hamilton, Francine Angell, Cara Tucker, Susan McCoy, Amy Becker, Brook M, Danielle Wagner, Erik Mallory, Gage Dowling, Hannah Vanorsby, Kathy Gale, Kris Roudebush, Mikayla Irish, Lydia Santiago, Shelly Coleman-Martins, Sheryl Propst, Joseph Dempewolf,

1. **Call to Order**
	1. Minutes approval process – Electronic
	2. Committee Reports/Updates – Submitted in Advance
2. **New business**
	1. Human Resources team presented about Market Based Compensation plan – both outcomes from FY 2023 and plans for FY 2024
		1. Copy of presentation PowerPoint and recorded video available: <https://www.wichita.edu/services/staffsenate/meetingdates.php>
		2. **See VII below for details on presentation**
	2. [Student Success and Persistence](https://www.wichita.edu/academics/student-success-and-persistence/index.php) initiative kicked off at Town Hall 2/7/2023
		1. Visit website for more information (link above)
		2. Watch the [Town Hall online](https://www.youtube.com/watch?v=zYyadM9rMQk&t=5178s) via YouTube. (First 30 minutes are videos of campus – the presentation begins at the 32:17 mark)
		3. Think about how YOU can make a difference
	3. Faculty Senate President & I met informally with the SGA Speaker. We decided we should formalize a plan to work together toward common goals. We will have our first formal meeting on Friday, March 24th, to lay the groundwork of continued collaboration.
	4. The Library Appeals committee has been reinstated; since they changed their policy about fines, there have been no requests for appeals, but now we have some to review. They reached out to me as I have served on the committee before, so I will take that on again. Meeting will be in April
	5. Met with new OIEC Executive Director Courtney McHenry to discuss what his group does, and what might be needed. He will be joining us at the April meeting to present to Senate about his area.
	6. The new Talent Management System software implementation project will be launching soon; the project manager reached out to ask for names of staff who might want to be a part of one of the committees that will help with implementation. This implementation will focus on the Talent/Hiring piece of the system, so I reached out to staff members (not just senators) who have experience in that area to ask for volunteers. Names will be provided to the project manager by the end of day on Feb 20th.
3. **Old Business/Reminders**
	1. Two policies we have reviewed in the past have finally made it through all review levels and were approved by PET. These will soon be updated in the policy manual.
		1. Policy 3.41 Separation of Employment – could be faculty or staff. Updated language for clarity. (Reviewed by senate in August 2020)
		2. Policy 3.15 Internal Dispute Resolution – staff only. Gave more clarification on how the process takes place and is administered (reviewed by senate in May 2021)
4. **Committee Updates - provided in advance**
	1. **Senate Committees**
		1. **Awards and Recognition**
			1. Stopped taking nominations on February 3rd for Distinguished Service Awards
			2. Received 11 nominations
			3. Committee met February 10th to review nominations
			4. 5 top nominations sent to President Muma to review for determination of who will be the Wayne Carlisle award recipient.
			5. Winners will be notified in March
			6. Teresa Moore is taking over as committee co-chair as Jessica will be starting maternity leave in March.
		2. **Communication and Website**
			1. Committee met on Feb 2nd to check in, discuss upcoming duties, and revisit the recent website changes.
			2. Have begun working on a Communications Committee guide to assist future committee members.
		3. **Elections**
			1. Will have first meeting week of 2/20 to begin the process for the next election cycle.
		4. **Policy Review**
			1. No updates at this time
		5. **Professional Development and Service**
			1. Have been working on understanding the previous WSU (Wichita State University) KLC (Kansas Leadership Center) Leadership program that was previously implemented through Peter Cohen in hopes we can discuss further with HR to provide as an option for PD. Next month we will have a meeting with some of the past participants. The idea would be to create a working group and then present it to HR.
			2. Will meet with Paula Seiwert with CMD next month to learn about what leadership classes/opportunities they have
			3. Looking into a Community Engagement award within the parameters of the Distinguishes Service award
			4. Spring – tour of NetApp (date to be announced)
			5. Considering hosting a focus group type of event to capture professional development interest – listening session to gain feedback
			6. Service Opportunities:
				1. Innovation Campus Build: Build a home in the Shocker Neighborhood alongside our Innovation Partners [**Volunteer online**](https://wichitahabitat.volunteerhub.com/vv2/lp/InnovationBuild)
				2. The first [Open Streets ICT @ WSU & Shocker Neighborhood](https://www.wichita.gov/ParkandRec/OpenStreetsICT/Pages/default.aspx) opportunity to show our Shocker Pride!

[Vendor Registration](https://web2.myvscloud.com/wbwsc/kswichitawt.wsc/search.html?Action=Start&SubAction=&_csrf_token=50691145fd85185a0543be8691fef332f830f485536cb6db7d011a80ae8e1275&module=AR&keyword=Open+Streets&type=Hobbies+and+Leisure:+Hobbies+and+Leisure&subtype=Special+Events&primarycode=&keywordoption=Match+One&endmonth=&grade=&beginyear=&gender=&dayoption=Any&showwithavailable=No&spotsavailable=&display=Detail&multiselectlist_value=&arwebsearch_buttonsearch=yes) (Free for WSU)

[Volunteer sign up](https://docs.google.com/forms/d/e/1FAIpQLSdpB1Uf4kegZMRt0CA_5PkMjlW7YR9shM_hn_kCPWlZE2br_g/viewform)

* 1. **Campus/University Business Meeting Updates – provided in advance**
		1. **AOC (Academic Operations Council)**
			1. No updates at this time
		2. **Budget Advisory Committee**
			1. HR presented the FY 2023 MBC data and outcomes and the FY 2024 goals and plans.
			2. Have received over $20 million worth of GU Funding requests for FY24 – These will be reviewed in future meetings to determine what requests will take priority.
		3. **Human Resources Meeting (Joint with Faculty Senate Reps)**
			1. Joint Councils asked a question about hiring practices and whether agencies share lists of those not eligible for rehire, and if background checks are required after employment. We presented those questions to HR, and they provided responses to the Joint Council. In brief – no sharing is done, and background checks are not done after hire unless the work area requires it – such as the Child Development Center, which requires yearly checks on their employees. IDP requires it for some employees due to the requirements for federal grants or contracts.
			2. Faculty senate president inquired about the possibility of having more leave available for COVID and/or mental health. While we will not be returning to COVID leave policies, we do have the shared leave program, which allows employees to apply for leave when they may have exhausted their own.
			3. Update from Conversations with Institutional Effectiveness – Ashlie invited HR and other areas of the university to share what we were doing from the recommendations from the Hanover Survey. Constituents from many areas provided feedback – the next meeting will be scheduled soon relative to discriminatory language and practices. The survey said the process was not fair or clear – did not trust that it would be handled properly.
			4. Briefly discussed the MBC plan that will be presented in detail at the 2/21 senate meeting
				1. Pay ranges will be updated regularly keeping in line with changes to the market.
				2. As reviews occur of market and positions, it is possible that pay ranges could change significantly, or the positions may have their level changed
		4. **KBOR Briefing (Meeting 2/17/23)**
			1. Have gained approval from KBOR to do the RSC expansion – this just means we have approval, not that we are going to start on it. Still must get full approval for funding. Current bonds will be paid in July 2024, so it is possible at that time to take a new bond for the expansion.
			2. Approval for the renovation work for the McKnight Printshop HVAC system; originally the cost was under $1,000,000, but with inflation estimates have gone higher so had to seek formal approval.
			3. Approved acceptance of Cambridge A-level credit by exam. Concern that faculty may push back as lowest acceptable grade for credit is a D-
			4. Approved changes to student health insurance plan and new rates (details will be released soon)
			5. Approved new UG degree from KU in operations management
			6. The vote was 3 – 3 on the proposed Criminal Justice degree at KU; must be unanimous out of COPS to go to KBOR for approval, so now it will go to BAASC for consideration.
			7. KU is requesting an exception to be allowed to transfer more than 60 hours into a bachelor’s degree; other schools want that to be approved as a new policy for all, so it will be reviewed for policy change and come back around for discussion
		5. **Legislative Update (Meetings 1/27/23 & 2/10/23)**
			1. Zach Gearhart posts updates to the Gov’t Relations page: <https://www.wichita.edu/administration/government_relations/updates.php>
			2. Several bills have been introduced on both Senate and House sides that could impact higher education, so we will watch those to see if they are approved.
			3. Right now, there has been no discussion that would change what the governor has recommended for the FY 2024 budget.
		6. **President One-on-One**
			1. Continued discussion about the funding for pay increases; still hopeful that the governor’s suggested budget will pass with the pay increase piece in place.
			2. We discussed the possibility of trying to stagger the Docking Survey and the Hanover survey, so they are not happening at the same time – likely reason that there was such little response to the Docking survey. Some schools discussed whether they would continue with Docking – so that is something we could look at as well. Especially if KBOR is not doing anything with the data.
				1. If we stopped doing Docking, we would modify the Hanover survey to capture the questions we think are important from the Docking survey
		7. **RSC Board of Directors**
			1. The board approved the FY24 Budget and reviewed capital projects for next year
			2. Voting to replace Breakfast & Co should happen sometime this semester, but we do not have a specific date yet.
		8. **Traffic and Parking Appeals**
			1. The committee continues to review parking appeals. Please continue to be alert of game days. If you are not sure that you have signed up for game day alerts, see link, <https://www.wichita.edu/services/parking-1/text-alerts.php>.
			2. Additionally, if you are attending the game or participating somehow during the game and need to park, you will need to have a hangtag. See the SASO Map link and information: <https://www.wichita.edu/services/parking-1/images/22-23SASOmbbMap.pdf>
		9. **UPS/USS President’s Council (KBOR) (Meeting 1/24/23)**
			1. Unionization at KU is ONLY for faculty and academic staff. Academic staff are of a unique status at KU – they are in a kind of grey area but align more with faculty than with staff. Tend to be researchers. NOT USS or UPS staff.
			2. PSU has a faculty union only
			3. ESU is not aware of a unionization effort, but if there is one being discussed, it is by faculty hoping to gain more protections after the layoffs last year.
			4. Discussion about sharing of hiring/background check information – detailed on HR meeting update section as it required their feedback for response.
		10. **VP of Finance & Administration One-on-One**
			1. Belief that the salary increase in the governor’s proposed budget will stay in place because legislators are having a tough time filling their own staff positions due to lower pay
			2. Discussed various scenarios relative to what we might expect for funding at WSU depending upon the final state allocations
			3. Could allow a tuition increase, though likely less than 3%
1. **As May Arise**
	1. No additional discussions
2. **Upcoming Meetings/Events**
	1. A variety of Town Halls are going on for different colleges and areas – consider attending the one associated with your area
	2. Next Senate meeting – March 21, 2023 – 3:30pm
	3. Check the [Events Calendar](https://www.wichita.edu/calendar/index.php?com=searchresult) for upcoming events on campus
3. **Compensation Plan Update for FY 23 and FY24 Goals (Recorded Meeting and PowerPoint Presentation)**
	1. FY23 Overview
		1. First year of Market Base Compensation (adopted in 2020) pay adjustments were implemented.
		2. Definitions used in Market Base Compensation:
			1. **Benefits Eligible** is defined as employees who accrue sick leave
			2. **Equity** – internal review comparing employees in the same job code or rank & discipline using the pay analysis variables. Two pieces of this: (1) gender and race/ethnicity and (2) staff/faculty in the same job or rank & discipline. Such as administrative assistants with similar work who may have pay differences across campus.
			3. **Market – external review comparing salary data collected from annual surveys, considering strength of job match, university size, industry, geographic location, and university type, as appropriate.** WSU wants to increase market averages and not lack or lead the market now. This will take time to correct and progress.
			4. **Pay Analysis Variables** – the data used to review equity. Staff pay variables were reviewed are pay grade, FLSA Status, Years in Current Job, Highest Degree Earned, Division, and Job Family
		3. Roles and Responsibilities of MBC
			1. Determining pay variable and equity analysis is the responsibility of Divisional Leaders with HR responsible for implementing the decisions.
			2. Conducting annual equity and market reviews if the responsibility or HR to make the decisions and implement.
			3. Determining FY compensation priorities is the responsibility of Divisional Leaders with HR implementing the decisions.
			4. Determining the FY compensation budget is the responsibility of Divisional Leaders with Budget Office implementing those decisions.
		4. Compensations Goals FY23 - The long-term goal is to pay in the middle of the market on average. We do not want to be behind in the market or leading the market right now. Currently, we are lagging. We focused on 3 goals for FY23.
			1. Goal 1: Identify pay inequities
				1. No inequities were found based on gender or race.
				2. $1,799,304 was used to address pay inequities within the same job or rank & discipline.
				3. 51% of employees who received a pay increase received an equity only increase.
			2. Goal 2: Identify pay inequities based on variables.
				1. $538,737 was used to move employee pay closer to 80% of the midpoint for their respective pay range or rank & discipline.
				2. 13% of employees received a market increase only.
				3. The average increase was 6.2% (about $3,848).
			3. Goal 3: Move benefit eligible employers close to 80% midpoint
				1. $2,613,327 was used to address pay inequities within the same job or rank & discipline
				2. 36% of employees received an equity and market increase
				3. The average increase was 14% (about $7,063)
			4. 701 employees did not receive an increase in pay.
			5. In FY22, employees were 84.70% of the middle of the market in pay. In FY23, employees are now 86.40% of the middle of the market in pay. This shows movement towards the goals of MBC and how the funds were spent. This is a positive movement for WSU.
		5. Dollar Allocations
			1. 36% received increases for Equity and Market
			2. 13% received increases for Market Only
			3. 51% received increases for Equity Only
			4. 663 staff received $2.5 million in increases for equity, market, or both.
			5. 119 Non-Tenure Faculty and 252 Tenure Faculty received $2.5 million
		6. Overall Spread of the Pay Increases
			1. Division of Finance and Administration – 209 employees received an increase
			2. Division of Academic Affairs – 738 Employees received an increase
			3. Division of Student Affairs – 63 employees received an increase
			4. Division of the President – 24 Employees received an increase
	2. Senate Questions Answered by Vicki Whisenhant
		1. How were people categorized into the new job catalog?
			1. In 2020, HR created the job catalog and performed a preliminary mapping
			2. In FY21 and FY22, college and department leaders reviewed the preliminary mapping to approve or adjust the mapping. If a position is believed to not be mapped correctly, it is advised to discuss it with your manager.
		2. Where did everyone land in the ranges? How were the funds allocated across Divisions? See presentation slide 9 & 10
			1. Division of Finance and Administration – 209 employees
			2. Division of Academic Affairs – 738 Employees
			3. Division of Student Affairs – 63 employees
			4. Division of the President – 24 Employees
		3. What was the formula used for the distribution of funds?
			1. Equity was considered first using pay variables (See slides 11 and 17 of Staff Senate HR Update)
			2. Predictive Pay Variables were used to analyze pay inequity within the same job or rank & discipline
				1. Staff pay variables were pay grade, FLSA Status (Exempt or non-exempt), Years in Current Job, Highest Degree Earned, Division, and Job Family
			3. Market was considered next (see slide 12 of Staff Senate HR Update presentation)
		4. Did the people who were the worst off (lowest paid) get the increases?
			1. Staff with the lowest pay were considered first for increases based on equity and market findings.
	3. Feedback and Recommendations
		1. Shift Implementation Timelines
			1. Feedback from Stakeholders
				1. More time is needed to review various pay adjustment scenarios. Currently, these are figured in Excel and is a manual process.
				2. There is not time for leader input for adjustments
				3. There is not enough time for leaders to communicate changes to employees.
			2. Recommendations:
				1. Right now, there is no ability to adjust the timing based on WSU’s budgeting process and system.
				2. I am currently looking at alternative ways to allow more time for budget planning and communication of changes to employees.
		2. Revised FY23 Goals
			1. Feedback from Stakeholders
				1. 5% of employees are still not at the minimum of their respective pay ranges, about 100 employees.
				2. Faculty PIR (Professor Incentive Review) was not accounted for causing compression between faculty who have earned PIR and faculty that have not.
				3. Employees with more years of service received little to no pay adjustments
				4. 100% RU funded areas requested different rules of engagement regarding funding.
			2. Recommendations made to Divisional Leaders
				1. There are recommendations to provide an across the board raise to employees for FY24, provided the funding is approved in the Kansas budget,
				2. Discussions about how to address 100% RU funded areas, specifically those that are fully contract/grant based, have been deferred at this time to allow for further input.
		3. Refine Pay Equity Methodology
			1. Feedback from Stakeholders
				1. Recommended to consider refining predictive pay variables to better align with methodology used for determining new employee pay and account for PIR and merit pay analysis.
			2. Recommendations:
				1. Recommendations made to Divisional Leaders to better align equity pay variables to new hire pay analysis in efforts to reduce further equity issues over time.
				2. Recommendation made to account for merit in future pay analysis.
				3. Based on goals for FY24, changes to the pay analysis variables will be deferred to allow for further input and understanding.
		4. Improve communication & Tools
			1. Feedback from Stakeholders
				1. The overall process and expectations were not always clear, especially regarding the leader’s role in communicating to employees.
				2. The terminology was difficult to understand.
				3. Additional information and education is needed on how the process works to include quartile placements.
				4. How is progress being measured?
			2. Actions being taken by HR:
				1. HR is developing easy-to-understand communications, education, and tools.
				2. Metrics will be identified to demonstrate progress over time.
				3. Less manual and easier methods are being reviewed for pay analysis.
	4. FY24 Compensation Goals
		1. Compensation priorities were discussed to move all employees below their minimum pay to at least the minimum beginning in FY24.
		2. Faculty pay analysis will be re-run for PIR (Professor Incentive Review)
		3. Continued discussion to apply an across the board pay raise beginning in FY24 as advised by President Muma.
		4. The next steps include the following process:
			1. Leadership information and communication will be shared in April/May.
				1. Preliminary impacts on RU/GU and market movement by individuals will be reviewed.
				2. Once the budget is finalized, communication will be shared with leaders to employees of final impact, expected movement with talking points to be provided to the leader.
			2. Fall 2023 will offer leader education sessions
	5. Additional Questions and Comments that were asked by senators:
		1. Why do we not want to be leading the market in terms of pay? Why is average ok?
			1. Right now, we are so far behind in pay, average is the middle and an aspiration. Future goals for pay may differ than the goals right now.
		2. Some of the increases were 14%, question, is there a way to separate faculty and staff averages with actual increase in dollars.
			1. Can be separated by the dollars, estimated about $3400 on average for staff. An actual increase based on where the employee started.
		3. Did some positions get larger increases than others? Such as administrative assistants receive a bigger increase than employees who are already much higher?
			1. Slide 12, the lowest paid employees received the larger pay increase on average.
		4. Question about staff pay variables that were used. We were told specifically that years in our current job and highest degree would not be considered. If this was considered, it was miscommunicated to employees. Will we see a point where this will be considered? Newer employees received raises while employees with seniority did not receive an increase. Judy E had told us they would not be included.
			1. These were used last year and were applied to everyone. HR never said they would not be included in the analysis. There may be confusion between total years of experience and years in current job. HR reviewed Banner history to identify when an employee may have been in a different job. Years of service were not a factor. This was the small percentage that was considered.
			2. Pay variables are in discussion to see what would be appropriate going forward.
		5. Will staff be placed in appropriate quartiles that were slated for Fall 2021? When will this happen, even if WSU does not have the funding?
			1. This is in discussion, dependent on funding, it is a multiyear process.
			2. New hires are examined to see where the offer is and where current employees are. HR advises leaders of the information but are not the decision maker.
		6. When pay inequity was determined, how was the staff who received the increase determined? Staff in similar roles, different but equal responsibilities, same titles, with similar experience and longevity with pay difference of over $1,000. There are known issues and the minority is making less than the Caucasian counterpart.
			1. HR cannot speak to that situation. It is about the pay variables. Leaders should reach out to business partners to review.
		7. Leaders were given classifications of jobs and a window for review but had nothing to compare it to. After it was created and went live, job classifications seemed incorrect. Will there a time for this to be updated?
			1. There have been some one-offs; employees were mapped to the job catalog based on core responsibilities. The leader needs to have conversation with HR regarding changes.
			2. There are people remapped after implementation. HR must see if it is a different job or if it was mapped improperly.
			3. If the job description does not define the job correctly, it needs to be looked at.
		8. How will the across the board going to affect the FY 24 compensation goals. Does this go into the MBC pool?
			1. This is dependent on what the final funding looks like. It will not affect the goals that are set, it just impacts the amount there is across the board. They are trying to make the across the board meaningful for employees.
			2. Yes, it goes into the MBC pool for across the board. There is not a goal this year to set a midpoint goal. Across the board will raise everyone’s pay. Dependent on how the market moves, it will change where everyone lands in their pay. There are varied factors that may make the variables go up and down.
		9. When HR talks about the leader, can it be clarified who that is?
			1. It can be confusing; it could be department leader or divisional leader. In most cases, it should be your immediate supervisor.