

Agenda

Kent State University Staff Council Meeting March 11, 2025

Welcome-Stephanie Gaskins

Introduction of Guests- Alice Kopunovitz

Compensation Discussion-Vanessa Vesely, Manager of Compensation, and Donna Sansonetti, Associate Vice President, People Culture and Belonging

Minutes-Virginia Wright

Approval of February 11, 2025, minutes

Shared Governance Update-Craig Berger

Committee Reports-Judy Yasenosky/Heidi Covan

- E-Board
- Finance Committee
- Communications Committee
- Elections & Bylaws Review Committee
- Membership/Activities/Professional Development Committee
- Advocacy Committee

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Teams Meeting

The meeting began at 2:01pm. In attendance: Kara Barnett, Erin Beseda, Craig Berger, Meagan Blake, Paul Creed III, Anita Francisco, Stephanie Gaskins, Melissa Halozan, Crystal Hamon, Aimee Johnson, Susan Kieklak, Keturah Kneuss, Alice Kopunovitz, Jaclyn Macomber, Katie Mattise, Nikki Mills, Monica Morson, Ruth Pittman, Rachel Rundo, Cheryl Slusarczyk, Megan Smeznik, Jen Villanueva, Virginia Wright, Judith Yasenosky. Guests: Vanessa Vesely and Donna Sansonetti

Welcome and Announcements-Stephanie Gaskins

Stephanie welcomed everyone to the meeting.

Introduction of Guests-Alice Kopunovitz

Alice introduced guest speakers, Vanessa Vesely, Manager of Compensation, and Donna Sansonetti, Associate Vice President, People, Culture and Belonging, to provide an overview of compensation processes.

Overview-Compensation Processes-Vanessa Vesely and Donna Sansonetti

Vanessa provided an overview of internal promotions:

- Job changes (restructuring or status)
 - 9-month position changes to 12-month position
 - Part-time position changes to full-time
 - New or additional job duties related to restructuring
- Job is posted (unclassified and classified positions).
 - Job postings require approval from Strategic Hiring Committee and President.
 - Work with Talent Acquisition for posting.

Classified positions

- Internal posting through Talent Acquisition with employee applying and interviewing for the position. Strategic Hiring Committee and President's approval is required.
- Employee requests promotion by completing a PDQ form. Process is considered internal promotion.
 - Employee documents current responsibilities
 - Review the duties to see if any changes are lateral with the same pay grade or if higher level classification. Need to be specific on the PDQ form.
 - Employees have the right to request a review of their jobs once a year. The only times when a review would not be performed are:
 - Employee is probationary or has received unsatisfactory evaluation
 - Employee position is slated for layoff or displacement

Unclassified positions

- Request promotion by completing the Strategic Hiring process.
- Strategic Hiring process requires approval of Strategic Hiring Committee and President.
- Internal posting through Talent Acquisition with employee applying and interviewing for the position.
- Salary Offer Worksheet submitted by department to Compensation for recommendation with approval. The department can request a salary, and the Compensation salary could be higher or lower.

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Promotion Examples:

Example 1: You have new job duties that are higher level position

Example 2: A job is vacant, not filled, and you take on responsibilities that are at a higher level than your current position. There is no job to post. The most common example of this is due to restructuring.

Posting example A: Two employees. Employee A and Employee B (vacant). Employee A applies for the vacant job of Employee B. Action is taken through job posting to move to the new job.

Posting example B: There is a part-time employee and there is a new full-time position that is posted. The job is required to be posted. The part-time employee must apply for the new full-time position.

Q: Can you please explain PDQ restrictions regarding review?

A: There are two instances where a PDQ would not be reviewed:

1. Employee is probationary (120 days or if only in the job 120 days). The employee would not be eligible for review until after the probationary period.
2. If the current position has plans for replacement, displacement, or layoff. The position would not be considered for review.

Q: How would an employee know if their current position has a plan for replacement, displacement or layoff?

A: The employee may or may not know. Compensation would be in communication with the unit.

Q: Many people may not have significant change to level and may take on a lot more responsibility over the course of their job. Now their job is very different. How significant is significant?

A: If the changes are in different job classification and title. Employees should compare and make the determination. Look at job titles to see where you are in duties at year 1, 2, 3. Classified employees have the right to submit PDQ once a year. Duties may not be changing and the employee may be working independently. Compensation needs to see a significant change. It is difficult to put a percentage on the amount of change. As an example, the job has changed 5%, and that is not significant. Perhaps another year you will now supervise staff and are doing X, Y, Z different from what you were previously doing. If a position classification is not feasible, perhaps supplemental pay would be considered. It could be supplemental, and the employee would not change position. If the position is unclassified, extra duties require dean's approval.

Donna Sansonetti suggested that Compensation talk about supplemental pay the next time they come to a Staff Council meeting.

Q: How long could someone receive supplemental pay before obtaining another position? What if taking on a new position, old position and then you are asked to take on another vacant position? Which pay grade above your level would be considered for supplemental pay when the employee is taking on multiple jobs because the hiring freeze blocks hiring?

A: It depends if the positions are higher or lower levels. It is case by case. Supplemental would only go to the lower levels or minimum of the job.

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Q: Hiring requests could take a long time to get through the approvals. How long is supposed to be temporary for employees who are taking on additional duties?

A: It is case by case. If a position is never filled for unclassified, it is up to the unit, leadership, or Vice President. The employee could be eligible for pay increase. Sometimes units reach out to Compensation regarding vacant positions. Compensation will make a recommendation when there are multiple vacancies. If situations change again, units check with Compensation to see if the new situation changes the recommendation previously made. Since there are now two additional positions, it may be adjusted to supplemental pay. It does not happen in every case, but it warrants conversations with Compensation.

Q: Is it based on the supervisor? Or can employees advocate for themselves?

A: Compensation is looking for consistency and not just because you are in a department that advocates for you. They are looking at the circumstances and trying to be responsible.

Q: Department has position vacancies for two unclassified employees. The department doesn't know if changes in golden plan combined a lot of things or not. T28 may or may not want to make combination permanent. Is change through supervisory review then Strategic Hiring?

A: Department should be reaching out through supervisor, dean and Compensation.

Q: Thinking about an employee who is taking on additional duties outside classification for multiple jobs. Don't know how long the employee has been doing multiple jobs. Shouldn't the pay be equivalent to the other jobs or half that amount? Do employees have the opportunity to say I can only work 40 hours, and I am going home? Why is promotion up to the supervisor? Why can't it be automatic? What is Kent's perspective on this?

A: Compensation was not aware that all of these things were happening. Compensation is asking that the supervisors reach out to them. It could be that there is an overlap of duties or it could be more. If position classified and employee doing unclassified duties for multiple positions, employee would only get supplemental pay for one extra position between the pay grade above.

Q: How is that justified?

A: Compensation was not aware that all this is happening. An answer cannot be given to the group. Would need to look into what employee is receiving and is it similar to what others are receiving in similar situations.

Q: T28 not a good vibe for people leaving or staying. There seems to be some survivors' guilt among employees. It is not good for morale and years of service. A person who is staying should get more without having to keep asking for it. Can the University please keep that in mind? There seems to be a mindset that employees should just be happy that they have a job. There is concern for people who are staying because they are not able to take on the extra stress. The work may be similar or may be different. Employees should not be trying to balance six jobs. The University needs to do things differently and not just do things the same way. Nothing in T28 says the work is being done differently. Everything else, work wise, is the same.

A: Katie Mattise offered a recommendation to have Compensation talk with supervisors and indicated that required documents strengthen baseline for comparisons with other employees. Documents also help to make things happen. Another recommendation is to

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reach out to People, Culture and Belonging, the Ombuds, or Katie.

Minutes-Virginia Wright

- Virginia called for a motion to approve the minutes from the February 11, 2025, meeting. Ruth Pittman made a motion, and Rachel Rundo seconded the motion.

Shared Governance Update-Craig Berger

- Ad hoc committee reviewing University Policy Register
- Faculty Senate, Undergraduate Students and Graduate Students in Chapter 2 of the Policy Register
- Staff Council is not in University Policy Register and also serves as advisory body
- The ad hoc committee began looking at IUC, peer, and aspiring institutions that have staff councils connected to staff governance
 - What do we need to do to strengthen visibility?
 - What would policy to codify Staff Council or a staff senate look like?
 - Would approval from President and Board of Trustees be needed?
 - How to navigate with represented and unrepresented staff?
- The ad hoc committee created a spreadsheet that is shared in Teams. Please read it, disseminate it, make notes.

Q: What do other institutions have in their policy register?

A: Example: Bowling Green has two different bodies that are part of their staff council academic charter: professional and administrative. Miami of Ohio University has large body with faculty, staff and students

Committee Reports-Judy Yasenosky

- E-Board
 - E-Board had a good conversation with ad hoc committee and some members of OSCE recently. We would like to keep shared governance in the front of our minds as well as some other policy updates this year.
 - Alice talked about possible dates for Staff Council Retreat this year: June 17, 18, 24, and 25. There is consideration for condensing the Retreat to the morning if no money for lunch and it is difficult for people to meet for the full day.
- Finance Committee -Nikki Mills
 - Budget request is in the files
 - Need requests now
 - Fill out request to purchase, attach invoice or quote, email to Nikki Mills
 - Sent OSCE request in February. No response yet.
- Communications Committee-Ruth Pittman
 - Still working on website
 - Discussed Staff Council Newsletter
 - Future and timeline
 - How often
 - How to send
 - Other ways to get Staff Council name out there

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- Elections & Bylaws Review Committee-Stephanie Gaskins
 - Committee begins in April
 - Need to send the most up to date version of Bylaws to Dr. Gooden
- Membership/ Activities/Professional Development Committee-Kara Barnett
 - Meet the last Friday of the month
 - Trying to get a Staff Shoutout; working with Kelsey Tomlinson
- Advocacy Committee-Rachel Rundo/Susan Kieklak
 - Meeting scheduled this week with Shannon Driscoll, Faculty/Staff Ombuds
 - Trying to figure out how to move forward with anti-bullying policy. Going over a draft policy line by line and making changes to the wording. Will go over this with Staff Council when the committee receives input from Shannon Driscoll, will figure out next steps from Dr. Gooden, and get the policy out.

Meeting Adjourned at 3:04 pm

Kent State University



Promotions and Postings

General Staff Council Meeting March 11, 2025

Donna Sansonetti

Vanessa Vesely

Overview

What is an internal promotion?

- This occurs when your current job changes significantly due to higher-level responsibilities, and there is no job to post.
- Note that we are only talking about the responsibilities of your job and not a change in status (e.g., from part-time to full-time, full-time to part-time, 12 months to 9 months, etc.).
- The President's and Strategic Hiring Committee's approval are typically required.

What is a posting?

- This occurs when the unit has approval for an open job and wants to attract candidates for the position OR
- The unit wants to change the terms/status of the position (e.g., from part-time to full-time, full-time to part-time, 12 months to 9 months, etc.).
- Talent Management oversees the posting process in the above scenarios.
- The President's and Strategic Hiring Committee's approval are typically required.

Promotions and Postings for Classified and Unclassified assignments

Classified Employees/Positions:

- **Eligible through the posting process or the reclassification process for promotion.**
- **Employees can initiate reclassifications via the Position Description Questionnaire (PDQ) process.**
 - Review may result in no change in classification, a lateral reclassification with the same pay grade, or a higher-level reclassification that would be considered an internal promotion.
 - Classification reviews will not be performed on positions of probationary employees or whom layoff or displacement is under consideration (per policy).
- **The President's and Strategic Hiring Committee's approval are typically required.**

Promotions and Postings for Classified and Unclassified assignments(continued)

Unclassified Employees/Positions:

- Eligible through the posting process or the internal promotion process for promotion.
- Internal promotions are initiated by the department with approval from the unit leader (e.g., Dean, Vice President, etc.)
- Salary Offer Worksheets (SOWs) are submitted to Compensation for review and recommendation.
- The President's and Strategic Hiring Committee's approval are typically required.

Promotion Examples

Example 1:

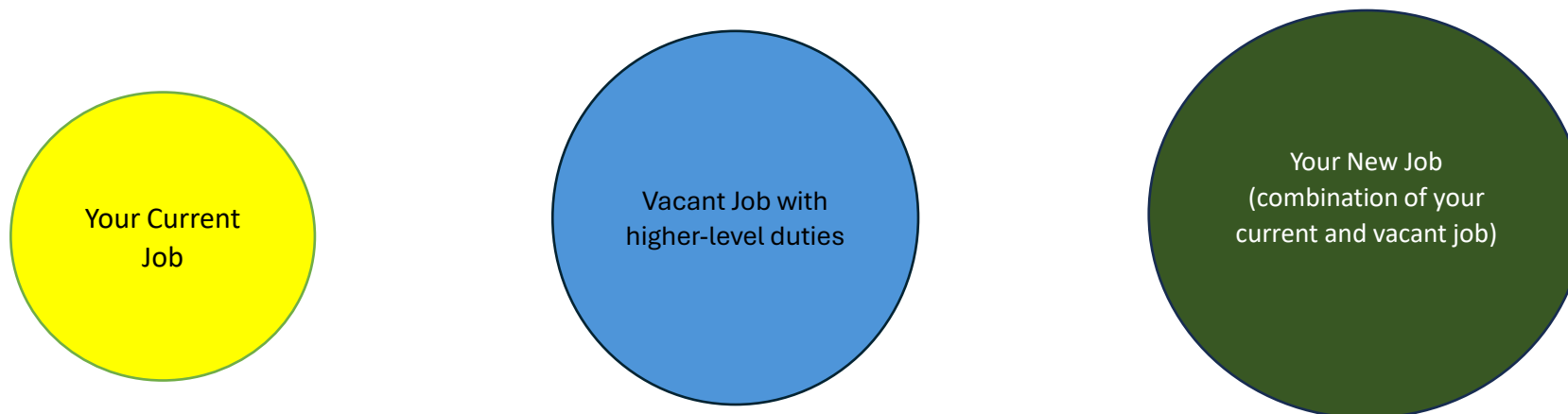
In the case below, your current job has a set of duties/responsibilities, and some significant additional higher-level duties/responsibilities are being added to it. Note that the blue circle is bigger than the yellow circle to demonstrate this. There is no job to post.



Promotion Examples (continued)

Example 2:

In the case below, your current job has a set of duties/responsibilities. There is a vacant job that has a set of higher-level duties/responsibilities. The vacant job will not be filled, and your job will absorb most of the duties from the vacant job. Note that the green circle is a combination of blue and yellow, and it is bigger than the yellow circle to demonstrate this. There is no job to post.

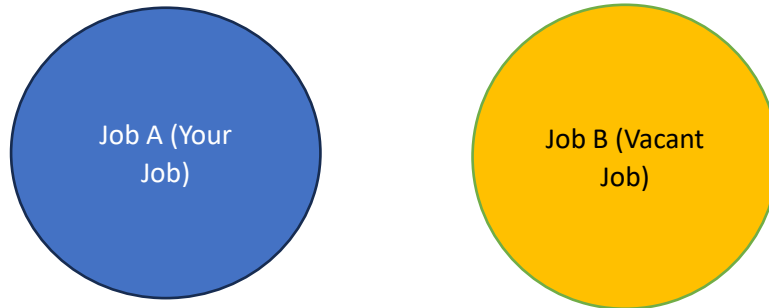


Posting Examples

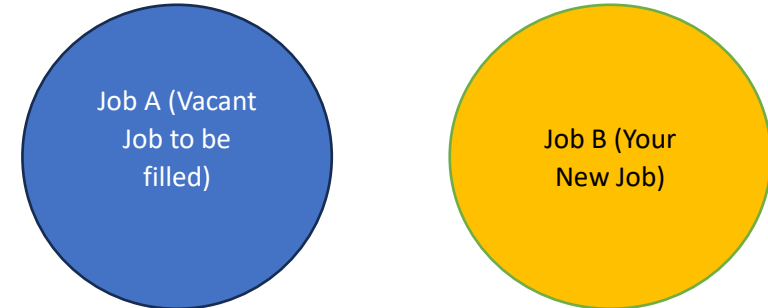
Example A:

In the case below, you are in Job A, and Job B is vacant. You apply for and are awarded Job B, which becomes your new job. The job you vacated, Job A, is now vacant and will be filled.

CURRENT STATE

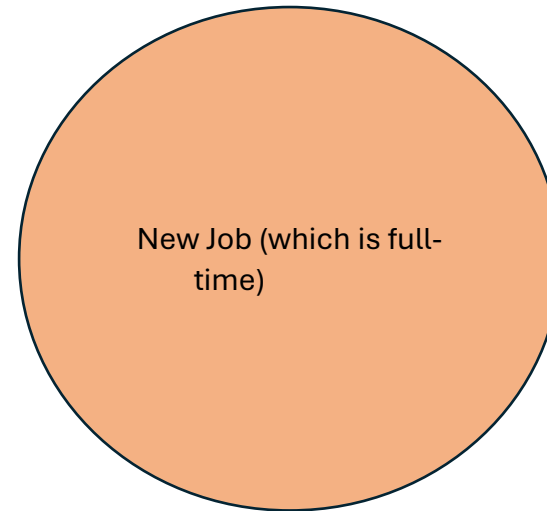


FUTURE STATE



Posting Examples (continued)

Example B: In the case below, your current job has specific terms/statuses, such as part-time. Your unit wants to make your job full-time. The full-time job must be posted because the terms/status of the position has changed. Note that the orange circle is bigger than the light-yellow circle to demonstrate that the new job is full-time.



QUESTIONS?



Thank You!