

**Kansas State University Faculty Senate
Professional Staff Affairs Agenda**

September 17th, 2024, 3:30 – 4:45 pm

Business Building 3046

or Zoom link:

<https://ksu.zoom.us/j/92136035246>

1. Call to order

Meeting Attendance

Marcie, Justin, Shanna, Kimberly, Kari M, Monica C, Linda C, Jenny H, Gina N., Jody H., Mariya V., Lisa W., Lynn C., Marcus K., Renee G., Kimm D

2. Approval of September 3rd, 2024, minutes, linked: [Professional Staff Affairs 09.03.2024.docx \(sharepoint.com\)](#)
3. Update on HR Initiatives – Shanna Legleiter, Amanda McDiffett, Maggi Denton, Marci Ritter & potentially Kim LeCompte
 - a) Performance Management
 1. Changes to the vocabulary used around the topic.
 2. The goal is to have the evaluation take place, and then have coaching take place throughout the year.
 3. Having the forms be unified is another goal.
 - b) Time & Attendance (see presentation for additional information)
 1. We had 7 different time and leave systems before. The cybersecurity event in January 2024 required a shift to time entry in HRIS for everyone.
 2. ADP is the new company partner we'll be working with.
 3. FMLA is something that we can track through the new system.
 4. Who's impacted?
 1. Nonexempt
 1. Time clock
 2. Mobile device
 3. Online app (desktop)

2. Exempt

1. Only time off will be reported.

5. Training

1. College HR liaisons will be trained first and then faculty/staff will be trained next.

6. Payroll changes

1. More related to the business processes and how those will integrate with ADP.

7. Next steps

1. Time clocks – finding them on campus and testing the new ones, etc.
2. Testing is right around the corner.
3. There will be training regarding implementation

8. Pay rule

1. E.g., - if an employee doesn't have enough leave to use on the date that they want to use it, they'll get an error message.

c) Compensation & Wage Study (please see the presentation for more information)

1. Shanna – chair for staff

2. Dr. Gonzalez – chair for faculty

3. Dean Petrescu – chair for grad students

4. Shanna asks that someone from PSA to be nominated to be on the staff steering committee.

5. A question regarding undergraduate students came up.

1. Conversations have taken place with KBOR.

1. The governor has put in a mandate to raise minimum wage to \$15 for state agencies. However, that did not apply to universities.

6. PD update project (through Marci's area).

1. 20% of the classifications have been reviewed for market alignment.

4. Other Business

a. October 1st meeting date – Conflicts with Provost's University Forum on Strategic Enrollment Plan @ 4:00 – Cancel or Continue?

- a. 3 PM – 4:30 PM is when this will take place.

b. Motion to cancel the meeting. The committee has voted, and the meeting will be cancelled.

- b. October 9th – President’s Open Forum – 3:30 in Regnier Forum Hall
 - a. Please attend as your schedule allows!
- c. Staff Spotlight – Renee Gates
- b. SGA Report – Brady Kappelmann
- c. USS Report – Kimm Dennis
- d. Term Staff Report – Tandy Rundus
- e. Salary and Fringe Benefits Committee Report – No report. Sept. meeting cancelled.

5. Adjourn

General Info:

Future Meeting Dates:

October 1st - Cancel or Continue 10/1 meeting? Provost has scheduled a University Forum on the Strategic Enrollment Plan – SEP tentatively scheduled for 4 pm on 10/1

October 15th - Dr. Lane & Patrick Burt will give an update on Expressive Policy

November 5th & 19th (11/19 – Thomas Bunton will give IT Update)

December 3rd & 17th

January 7th & 21st

February 4th & 18th

March 4th & 18th (Spring Break 17th – 21st) Cancel 03/18 or reschedule?

April 1st & 15th

Final May 6th & Transition 20th

Overview

The Administrative and HR policy update meeting, held on September 17, 2024, focused on key initiatives affecting all K-State employees. Significant discussions included the introduction of a Universal Time and Leave System, which aims to consolidate time tracking across exempt and non-exempt employees with various entry methods and a projected implementation by Spring 2025. The meeting also outlined a new unified Performance Management process for staff, featuring a structured review cycle and scheduled training, set to commence on January 1, 2025. Additionally, a comprehensive Compensation Study for faculty, staff, and graduate students will be conducted over

the next 18-24 months, emphasizing position description updates and competitive pay assessments. Upcoming events were announced, encouraging participation in open forums and seeking volunteers for the compensation study steering committee. Action items were assigned to various members to ensure accountability and follow-up on these critical initiatives.

Notes

Universal Time and Leave System (01:45 - 18:32)

- New universal time and leave system for all K-State employees
- Goals: One system for all employees, enhanced capabilities
- Impacting exempt and non-exempt employees
- Three time entry methods: time clock, mobile device, online desktop
- Training planned with department and college HR liaisons
- Related projects: comp and overtime elections, payroll changes
- Timeline: Spring 2025 implementation

Performance Management (19:31 - 31:12)

- New unified performance management process for USS and unclassified staff
- Calendar year cycle: planning, mid-year check-in, end-of-year review
- Four-point performance level scale
- Employee self-reflection component
- Training sessions planned for departments
- Implementation starting January 1, 2025

Compensation Study (31:13 - 01:07:24)

- Comprehensive study for faculty, staff, and graduate students
- 18-24 month project timeline
- Multiple steering committees and stakeholder engagement opportunities
- Updating position descriptions university-wide
- Developing compensation philosophy and staff career architecture
- Salary market assessment to determine competitive pay
- Results and recommendations for future pay adjustments

Upcoming Events and Meetings (01:08:42 - 01:27:52)

- October 1: Strategic Enrollment Plan open forum (PSA meeting cancelled)
- October 9: President's open forum on master plan and workspace
- Encouragement for active participation in open forums
- Volunteers needed for compensation study steering committee
- Next PSA meeting: Review of upcoming presentations

Action items

unassigned

- Update position descriptions for compensation study (00:00)
- Participate in the Strategic Enrollment Plan open forum on October 1 (01:22:07)
- Attend the President's open forum on October 9 (01:22:07)

PSA Committee

- Nominate representatives for the staff compensation steering committee (00:57:30)
- Review and share compensation study information with constituent groups (01:26:37)

Jenny Hoetzel

- Provide more details on ADP system capabilities for leave balance viewing (00:18:27)

Maggi

- Send electronic version of performance management presentation to committee (01:26:37)