

# University Support Staff Senate Meeting

*December 03, 2014*

**Present** – Sherry Alexander, Denecia Angleton, Connie Basquez, Johny Buchanan-Spacheck, Renea Goforth, Christina Gregory, Michael Hinkle, Matt Houston, Addie James, Shelly Kellogg, Ali Levine, Shirley Lewis, Angela Linder, Walter Mayne, Amy McClintock, Robbie Norton, , Randy Sessions, Connie Wells, Michelle White & Carrie Wyatt.

**Excused absent** – Matt Albers, Bryan Carter, Shaleah Fields, Sheryl McKelvey, Stacy Salters & Micah Thompson

**Unexcused absent** – Brenda Achey, Christina Clarkson, Anton Hubl, Angie Tucker & Jennifer Williams

**Guests** – Frankie Kirkendoll

## I. **Frankie Kirkendoll: CBIZ Update**

- Handouts provided to help explain the WSU Job Classification and Salary Market Study.
- This study is a result of the transition from civil service employee to a KBOR employee. HR needs to develop a broadband salary range plan for USS employees. During the interim, HR will continue to use the civil service pay plan but it will eventually go away. President Bardo approved the hiring of CBIZ to help with this transition. HR also felt like it was a great time to review unclassified positions at the same time.
- The project will last 2-4 years.
- The purpose of the study is to increase our ability to recruit and retain quality candidates by implementing a competitive and equitable compensation program at WSU. *The purpose is not to eliminate any positions or cut any salaries.*
- July 1, 2014 - HR held the first committee meeting. A webinar was presented by CBIZ who gave an overview of how they would work. At that time, the committee found out that 3 other Regent schools are using CBIZ's services (Emporia State University, Fort Hays State University & Pittsburg State University).
- August 12, 2014 – CBIZ employee, Ed Rataj, came to campus to meet with senior university leadership, Steve White & Mary Herrin. At the meeting, Mary approved the use of their service. Mary also approved the hiring of a temporary person to assist with this project. This position will be filled after Libby Gilbert's position is filled.
- There are 3 components of the project:
  - Project 1 – Classification & Compensation System Design – current phase
  - Project 2 – Fair Labor Standards Act Review (FLSA) – review exempt/non-exempt status of positions which is determined by the duties of the job not classification
  - Project 3 – Job Description Development and CBIZ Descriptions – develop a salary range for each position & rewrite position descriptions
- November 7, 2014 - Contract was signed after all offices had reviewed it
- November 10, 2014 – a second committee meeting was held & Ed Rataj came to the campus again to meet with the committee. He asked some general questions about the positions & campus expectations.
- December 1, 2014 – the committee held a conference call with CBIZ & the 3 Regent schools to discuss more details. Town hall meeting was scheduled for December 15, 2014. Ed will do a presentation about the project & the HR will be on hand for a panel discussion to answer any questions.
- A letter will be drafted to come from the President to require all employees to fill out the Job Analysis Questionnaire (JAQ) that will help develop new job descriptions.

- KU has already completed this project
- K-State decided not to participate because their HR department recently went through a reorganization & restructuring with an HR consulting firm a year ago who made a lot of recommendations including adding several positions. They are trying to fill their HR positions, including an Associate VP that reports directly to their President before proceeding with another large project.
- HR plans to schedule work session meetings where employees can come to get help filling out the JAQ's. They will start January 6, 2015 to February 12, 2015 every Tuesday & Thursday with both morning & afternoon sessions.
- The JAQ's are not a duplicate of an employee's position description. It's an opportunity to tell HR what each employee actually does rather than what's in the description of the job.
- February 13, 2015 is the deadline for submitting the JAQ's.
- The change from the step pay plan to salary ranges will eventually allow for supervisors to give merit based raises to university support staff just as supervisors are able to give merit based raises to unclassified professional positions.

## II. **Approve November Meeting Minutes**

- Amend the minutes to reflect that Bardo is projecting a 2% pool for raises next year.
- Amend the minutes to reflect that the maker space will be based on an approval of grant money.
- Shelly Kellogg moved to approve minutes with revisions, Robbie Norton seconded the motion, all approved, motion passed.

## III. **Results of USS Senate Votes: USSC: KBOR/COPs**

- The results of COPs vs KBOR decision will be known tomorrow. A majority vote is all that is required.

## IV. **COPs Update**

- The COPs meeting is a more conversational meeting versus the presentation style meeting for KBOR.

## V. **Search Committee**

- New temporary HR position for CBIZ. Randy Sessions will represent the senate.
- Libby Gilbert replacement. Christina Gregory will represent the senate.

## VI. **Committee Reports**

- **Alternative Service Committee** (Randy Sessions, Stacy Salters, Renea Goforth, Angie Linder, Brenda Achey) – will be meeting tomorrow
- **Community Service** (Darryl Carrington, Renea Goforth, Connie Wells) – no updates
- **Constitution** (Renea Goforth, Stacy Salters, Randy Sessions) – no updates
- **Elections** (Ali Levine, Shelly Kellogg) – not applicable
- **Heskett Center Board** (Shirley Lewis) – no meeting yet
- **Library Appeals** (Shelly Kellogg, Amy McClintock) – a special session was called to discuss some issues
- **Newsletter** (Sheryl McKelvey, Robbie Norton) – finished for the semester
- **Ombudsperson** (Sheryl McKelvey, Johnny Buchanan-Spachek and Matt Houston) – Ali Levine had a discussion with President Bardo about a possible permanent position for an Ombudsperson if the funding was available (perhaps in 2016) & both USS & UP senates were interested in it. This would be someone not associated with HR. This would eliminate a constantly changing

committee & would establish one person with the legal knowledge & experience to handle different situations.

- **Position Paper** (Renea Goforth, Ali Levine) – not currently applicable
- **RSC Board** (Mike Hinkle) – meet tomorrow.
- **Shocker Pride** (Connie Wells, Robbie Norton) – no updates
- **Shocker Scholarship** (Connie Basquez, Johny Buchanan-Spachek, Carrie Wyatt) – awarded a scholarship to Rachael Mansky who will receive \$500 for the semester.
- **Traffic Appeals** (Bryan Carter, Randy Sessions, Robbie Norton) – will meet during Bardo's Holiday party
- **Tuition** (Connie Basquez, Bryan Carter, Matt Houston) – no updates
- **Welcoming** (Angie Linder, Connie Wells) – need additional volunteers. Add Christina Gregory. Committee would like some idea about what should go in the packet that is given to new USS employees.
- **Wellness** (Micah Thompson) – no updates

## VII. As May Arise

- Ali Levine met with President Bardo after November's senate meeting. He was impressed with everyone at the meeting & all the questions that were asked.
- Christmas card signed by the Senators for President Bardo.
- Ali Levine requested some pictures for the website.
- There are a lot of lights out across the campus. Call x3444 or go online to report any lights that are out.
- If you don't feel safe walking to or from your car, call police dispatch & they will escort you.
- Ali Levine will talk about security issues with Bardo when she meets with him next month.
- Randy Sessions talked about van-pooling. Its intention is to cut travel costs for employees. It's similar to carpooling but a personal car isn't used. Instead a van will be assigned to the driver who will be responsible to pick everyone up for work & take them home after work. The monthly cost to participate is \$80.00.
- Any raise given in fiscal year 2015 will be across the board. The first time merit based raises may be possible will be fiscal year 2016.
- Robbie Norton moved to adjourn, Randy Sessions seconded the motion, all in favor, motion passed.