

Alternative Service Committee  
Meeting Minutes  
December 11, 2013

Present: Cindy Bontrager , Paula Connors, Austin Daugherty, Carrie Fink, Janel Harder, Kerry Jennings, Douglas Kraemer, Hanna Manning, Carol Marden, Roger McBride, Barb Nagel, Jennyfer Owensby, Amy Schmitz, Marlene Walker, John Wolf, and Terri Wyrick

Absent: Jennifer Gehrt, Lori Goetch, Gary Leitnaker, Sam Reyer, Lois Schreiner and Parrish Quick

The meeting was called to order. Minutes were reviewed and approved as presented.

Committee was updated by Chair, Carol Marden, regarding the town-hall meetings. Follow up was sent regarding inquiries concerning the transparency of the vote to the Senate. No other follow up is needed at this time.

The holiday break was discussed and its impact upon employees; specifically employee's first year of employment when it may be impossible to have saved enough leave to avoid taking time without pay. Board of Regents may be willing in the future to pursue amending or creating legislation to combat the issue once schools have finished transition to University Support Staff. Discussion was held regarding how the different offices handle allowing employees to work, and how that impacts their department. It was recommended that holiday break administration should be added to training being organized by Human Recourses. Veterans' Day administration should also be added to this training.

In response to the President's commitment during the Town Hall meetings to add a flex policy to the handbook, discussion was held on what should be included in policy. Wording that the flex policy should not impact department functions and how this could impact one-person departments were discussion points. It was recommended that the policy be broad enough from administration to give direction but allow for departments to make individual decisions about how to implement. The communication team will work on drafting a policy for committee review.

The current tuition assistance program was discussed along with possible groups of individuals that are not eligible, for example term or part-time positions. There are full-time term positions that are currently not eligible simply because how they are categorized by HR, it was recommended it be reviewed if these positions could be added to the policy. Other recommendations for improvements in the future could include including part-time employees, enhancing dependent assistance or working with other regents schools for a joint assistance program.

In follow up to the Town Hall Meetings, language needs added to the handbook to include reinstated employees that have left State employment but return. Further investigation will need to be done regarding how employment at other state agencies may impact longevity bonuses given at Kansas State. Also wording needs added regarding employees that have been promoted on campus but are not made permanent employees upon completion of their probation period; wording to provide assistance to employee to find job at initial job classification will be drafted by the communication team.

The transition from the ASC to Senate was discussed. The Senate has requested a meeting with the full ASC committee and will be pursuing future Town Hall Meetings with the campus community.

Volunteers for the appeals board were accepted, additional candidates for the board may come from Senate, nominations from the campus community or other individual volunteers. Gina Lowe and Affirmative Action have been tasked with preparing and presenting training once the appeals board has been created.

The communications team will compose a communication to the campus community outlining changes that we have made to the handbook.

How to pursue the creation of a compensation plan was discussed. There are limitations to HR's computer systems that will impact how the transition is handled. The committee recommended looking at sister-schools for examples of how their compensation plans are designed. Discussion regarding outside firms was also held.

Meeting Adjourned.