

Alternative Service Committee  
Meeting Minutes  
July 24, 2013

Present: Paula Connors, Lori Goetch, Kerry Jennings, Douglas Kraemer, Gary Leitnaker, Hanna Manning, Carol Marden, Roger McBride, Barb Nagel, Amy Schmitz, Lois Schreiner, Marlene Walker, John Wolf, and Terri Wyrick

Absent: Cindy Bontrager, Austin Daugherty, Carrie Fink, Jennifer Gehrt, Janel Harder, Jennyfer Owensby, Parrish Quick, and Sam Reyer

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

Carol discussed the statute that allows the change to University Support Staff. The suggestions from HR for the handbook were made and it has been sent to legal counsel for their review. Gary and Carol will meet with legal counsel to discuss their suggestions. After the updates are completed, Gary will send out a draft to the ASC committee.

Barb Nagel discussed the voting procedure. Carol, Janel and Barb met with Kelli Cox and Nancy Baker from the Office of Planning and Analysis. They are willing to administer the voting process. Discussion was held on whether the vote would include only benefits eligible employees or also include classified employees in temporary positions. Gary will discuss this with the legal counsel to follow the statute. Once this is determined, a list will be pulled on Monday, November 18, and those employees will receive an e-mail with voting instructions.

Discussion was held on the ballot question and the wording of the notice that will be sent out. The notice on the intent to vote will be sent via e-mail to all classified employees by Administration. It will also be announced in the ROAR.

Carol presented a report sent by Carrie on her meeting with ITAC. The IT Help Desk agrees to help anyone who needs assistance with the electronic vote. They have 5 computers on the 2<sup>nd</sup> floor of the library that could be used. They are open 8:00 a.m. – 12:00 midnight during the fall semester. They did suggest with upcoming changes, that we do a test survey to make sure it works correctly. A meeting will be set up with Planning and Analysis, ITAC, Barb and Carol to go over the procedure.

A draft of the Governance White Paper was presented. Discussion was held on the role of the ASC committee and the Classified Senate. The white paper will be presented to the Classified Senate.

The Benefits Expo was discussed. It will be held on October 3. Hanna Manning will provide a tri-fold display board. Discussion was held on posters from Communications and Marketing to announce the vote. Items to hand-out would include a copy of the ballot, dates of the town hall meetings, website address, highlight points, etc. John will check on possible coupons for the Meats Lab. It was suggested that we contact ITAC to see if they could offer support for anyone who needs help on e-mail.

Discussion was held on new K-State classified employees and questions they may have. The Communications Team will put together hand-outs that can be given to all new classified employees at orientation.

A draft of the new State of Kansas Performance Review Form was discussed. Suggestions on the form included adding a question on the position description in lieu of the PER-26; having the boxes expand so that additional comments can be included; and a description of the rating system. Discussion was also held on making it a requirement for all unclassified supervisors to attend supervisory training. An on-line training module may be developed. Discussion was also held on using a weight system for the competencies/behaviors section. More information will be available after the training session is held.

Meeting adjourned.

The next meeting will be held:

August 14, 2013

1:30 – 3:30 p.m.

K-State Student Union Room 226