Alternative Service Committee
Meeting Minutes
September 11, 2013
RSC, room 265

Members present: Brenda Achey, Matt Clatfelter, Renea Goforth, Wanda Holt, Angela Linder, Maria Lucas, Robbie Norton, Jeanne Patton, Stacy Salters, Randy Sessions, Emily Stephens, Hercilia Thompson

Ex-Officio Non-Voting Members Present: Michelle Barger, Frankie Brown, Matt Johnston, Cheryl Miller

Members Absent: Nick Beech, Christina Clarkson, Micah Thompson, Ellen Abbey, Mary Herrin, Joe Kleinsasser, Sheryl Propst

Agenda handed out by Randy- Letters are drafted and ready to be sent.

Sub-Committee Reports

- **Compensation and Pay** – Wanda Holt (Chair) A meeting was held on 9/3/13 talked about how Libby can help, discussed broad banding, survey questions. Committee is waiting on information back from Frankie Brown and Mary Herrin so that they can get started on their white pages.

- **Layoffs and Furloughs** – Stacy Salters (Chair) Committee has not met yet, having an issue with getting ahold of sub-committee members to set up time. Reviewed information from Pitt State. Does state have furlough policy? Matt Johnston to look and get back with Stacy. Randy to help set up meeting time.

- **Appeals and Discipline** – Brenda Achey (Chair) Robbie Norton gave report. Sub-committee met on the Sept. 4th, reviewed current policy vs. KU & K-State. Matt Johnston suggested to review policy for unclassified.

- **Policies and Agreements** – Hercilia Thompson (Chair) Our committee has not met yet going to try to meet next week.

- **Performance Evaluations** – Angie Linder (Chair) Sub-committee has 1st meeting, feel they need feedback from classified staff to know how to proceed and what direction to go. Angie with to the CEEDS evaluation training to shadow. Next meeting schedule for next week, very interested in survey responses.

- **Communications and Marketing** – Emily Stephens (Chair) Sub-committee met last week, discussed where to take the survey, handed out to committee members a draft of the survey. Wanted to emphasize that we really need to be asking very generic questions, we don’t want to be leading them to get the answers that we want. Also survey needs to be brief, I think one main question from all the committees if it gets to long people will not want to fill it out. That
will set it aside and get to it when they can. We need the information back as soon as possible. This survey should be on paper for those classified staff that does not have access to email or computers. We want to make sure that we are being as inclusive as possible. It will also allow it to go out and be as anonymous as possible they will not have to put their name on it and their will not be an IP address where it can be linked back too. The first question was to see exactly where we are at on a 1-10 scale. Also we have all but one committee covered and will have the last question in and send it out via email for final review. We would like to send some kind of heads up to the Classified Senate letting them know that this is coming out, in hopes of getting their buy in and that they can get with their members to make sure that the survey is taken seriously.

Angie Linder suggested also sending this out electronically to the Classified Senate and asking them to forward it on to whomever. So that they could print off a copy fill it out and mail it back to a certain box.

Emily – We are going to send them all out paper any way so that people do not get confused by maybe getting it twice. This will be campus mail to them all.

Angie – Can this be a link on our website in case they lose their copy they can go there and reprint it to fill it out. I just know that being on the Classified Senate we don’t get a lot but when we went to an electronic version we did receive back a lot more responses that we did by doing paper.

Emily – I hear what you are saying I just want to make sure that it gets out to everyone and that it has that anonymous option.

Randy – The biggest concern is that the physical plant and custodial staff does not have regular access to a computer.

Michelle – Thinks it is a good idea to have a link on the website as an attachment.

Emily- We can put it out there as a PDF attachment but they would still have to print it out. There will also be a cover letter that goes out with it to explain what it is and the importance of the survey along with the link to the website for further information. Hoping to send it out initially to the Classified Senate so that you can help us to help them understand that this is why we need this information. Classified Senate us input on it so that this is one big collaborative effort not just us asking them to fill it out.

Renea – So that we can let our constituents know that this will be coming out and to be looking for it.
Emily – Yes, so that they will be ready for it.

Matt – Suggestion that you reconsider to taking two input methods for people who want to take it online and build it in Qualtrics online along with the paper version so that we are meeting the needs or preferences of all staff. And I would like to say that all staff has an email and access to a computer. They may not have full time access to a computer but they can get to a computer.

Emily – The main thing for now is content please take this back with you and give me feedback on them. I would like to keep them as generic as possible so that we are not leading people to answers they think that we want.

Matt Clatfelter – consider putting the number rating at the bottom of the survey so that they would have time to consider the question and make the options just 1 – 5?

Angie – Will you send the final draft at to us by email?

Emily – Yes.

Robbie – I am concerned that there are still a lot of people out there still that does not know what USS is.

Emily – It will be explained in the cover letter along with a link to the website so that they can get more information about the USS. We are getting traffic to the website one day I looked and there were only 20 views the next day there was 350 views.

Randy – One of the things that came up last week when we had a Committee Chair meeting is that we need to stay as generic as possible. Our goal is to present the information not to get people to vote for this or to not vote for this. We need to let them make up their own minds. We need to just present the information to the staff and stay as unbiased as possible.

Emily – The only other thing I wanted to let you know is that all of the committees have a point person to be able to get information out they are as follows:

- Compensation and Pay – point person is Micah Thompson
- Layoffs and Furloughs – point person is Emily Stephens
- Appeals and Discipline – point person is Joe Kleinsasser
- Policy and Agreements – point person is Maria Lucas
- Performance and Evaluations – point person is also Micah Thompson
So if you have something that you need some assistance with fill free to get a
hold of your point person, they will also be checking in with you from time to
time to see if you need anything.

Randy – The only other thing is that I have had contact with all of the other
Regents Schools and every one of the schools is looking at doing this. Of course
we know that KU has already done it and has done it for several years. K-State is
the one closest to coming to a vote. I don’t know when Pitt State is scheduled to
vote but they have already made their final recommendations so they are well
into the process. I have had contact with Emporia State and with Ft. Hayes and
they are looking at it as well. So every Regents School is looking at making this
move, whether it happens are not we don’t know yet so if you have any
concerns from any staff let them know that we are not the only ones that are
looking into this. It is something that is state wide with all the schools.

Frankie – Also along with all the Regent Schools KU Med has also changed over.

Randy – Yes they have already done it, and my law they can do it separately from
KU themselves.

Matt Clatfelter – Separately for the Police Dept. then the rest of them jumped on
board at KU Med.

Stacy – If this doesn’t go through, this doesn’t pass and the state drops us as
everyone has been afraid of what happens.

Randy – We become unclassified, they would just drop all of the classified civil
service and we would become unclassified.

Matt Johnston – A state unclassified not a Board of Regents unclassified

Randy – That is right, we would be in the same category as the majority of
everyone else on campus.

Angie and Stacy – What does that look like?

Randy – Well unclassified are on yearly contracts, we are not and if we go to USS
we still are not on yearly contracts. To me that would be a big difference.

Stacy – I just think that is something we should research and find out all the
differences, because I think that will be a question that we will be asked at the
Town Hall meeting. The general question could be “Why wouldn’t we just want
to stay with the state even if they do drop us and we become unclassified” What
would our answer to that question be.
Randy – I think that one of the other schools as done a sheet comparing the differences between state unclassified and university support staff. I will see if I can find that and send it out.

Stacy – I have one more question, as I looked at the Pitt State they had hiring in there, all the regulations that we have isn’t it based on state or some of what state has.

Matt Johnston – No its more equal opportunity and affirmative action, the process is that we would become unified. We currently have for unclassified and AOO1 process and there are 3 steps to it. It is used a bit differently; same color just tinted a different way. If we wanted to use that as a category I think that would be a good idea to explain what the selection process looks like, I think that is okay, I don’t think that it changes much.

Stacy – It might not, I just saw it in the Pitt State paper and I thought we didn’t have that on here anywhere.

Matt Johnston – What would change is the position description form currently there is state requirements on the position description form and based on the classification within the civil service there are certain statements that fall into everybody’s position description and that is the real change. If you become USS You would have more flexibility on what are your minimums, preferred, education where right now there are some requirements based on those classification in those PD’s, so then fast forwarding to a search process some of your classification are dictating what are your search criteria and how you are screening your candidates and whether or not they are eligible for an interview. So that is really the difference, the process is the same it is the PD and the form that would change based on the classification.

Stacy – Is that something that we should be looking at.

Frankie – I think that would fall with Wanda’s committee if not it probably should.

Randy – What I have is the USS vs. Classified that is all that I have now but I will see what I can find if anything comparing the state unclassified to the state classified.

Randy – Does anyone have anything else, if there is nothing else we will go ahead and adjourn. I appreciate all the work that has been done. We will be moving forward with this and hopefully we will be able to present everything that we need to do.