

Alternative Service Committee
Meeting Minutes
August 14, 2013

Present: Cindy Bontrager, Paula Connors, Austin Daugherty, Jennifer Gehrt, Lori Goetch, Janel Harder, Douglas Kraemer, Gary Leitnaker, Hanna Manning, Carol Marden, Barb Nagel, Sam Reyer, Amy Schmitz, Lois Schreiner, Marlene Walker, and John Wolf

Absent: Carrie Fink, Kerry Jennings, Roger McBride, Jennyfer Owensby, Parrish Quick, and Terri Wyrick

The meeting was called to order. Minutes were reviewed and approved with corrections.

Carol reported on the meeting with Classified Senate regarding the Governance White Paper. No comments or suggestions for changes were received. General Counsel asked if there was a need for the white paper to designate the procedure. With all the concerns expressed at the group discussions, it was decided that the white paper was needed to show the procedure that will be followed. Carol will send the finished white paper to the committee and post to the website.

The official notice has gone out announcing the vote. The wording needs to be slightly revised to say that the vote will end on November 22 at 1:00 a.m. That is the schedule that is used by Planning and Analysis who will be conducting the vote. Discussion was held on how classified employees that work at the different units and off campus will be notified about the vote. The Administration Leadership Retreat might be a good place to remind department heads and deans to make sure that all their employees are receiving the information.

The Appeals Board White Paper was discussed. The General Counsel requested that information be clearer on the role of the Chair and Vice Chair. There also needs to be information in the white paper on the number of panel members that can be dismissed by both parties. The board panel will include three (3) University Support Staff and two (2) unclassified professionals/faculty. Discussion was held on the responsibilities of the overall Chair of the panel. The white paper needs to be fine-tuned to address the issues brought up by General Counsel.

The administration is on board with position descriptions being up-to-date for all employees. HR is currently working on the final draft of the handbook and will send it to the committee and administration next week.

A letter was sent to the Board of Regents on the intent to vote. Official voting results will come from President Schulz to the Board of Regents and the campus community.

Discussion was held on the voting process. Anyone currently serving in a classified position will be eligible to vote. The Communications Team developed a handout for new employees to receive at orientation. The vote will be decided by a simple majority.

Discussion was held on the statute. If there is a majority vote for the move to Alternative Service, there will be time allowed for input from all classified employees. The suggestion was made to put a contact form on the website for comments. After input from employees, Cindy Bontrager will submit a request to the Board of Regents as an agenda item for their approval to accept the plan to move to USS.

A meeting was held with Planning and Analysis regarding the vote. They will need a small introduction paragraph possibly including links to the white papers and handbook to go along with the ballot. If any classified employee prefers to vote via paper ballot, they will need to request the ballot from Planning and Analysis and it must be returned by November 21 by 4:00 pm. During the voting process, a daily reminder will be sent to any classified employee who has not voted yet. There will be a test run with the committee to make sure there are no glitches before the official vote.

The Benefits Expo was discussed. A committee was appointed to work on material for the Benefits Expo. Committee members include Sam Reyer, Amy Schmitz and Hanna Manning. The committee will work with the Division of Communications and Marketing and the Communications Team. There will be a small budget for the event.

Performance evaluations were discussed. Jennifer handed out a copy of the new state performance evaluation form. Human Resources have modified it to include suggestions made by classified employees. There will be

educational sessions on the evaluations forms beginning the middle of September. This is a state-wide form that we will begin to use January 2014.

Meeting adjourned.

The next meeting will be held:

August 28, 2013

1:30 – 3:30 p.m.

K-State Student Union Room 226