Alternative Service Committee
Meeting Minutes
January 29, 2014
Lindquist Hall room 200

Members present: Brenda Achey, Bryan Carter, Matt Clatfelter, Lora Eckman, Renea Goforth, Wanda Holt, Shirley Lewis, Angie Linder, Robbie Norton, Jeanne Patton, Stacy Salters, Stephanie Sauls, Randy Sessions, Emily Stephens, Hercilia Thompson, and Micah Thompson

Ex-Officio Non-Voting Members Present: Ellen Abbey, Joe Kleinsasser, Cheryl Miller, Sheryl Propst

Members and Ex-Officio Absent: Nick Beech, Frankie Brown, Mary Herrin, Matthew Johnston, Maria Lucas

Randy – Meeting with Mary Herrin tomorrow other than that lets’ just get into the updates from the sub-committee chairs. Wanda do you have any updates?

Wanda – My committee is putting our paper back together after we received the input from the Town Hall meetings and added in those suggestions and I am looking at scheduling another committee meeting in the near future. That is about it for now.

Randy – Okay Stacy how about you?

Stacy – My committee has gotten through all of the K.A.R.’S and I have setup a meeting with Frankie she let me know that Matt is essentially the person that would have all the information on the employee but there were several things in that conversation that this was not going to go anywhere. They would have the conference with the employee and all the information that was needed to give to the employee at that time would be during that conference and if for some reason the employee was not happy with the outcome they would still have the grievance process system available to them. Now she was very clear that the grievance process would not be used as a determination whether or not the layoff would happen that isn’t up for debate but they would have the grievance process if they felt that they needed someone else to talk too regarding their layoff.

Robbie – Wasn’t it determined yesterday in the meeting that Brenda and Jeanne had with Matt that the new EEO would not be representing us?

Brenda – Matt explained to us when Jeanne and I met with him that he covers the classified employees or the USS if we move forward. The new EEO covers the unclassified professionals and the faculty, now sometimes they work together because if one of them experience with one thing or the other they will collaborate and sometimes they will pull Ted Ayres in to some situations also but it is broken out that way where Matt does the classified and Francisco does the other and it will stay that way even if we move to the USS.

Stacy – Frankie and I had the whole conversation about people do not just HR and she does understand that.

Brenda – If everyone else is going to have the EEO and we don’t have anyone to step in as a liaison for us.
Jeanne – Matt is our EEO

Renea – But he works for HR

Randy – The EEO answers directly to the President and Matt answers to HR.

Ellen – I would push it but I am covered by the EEO, but if I were in your shoes I would push for an advocate.

Stacy – But who is the alternative?

Brenda – If we can’t have him then we need to have our own advocate group?

Stacy – But who would that be?

Ali – Why can’t we have the EEO guy?

Randy – I agree I think that we did to get out from under HR where layoffs are concerned.

Stacy – I will talk with Frankie again but she was pretty adamant that would not be approved by the administration.

Jeanne – Yes so was Matt he also said that it wouldn’t be approved by KBOR having a separate EEO for the classified/USS?

Ellen – When I was the President of the Senate that was one of the things that I was fighting for was and advocate for us Roger Lowe said that he thought it was a good idea and to work with Mike Turner and Mike did not want to. But that doesn’t mean that Mary wouldn’t think it was a good idea.

Stacy – Alright I think that is worth asking about. I have passed some pieces of paper around and would like each of you to take one. Please write down your thoughts about the bumping rights, I have not received any feedback on this and I need to know. If I don’t get anything I will leave them as is.

Robbie – How are they now?

Stacy – As they are currently they are very complicated so I will try to explain it. I am going to use an administrative specialist as an example and they are also the largest group. If you are an administrative specialist and you in CLUR and CLUR has decided that they need to get rid of $20,000 and it has to come out of salaries so they are going to lay off 1 person. You can look around and you are that person on the bottom of the totem pole and you are getting laid off you can look around at other administrative specialist in CLUR and as long as your score is higher than theirs you can take that position or if there is anyone in a probationary position you could also take their job. If there is nothing in administrative specialist but you held the Sr. Administrative position you can also look at that position or a probationary position.

Angie – What if you came in as an administrative specialist?

Stacy – I asked Libby that question she seemed to think that at that point you could go across the university.
Brenda – Does that position have to open?

Stacy – No it can be filled.

Angie – I think that you should be able to go outside that division then go to the one higher than that position if you had previously held it.

Brian – The score is based on how long you have been at the university now is there another piece to that score.

Stacy – It is based on the last evaluation that you have had and there scores and there scores which is 1, 2, 3, 4, or a 5 and then added to your years of service.

Robbie – So they say okay you have the lowest score of this group so you are going to be laid off.

Stacy – Right so lets’ say it is happening in admissions and since admissions is within CLUR you could look anywhere inside of CLUR.

Randy – The last layoffs that happened here on campus was in the print shop, correct me if I am wrong what I have heard is that 3 people found other jobs on campus 2 took retirement?

Ellen – 2 took retirement and 1 was laid off the other 2 found jobs on campus.

Randy – The only one I know of prior to that was a guy that who I worked with me and was bumped from another person that his position was done away with in another department and that was about 20 years ago. Layoffs do not happen frequently.

Shirley – So once a person is bumped is that person laid off?

Stacy – Yes unless they can find another position. What I am requiring from all of you is to turn that paper back into me because I am not getting any feedback. Next week when my committee meets we will do the same thing and hash this out because my paper cannot move forward until we figure this out. So we want to move back to the conversation we were having before Mary got here. I met with Frankie and one of the pieces in my paper is proposing a laid off advocate for the employee who is potentially going to be laid off and this advocate is strictly there to help them understand what is going on and what their options are. Help them to fell out the forms or go to the conference with them and to give them somebody to make them feel like someone is fighting for them because of the mistrust that the people on campus seem to have for HR. We proposed creating this layoff advocate who this person might me we do not know yet because we are also getting information from other people at the university should me. Frankie does not think this is something that she would approve. I don’t know how to mesh the two propositions but everything that I am hearing is that there needs to be someone who fights for the employee.

Mary – If I understand you correctly this would be before the grievance process is that correct?
Stacy – Yes and as Frankie has said, that person would have the grievance process available to them but again it isn’t about whether or not the layoff would happen but somebody that the employee could talk to about what is going on and in her mind everyone in HR fulfills that role. I am not discrediting that because they do have a lot of information on the employee but most people have told me that they do not feel comfortable just relying on HR. So the proposition from the group here was to take it to your office and get your opinion to see if this is something that we need to have more conversation about?

Mary – When is your next meeting?

Stacy – Sub-committee meeting is on Monday and next ASC committee is in 2 weeks from today.

Mary – When is your meeting on Monday?

Stacy – It is at 1:30 on Monday.

Mary – Let me look to see if I can come and I will get a proposal ready for you or at least some discussion points.

Stacy – Excellent Thank you

Randy – Brenda Appeals and Discipline

Brenda – Jeanne and I met with Matt Johnston last week to go over our draft and we have kind of gone back to square 1 with our white paper. The way that it stands now is that we would be looking at no changes of the way that it is done now. The first thing that he talked to us about was that he wanted to know why we had removed the steering committee part of the process. Because currently on our draft paper we have the informal and then the formal we took out the steering committee piece initially because we thought that one thing that is problematic now is everyone complaining about the process taking too long so we that we would just cut that piece out and have informal and formal. Well Matt informed us of something that we didn’t realize and that is back in 2008 the steering piece was adding in because of the agreement between WSU and KAPE so Matt strongly encouraged us and let me just tell you that he did not force us or tell us we need to do this or we need to do that he strongly encourage us not to take the steering committee out.

Jeanne – According to the law we can’t take anything away that is part of the agreement of the union so we had to add in back in.

Brenda – So we added that back in and we changed the term of service on the committee from 1 to 3 years. The piece that we had in our white paper talking about how they would be randomly selected from UCATS according to Matt how it is done is that HR has a tech analysis Ross Hayes that they use to use this pool selection. We have an unclassified person on our committee that the unclassified uses UCATS but Matt says it is Ross Hayes. We put it in back in our white paper that it would be randomly selected by HR.

Jeanne – It is randomly selected by HR with 20 people in the pool and the out of that 20 13 people would be selected to me on the grievance committee which covers specifically in our grievance handbook that we already have; we just went back to what is in the handbook.
Brenda – Basically what we are changing is the verbiage from where it says classified staff to university support staff and then the second change is that we will not have the civil service board.

Jeanne – We also will not have an external board that is not something that is going to be approved.

Brenda – Matt said that the external board is going to work, right now anywhere you work and you file a grievance the final decision is going to be made with that company. But if the grievance doesn’t come out the way you want it you can hire your own attorney and go through civil court there is also the dept. of labor and or the dept. of disability.

Randy – If you look at the Board of Regents minutes for the meeting in December it specifically states that there are no external boards.

Stacy – Do you have any idea why they are stuck on Ross pulling the list and not UCATS is there a specific reason other than that is who they said it is.

Jeanne – Matt just says that is the way it is done and that HR pulls the list for the committee.

Stacy – I would just like to know what the reason is if it is confidentiality, maybe because they think no one else knows but I can guarantee you if they ask UCATS to do it Ross is going to be involved. Ross knows the tables or they will get Brad or Janet involved they are going to get someone from HR involved. I just what to know why just Ross and why it can’t be opened up and ask someone else to do it.

Jeanne – The EEO has been taken completely out of our original draft because it will be Matt who is the Associate Director of HR he is our EEO person so we had to take out the use of “Director of HR and the EEO and put in the Associate Director of HR.

Robbie – Mary why need we hire an EEO if that EEO is only going to represent some of the employees?

Mary – That is a good question and I would need to look at his job description but I think in the pass that those duties have been somewhat split so I will check his job description.

Jeanne – Matt said that he has always covered the classified and before we had the EEO Ted covered the faculty and unclassified professionals.

Mary – Yes that is correct.

Jeanne – Matt said that is the way it would stay.

Robbie – Why couldn’t it be combined so that the EEO covers for all of the people on campus and not just some?

Mary – I will get back to you on that.

Brenda – So are we going to try and propose that one EEO person covers everyone?
Jeanne – I think that most people would like that to happen.

Unknown – Could that be some kind of conflict of interest though?

Jeanne – No that is his job.

Renea – If we are moving out of the State Civil Service then we should be included as a university employee and everyone have the same person.

Randy – Technically we would be unclassified and that is how we would be recorded on their workforce reports.

Randy – Anything else we are running real long on time?

Brenda – no

Randy – Angie do you have anything.

Angie – I have handed out our white paper and I have highlighted all of the changes to save time it was mostly just changes on wording. It was a word of required and it was conflicting so what you see in yellow is what we cleaned up we really didn’t change anything else. We are supposed to meet with Matt from HR on our next meeting to see how we can implement our white paper and if he thinks there are any obstacles that we need to revise so we will keep you posted on our next meeting.

Randy – Emily

Emily – When you first walked in you should have picked up the first notice of the draft to vote but the more I look at it you should really be reading the draft that I am handing out now some of the verbiage has changed. If you do have the one that you picked up that is the layout that it will look like separating the responses. So read one for the verbiage and look at the other one for the layout. As you will see next on the agenda is the proposal of when the voting will take place. This is pretty standard wording I pulled this from the Emporia State University vote announcement. The one that I just handed out is the one that will be going out to the classified staff today and then in the next few days or so will go out in the University today email. It will also go on the website. Two thoughts that I had this morning, one idea is to physically mail this out even though I really don’t want to do another all campus mailing that way people can’t say they didn’t know and the wording that I would like to add to the one that you are reading now is to put in there a final draft of the proposal will be made to them prior to the vote that was not put in there so I will add it. If you see anything else I really need to know by 11 this morning at the latest and I know that is a little over an hour from now and I hate to push you but I will need to get this out.

Stacy – I know that Joe mentioned posting it in other places are we also going to be translating it into different languages as well?

Emily – Yes we will be translating it just like we need with the fliers and everything else.

Randy – Anything else?
Emily – That is all.

Randy – If you see anything that needs to be changed please let Emily know right away because this has to go out today. There is a typo on the Agenda about when the white papers are due they are not due on March 15 they will be due on February 28th so we need to have final white paper versions on February 28th and what I would like to have included bullet points to make it easier when you go see President Bardo on March 11th and I would like the committee chairs to be there for that meeting if you are available at 11:00am in the Morrison Hall Board room on the first floor. The vote announcement will go out and be active today it will start at 8:00 am on April 30th and will close at 12 noon on May 2nd. Discussion right now with David Wright on how to facilitate this and doing it on line, what we are looking at doing is providing an online link for voting you will login using your shocker ID you will click on the voting link and once you click once it becomes inactive so that it cannot been done again. Then the Office of Planning and Analysis will go through and verify that don’t one has voted twice. We are also looking at opening up some computer labs and having someone sit in those computer labs to assist with anyone that needs help getting logged on to vote they will provide that assistance. We are also going to try and provide a couple of laptops at physical plant in one of their classrooms and those employees can go there to log in and vote with someone helping them if need be so that I can vote right there in the classroom at the physical plant.

Jeanne – That person that is there to assist will not be part of this committee.

Randy – Correct we will be taking the committee completely out of the picture when it comes time to vote. We have already had one meeting with David Wright and he is willing to help facilitate this to make sure it goes as smooth as possible. Future Town Hall meetings I did get confirmation about those meetings, Friday April 11th at 2:00 pm in Hubbard Hall in 208 will be our first Town Hall meeting where President Bardo has already committed to be out. The second one will be Monday April 14th at 2:00 pm in the CAC Theater the third and last one will be Tuesday April 15th at 8:30 am in the CAC Theater. We will get with media resources to have them place them on the website for live broadcast so if people cannot be there in person they can at least watch them. If we need meetings past that point we will schedule those then.

Emily – As Randy is mentioning we really do what the sub-committee chairs there with the President’s schedule especially now until the end of this process is insanely tight. I sat with Pat Campbell for 30 minutes to come up with one date. So if you are a chair of a sub-committee please make this a priority.

Randy – The 5.2 handbook vs. policy I sent Ted and email asking him if there was a need to have a handbook vs. policy and he included Julienne Miller she is the general counsel for the Board of Regents and we do not have to have a handbook we can submit policy changes rather than needing to write up a handbook. Policy changes will still need to go through the proper channels on campus HR, Ted the EEO if needed to finalize everything and make sure the language is correct. We do not have to hand in a handbook it can be the policy changes only however with that being said and I have heard a lot of people agree with this and that is that I think that we need to have some sort of handbook that refers back to those policies. The policies are very difficult to wade through and try to figure out which heading to look at to pull it up. So if we can have something in writing that an employee can look out or that we can give to the employees even if it is just a PDF that they can look at and download I think that would be a lot easier. It is not critical that we have that to give to the Board of Regents what is critical is that we have our changes via policy or handbook in writing to present to the Board of Regents so if we have to change just policies initially that would be the easiest thing to
do to get through the Board of Regents approval then that is what we will do. Then we can come up with a handbook that refers back to those at a later date.

Brenda – I think a handbook would be nice to have later because it has more detail as to have everything really is.

Randy – What we have been working with right now is the policies and not a handbook so if we can continue in that mode and get the policies changed and present that to the Board of Regents.

Wanda – I read the email from Ted and as long as the wording matches the policy because that was his concern with having a handbook and having to many places to check.

Randy – If we take the policies and submit that to the Board of Regents and they approve those changes and then later decide to do a handbook we don’t have to submit that to the Board of Regents it will just be an eternal document so as long as Ted’s office approves of it an all of the language is correct and the references are in the proper order we should be could with that.

Angie – So in our sections we should be taking the policies and referencing them to the changes.

Randy – Right. The other thing is that some of you have heard the governor talk about a 1.5% increase for the classified employees through the state of Kansas. I read an article yesterday with the Capital Journal the Topeka newspaper it indicated that the 1.5% increase isn’t for the Regents employees so we wouldn’t be covered if that was in fact passed. It would only be for the non-regent employees in the state of Kansas, what I would like you to keep in mind with this when you are having discussions with people is that with KPERS in tier one I don’t know what happens if you are in tier 2 but tier 1 went up 1% for those of you who on in tier 1. I am looking at my salary my KPERS went up and it is costing me over $40 per month if this 1.5% raise was approved and it covered us I would see another $50 increase so I would see a net increase of $10 over 6 months out of that year. Now next year on Jan. 1 KPERS goes up another 1% so that will take out a $100 out of my salary so it is basically null and void. So that 1.5% is an election year gimmick and that is my personal opinion. So when people ask you about that I don’t see where it should effect what we are doing I don’t see it as a positive gain and if it need includes us what benefit is it really.

Renea – The way that I understood it is if he does do the 1.5% it is to everybody but he would not fund the university part and that is how it happens anyway. I don’t think that most people understand that they think that the state gives us the money but they don’t.

Mary – That is the way it always happens.

Renea – Even if they did say that you are going to get it too, they are not funding it our President has to come up with that funding. Topeka is not paying for it the university is.

Randy – Longevity Bonuses are like that too it is a mandated thing through the state but it is pay for from the university budget they do not give the university funds for that.
Randy – What I need by the end of February is completed white papers with bullet points of the high point areas so that we don’t have to wade through every white paper when we meet with the President. I am not sure who he will be bringing with him but I would like to have the committee chairs at that meeting on March 11th.

Emily – As of right now it will be President Bardo, Mary, Ted and Tony.

Stacy – Do we know who will be out the Town Hall Meetings besides President Bardo?

Mary – I will be there.

Randy – I am hoping that Frankie can be there as well.

Maria – When will the white papers go to KBOR?

Randy – After the vote, there will be something approved before we have our Town Hall meetings and we will have that in writing. I can tell you right now looking at what the Board of Regents is doing is looking at language and legality they are wanting to make sure that we stay on board with the K.A.R.’s some of them are written that they only apply to the classified staff. We would no longer be classified staff and we don’t have to worry about some of those regulations but some of them are written to cover all state employees so that will have to be looked out to make sure that we abide by those or if they are written and apply to Regent’s employee we would have to make sure we abide by those but anything that is written for classified staff we don’t.

Randy – Thanks everybody I know everyone is putting in a lot of work and I know it has been tough so thank you.