



Alternative Service Committee

Alternative Service Committee

Academic year 2013-2014

Agenda and Minutes of the Alternative Service Committee Meeting September 23, 2013

ASC Meeting Agenda

September 23, 2013

8:30 AM

LAS Boardroom, Room 200 LAS

1. Welcome
2. Report from meeting with Mary
 - 2.1. Van for trip to KSU
 - 2.2. Letter from
3. Committee Reports
 - 3.1. Compensation and Pay -- Wanda Holt
 - 3.1.1. Discussion
 - 3.2. Layoffs and Furloughs -- Stacy Salters
 - 3.2.1. Discussion
 - 3.3. Appeals and Discipline -- Brenda Achey
 - 3.3.1. Discussion
 - 3.4. Policies and Agreements -- Hercilia Thompson
 - 3.4.1. Discussion
 - 3.5. Performance Evaluations -- Angie Linder
 - 3.5.1. Discussion
 - 3.6. Communications and Marketing -- Emily Stephens
 - 3.6.1. Discussion
 - 3.6.2. Issues since Announcement of Committee?
4. Updates from other universities -- Renae
5. As arises
6. QnA

**Alternative Service Committee
Meeting Minutes
September 23, 2013
Lindquist Hall room 200**

Members present: Brenda Achey, Nick Beech, Renea Goforth, Angela Linder, Robbie Norton, Jeanne Patton, Randy Sessions, Emily Stephens, Micah Thompson

Ex-Officio Non-Voting Members Present: Ellen Abbey, Frankie Brown, Matt Johnston, Joe Kleinsasser, Sheryl Propst

Members Absent: Christina Clarkson, Matt Clatfelter, Maria Lucas, Stacy Salters, Hercilia Thompson, Michelle Barger, Mary Herrin, Cheryl Miller

Agenda handed out by Randy- Letter is written and ready to be sent to KBOR.

Had a meeting with Mary, Matt and Angie on Friday because there have been some questions on the administrative support for this committee and the move to the USS. We were reassured that the university administration gives their full support to this committee. They think that it is the best way to go and that moving away from the civil service is the best move for the staff on campus. Mary actually said that she believes that it is the only way we will be able to get a raise. The only thing that I asked for was I sent out an email asking who would be interested in going to the K-State Town Hall Meeting and Mary said that she would be glad to pay for that van. So the trip up to K-State is a go, we will just need to decide what is the best day for everyone that is interested in going. The dates for the K-State Town Hall Meeting have been finalized they are no longer showing on the website as tentative. Their final copies of their white papers have been put out on their website also. I sent that link out on Friday if you would like to take a look at them.

The other thing that is going to happen in the next few weeks is a letter coming from the administration indicating their support to the university community for this committee. To make everyone aware that they are behind it and they think it is the way to go. So with that said let's go ahead and get into the sub-committee reports.

Sub-Committee Reports

- **Compensation and Pay** – Wanda Holt (Chair) not here no report given.
- **Layoffs and Furloughs** – Stacy Salters (Chair) not here no report given.
- **Appeals and Discipline** – Brenda Achey (Chair) Robbie Norton gave report. We had our second committee and we decided that each of us were going to take what our policies are now and compare them to what KU, K-State, Emporia and Pitt State have as to what they are looking at and we will go from there. Brenda also emailed Matt about whether we will still have policies or if we will go to

strictly a handbook? Matt – has not read the email yet. Randy – K-State has also put a drafted copy of their proposed USS Handbook on their website as well. It is 30 pages long, and like I said it is a draft copy. But that is a good questions, will we be staying with policies or going to a USS Handbook as well. Matt- I can ask Ted his opinion on that, I can tell you that currently at this university the preference is university policy over handbooks because the policy are the only policies we have a handbook would be more a guideline that your supervisor could set or clarify expectations that they would have for an individual. The university does not have a handbook that they would support as a policy currently. So if we did go to a handbook that would be a change and that would really need to be coming from the VP level starting with Ted, not knowing who all would need to be involved at that level. Randy – I am not sure it really matters one way or another but it is a good question on how we would want to approach that. Jeanne – A handbook would still have to be approved by Ted, by HR I would assume? Matt – If there is a handbook at WSU yes it would, also another possibility is that there is not handbook and you are just purposing policy changes that are impacted.

- **Policies and Agreements** – Herculia Thompson (Chair) Not here, no report given.
- **Performance Evaluations** – Angie Linder (Chair) We had a meeting and we had 2 new members that join us and we were very happy to have them join us. Christina and Lori join us from the Classified Senate, I went to the Classified Senate and they had signed up to want to participate in our committee. All the committee's might get some new people who want to join them. Renea addressed it at our Classified Senate meeting. So you might have some people that will want to join your committee. We just had discussions about the surveys that are coming out. Because that is really where we want to get the meat at as to what people are happy about and what they are not happy about. But we also just talked about what we want the product to look like, what's good and what's bad. What some of the other schools are doing but we are still doing a lot of research right now. It was a good meeting.
- **Communications and Marketing** – Emily Stephens (Chair) Survey will go out most likely by the end of this week, Joe I will send you a little snip-it for WSU today. Thank you Micah for the list, now I know who all we are sending them too and we are getting the materials ordered so we can send them out. I know a couple of you have sent me updates to go on the website for your committee section so if anyone else has updates they would like to post don't hesitate about sending them to me and we will get them on there. Survey wise we are looking at the 14th of October for people to have them back by. As we get those we will get the info out to you. There is a fillable PDF form on our site so people can type in their answers, email it back if they so choose or they can print it out and get it back to us in the return envelope.

Updates from other universities

Randy – Renea do you want to give us your update from the meeting with the other presidents like week along with Ellen and Micah.

Renea – We found out that Emporia is ready to vote, K-State and Emporia will both be in November. Pittsburgh is thinking that it will be next year before they try and make the change. Ft. Hays is voting in November as well. K-State has their Town Hall scheduled and they are having a lot of negativity from the union. They did away with the recruitment paper; they are now to 4 papers instead of the 5. They are not doing Broadband, as far as the pay structure they said it would be 2 – 4 years before that comes out. Pitt State is asking for 8 hours of pay per pay period for vacation. They are still going to do longevity but it will be included in their base pay so that when they get to retirement it is already in there. KU is pretty happy with their plan; it took them a while to work some things out. The biggest thing that we found out though is that KU's people are now being asked to go unclassified. They are given the option they can do it now or they can stay the same, but once you are gone that position will become unclassified. So that was a little scary to us that they have already done that so fast.

Randy – Did they give any reason for that?

Renea – No, and it is concerning.

Randy – A lot of negative comments back when KU was going to USS. A lot of issues that the union has and we are going to have to overcome that. We will have to be very clear about the direction we are going and why we want to go. We need to make sure that we give them the options and we need to give the positive and negative options for doing this.

Robbie – There was another report for the legislature that they are pushing again for getting rid of classified and if they do it then we will all go to unclassified.

Randy – That is right, that is what this article from CJ online it is dated Sept. 11, 2013 "Committee mulls dismantling civil service act" this is a legislative committee that is looking at this and it is not out on the floor yet. If they are talking about doing it, it is going to happen again when they get up and running full board.

Frankie – The only thing that she is saying in regards to the classified and the legislature putting you in the unclassified you are still we would still be up under the executive branch and that your salaries will still be determined by legislature. The only thing is that by going unclassified you will lose your layoff rights. No longer can you bump a position.

Ali - The language of calling it classified or unclassified caused some confusion at this meeting. I have been telling everyone that they are not going to be unclassified, but I guess they are going to be unclassified?

Randy – The state has no way to classify university support staff, they have classified and they have unclassified. So if you are not classified as far as the state is concerned you are unclassified.

Ali – But here is my concerns that if you go around telling everyone that they are not going to be unclassified and then they start seeing it on handouts or whatever it is going to be.

Micah – Isn't it technically unclassified support staff.

Randy - The USS is University Support Staff.

Matt – I think is important to maybe clarify, I agree that the communication does need to be enhanced. As Frankie said the executive branch is classified and unclassified and those are completely different than the Board of Regents unclassified positions. I think what needs to be clarified is the larger umbrella as you bracket down what the difference is of the executive branch positions are verses the Board of Regents positions are, I think that is the most crucial decision of, yes they both have unclassified positions but under which umbrella do they fall makes a huge difference as to what that really means even though they are titled the same thing.

Frankie – What we are seeing this year is we have 2 things that are happening; the state wants to make a change from classified to unclassified. So we are having the discussion ourselves on a local level regarding moving into a KBOR system. To keep those 2 pieces separate we need to make sure that we communicate about both because it is going to be confusing to the staff. **When the State Legislature meets in the spring that is going to be on the agenda.**

Randy – The statue that covers this is 76-715a and it is titled "Conversion of certain employees' to the unclassified service" that is how it refers to it as the unclassified service, but if you read paragraph B it says "for limited purpose of this section KSA 74-4925 and amendments there to these newly undesignated unclassified employees shall be referred to as University Support Staff". The state doesn't have any other way to recognize us if we go to University Support Staff they just don't have a classification for that so we become unclassified for their man power reports. But we are still University Support Staff and we still have the same benefits that we have now. If you take a look at that statue it lines it out pretty well. It is pretty explicit.

Renea – Maybe we should refer to it as University Support Staff under the KBOR unclassified.

Randy – Maybe that is the way we should put it. Because this statute is only for the Board of Regents employees, it doesn't cover any other agency it is just the universities through KBOR.

Matt – It might be beneficial to put a pictorial online, much like an organizational chart you could put a diagram to help others to understand it. So if you have both a paragraph and a diagram form you would be reaching a wider audience in being able to explain that.

Renea – Another thing that they were talking about is if the state offers an early retirement again, like they did a few years back, that we would want to be a part of that.

Robby – When the state did that the KU employees got a lot more offered to them than the state was offering.

Renea – I think that was what they were saying that they would want something like that to be in writing that would be offered to them.

Randy – The other thing that KU does is the longevity pay is at \$50 a year, we were at \$50 for a while then it went back to \$40. There is also talk about doing away with that from the state. That is funded by the university now.

Frankie – Approved by the Legislature but funded locally by the university.

Renea – They will be going with a new pay structure but it will be 2-4 years, what they are going to do is stay with what they already have as for as payment plan and then there will be a process. In 2-4 they will have it all worked out, they will be combining some of the positions and then coming up with a new pay plan to cover that. They are asking people to approve this before they have the plan in place.

Randy – I found a comparison chart which lists a few classifications and it compares it to the KU and what they have. Custodial Specialist is a step 4 at \$8.83 an hour with the top pay scale at a step 16 at \$11.81 an hour. At KU the top of the pay scale is \$16.17 per hour and it is not a cap they start between \$8.74 and \$9.62 per hour for Custodial Specialist. Administrative Specialist starting wage with the state is \$12.41 with a cap at \$16.64 at KU they call it an Administrative Associate Senior starting wage between \$12.29 and \$15.68 per hour based on experience or education. The top salary right now is \$22.73 per hour. That is just some comparisons that KU has and they have a few of them on this sheet if you want to take a look before you go. That is what they are looking at with their pay scale. They have had more time to look at it because they went with this in 2005-06.

We are looking at starting our Town Hall Meetings in November so we are needing information put together along with the White Pages to give to everybody. We need to be able to field the questions that they have.

Renea – They are also doing Town Hall meetings with certain groups like the Physical Plant all at one time so that they feel comfortable coming in and asking questions without all the different areas in there.

Randy – We were looking at doing 20-30 people at a time so we are doing it on a smaller scale. K-State is doing just 4 Town Hall meetings and we are looking at probably 2 a week until we hit everybody. We just thought that would be a little bit more manageable. But there is no reason we can't do the Physical Plant, the Police Dept. this group or that group there is no reason we can't do that.

Ali – They also said that they did not rely on email that they went to the different locations and physically handed out information for them.

Randy – Our biggest concern is, we had talked about doing the survey as an electronic survey but if you will look at the custodial staff and much of the support staff over at the physical plant they do not have regular access to a computer. So there is a large population on campus that does not have regular access to a computer on campus. So we are doing the paper survey with a PDF survey link on the website if people want to do it that way. If we need to go visit shops over at the physical plant we can do that. We need to be proactive about this.

Matt – I have one suggested for all the sub-committee chairs, I would highly encourage you to read all of the existing white pages and formulate an outline with the major topics that those white papers cover and utilize that to then start setting goals within your own sub-committee so that you can actually start driving some of your decisions on a date based time framed so that you can set yourself up to be successful to have drafts completed at a certain time. What I am hearing or what my experience has been is that there has been a lot of great discussion but all that energy is not being funneled in a direction of moving forward. Don't create everything from scratch use some of things that have already been done so that we can utilize some of those things as a skeleton document and we can start inserting some of our data into those documents. You might have a little more success in getting the white papers developed. I think this is a suggestion not a requirement, I just think that it is a great idea to start with something that has already had numerous hours put into it instead of starting from scratch.

Randy – We have a little bit of a benefit that we started late the wheel has already been invented so we don't have to do it again.

Those of you that are interested you might take a look at this, if you just do a search on the internet for the State of Kansas Workforce report. It has a lot of information in there and it is broken up by counties and agencies. I have looked through it and highlighted a few things that I thought was interesting. In fiscal year 2012 WSU had 599 classified employees and the average salary was \$31, 659, the average age was 50.69, so those of you who are younger you are in pretty good shape, those of us who are older not so much. The average service here was 12.8 and that was for the last Fiscal Year at WSU. It is called the Workforce report and it is on the Dept. of Administration website, then go documents but I just did a Google search and it pops right up. They have about 10-12 past reports online it is a lot of good information.

I have been putting together a document of websites that I think is pertinent and I will email that out if you want to give me your email address and we will put it out on the website.

Randy – I do not have anything else so we will go ahead and adjourn.