

November 10, 2015

Present: Sherry Alexander, Denecia Angleton, Connie Basquez, Johny Buchanan-Spachek, Trudy Calloway, Bryan Carter, Dustin Carter, Jama Challans, Linda Claypool, Crystal Dilbeck, Lora Eckman, Shaleah Fields, Danielle Gabor, Christina Gregory, Matt Houston, Ali Levine, Shirley Lewis, Angela Linder, Walter Mayne, Amy McClintock, Lisa Nettleton, Stacy Salters, Randy Sessions, Micah Thompson, Connie Wells, William Wray, & Carrie Wyatt

Excused: Christy Clarkson, Michael Hinkle, Sheryl McKelvey, Robbie Norton

Unexcused: Matt Albers

Guests: LeeAnn Birdwell, Janis Hudson

I. Call to order/Welcome

II. Guest Presentation – Mike Goulding, vRide. Not able to attend. May reschedule.

Guest Presentation – CBiz / Aon Hewitt consultant recommendations - Sarah Hunter and Matt Johnson (WSU HR)

a) CBiz (Sarah)

1. Ed Rataj (CBiz consultant) will give WSU Town Hall presentation on December 8th, 2015 at 10:30 a.m. in the RSC Ballroom. Watch for announcements. Will cover general outcomes of their study/research, methodology of how they arrived at market values, ranges, etc. It will be taped and will also ask for it to be webcast.
2. WSU administrators will receive recommended changes that will then be passed down to deans, chairs, to disseminate to their staff.
3. Implementation will most likely occur at the beginning of next fiscal year. The most significant changes are to job titles- clarified and made more specific. New pay structures will also be instituted.
4. Fair Labor Standards Act (FLSA) - job descriptions were also reviewed and decisions made on whether certain positions will remain exempt/non-exempt. David Moses (WSU general counsel) reviewed recommendations and made some small changes (more descriptive titles, etc.).
5. This process is to prepare WSU for the future – provide more clear descriptions and market value pay grades. Restructuring will occur for many job descriptions, etc.
6. No positions will lose pay; no layoffs are a part of this restructuring, but raises may not occur for most positions either. Scatter plots and other data will be provided- it shows WSU positions are actually fairly close to market value (e.g., If a market job

pays \$10/hr., WSU currently pays on average \$9.40 hr. for that same type of position. Some are lower, some are higher.)

7. WSU is not mandating that every position be brought up to market. The only mandate is that if a WSU position is currently below the minimum rate of the market range for that type of position, then that position will be brought up to at least the minimum rate in its range. Higher paygrades have wider ranges.
 8. They did not do a living wage analysis in this process, so the possibility still exists that some positions may still hit below the poverty level.
 9. Reminder - job descriptions are fairly generic in order to cover various areas, but an individual position description (what an employee does each day or what is advertised when hiring for a new position) may be more detailed.
 10. CBiz will continue market value research for WSU for 5 more years (provide information such as "overall salaries should increase by x%). Hope is to gather salary data we can keep in house.
 11. Please review the new job description for your individual position when it is disseminated. If it is not accurate, the job has changed, etc. please contact Sarah at x6124 or email her at sarah.hunter@wichita.edu to make further revisions. She can verify information with your supervisor to ensure accuracy.
- b) Aon Hewitt- efficiency recommendations (Matt)
1. *WSU needs more efficient services /process procedures-* recommendations are being implemented on various processes and procedures of filling positions, OHR forms, etc.
 2. *Aon recommends a one-time offer (irrevocable) to USS employees to move to UP (unclassified professional).* Builds a better employment relationship - creates more unified and equitable areas vs. having many different factions.
 - a. Larger impacts - mostly occur in benefit realm: retirement (can stay with KPERs as USS or move to KBOR plan as a UP), higher accrual rates for vacation/sick leave, etc.
 - b. Smaller impacts - small changes in job duties, etc. Insurance benefits stay same.
 - c. Timeline - still being discussed, but if offered, should be ready by FY 2016.
 - d. Offer would not be mandatory. USS employees would get the choice- they may move to a UP designation or stay a USS employee.
 - e. Individual meetings would be held for interested staff to meet with an HR representative and help make an informed decision that is best for the employee.
 - f. Some groups of USS employees may not be able to have this option due to certain legalities, but that information will be shared as details are worked out.



- g. As of July 1, 2015, the State of Kansas allowed all state agencies (civil service) to move to UP, so WSU is simply mirroring what the state has already implemented; just need to work out the details for our institution. This also allows our employees to have a choice; not force a decision on them.
 - h. It is possible then that some staff, even in the same areas, might do similar work, have the same pay grades, etc. but would then earn different benefits.
 - i. All *new and/or vacant* positions would be posted as UP designation.
 - j. Discussed having a 45 day period for employees to attend informational / individual meetings, etc. to make informed decisions. It hasn't been discussed yet if staff could change their mind after that period and choose to make that move at a later time if they want. Those types of details are yet to be worked out.
 - k. *Clarifications:*
 - i. *Exempt vs. non-exempt positions.* Exempt positions: are exempt from earning overtime (salaried; earn/use time in 4 hr. blocks). Non-exempt positions: earn overtime (hourly; earn/use time in .25 hr. increments). These designations exist in both USS and UP positions; that will not change.
 - ii. *Contracts vs. appointment notices.* Each has different budget structures for UP and USS staff, non-reappointment processes, etc. WSU does not have employment contracts, nor necessarily hire on a year-by-year basis. WSU uses appointment notices for various types of positions and can provide comparisons of these in individual employee meetings if requested.
 - l. This is a long term goal - trying to create a more simplistic employment relationship to improve efficiency. Right now, with all the existing factions, it's very complex and this is just one step of many to realize that goal.
 - m. Employment relationship is 50/50: 50% employer/50% employee, so each side should get some choice. New model would allow for less factions / more efficiency.
 - n. If we hadn't written the proposal to convert Classified Staff to USS staff, we would have been moved to UP's as of July 1, 2015 due to the House Bill that passed. This work allowed us to have a choice.
 - o. The Regents schools and the consultants both recommend this opportunity to offer a move from USS to UP in order to accomplish more efficient, long term goals.
3. *Job Reviews / Performance Evaluation process (Matt)*
- a. We all have different working relationships, but please schedule a meeting with Matt if there are specific issues you need to discuss about your particular situation.
 - b. New search processes are being implemented. Details forthcoming.
 - c. Performance evaluations
 - i. Evaluate employees (as well as search candidates) on their fit for the institution and their role within the university, based on certain criteria. As an example, one competency valued by WSU is communication. We want to ensure consistency that we hire people who communicate well, but that we also evaluate our current employees with that same criteria in mind.

- ii. Dr. Bardo would like a more unified process. HR is working on project plan. USS evaluation cycle timeline currently runs to the end of Feb. (the employment cycle, any possible merit increases, budget cycles, etc. were all items considered in deciding that evaluation cycle).
- iii. USS will probably stay on that cycle in future. UP's and faculty may be changed to that as well, so it puts everyone on the same evaluation cycle.
- iv. Software pilot for evaluations – HR project plan rollout will hopefully be March 1, 2016. Supervisors will use this new system to submit evaluations to HR. It will be used for both USS and UP staff (optional for faculty).
- v. Merit increases–this is separate issue from evaluations, but that is part of the long term goal using this new software tool to possibly create the environment to offer merit increases (which is also only feasible if Dr. Bardo has the budget to offer those types of increases). Employment policies are not changing at this time.
- vi. HR shares many communications to supervisors when to complete their evaluations of their staff. HR is notified if supervisors have not turned in their evaluations, but does not have jurisdiction to do anything other than report that information.

III. Discussion and approval of September meeting minutes

Motion: Walter Mayne

Second: Randy Sessions

Approved unanimously

IV. Continuing business

- a) Council of Presidents (COP's) / Kansas Board of Regents (KBOR) Nov. 18th meeting, 1:30 – 5:00 p.m. in RSC Ballroom. SCOPs meeting- community colleges at 10a as well.
 - Leave equality - COPs at 11a that day- should vote on our leave accrual proposal raising vacation leave to match UPs accrual rate of 6.77. Then it will be forwarded to KBOR, who will hopefully put it on their Dec. agenda.
- b) Meeting with President Bardo
 - University budget- state budget remains flat, as does the university. It is possible the Governor may institute a 2% cut; WSU has saved enough in the budget to cover that.
 - Safety – more foot patrol and officers patrolling in golf carts now. WSU does have a safety app - Stacy will contact David Wright for more information on that.
 - Tuition - The tuition cap was approved by KBOR for 2 years, so student fees will continue to be raised to make up for funds. USS employees can have fees waived; contact Jama Challans for that process. Robyn Bangartz was asked about the online courses, if those fees can be waived as well, but have not heard a response.
 - Wireless access for physical plant- will be approved when Dr. Bardo finds funding for it. He doesn't want to approve now until we hear more about the possible state cuts.
 - WATC- na
 - Wayfinding signs- na

- c) USS Council (USSC)- USS Senate reps from all the regents institutions will be at WSU and have a meeting with KBOR on Nov. 18th. Working on details. USSC would like to talk about the possibility of hosting a breakfast for KBOR in the near future.
- d) CBiz- see presentation information above.
- e) Finance Report – Micah Thompson, VP. No change.
- f) HR report – see presentation information above.

V. New business/As May Arise

- a) October meet & greet- some adjustments need made, but overall went well.
- b) Smoke Free Initiative & Sustainable Efforts representatives (see VII). We have volunteer reps for those now- see below under university committee reports.
- c) Resignations
 - Adriana Emmot – Trudy Calloway (Trudy was offered another position so will be leaving also, but will stay until end of Nov.).
 - Ruth Harries – Robbie Norton
 - Michelle White – Lisa Nettleton
 - Dale Mauser – Randy Sessions
 - Matthew Rose – Crystal Dilbeck
- d) New Steering Committee Member-no update.
- e) KBOR meeting November 18th @ WSU- Please attend all/part of it if possible.
- f) Social Media Policy vote- encouraging vote on that. Watch for announcements.

VI. Senate Committee Reports

- a) Alternative Service Committee – (performance evals, grievance policy & leave bill)- see above presentations for updates.
- b) Communications – (combined newsletter & social media topics)- newsletter being put together from Sheryl/Robbie with holiday topics. 144 Twitter followers now.
- c) Community Service – a few possibilities- TreeHouse, Lord’s Diner, Habitat for Humanity, Carpenter Place; donation drives, etc. Watch for more information coming on those.
- d) Constitution – **on hold** until we see what happens with possible move to UP for many.
- e) Elections – tabled for next time.
- f) Shocker Pride – planning to get group together after winter break. Get applications updated.
- g) Shocker Scholarship – 5 apps this time. Meeting tomorrow for spring recipient.
- h) Tuition – **on hold**
- i) Welcoming – done for fall.

VII. University Committee Representative Reports

- a) Campus Recreation Board – *on hold*
- b) Library Appeals – tabled for next time.
- c) RSC Board – tabled for next time.
- d) Traffic Appeals – only 1% of tickets are being waived. Most are asked to be paid.
- e) Wellness – *on hold*
- f) Tobacco-Free Campus – (Connie Wells, Amy McClintock, Shirley Lewis & Linda Claypool) – established chair and internal committees, meet every 2 weeks.
- g) Sustainable Efforts – (Shaleah Fields & Sherry Alexander) – try to combine efforts with Green Group on campus; put some info out for Earth Day, water sustainability- Randy Pollack, picking up trash around campus, etc. Old website will be updated and marketed.
- h) Campus Safety Survey - KBOR has asked for feedback on how to implement campus safety procedures that are required by state law to be put in place by 2017.
 - i. None of the Senators/administrators liked the student survey that came out, so they want to revise it for employees.
 - ii. The Faculty Senate is spear-heading an endeavor to create a better survey, asking unbiased, non-political questions.
 - iii. This issue will be discussed more at the next Faculty Senate meeting and the upcoming KBOR meeting at WSU. The hope is that the survey will be revised and disseminated by Dec., then data gathered by Jan.

VIII. Other business

- a) December guests – President Bardo
- b) February guests – Elizabeth King

IX. Motion to adjourn

Motion: Micah Thompson

Second: Sherry Alexander

Adjourned