

UP Senate Meeting Minutes

Tuesday, September 18, 2018, 9:00 – 11:00 a.m. RSC Room 262

In Attendance: Camille Childers, Julie Scott, Ellen Abbey, Lydia Santiago, Krysti Carlson-Goering, Jeanne Patton, Heather Perkins, Deb Wagner-Kirmer, Brad Thomison, Mark Green, Susan Norton, Rebecca Reiling, Sally Fiscus, Jeswin J Chankaramangalam, Shawn Ehrstein, Aswini Kona Ravi

EX-Officio present: Judy Espinoza (non-expiring), David Moses (General Counsel).

Guest Attendance: Betty Smith Campbell, (Faculty Senate Pres.), Michael Turenne (USS Senate Pres.), Jamie Olmsted (HR), Micah Thompson (HR), Melissa Penkava Koza

I. Call to Order
9:00 AM

II. Guest Speaker: Judy Espinoza, Director of Human Resources

a. Topic: Unified Employment

- A proposal to create a uniform structure for UP non-teaching and USS employees' related to notice of employment, provisional/probationary periods after hire, and elements related to not for cause separation of employment.
- There is no one saying that we need to do this but it is an option that is on the table to discuss. All new positions are being filled as UP except for police officers and specific position in the facilities services. Both UP and USS evaluations are now the same process. This is an opportunity for the university to design a plan for both UP and USS related to these elements. We have an opportunity to create what we would want the options to be before this comes a mandate decided by KBOR or the state. The Governance area of the university have said they would like to explore what this would look like. There is no timeline, no pre-conceived agenda behind this discussion.
- See the following attached handouts covering all the information/comparisons on what benefits are for other Kansas Regent Universities along with Private Non Higher Ed Employers in the area.
- Document "Draft Document for Discussion Purposes Only." If you compare UP non-teaching to USS you will notice that USS staff have no notice of employment, the probation period is different (6 months) and the "Not for Cause Separation" is a layoff with no notice period or transition pay.
- Under the "Employment Elements" section you will note there are several options related to transition pay period for UP non-teaching staff. UP employees hired on or after July 5, 2016 have different transition pay periods because of a policy change.
- The last column of this document is what a future plan for UP non-teaching and USS employees could look like under a unified employment plan.
 - If you are a faculty member then an offer letter is very important, if you are not faculty then the offer letter just states that you have been offered a 12-month position. An annual appointment notice would not be needed.
 - The Provisional/Probation period would change for both UP non-teaching and USS. The goal is for USS or UP employees to have the same provisional period.

- “Not for Cause Separation” transition pay and notice period would be consistent for both and based on years of continuous service at the university. The two tables in the middle of the document show an example of what the severance packages could look like for staff in a not for cause separation.
- USS would have to let go of some of the benefits that they consider protection for them from losing their jobs such as bumping rights.
- To make this a fair transition across the board, UP staff may have to give up things such as the one year of administrative leave for staff hired prior to July 5, 2016. UP hired after July 5, 2016 are already at just 2 weeks of severance if separated from the university without cause. Nothing has been finalized as this is discussion only.

The other documents attached is comparison data that the UP senators previously requested from H.R. The documents included:

- “WSU Employee Groups and Non-Reappointment information”
- “History of Non-Reappointments for WSU” - Non-reappointment is a performance issue – the number of people from 2014 thru 2017 has declined.
- “Comparison of UP Non-Reappointment procedures” other regent universities
- “Severance Comparison” – compared to private industry (HE-Higher Ed)

Question to H.R:

- What do you need from the UP Senate? First to answer the philosophical question do we want to discuss this as an option going forward?
- Are they discussing this as an option at the other Regent Universities? No, they are talking about combining their Senates, but no other university is discussing becoming a Unified Employment Work Force.

Question for UP Senate:

- What is the UP Senate willing to give in order to bring this about?
- Do we want to entertain this?
- There is NO timeline on this going forward, is this something that we feel needs to be discussed with the constituents as to what are the pros and cons and how do they want to go forward.
- This is only been proposed for discussion. KBOR has stated that other than tenured track faculty each university can shape the benefits for the employees the way they would like to build it for their university.

Give any feedback to the above proposal to Camille.

- b. Guest Speaker – Jamie Olmsted (HR)

Topic: Job Architecture – What it is:

- A way to create a structure or hierarchy of jobs in an organization.
- Recognize those employees that are doing the same job but with a different title and giving them the same job description for positions that on non-teaching.

What it is not:

- This is not a way of changing jobs currently performed, but to standardize job descriptions going forward.

In order to accomplish HR needs to look at what work is being performed at the university. What the primary function of each job entails.

HR is developing a job catalog based on what current jobs are being done on campus and categorizing these jobs into “job families” to create career paths. When an employee is hired into a position they will be able to see how they could advance within the organization.

The end goal is to compare jobs to the current job market and structure positions/salary for our employees accordingly.

What does “Job Market” mean? It is looking at similar jobs in other organizations to see what the requirements are and what the pay scale is for that job in the local market.

Some positions are specific to Higher Ed where HR would have to look nationally for the Job Market.

So what did CBIZ do for the university?

CBIZ ended with a salary structure but created even more job descriptions. HR would like to go farther and be able to compare similar jobs within the university to create better structure with position descriptions and titles. This will help to get the foundation for jobs so that the university can be competitive in the job market in getting the right people hired and to be able to retain them by paying them accordingly.

Human Resources will do this in house without hiring another consultant like CBIZ.

III. Announcement and Proposals

- New option in agenda to allow members to bring up issues or concerns
 - a. No response from Up Senators

IV. Review of electronic approval process of minutes

- Did anyone have any issues using the electronic approval process?
- One correction noted.
- Twelve members approved last meetings minutes.

V. UP Secure site is where all documents will be placed for your reference.

- Will be adding folders into this instead of a list of documents so that they will be easier to find.

VI. Next meeting speakers Elizabeth King and Dr. Bardo are scheduled.

VII. Review of new policies – input back to HR no later than November 5, 2018

- Attendance Policy – (not finalized no policy number will reside in chapter 3)

- a. Purpose: Timely and regular attendance is an expectation of performance for all Wichita State University Employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the university, employees will be responsible and held accountable for adhering to their workplace schedule.
 - b. The university will not set a standard policy for attendance guidelines can be set within the department.
 - c. This policy is to give the departments within the university some guidelines as to when to write an employee up for attendance.
 - d. FMLA is not considered part of the attendance policy.
- Furlough Policy – (updated, will replace Furlough policy 7.21, will reside in chapter 3)
 - a. Purpose: To fulfill its fiscal responsibilities in times of budget restraints or if directed by the State of Kansas, the University may exercise its authority to implement furloughs or to reduce employee’s salary or hourly rates of pay.
 - Volunteer – (new policy, will reside in chapter 3)
 - a. Purpose: Wichita State University recognizes the vital role that Volunteers play in accomplishing its mission. This policy characterizes the nature of Volunteer service; establishes mechanisms to promote a safe, productive, and mutually beneficial environment; specifies allowable Volunteer services with appropriate authorization; and the actions necessary for Volunteer services. (This policy covers volunteers from outside of the university).

All policies will be looked over by General Counsel for approval.

VIII. UP Service Committee

- As a senate we are discussing a volunteer service made up of UP Senators.
 - a. Some of the ideas is the Shocker Locker, organize drives once a month.
 - b. Another idea is Volunteer ICT in which WSU provides services for the United Way of the plains.
 - c. We would like some other individuals to volunteer to sit on this committee. Please contact Aswini Kona Ravi.
 - d. Heather Perkins volunteered to be on the Service Committee.

IX. Professional development committee

- Does not have a chair for that committee right now. Do we need to disband or continue our Professional development or use the HR task force?
- Committee is looking at creating a new tab for training for Professional Development.

Bring back for vote at next meeting.

Motion to adjourn