

Alternative Service Committee
Meeting Minutes
November 28, 2012

Present: Paula Connors, Austin Daugherty, Carrie Fink, Jennifer Gehrt, Janel Harder, Kerry Jennings, Hanna Manning, Carol Marden, Roger McBride, Barb Nagel, Jennyfer Owensby, Parrish Quick, Sam Reyer, Amy Schmitz, Lois Schreiner, Marlene Walker, John Wolf and Terri Wyrick

Absent: Douglas Kraemer, Lori Goetch

The meeting was called to order.

Minutes were reviewed and approved as presented.

Discussion was held on the white paper that was prepared by Human Resources. Jennifer Gehrt reported that this is a general guideline and, if passed, HR would work with the committee on the complete procedures manual. Discussion was held on the need from something, such as a memo of understanding, from administration that classified employees would be involved with the procedures. Currently the Senate Bill is somewhat vague in reference to employee procedures, though a procedures manual will need to be written after the plan is presented to classified employees. Implementation will be a collaborative effort between administration, committee, and university community.

The white paper included discussion points on the Recruitment and Selection System; Discipline/Protection System, and Performance Appraisal System. The compensation plan has not been addressed yet but will need to be addressed. Discussion was held on how Affirmative Action works with this system.

Furloughs will be covered under the university furlough policy that is already in place. Discussion was held on how this differs from the state civil service system. The bumping rites that are currently in effect at K-State would stay as they are, but we would not be able to bump at other state agencies outside the university.

Discussion was held on creating a comparison chart similar to the insurance plan chart that shows what is covered under the civil service system and what would be covered outside the civil service system.

Discussion was held on the 3 person advisory board for appeals of disciplinary actions to replace the State Civil Service Board. Who would appoint the board and how long they would serve? Discussion was also held on whether Employee Relations would stay under Human Resources.

Discussion was held on the upcoming visit to KU and the questions that were submitted for discussion. Additional questions to address at the meeting included:

- On the question of peer review, it was suggested to ask if they have a step beyond the advisory board and Is Employee Relations in the same department as HR?
- They voted twice before it was approved to change to support staff, did they make any changes the second time it was presented?

- How is their compensation and pay plan set up? Do they receive a raise when the legislature approves a raise for classified employees? How does their merit system work? Do they wish they would have added something in their procedures manual about receiving a raise if the civil service group receives a raise?
- Do they receive longevity bonuses? If so, is it included in their base pay?

Discussion was held on the great opportunity that we have before us to take advantages of changes we can make to make the system better. The compensation plan is a big job and will be crucial to do it right.

Discussion was held on retention of employees and how we can reward the people who do a good job. What could we offer as non-monetary benefits to help retain good employees?

The trip to KU was discussed. We will plan to meet at the Mall at 8:00 a.m. on Friday, December 7, and ride in vans. Hanna and Amy will be picked up en route and Marlene, Carrie and Roger will be driving separately.

Further discussion was held on the white paper and the timeline to get the plan together. Is 6-8 months a realistic goal? What do we present for employees to consider the plan? Is it the white papers or more specific plans?

A communication strategy was discussed. Questions are coming from different groups about what our committee is doing. Discussion was held on doing a news release announcing members of the committee and that we are currently gathering information. We would encourage them to watch the website for updates.

Since there has been a great interest in the plan that this committee is formulating, a communications sub-committee was formed to communicate the progress of the Alternative Service Committee in developing a plan to move away from civil service. The sub-committee contains 3 members of the Alternative Service Committee, Barb Nagel, Chair, Jennyfer Owensby and Carrie Fink. This committee will create communications to inform all groups across campus of the plan. This committee will include several forms of communication to ensure that all groups are informed of the plan.

A timeline of events was tabled until after meeting with KU, December 7, 2012. The plan outline will be a comparison chart of what classified employees now have and what employees would have if there were a favorable vote to move from the state civil service. The draft will include topics from the white papers and other research sources. The committee will focus on 4 major topics, the appeals process, which will include the peer review and grievance process, layoffs, the performance review system, and the compensation and pay plan. The committee would like to clearly communicate to all classified employees that their "benefits will remain unchanged."

Meeting adjourned