

Alternative Service Committee
Meeting Minutes
March 27, 2013

Present: Paula Connors, Carrie Fink, Janel Harder, Douglas Kraemer, Gary Leitnaker, Hanna Manning, Carol Marden, Roger McBride, Barb Nagel, Parrish Quick, Sam Reyer, Lois Schreiner, Marlene Walker, John Wolf, and Terri Wyrick

Absent: Cindy Bontrager, Austin Daugherty, Jennifer Gehrt, Lori Goetch, Kerry Jennings, Jennyfer Owensby, and Amy Schmitz,

The meeting was called to order.

Minutes were reviewed and approved as presented.

The timeline for the committee was reviewed. It is as follows:

- April 1 – mid-May – Open discussion groups held; Gary Leitnaker and Cindy Bontrager will present information to Deans, VP and Department Heads and get comments from them
- Mid-May - Work on white papers with comments from classified employees and administration
- June – July White papers complete and presented to administration
Begin to prepare employee handbook.
- May – mid-Aug Complete handbook and post to the website for review
Determine voting date and procedure
- August - Gary and Cindy notify Board of Regents that we have the intent to vote
Notify classified employees of the intent to vote and the date(s) for voting
- August – Sept. Prepare agenda and information for town hall meetings
- November **Town Hall Meetings** – Meetings will be held in the Alumni Center Ballroom.
Monday, November 4: 9:00 – 10:00 a.m. and 3:30 – 4:30 p.m.
Friday, November 15: 9:00 – 10:00 a.m. and 10:00 – 11:00 a.m.
Live streaming will be available at these meetings.

Discussion was held on the upcoming Open Discussion groups. Carol Marden and Janel Harder will present the information. Gary Leitnaker and Cindy Bontrager will be there to help answer questions. The Communications Team will take down comments and suggestions for the revised white papers. At least two members of the ASC committee need to be there to help out with index cards, microphone, etc. At this time, approximately 1/3 of the classified employees are signed up to attend one of the discussion groups.

Discussion was held on how to get information to all classified employees. It was suggested that a flyer be created to post to bulletin boards. This flyer could be sent to the HR list with a request to post these in the buildings.

The voting procedure was discussed. Carrie Fink will check into options with the axio system and present at the next meeting. Discussion was held on different options that might be available for those not wanting to vote on-line.

Discussion was held on other Board of Regents schools that are working on Alternative Service. Emporia State and Fort Hays State have both contacted Carol and are using our website as a resource.

Future meetings were discussed. The meeting that was scheduled for the afternoon of Wednesday, April 24, will either be moved to the morning or cancelled. The meeting that is scheduled for June 12 will be moved to June 3 or 4 depending on room availability.

The handbook was discussed. Each committee was asked to look at PPMs to see which of them will affect University Support Staff. Roger McBride will compile a list that we will need to work on. Sam Reyer will look for the Classified Employee handbook. This list is due by the May 8 meeting.

The Oversight Group was discussed. This needs to be addressed in the handbook. It was suggested that the Alternative Service committee continue as the Oversight Group. This committee would provide input on changes in the future.

Discussion was held on the bills that are currently in the legislature and how they might affect Alternative Service.

Meeting adjourned

The next meeting will be held:

April 10, 2013

1:30 – 3:30 p.m.

K-State Student Union Room 226