Greetings, fellow University Support Staffers,

Hey, we have almost completed our first official full school year as University Support Staff! There have been so many positive changes this year.

Thanks to President Bardo, at the start of the year, USS employees received raises after nearly 5 years without. Then throughout the year, the Council of Presidents (COPS) and the Kansas Board of Regents (KBOR) rallied on our behalf with a senate bill that, if passed, could result in raising the vacation accrual rates for USS employees to be equal with UP employees. This year, as chair of the University Support Staff Council, I made monthly trips to Topeka for meetings with both these groups, and each time it was evident that the USS presence at the COPS and KBOR meetings was not only welcome, but valued.

Speaking of valued presences… by now you have probably nominated your choices for next year’s senators. Now, don’t forget to vote! Voting will be open from April 6th through 17th. Look for a link in your email or the USS website, or email us if you are having trouble figuring out where to go.

Hey, guess who is on Facebook? I told you in the fall that we have an awesome group of senators this year; here are a few of them… Johny Buchanan Spachek, Carrie Wyatt, and Connie Basquez… These senators are heading up the senate’s very first Social Media Committee! This means you can now find us on Facebook, Twitter, and Linked In. Look for an article later on in this newsletter for more information; links may also be found on our website.

As always, you are invited to attend our USS Senate meetings and join in the discussion; you may also contact any senator and ask him/her to bring forward an issue on your behalf. Information about meeting times and contacts may be found on our website, at wichita.edu/uss .

Remember that the USS Senate is composed entirely of USS employees and we exist to represent YOU. Have a wonderful Spring and Summer!

Sincerely,

Ali Levine
President
University Support Staff Senate
**WSU in Bloom**

This is probably the most beautiful time of year on campus. Take some time to walk around campus and enjoy the efforts of our landscaping crew.

If you see a crew member working on a project, give them a thumbs up just to let them know they are doing a fine job.

Check out the photography of T.J. Rigg (from the *Sunflower*) throughout the newsletter. Beautiful work, T.J.!

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**HealthQuest Discount**

Have you accumulated all your needed “points” (30) to receive your discount on your health insurance for next year?

If not, the next on-campus Biometric Screenings will be available on the following dates:

- 08/03/15, Monday  RSC #266 Pike Room
- 08/04/15, Tuesday, RSC #266 Pike Room
- 09/10/15, Thursday, RSC #265, Lucas Room
- 09/11/15, Friday, RSC #265, Lucas Room

Appointment times are generally from 8-5. Log on to www.KansasHealthQuest.com to schedule your appointment.

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**Holiday Schedule**

The 2015 Holiday Closedown schedule has been approved by President Bardo.

Closedown will begin at the end of the day on Friday, December 18, 2015 and WSU will reopen on Monday, January 4, 2016.
Vote! Vote! Vote! Vote!
University Support Staff Senate voting begins on April 6, 2015 and runs through April 17, 2015.

Go to:  http://webs.wichita.edu/?u=uss&p=/news/elections/

Scroll to bottom and click on the link to take you to the election website.

(Will need your myWSU ID # and password.)

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Concerns, Suggestions, Compliments?

Just send an “anonymous note” to your Senator (or any of the senators).
You can go to:  http://www.wichita.edu/thisis/home/?u=uss and click on the Senate Roster link to find names, phone extensions and campus box numbers.

If anonymity isn’t necessary, click on your senator’s name and send an email...OR....come to a meeting!

Meetings are held the second Wednesday of the month from 3:30 to 5 in Lindquist Hall, room #200, LAS Boardroom.

Welcome to WSU!

Since January 1, 2015, WSU has hired 21 new University Support Staff members.
We are glad you’re here.

Since January 1, 2015, 27 University Support Staff employees have left WSU.
CBIZ Information and Update

From the Desk of Sarah Hunter, Assistant Director, Human Resources:

Human Resources is excited to be able to provide an update on the activities related to the development of a new compensation system for WSU. Our consultants spent a number of days on campus in past months gathering information about current practices and gaining an understanding of our needs in a new system.

To accomplish this, our consultants met with HR and senior administration. Every attempt was made to ensure a broad representation of positions included in the study.

The consultants asked questions about the compensation practices that presently exist and that employees felt should exist; how jobs become bigger or have more value based on factors such as knowledge, problem solving, service, supervision, working conditions, etc.; why employees leave the University, as well as the non-monetary reason for continuing to work here. This information was used to help develop our new job evaluation system, determine who we would compare our salaries to in the market and identify needed policies and procedures.

We want to inform you of what is currently taking place, what will be taking place in the near future and what that means for you.

University Data Collection and Review – The University was very responsive in providing CBIZ all requested information. The consultants have performed an initial assessment of the materials to ensure all data necessary to complete the project were received. As we begin later phases of the project, the University’s information will continue to be reviewed in greater detail. For example, the University’s existing job descriptions will be evaluated with the completed job analysis questionnaires and supervisor reviews to confirm each employee’s duties, responsibilities, and qualifications for the purpose of determining classification assignments and drafting new job descriptions.

Job Analysis Questionnaires (JAQs) – At this time, the vast majority of JAQs have been submitted, and we appreciate employees’ involvement in this process. The JAQs are critical during the classification review and job description development phases because they reflect an accurate and up-to-date account of the University’s positions.

As the JAQ process has come to an end, the immediate next steps will emphasize the evaluation of the University’s jobs. In the upcoming weeks, we expect to complete the following tasks:

- Identification of Relevant Markets – It is important to the quality of the project results that the compensation data collected represents appropriate markets. Specifically, we must identify the geographic locations and industries from which the University’s employees are recruited. Organizational size is also meaningful for senior management positions. In the next weeks, CBIZ will provide preliminary proposed market characteristics for the University’s positions, categorized by department and/or job level.

- Classification Review – Through April, CBIZ will be reviewing all University job documentation and making recommendations for reclassifications, separation and consolidation of jobs, and retitling. The revised classifications will result in new career paths and a new titling structure. CBIZ will also determine each position’s status under the Fair Labor Standards Act.

- Job Description Development – Through August, CBIZ will be drafting new job descriptions that reflect current job roles accurately and are consistent, concise, and compliant with applicable laws and regulations. The information included in the job descriptions will be derived from the JAQs, supervisor reviews, and existing job descriptions.

Let us take this time to also thank you for all of the time you invested completing the job analysis questionnaire. We realize that such a comprehensive questionnaire took a lot of hard work. Be assured that all the information obtained on this questionnaire will be used as we evaluate jobs, draft job descriptions and compare WSU jobs to the market.