

Alternative Service Committee
Meeting Minutes
April 10, 2013

Present: Paula Connors, Austin Daugherty, Carrie Fink, 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, John Wolf, and Terri Wyrick

Absent: Cindy Bontrager, Lori Goetch, Jennyfer Owensby, and, Parrish Quick

The meeting was called to order.

Minutes were reviewed and approved as presented.

Discussion was held on the Axio Survey system. Carrie Fink is working with the OME office regarding the possibility of an electronic vote. She indicated that about the time of the vote, the University may be switching to the Qualtrics survey system. Either of these is quick and easy to set up and would work well for the vote.

The voting procedures and dates were discussed. The dates for voting will be November 19, 20 and 21. It was decided to contact Planning and Analysis to see if they would manage the election as a neutral party. The voting will be done electronically. The Communications Team will send paper notification to all classified employees with instructions on how to vote in October. We will contact the Help Desk at the Library and let them know dates that people will be voting and may need help. We will also hand out voting information at the Benefits Fair. The timeline will be:

- August – paper and electronic notification of the intent to vote
- October – paper and electronic notification of the procedure to vote
- Table at the Benefits Fair with voting information
- November – Electronic voting held November 19, 20 and 21.

The procedure for change if there is a majority vote was discussed. It was suggested that the Alternative Service committee continue to work as a university committee to review policy changes before they are adopted by the administration. Discussion was held on how this affects Classified Senate (which could be University Support Staff Senate, if there is a majority vote to change). Carol reported that at the last Classified Senate meeting they had voted to have the chair of the Alternative Service committee or their designee be a part of the Classified Senate as a non-voting member.

Discussion was held on the four Open Discussion Groups that have been held and comments that we have received so far. The Communications Team is doing a great job of taking down comments and suggestions that are made. Comments on the Appeals Board as well as the Evaluation Process were discussed.

The handbook and PPMs were discussed. The committee is in the process of identifying PPMs that need to be changed. Human Resources will put together a University Support Staff handbook this summer that will be available for people to look at as well as to present to the Board of Regents after a majority vote.

The AON Hewitt report and their recommendations were discussed. The entire report is available on the KSU website.

Discussion was held on other comments that have been received by members of the committee.

Meeting adjourned.

The next meeting will be held:

April 24, 2013
10:00 – 11:30 a.m.
K-State Student Union Room 209