

Alternative Service Committee
Meeting Minutes
June 3, 2013

Present: Cindy Bontrager, Paula Connors, Jennifer Gehrt, Janel Harder, Kerry Jennings, Douglas Kraemer, Gary Leitnaker, Hanna Manning, Carol Marden, Roger McBride, Barb Nagel, Sam Reyer, Amy Schmitz, Lois Schreiner, Marlene Walker, and Terri Wyrick

Absent: Austin Daugherty, Carrie Fink, Lori Goetch, Jennyfer Owensby, Parrish Quick, and John Wolf

The meeting was called to order.

Carol discussed information that she had received regarding the budget.

Minutes were reviewed and approved with changes.

A comment sheet was presented from the Communications Team. The sheet was a summary of comments received on the white papers. Discussion was held on the Discipline/Protection comments.

The Appeals Board was discussed. The different roles of the Appeals Board and the Peer Review Committee were discussed. It was suggested that the Appeals Board have 10 members, six University Support Staff and four unclassified employees. All members would go through training. A small compensation for the members of the Appeals Board was discussed. The extra time and work that members of the Appeals Board would undertake was discussed. A comparison was made between people serving on the Appeals Board and the Ombudsman members. Discussion was held on the appeals process being held while employees are in pay status and the other committees that employees serve on without pay. The committee voted to not compensate any members of the Appeals Board.

Discussion was held on whether there should be a minimum number of years of service to serve on the Appeals Board. It was decided that members of the Appeal Board should be permanent, full-time employees with no minimum years of service required. Members of the Appeals Board would have to have their supervisor's permission to serve on the board.

The process to select classified (USS) employees for the Appeals Board was discussed. Discussion was held on using an application process for those who would like to serve on the committee. A volunteer process was also discussed. It was decided that interested employees would volunteer and then a follow-up by the VP for Administration and Finance who will appoint the board. The appeals board may use employees on or outside the Manhattan campus.

Discussion was held on what the term limit should be for members of the Appeals Board and the role of the chair of the Appeals Board. It was suggested that the board serve a term of three years. The first group selected might serve longer terms in order to set it up so that only 1/3 of the board changes each year. Discussion was held on the legal counsel role for the Appeals Board. It was decided that a coordinator, similar to Employee Relations, would have to be selected for the Appeals Board to set up the appeals. There would be a 5 member panel on each appeal with the chair of the panel selected by the panel members. A transcriptionist would be available during the appeal hearings.

The model that is currently being used by KU for an Appeals Board will be reviewed. Once the minutes are completed and reviewed, the Communications Team will develop guidelines for the Discipline/Protection white paper and then Gary will meet with legal counsel for their input in the process.

The shared leave process was discussed. Currently three classified employees serve on a committee that looks at shared leave application forms which includes doctor's notes, etc. The current PPM indicates that you need to find your own donor for the leave, but HR helps with that process. Changing the criteria for granting shared leave would be something we would want to look at.

A draft of the USS handbook is currently being developed. Gary and Jennifer have been working on a handbook similar to KU but with more general comments and referring to PPMs for more details. They hope to have a draft copy ready by the first of July.

Meeting adjourned.

The next meeting will be held:

June 26, 2013

1:30 – 3:30 p.m.

K-State Student Union Room 226