

Alternative Service Committee  
Meeting Minutes  
June 26, 2013

Present: Cindy Bontrager, Paula Connors, Austin Daugherty, Carrie Fink, Janel Harder, Kerry Jennings, Douglas Kraemer, Gary Leitnaker, Hanna Manning, Carol Marden, Barb Nagel, Lois Schreiner, Marlene Walker, and Terri Wyrick

Absent: Jennifer Gehrt, Lori Goetch, Roger McBride, Jennyfer Owensby, Parrish Quick, Sam Reyer, Amy Schmitz, and John Wolf

Guest: John Hanes, Compensation and Classification Manager, Human Resources

The meeting was called to order.

Carol introduced John Hanes, the new Compensation and Classification Manager for Human Resources.

Minutes were reviewed and approved as presented.

The Communications Team presented a paper on the Appeals Board for University Support Staff with suggestions they received at the group meetings. It was suggested that the Appeals Board be comprised of 15 members (9 University Support Staff and 6 unclassified/faculty). Discussion was held on whether this should be changed to 12 people (8 University Support Staff and 4 unclassified/faculty) serving on the board. The length of term and training was also discussed. There will be a panel of 5 appeals board members (3 university support staff, 2 unclassified/faculty) and possibly 1 alternate that will sit on each appeals hearing.

It was decided that the Appeal Board would be comprised of 15 members (9 University Support Staff and 6 unclassified/faculty) who would serve for a 3 year term. There will be an annual Appeals Board training for the board members which would include supervisory training for any members who had not already had this training.

Discussion was held on whether there should be a minimum number of years of employment for Appeals Board members. It was decided that to serve on the Appeals Board, members must be permanent, full-time employees with at least 5 years of service at K-State.

Discussion was held on who would provide staffing for the Board. At KU, they currently have a Governance Office, who oversees the staffing for the appeals process. We do not have a similar office at KSU. Discussion was held on how faculty appeals are handled and who does the staffing for those. Gary will meet with General Counsel for suggestions.

Discussion was held on whether the employee who files a grievance would have the ability to veto a person serving on the appeals board. Discussion was held on how the Peer Review Council currently works. It was decided that the employee filing a grievance would have the ability to veto a person with a valid reason for the conflict of interest. It was also decided that Appeal Board members would be able to preclude themselves from a hearing if there is a conflict of interest. Appeal Board members may be asked to sign a form that there is no conflict of interest with the employee who files the grievance and they will be able to serve in a fair and just manner.

The election of the chair and vice chair of the committee was discussed. It was decided that the Appeals Board members would elect the chair and vice chair of the committee annually. The responsibility of the chair and vice chair will be discussed in the handbook and in the PPMs.

The Performance white paper was discussed. Comments from the group meetings indicated that very few people like the current performance management process. Several commented that they liked the one used previously that was only 2 pages long. Gary indicated that the state announced that they are working on a new 2-page performance evaluation form for all state employees. He was asked to comment on the form they had developed and sent back suggestions. Discussion was held on position descriptions that are not being done in a timely manner.

Gary and Jennifer are working on the University Support Staff Handbook. They have a draft ready and are currently having HR staff review for suggestions. They hope to have a draft sent to the committee by mid-to late July for consideration. He indicated the handbook would be approximately 30 pages in length with references and links to the PPM.

Meeting adjourned.

The next meeting will be held:

July 10, 2013  
1:30 – 3:30 p.m.  
K-State Student Union Room 226