

Alternative Service Committee
Meeting Minutes
August 28, 2013

Present: Cindy Bontrager, Paula Connors, 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, and John Wolf

Absent: Austin Daugherty, Douglas Kraemer, Jennyfer Owensby, Parrish Quick, and Terri Wyrick

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

Carol reported that Melissa Linenberger has been helping the committee by updating the website. She will be leaving the University for other opportunities. Brenda Gfeller, English and Counseling Services, has offered to replace Melissa and work on the website.

Miscellaneous items were discussed. Carrie Fink volunteered to take minutes at the September 11 meeting. The committee decided to meet at 11:00 a.m. on November 22 to receive the results of the vote. The committee received a thank you note from the Board of Regents for the letter with information regarding the upcoming vote.

Discussion was held on the timeline for the committee. The notice was sent out from Human Resources on the upcoming vote, but some people may have deleted it without looking to see what the notice was. We need to finalize the draft of the white papers and handbook so they can be added to the website and sent out. The Communications Team will work on other topics to be sent out. If anyone has other suggestions, please send them to Carol.

The Senate Leadership meeting was discussed. Carol met with Cindy Bontrager, Gary Leitnaker and Janice Taggart, Classified Senate President. She also had a meeting with Janice Taggart, Classified Senate President and Kerry Jennings, Classified Senate Vice President. They discussed the role of the Classified Senate in the transition and will present concerns that were expressed at the Open Group Discussions from classified employees. Each month the Alternative Service Committee will have at least 30 minutes at the Classified Senate meeting to update the Senators.

The exhibit at the Benefits Expo was discussed. The committee has been working on quotes for 3x5 cards and what information will be included on the cards. The committee will work with Communications and Marketing on the layout and design of the card.

Dates for the Town Hall meetings will be included on the exhibit board. It was suggested that the Board of Regents be invited to the Town Hall meetings in November. Discussion was held on the wording of the ballot. Gary will get the final decision from legal counsel on the wording so this can be included at the Benefits Expo. An introductory paragraph explaining the vote will be needed for the ballot and included on the exhibit. Other information that will be posted to the exhibit board was discussed.

Discussion was held on the forward momentum. Possibly setting up a booth in the Union to explain the benefits of the change to University Support Staff might be considered. One of the fears of classified employees is a step being taken away from the disciplinary process. Currently this can be appealed to the Civil Service Board. Under the University Support Staff system, this step would go to the K-State Appeals Board. Positions will not be "at will" and cannot be terminated without reason. This might be a good topic for the Communications Team to provide an article in the K-State Today.

The Appeals Board White Paper was discussed. Changes to the wording of the white paper were discussed. The Peer Review Committee will hear appeals on performance reviews and decision making days. The Appeals Board, which would replace the Civil Service Board, will hear appeals on suspension without pay, demotion and dismissal.

Discussion was held on wording changes to the Compensation White Paper. Discussion was also held on longevity pay being eligible to all employees with 10 years of service and a meets expectations or higher rating. This will be added to the Compensation White paper. The new Performance Evaluation forms were discussed. The shorter form may encourage more supervisors to complete the forms. The Salary Administration section of the white paper was discussed. The existing salary and grade step matrix could be used until a new pay plan is implemented.

The Performance White paper was discussed. From the open group discussions, some of the suggestions for the performance review form were to make it shorter and customizable. The new form does both of those. Training on the new forms will be held starting in September and will be used in 2014. If we change to University Support Staff, there might be slight changes to the form in 2015 if needed. Discussion was held on the ability to provide feedback on the supervisors on the evaluation form. Some departments currently use programs for employees to provide feedback on their supervisors.

Discussion was held on the Discipline/Protection White paper. Wording changes to the paper were discussed and will be updated.

The Recruitment White paper was discussed. The entire recruitment process is being evaluated for classified, unclassified and faculty positions.

The Appeals Board White paper was discussed. There will be 3 University Support Staff and 2 unclassified members on each panel. The Board chair may serve on committees. There will be a limit of 1 panel member dismissal for each party. The white paper will be updated to show that the Peer Review Committee will hear appeals on decision making leave, and evaluation appeals. The Appeals Board will hear appeals on suspension without pay, demotions, and terminations.

At the September 11 meeting, Gary will have the white papers updated and we will give them one last review before finalization. Jennifer will update the draft of the Handbook and send it out. Committee members need to review the draft prior to the September 11 meeting and be ready to discuss the handbook.

Meeting adjourned.

The next meeting will be held:

September 11, 2013

1:30 – 3:30 p.m.

K-State Student Union Room 226