



Alternative Service Committee

Alternative Service Committee

Academic year 2013-2014

Agenda and Minutes of the Alternative Service Committee Meeting December 4, 2013

ASC Meeting Agenda

December 4, 2013

8:30 AM

LAS Boardroom, Room 200 LAS

1. Welcome
 - 1.1. Introduce new members
2. Committee Reports and White Paper update
 - 2.1. Compensation and Pay – Wanda Holt
 - 2.1.1. Discussion
 - 2.2. Layoffs and Furloughs – Stacy Salters
 - 2.2.1. Discussion
 - 2.3. Appeals and Discipline – Brenda Achey
 - 2.3.1. Discussion
 - 2.4. Policies and Agreements – Hercilia Thompson
 - 2.4.1. Discussion
 - 2.5. Performance Evaluations – Angie Linder
 - 2.5.1. Discussion
 - 2.6. Communications and Marketing -- Emily Stephens
 - 2.6.1. Discussion
3. Town Hall Meetings
 - 3.1. Dates/locations for upcoming meetings
 - 3.2. Status of meetings and feedback
4. As Arises
5. QnA

Ali Levine ✓

Robby ✓

Wanda Holt ✓

Stacy Salters ✓

Randy Sessions ✓

Jeanne Patton ✓

Stephanie Sauls (classified) ✓

Renee Goforth ✓

~~Wanda Holt~~

Matt Clatfelter ✓

Angie Lindner ✓

Katie Austin (unclassified)

Shirley Lewis (classified) ✓

Christine Gregory

~~Eddy~~ Cheryl Miller

Herchilia Thompson

not present

Brenda Achey ✓

Michelle Barger ✓

Bryan Carter ✓

Emily Stephens ✓

Hourly

**Alternative Service Committee
Meeting Minutes
December 4, 2013
Lindquist Hall room 200**

Members present: Matt Clatfelter, Renea Goforth, Wanda Holt, Angie Linder, Shirley Lewis, Robbie Norton, Jeanne Patton, Stacy Salters, Stephanie Sauls, Randy Sessions, Herchilia Thompson and Micah Thompson

Ex-Officio Non-Voting Members Present: Katie Austin, Joe Kleinsasser, Cheryl Miller

Members and Ex-Officio Absent: Ellen Abbey, Brenda Achey, Michelle Barger, Nick Beech, Frankie Brown, Bryan Carter, Mary Herrin, Matthew Johnston, Maria Lucas, Sheryl Propst, Emily Stephens,

Agenda handed out by Randy

Two weeks ago we voted to have some new people join us and they have agreed. We now have Katie Austin she is unclassified and she is joining us to give us information from housing along with Shirley Lewis who is classified and will be a voting member. Stephanie Sauls is joining us from the Library and I have talked to one of the two people from the physical plant she is going to consider it. She works on the custodial staff and is not sure that the early morning meetings will work out for her because she comes in at 3:00pm. The other person I have sent them an email and they have not gotten back with me yet.

Robbie – I have been talking to Shelia

Randy – She is considering it, she is not sure about the morning meetings. But she does what to be involved if it is an affirmative vote and we move forward with this. I think we will need more people involved once that happens because there will be a lot of work that goes into this if it is an affirmative vote.

Renea – Who is the other person we are looking to add?

Randy – Daryl Carrington, he was at the meeting yesterday but I have never been able to make contact with him and I will try again today. I think that he would be a good addition and several other people have told me that too! I thought it was rather funny that he was the one that got up and mention the representation from the physical plant since he is the one we are looking at to add. I had an email this morning about the meeting that we had yesterday, he said that he thought it was the best meeting we have had so far however he did have a concern. Wanda he pointed to you and that's okay because I am sure I have said it too. He said that several of you have mentioned that you are close to retirement and it really doesn't matter to you which way the vote goes, he said that we should be careful about saying that because he has heard from other people that they feel that is the reason we are on the committee because it doesn't matter to us. Yes it does matter to us, I have worked with this system and if it stays this way I am okay with that but if it was to change I would be more okay with that. So it does matter whether we are retiring or not. It is just one of those things that are status quo; so many people on this campus are status quo people if it isn't broke then why fix it? Lets' go ahead and look at any updates on the white papers.

Randy – Wanda do you have anything?

Wanda – I met with my committee yesterday, basically what we came up with was the tuition assistant. If you get HR assistance there isn't anything else that you can use. We are recommending that is taken out and that people that are getting HR tuition assistant that they be able to ask for and or apply for other scholarships that would be available to them.

Randy – So the way that is written is that if you are getting tuition assistant you cannot apply for a grant or any other assistance?

Wanda – That is correct and the HR assistance is only for 1 class or up to 5 hours. However some people would like to take more than one class but then you have to pay for the other class(es) out of your pocket. So we are going to recommend that the "no other resources can be used" be removed, so that we can ask for grants, scholarship or other things that are available to pay for those classes. The essential personnel that have to come in on the inclement weather days we are asking that they get comp time just like any other holiday.

Randy – This came up from the electric shop and the example that they used is if a transformer blows here are campus and they have to work a mandatory 12 hour day instead of 8 we did to look at that too! In most cases they are going to put in a 40 hour week so they are probably going to comp time or however their shop does it unless there is a holiday or something else falls in there too not just inclement weather days. I am not sure how that works but we do need to look into it so that it is across the board thing. They are held over on a normal day instead of being called in anything over 8 hours.

Angie – They don't want it to be touched they want comp time for that day because it was mandatory that they stay until it was fixed.

Brenda – If there is a holiday during that week they wouldn't be able to get the comp time for that day and they would like to still be able to have that because it was mandatory. So we just need to look at that however it is revised we need to make sure we look at the wording on that.

Angie – What if there is a tornado that goes through here and they are called in to get the power back on that would fall under inclement weather.

Wanda – There was a young lady from housing that asked about getting holidays added back in like Columbus Day, President's Day not so that we can use them as time off but so that we could use them for the shut down and I was told that was regulated by the state and the university cannot do anything about that.

Renea – But they can work during the shutdown instead of taking the time off.

Wanda – Within the division if there are new people they can go to their supervisor and ask for additional work to do over the shutdown.

Randy – Some of them shutdown completely.

Katie – Housing is open we do not shutdown during the whole break, the custodial staff works also the whole time.

Randy – Wanda do you have anything else?

Wanda – No, that is what we went over this time.

Randy – Stacy, do you have anything?

Stacy – My committee is still meeting and going over the K.A.R.'s, there is a lot that I need to sit down with HR and have a conversation about in determining are we naming the correct agencies that correspond with the WSU policies. Then we once again got bogged down with the bumping rights for about 20 minutes. But I do have a two new people but they seem to be committed about coming. That is the reason why I get bogged down with the bumping rights it seems that I rotate on the committee members that show up so I am constantly going over what I have already discussed. One of the things that did come out of that is a thought about a layoff is when an employee has a conference with HR about layoff and the scores that fall into place for a layoff what are the options that they have to say HR I do not agree with the score that you have come up with, an advocacy to stand in and represent them not HR. HR is not well trusted here on campus, so who would that be could an advocate be appointed for them and if so where would they come from. I will have to talk to HR and administration to give them an amount of time to go to legal counsel or someone who would help them to argue their case. Does anyone have any thoughts?

Randy – Whenever we talk about the Grievance Committee it surprises me how many dead faces we get. It is amazing to me how much distrust there is on this campus with our HR department, it just boggles my mind that it exist the way it does. I have never had any dealings with them one way or the other so I don't understand the distrust.

Angie – Can you look at the Classified Senate for that?

Randy – Maybe the Classified Senate could come up with an idea for an advocacy whether it is a group or just one person to speak up for the person being laid off. Maybe that would be something because it would be their peers then.

Wanda – What you just said about HR, since there is so much distrust with HR and for them being just a central part of the campus we cannot get passed that. Because if you have a problem with HR who do you have to help you?

Jeanne – Maybe some of that will change when the new EEO comes on board, he has already started to make some changes.

Wanda – Yes, but he will be part of HR.

Randy – He does have a very impressive background very EEO oriented.

Stacy – See it used to be Ted and so it was external from HR but with hiring a new EEO we are moving it back into HR you are back in that same situation. With a layoff situation the EEO might be the correct action but not the way we are setup.

Wanda – They are still going to be housed in Human Resources where all the mistrust is.

Stacy – So he will report directly to Frankie.

Jeanne – No, he will report directly to the president not to HR.

Stacy – If he is not part of HR then maybe he is a good alternative.

Wanda – But he is housed in Human Resources and the perception by the employees will be that he is part of HR.

Robbie – I have a degree in HR and one of the things that we are taught is that we are there for the employee and you can go and so I am sorry that is wrong but ultimately your employer is HR who is there for the best interest of the university.

Stacy – Perhaps a mix of the Classified Senate and the EEO together would help.

Robbie – I lot of the conversation that I have is that they don't want to lose anything that they already have with the Civil Service. I wonder if there is someone we could still get the Civil Service to be our External Board?

Renea – I don't think so, if we leave the classified staff they won't want anything to do with us nor do they have too!

Randy – There is only one university that has made the move and that is KU and they are not dealing with the Board of Regents. They have separated KU Med from KU when they made the move, Fort Hays and K-State have both voted to make the move but they have not had their stuff approved by the Board of Regents yet. I would have to look at their handbooks to see what their suggestions are if they have any on how to deal with this. Honestly I am not real familiar with what they have put in their handbooks are how to deal with grievances. I have spoken with the KBOR General Council and she told me that when we submit our handbook If everything was similar in the presentation as the other schools there should not be a reason to not approve. WSU does not have a handbook all of our policies are online so if we want to find out what is going on we have to look at everything on line, there isn't an index or anything to tell us where to find it. It is tedious so what the other schools have done is submitted a handbook so that is what we will have to do and it will have to refer back to our policies. That will be something that we can handout to all of our employees. As long as our handbook and our policies are re-written or stay the same are legal within the State of Kansas the Board of Regents will most like approve. That is what they will be looking at with Fort Hays and K-State is if everything that is in their handbook and policies that have been modified as long as they are legal within the State of Kansas they will be approved. She said there really is no reason for them to deny it unless there is a legal problem.

Shirley – Have they shared their handbooks.

Randy – They have and if you will go to our website at Wichita.edu/asc and then go to resources link there is links to all of the handbooks and all of that information from the different schools. It is just too much for me to keep track up, but it is all there and it is all available. We do have contacts with the other schools and if we have a question we can email them and they get back to us fairly quick. Several of us went up to K-State several weeks ago and set in on one of their Town Hall Meetings then went to lunch with them so we have a

pretty good relationship with several of them. I have talked to the HR Director for KU also so we have some pretty good doors that are open to us if we have any questions.

Shirley – Did the Board of Regents give a time frame as to how long it will take to get the approval once we have an affirmative vote?

Randy – I have not seen anything in writing in regards to that but now they have 2 schools that will be submitting their paperwork at the same time so it may take a little longer with 2 going in.

Shirley – Do we have a time frame on when we are going to vote?

Randy – We are looking at mid to late April is what the hope is at this point and by law we have to put the notification out 90 days prior. So we will have to put it out by the end of January to notify of the vote. So we will have to at the first part of January look hard at the information that we brought in from these Town Halls and decide what we want to do. Even after we notify everybody of the vote that will still give us 90 days to finalize everything and get it put together.

Shirley – So our ducks don't have to be all in a row before the 90 days just before the vote?

Randy – That is right but we have to have something in writing so that everyone can see what we are voting on. The last Town Hall meeting will be next Tuesday before the break, I will be talking to Larry to see if they would like some small meetings to help with the custodial staff, there were a lot of custodians there yesterday. If we still need to have some more with them we can still do that but we have had some pretty good input from the meetings that we have already had.

Randy – Stacy we have given you a lot of food for thought.

Stacy – Yes, but I have not had any input from the things that I have requested it on from anyone.

Randy – I was going to ask you about that, the one thing that you asked about yesterday at the meeting I guy in the back raised his hand really quick and my bet is he is probably a veteran and he wanted to say yes we need to leave it because that is my first inkling too! Those that are veterans will want to leave it as a tie breaker.

Stacy – What if you are not a veteran or neither one of them are a veteran what do you use then? I don't have any problem with leaving it in. I don't have a problem with leaving in however I don't think that if you are a surviving spouse of a veteran or an orphan of a veteran either way is fine with me is this just the way we want to move forward. We have fewer veterans now, coming back from World War II and Viet Nam it was a huge deal and I am not trying to play it down or anything I am just trying to figure out if it is the best way for us to move forward now. Right now we have fewer veterans and what do we do in case of a tie breaker?

Randy – You brought up a good point, what if both or veterans or neither one is a veteran what do you use for a tie breaker. One of the things that the guys in the shop brought up is licensure. Do you want to include something like that, but then again not every job requires a licensure to do your job.

Stacy – I think it is about the same as a veteran not every person is going to be a veteran.

Randy – What if one person has a license and one doesn't or what if both do?

Stacy – Which one is more important?

Wanda – Do you know what the other schools are doing?

Stacy – There really isn't anything out there about it. There is one school that takes the layoff scores out to the hundred thousand points to try to keep it from becoming a tie.

Randy – We have to look back at Frankie's comments that we had yesterday and at the comments we have had in the pass and your definition that you put out yesterday in the Town Hall meeting that being laid off means you lose your job and yes we did have someone get laid off in the print shop but it was only one person and I think that person retired instead is that correct Ellen?

Ellen – No there were three that were laid off two of them took retirement so one was actually laid off.

Randy – So there was actually only one that ended up with no employment and everyone else was found another position within the university.

Ellen – correct

Randy – It doesn't happen frequently but when it does it is minimal, I can only think of one other time since I have been here.

Ali – So how will your committee decide what to put in the white paper? Are you going to go by a simple vote within your committee after you get input from other people?

Stacy – Right now response isn't an issue, if I had responses I could at least say hey I have more people leaning one way than the other but I have no responses. As far as I am concerned any response that I get would be a vote in one way or the other. I will take a vote from my small committee and then I expect that the voting members of this committee to respond, I am fully expecting that.

Randy – That is where it should go and that is the right process.

Stacy – I am not going to sit in my office and say this is the way it is going to be because that is what I like. I could but I am not!

Randy – Do you have anything else?

Stacy – No

Randy – Brenda is not here today she is out sick so we won't here from that committee.

Randy – Herchilia do you have anything?

Herchilia – No we really don't, I am waiting for the white papers to get done then I can start on the policies.

Randy – Your committee will have to work really hard after everything is turned in.

Randy – Angie do you have anything on performance and evaluations?

Angie – We really don't have anything, I haven't really received any responses so we will start back up after the Town Hall Meetings are over and we get back from the break. We need to meet with HR on the things that we want to change and hammer out what is legal and what isn't. My committee will not be meeting anytime in December I will be out on medical leave until after the break.

Randy – Emily is not here she is having breakfast with the president. Emily has been trying to get time on the executive team meeting to meet with them. I did receive an email yesterday saying that they seldom meet with anyone during that time unless they call a special meeting. However they did send out a copy of the pamphlet that we gave out at the Town Hall meetings and they are aware that we are doing this because they all got a copy of the letter that we sent to the Board of Regents when we started the process. I have spoken with Andy a couple of times he said that what is going on in Topeka regardless of what we might hear from the local union he said that what is going on in Topeka is not good for the classified staff state wide not just at WSU. He said that it is not good and that he can't speak as to long term but short term what we are doing to make this move is our best option.

Angie – Can he come to any of our meetings?

Randy – He just doesn't have time to do it and if any of the Presidents team or the administration came it could make it look like they are pushing this process and they need to stay neutral. I was a little worried about Mary being at the Town Hall Meeting yesterday even though it was nice for her to be there to answer some questions.

Jeanne – But when she answered she didn't state anything that was administrative she just kept to the budget and the facts.

Randy – That is correct and she did very well with what she did answer.

Wanda – I did like her response to the gentleman that asked the question about the raises.

Randy – I am not sure where he was wanting to go with that.

Wanda – I do, what he was asking was if you give a 2% raise and we want to base some of that 2% on merit. So he wants to know how to you give everyone across the board 2 % raise and still be able to do merit raise also.

Randy – Most everyone will end up getting that merit raise.

Angie – Anyone who has a satisfactory on their evaluation will get one and everyone should have that.

Randy – Some of us went to a meeting of the Faculty Senate and the Unclassified Staff Senate along with several of us that went President Bardo talked about some dealings that he had with the legislature and then at the end of the meeting he did tell everyone that the classified staff is in this process and he also indicated that there is a lot of misinformation being spread and we all know that is true. The things that Esau is handing

out while they are not really misinformation in a lot of cases but it is skewed information and it skirts the issues, he makes references to the fact that I am not a qualified political analyst, how does he know that he doesn't. He makes references to contractual agreements there are no contractual agreements. We are not under any contractual agreement of any kind as classified staff with the state. He brings up the fact that if the legislature was to change the classified staff it would be a violation of our contract, no it wouldn't because we do not have a contract with the state. He will bring up the fact that we would be less likely to change because it is a law, I looked back on some recent things it used to be a law that we got step increases, we do not get step increases anymore because the legislature changed the law. We use to get COLA increase we don't get those any longer, why? Because the legislature changed the law that gives us COLA increases. KPERS for those of us who are KPERS just changed and we all got notification of that how our percentage is going up for our contribution. It used to be a law that we gave 4% that was in tier one, I don't know what tier 2 is well that law has just changed, why? Because the legislature just changed that law so when they want to move fast they can move fast.

Wanda – Why does he think that he has more bargaining power as a union member with the legislature than he would with the WSU Administration?

Randy - Because they can be voted out, and when I look at it I think that we have 30-40,000 classified employees state wide, even us at WSU which I think there is 650 of us we don't all have the same Senators or Legislators that live throughout the area. We have people that live in Hesston and Newton that drive down, people in Derby, Haysville, Mulvane the entire surrounding area we are looking at multiply counties that we all come from so what kind of impact are we going to have when we vote for our local legislature? The people that I have in Derby are not classified friendly and I have not voted for the incumbent several years in a row has that changed anything no, they are still in.

Randy – Okay lets' get back on the subject, Emily is not here so we cannot talk about communication and marketing but I think that is going okay. Joe has been making sure that he keeps us up to date on the WSU today even though he is out, his mom died and he is at home helping make the arrangements for her funeral. Town Hall Meetings we have two left one tomorrow and one next Tuesday still in the same are the one tomorrow I believe is at 3:30 and the one next Tuesday is at 8:30 am. The only thing that I have for "as arises" is the process on what will happen. I know we have had some questions on this in the meeting, if we have a vote and it is negative nothing changes we will stay right where we are, if it is an affirmative vote at that point we will have to make sure that our handbook is completed and that everything is ready. We don't have to have everything to the Board of Regents the next day or even the next week, we will have a little bit of time to get everything together cross the t's and dot the l's to get everything finalized and to make sure all the wording is correct and then we will send it to the Board of Regents for their approval.

Jeanne – But don't we have to meet with the administration first before we send the handbook to KBOR?

Randy – That will happen before the vote, we will get everything finalized through the next 4 months and before the vote we will meet with the President to go over the handbook once that is approved then we will have more Town Hall meetings to give everyone the updated information then we vote and then if it is affirmative then everything will be sent to KBOR. The whole executive team will have to go through the handbook including Ted. Now a question come up from Travis over in the physical plant that if it is a negative vote can we do it again, yes we can absolutely do it again.

Shirley – Does a certain number of classified staff have to vote yes in order for it to go through?

Randy – It just has to be simple majority and there is no set percentage of how many have to vote, so we have 650 classified employees on campus if only 15 show up to vote and 10 vote yes then it is done so that is why it is imperative that people get out to vote if they really feel strongly one way or the other they really need to vote. At Fort Hays there were only 300 hundred people that voted I believe, I don't know how many employees they have they are smaller than we are but the 300 number seemed pretty light. The numbers at K-State were better I believe they had 75% or 76% of their employees voted so the K-State vote was roughly a 2-1 margin in favor of not quite a 2-1, the Fort Hays margin was 4-1 so to me that is land slide numbers.

Robbie – I think that is strange that Fort Hays was that high because when we went to that meeting a year ago they didn't even want to talk about it they were not interested.

Renea – I have another "as may arise" there has been so much talk about how this committee was started, so I emailed Mary Herrin and asked her because everyone is saying that Mary and the President are who formed this committee. So I went directly to her and then she emailed Matt Johnston over in HR and he contacted me and we sat down and it is what I thought all along but there was one step that I missed out on. Classified Senate had already started relooking at this issue and it was actually 2 years ago when it came about and we started looking at this again. Then the power plant contacted HR and they wanted to relook at it also, so HR was like okay now we have another group that would really like to look at this and they tried to hook up with classified at one point and it didn't happen. So when HR went back and talked to the classified group that was working on it they said that the message wasn't passed on to the power plant that they had over looked that to attend the meeting. So after that then the Police Dept. came in and asked about it as well, so then that was 3 different groups that had asked about relooking into going to USS. So what HR decided was instead have just having the one group out there working on it they would form this committee and try and get representatives from every area. So they pulled names from the computer and then they went to the whole executive committee or maybe it was just Mary and the President and asked if it looked all right. They said that it looks like you have good representation, which we know now that people didn't feel like it was totally balanced but we are working on that and they said sure go for it. That is all the involvement that the administration had was to say yes this looks good go with it have them investigate what the other schools are doing and that is when we all got the letters asking us if we would be interested in being on the committee. That is how that all came down. I just wanted you to know that is how it happened it wasn't something that the administration formed but that is what we keep hearing and that we were handpicked but that is not true either it was done by computer generation however that works.

Wanda – We all received a letter to ask if we were interested and I cannot believe that more names weren't selected from the physical plant and that they were not asked. They probably just need not want to be involved.

Jeanne – Or they received the letter and just didn't respond at all.

Randy – I know of at least one that received the letter and turned it down because he just didn't have the time, not that he wasn't interested he works a second job and he just didn't have time.

Renea – I don't know if we want to go out on the website and explain that in full?

Randy – One of the frequently asked questions is how was the committee formed, so work with Emily, get the wording right and get it posted to the FAQ or maybe just post something right on the front page as to how this came about. This will make a big difference that will address some of the issues that Esau has asked about.

Renea – Esau said that the classified wasn't interested but they were.

Randy – Yes this has been worked on and off for 10 years by the classified staff.

Sheryl – I have another “as may arise” topic. Have you talked about the shift differential at all? Because that is extremely low.

Randy – What is the rate does anyone know?

Matt Clatfelter – It is 30 cents an hour, lets' turn our life's upside down for 30 cents an hour more.

Randy – Yes lets' look into that and get it addressed. I don't know how people feel about the on call stuff but if you are on a pager and you get an additional \$1 per hour to carry that pager.

Renea – Yesterday with all that talk about the pay and she was trying to explain to him that the budget was the budget and that the state gives the university that money and it is never set in stone how much we should get I couldn't understand why he couldn't understand that if we are getting raises it is the university that is coming up with this money anyway why not just let them have control instead letting the state mandating it and the university having to come up with it anyway. It really isn't any different.

Randy – It is just long the longevity pay right now the state mandates it but the agency or the university has to come up with the money to pay it. That is exactly what she was saying yesterday if the state mandates a pay raise the university still has to come up with the funding to cover those raises not the state. The university will have to find the funding for that.

Randy – I think that is all that we have the new comers to the committee do you have anything that you feel that we need to catch you up on.

Shirley – The only thing that I have is that I have heard a lot about the mistrust with HR and maybe I am just new enough that I don't understand the impact of that to this process?

Randy – The impact is significant because most of this stuff and what we are suggesting and even right now is if there is a grievance and most of the mistrust is with the grievances is that HR is involved heavily in that and people are seeing that HR is siding with the respondent or the person that has actually caused the issue. For example if the member of the custodial staff has an issue with their supervisor and they file a grievance with HR in most cases HR is siding with the supervisor rather than siding with the person that is making the complaint. HR is doing what they are supposed to do but they are siding with the university, right, wrong or otherwise it is hard to say. That is why people what and outside source to take grievances too since we won't have the civil service anymore. But with that said the university has only had 2 grievances in the last 5 years that have left the university and has gone as high as the Civil Service Board and they did not overturned those grievances with what HR had already determined, I don't know if they were terminations or what they were. If

you all have questions don't hesitate to ask me or email me. With all that said we are through and I will see you at the next meeting.

Thank you