

Alternative Service Committee  
Meeting Minutes  
July 10, 2013

Present: Cindy Bontrager, Paula Connors, Austin Daugherty, Carrie Fink, Jennifer Gehrt, Lori Goetch, Janel Harder, Kerry Jennings, Gary Leitnaker, Hanna Manning, Carol Marden, Roger McBride, Barb Nagel, Sam Reyer, Amy Schmitz, Lois Schreiner, Marlene Walker, Terri Wyrick and John Wolf

Absent: Douglas Kraemer, Jennyfer Owensby, and Parrish Quick

The meeting was called to order.

Minutes were reviewed and approved as presented. Carol received the suggestion to send a summary of the meeting and the link to the minutes to be published in the K-State Today. The committee agreed this would be a good idea. The Communications Team will be in charge of sending the article to K-State Today once the minutes have been approved.

More discussion was held on revisions to the white papers. The Compensation White Paper was discussed. The salary increase section was discussed. There may be some confusion with the example that was used for the merit pay. The paragraph will be revised to include an across the board increase and remove the example. Gary will make the revisions to the white paper.

The effect the fiscal budget will have on any possible merit or cost of living increases was discussed. The plan will need to be in place before final decisions are made on salary increases. Discussion was held on the merit pay increases proposed for unclassified professionals by President Schulz and the Board of Regents.

Discussion was held on Salary Administration and if a broadband approach is the right way to go. There are other options that may be the latest and greatest that we want to consider. The existing salary grade and step matrix could be used as a framework for salary administration until a new pay plan is administered. Discussion was held on how the current pay plan, that was implemented but not followed through with, has affected employees in different salary situations.

Longevity pay was discussed and how the state statute would affect longevity and if longevity could be offered to all University Support Staff. The return of longevity from \$40 to \$50 was also discussed.

Discussion was held on enhanced leave that we receive. That statute states that there can be no reduction to benefits and so there could be no reduction to the leave we are currently receiving.

Other comments from the group discussions were discussed, such as longevity open to everyone; need for administration to help make sure that performance appraisals are done in a timely manner; latest and greatest pay plan available. Compensation for lead workers and shift differential was also discussed.

The Discipline/Protection White paper was discussed at the last meeting. Gary will take our recommendations on the Appeal Board to the legal counsel for their review. No other changes were noted on this white paper.

The Recruitment White Paper was discussed. There are currently changes to the recruitment policy at the University. In view of these changes, discussion was held on whether we needed a white paper on this or if it should be presented at the town hall meetings. The group decided to keep the recruitment white paper.

The Performance Appraisal White Paper was discussed. Some of the comments heard at the group meetings included: position descriptions are not updated in a timely manner; some positions are only updated when the current employee leaves; could there be reverse feedback on the supervisor, etc. Discussion was held on possibly adding a comment on the supervisor's evaluation on whether evaluations were done in a timely manner, etc. Discussion was held on whether these comments would be kept confidential. Discussion was also held on making the performance management process training available on-line.

The customization of performance reviews was also discussed. A 2-3 page document that is slightly customizable for clerical, trade, custodial, and nurses was discussed. Gary indicated that the state is currently working on a new performance review form. They will be attending training on the new form in the coming months. The new forms are scheduled to be used beginning in 2014. Committee briefly reviewed the new performance review form.

Gary gave an update on the status of the handbook. The draft of the handbook been reviewed in HR and comments received. Changes to the handbook will be made. The handbook will be sent for review by the alternative service committee, legal counsel and administration. The goal is to have the handbook finalized by August/September.

A common concern for classified staff and expressed at the group discussion meetings was a mistrust of administration. Discussion was held on whether a Governance White Paper should be developed. The current plan is for the Alternative Service Committee to stay in place for the next 2-4 years to follow through with the transition to University Support Staff. A liaison to the Classified Senate has been appointed and will give updates on the progress. The Senate who represents USS will then decide if this should be a committee under Senate, how this will be handled, or maybe simply the liaison will suffice. Carol will compile a Governance White Paper for review.

The announcement of the intent to vote was discussed. Voting will take place November 19, 20 and 21, 2013. Notice needs to be sent out in August which includes date, time and place of vote. Barb will contact Planning and Analysis and ask them to run the election as a non-bias third party. Carrie Fink will contact ITAC and ask for their help for those who might need assistance or may not have access to vote electronically. The notice of intent to vote will be sent both electronically and, where needed, by paper to all classified employees. Barb will write up a draft of the wording for the notice. Carol will write a letter to the Board of Regents indicating intent to vote and voting dates. The Town Hall meetings will be held November 4 & 15, 2013 at the Alumni Center and will be live streamed for those not able to attend.

Meeting adjourned.

The next meeting will be held:

July 24, 2013  
1:30 – 3:30 p.m.  
K-State Student Union Stateroom 1