



UNIVERSITY
of ALASKA
Many Traditions One Alaska

Agenda

Staff Alliance

Tuesday, February 9, 2016

10 a.m. – 12 p.m.

Google Hangout

Audio call-in: 1-855-280-1855

(Please mute unless speaking.)

1. Call to Order and Roll Call

Voting Members:

Faye Gallant, Chair, Staff Alliance 2015-16; President, UAF Staff Council 2015-2016

Monique Musick, Vice Chair, Staff Alliance 2015-16; Vice President, SAA 2014-15

Nate Bauer, Vice President, UAF Staff Council 2015-2016

Tom Langdon, President, SAA 2015-16

Gwenna Richardson, Vice President, UAS Staff Council 2015-16

Kathleen McCoy, Co-President, UAA Staff Council 2015-16

Kolene James, President, UAS Staff Council 2015-16

Liz Winfree, Co-President, UAA Staff Council 2015-2016

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests:

Ardith Lynch, Interim Chief Human Resources Officer (will join at 11:45 a.m.)

Alesia Kruckenberg, Manager, Statewide Budget & Planning

2. Adopt Agenda

3. Approve Minutes

3.1. December 11, 2015

Attachment 1

4. Public and Guests Comment

5. Budget Update

Alesia Kruckenberg

6. CHRO Recruitment Update

Alesia Kruckenberg

7. Chair's Report
8. Staff Alliance Committee Reports Written Reports
 - 8.1. Staff Health Care Committee
 - 8.2. Compensation Committee
 - 8.3. UA Core Values
 - 8.4. Governance Process Committee
 - 8.5. Morale Committee
 - 8.6. "Review" v. "Grievance" Task Force
9. External Committees Written Reports
 - 9.1. System Governance Council
 - 9.2. Student Services Council
 - 9.3. Joint Health Care Committee
10. New Business
 - 10.1. Staff Makes Students Count – Nomination Process Recommendations Attachment 2
11. Ongoing Business Topics
12. Review of Proposed Telecommuting Regulations (11:45 a.m.) Ardith Lynch
Attachment 3
13. Agenda Items for March 8, 2016 Meeting
14. Roundtable discussion
15. Adjourn



UNIVERSITY
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Minutes

Staff Alliance

Tuesday, December 15, 2015

10 a.m. – 12 p.m.

Google Hangout / Audio Conference

1. Call to Order and Roll Call

Voting Members Present:

Faye Gallant, Chair, Staff Alliance 2015-16; President, UAF Staff Council 2015-2016

Monique Musick, Vice Chair, Staff Alliance 2015-16; Vice President, SAA 2014-15

Nate Bauer, Vice President, UAF Staff Council 2015-2016

Tom Langdon, President, SAA 2015-16

Gwenna Richardson, Vice President, UAS Staff Council 2015-16

Kathleen McCoy, Co-President, UAA Staff Council 2015-16 (joined at 10:25)

Kolene James, President, UAS Staff Council 2015-16 (joined at 10:35)

Liz Winfree, Co-President, UAA Staff Council 2015-2016 (joined at 10:35)

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests:

Michelle Rizk, Chief Strategy, Planning and Budget Officer

Alesia Kruckenberg, Manager, SW Budget

Brad Krick, Chair, SA Compensation Committee

Note for the record: Quorum was not initially met, however, the present members opted to discuss information items (agenda items 4 and 5). Gwenna and Kolene joined at 10:35 and the meeting was called to order at 10:52.

2. Adopt Agenda

Monique moved to adopt, Tom seconded. No objections.

3. Approve Minutes

3.1. November 10, 2015

Kathleen moved to adopt the minutes, Nate seconded. No objections.

[Attachment 1](#)

4. Public and Guests Comment (*provided before quorum was met*)

Alesia Kruckenberg provided an update on the Chief Human Resource Officer recruitment: the position closed last Thursday and received 17 applications. After preliminary screening 8 applicants were moved forward to the interview stage. The hiring committee is currently working on setting up interviews for the top three finalists. Alicia asked SA for input regarding what they want to see in a new CHRO. Alliance members responded that they desired someone with strong communication skills, experience with governance process (not just CBAs due to UA's mixed environment), experience working in university systems with a wide range of geographically distributed employees, and experience working in multicultural settings (rural v. urban and diverse workforces). Alicia noted she would include these parameters when reviewing each candidate and would share with the rest of the search committee. A member of the public, Brad Krick, asked about the timeline of the recruitment and whether it would allow for any public forums/Q&A sessions with the final candidates.

Brad Krick, chair of the Compensation committee provided a brief update and asked Alliance members if they had any input regarding the two goals the committee has decided to focus on this year: drafting a compensation increase recommendation and a review of the compensation system and how it works at UA.

5. UA FY17 Budget Update/Transformation Team Update Michelle Rizk

Michelle reviewed the [Governor's changes](#) to the proposed FY17 budget request and the President's [contingency budget](#) that is currently being developed. The campuses are developing a list of programs for expedited review; the president has asked that list be ready by mid-January.

[Transformation Team](#) Update – Six groups met Dec. 3 & 4 and reviewed Strengths/Weaknesses/Opportunities/Threats for each area and also discussed Transformation Team recommendations. The six groups chose their leader/co-leader who will work with other team leaders. The groups will starting meeting again in late January and will provide final recommendations to the president in March. Alliance members can give feedback to specific team members, to the original TT members, or via the [online](#) submission form.

6. Chair's Report

The chair met with President Johnsen. They discussed UA Core Values and concluded this issue should be addressed by a different group and not Staff Alliance. The chair also discussed staff representation on the CHRO search committee – currently there is no SA representative but the SAA staff representative will update the Alliance regularly. The chair expressed concern with the absence of an Alliance representative and noted they would like to draft a memo to the president regarding the issue. The chair also discussed the possibility

of furloughs and how they would be implemented. President Johnsen suggested working directly with Interim CHRO Ardith Lynch. The chair provided an update on leave share regulation changes, which are currently being reviewed for final approval. The chair discussed spring retreat/meeting and asked President Johnsen about professional development activity around that and he was willing to lead a section of the meeting;

7. Staff Alliance Committee Reports Written Reports
 - 7.1. Staff Health Care Committee
 - 7.2. Compensation Committee
 - 7.3. UA Core Values
 - 7.4. Governance Process Committee
 - 7.5. Morale Committee
 - 7.6. “Review” v. “Grievance” Task Force

8. External Committees Written Reports
 - 8.1. System Governance Council – The Council elected Monique as the 2015-16 chair and will meet next on January 25. President Johnsen is scheduled to attend the next four meetings.
 - 8.2. Student Services Council
 - 8.3. Tuition Task Force
 - 8.4. Joint Health Care Committee

9. New Business
 - 9.1. Revisions to University Regulation 02.09 – Public Safety [Attachment 2](#)

After discussion, Alliance members agreed they were in support of the revisions. They decided to draft a [resolution of support](#), which was distributed for comments and revisions after the meeting, and subsequently voted on (by email) and passed unanimously.
 - 9.2. Staff Makes Students Count Committee

Alliance members informed the XO each local staff council formed their own committee to review nominations. The Alliance did discuss moving the award presentation from the June Board of Regents’ meeting to the April meeting. All members agreed the change would allow for students to attend the ceremony and asked the XO to pursue the change with the President’s Office.

10. Ongoing Business Topics
 - 10.1. Second reading – Constitution and Bylaws Revision [Attachment 3](#)
 - 10.1.1. MOTION

“The Staff Alliance accepts the proposed revisions to its constitution and bylaws as amended. These changes will be sent to President Johnsen and will go into effect upon his approval.”

Monique moved to amend article 5, section C, to remove specific dates, to read: “The officers shall serve from the time of election through to the following election.” Tom seconded. None opposed. *(This wording was subsequently changed with the approval of all Alliance members to read: “The officers shall serve a term of one year or until their successors are elected.”)*

Tom moved to approve the main motion, Kathleen seconded. None opposed. Revisions passed 9-0.

10.2. Title IX Update – Recently developed [scorecards](#) were reviewed at the BOR meeting and should also be reviewed by local staff councils. Some rural campuses may not initially score very well due to the structure of the rubric.

10.3. SW Leadership Transitions – see earlier update

11. Agenda Items for January 12, 2015 Meeting

None offered at the meeting. Please send any agenda items to Faye and Morgan for inclusion on the January agenda.

12. Roundtable discussion

13. Adjourn

Gwenna moved to adjourn, Kathleen seconded. Meeting adjourned at 11:55.

**2016 STAFF MAKE STUDENTS COUNT
SCORING SHEET**

Nominee: _____

Campus (circle one): UAA UAF UAS SW

Position/Title: _____

Nomination based on (circle one): employment at UA volunteer service

Nomination packet: *(If packet is not complete, do not continue scoring.)*

_____ Nomination form (1)

_____ Nomination letter (1)

_____ At least three letters of support (1)

Input from Students:

Did students support the nomination (i.e. provide letters)? (circle one) yes (2) no (0)

Service to UA Students (1 = meh and 5 = amazing):

Does the staff member exhibit outstanding dedication toward UA students? (circle one)

1 2 3 4 5

Does the staff member go above and beyond in their service to UA students?
(circle one)

1 2 3 4 5

Does the behavior/actions of the staff member clearly benefit/positively impact UA students? (circle one)

1 2 3 4 5

TOTAL POINTS: _____/20

2016 STAFF MAKE STUDENTS COUNT GUIDELINES FOR REVIEW COMMITTEES

Review

Review committees will have two weeks to review nomination packets. Recommendations are due back to the System Governance office by **Monday, Feb. 29**.

Nominations

There is no minimum number of nominations necessary to start reviewing. Once the Feb. 12 deadline has passed, the review committee can begin scoring nomination packets.

If there is more than one nomination packet for an employee, they should be combined into one nomination.

Scoring

Please use the scoring sheet provided by Staff Alliance.

If the nomination packet does not contain the required nomination form, nomination letter, and three (3) letters of support—STOP SCORING. The packet must be complete to count.

Members of the review committee should use their best judgement in determining the merits of a nominee and the letters of support.

Recommendation to the President

Once the local scoring committee has finished their review of nominations, they will send their recommendation to the System Governance office, along with all nomination packets and scoring materials.

Recommendations can come in the form of a brief letter or memo justifying their decision.

If there is a tie, it is okay to submit two recommendations for the president to choose from.

It is okay to recommend 'no award' if the nominees do not sufficiently warrant the award.

The System Governance office will compile all recommendations from the three universities and SW, and submit them for final approval.

Final review will begin with General Counsel, who will ensure there are no pending actions against any of the recommended winners.

The vice president for Academic Affairs and Research will also review the recommendations.

Final approval will come from the president. He will receive all nomination and scoring materials.

Questions

If you have questions, contact System Governance at 450-8042 or ua-sysgov@alaska.edu.

R. _____ [new number]. Telework

This regulation applies to work outside of the primary university-provided workplace during scheduled work hours for one or more days a week on a regular basis. This regulation does not apply to faculty who are on sabbatical or other approved leave, or to faculty who, consistent with their approved workload, are physically present to teach in the university setting and to maintain reasonable office hours at the primary university-provided workplace.

- A. Telework is an arrangement in which the university permits an employee to work during scheduled work hours at an alternate location that is remote from the primary university-provided workplace. Under this arrangement, the employee maintains close contact with his/her supervisor and coworkers through various forms of communication technology and fulfills all performance expectations.
1. Telework arrangements are at the discretion of the university and require written approval as follows.
 - a. All arrangements for telework require approval of the supervisor and the department dean/director, in consultation with appropriate Human Resources personnel.
 - b. For regular faculty, an arrangement for telework must be reflected in the faculty member's workload. The university reserves the right to modify the nature of the workload in a manner consistent with the applicable collective bargaining agreement.
 - c. An arrangement for work to be performed outside the State of Alaska requires a written telework agreement and advance written approval of the supervisor, the department dean/director, the regional human resources office, the chancellor, and the statewide human resources office. Approval by the dean/director confirms that the department or program has identified and budgeted for taxes, insurance, and administrative costs associated with the work activity outside of Alaska.
 2. Requirements for approval of a telework arrangement include the following:
 - a. The nature of the work shall be such that face-to-face direction or interaction with others is minimal or may be scheduled to permit teleworking. Tasks that benefit from uninterrupted work time are suitable for telework, such as writing, editing, reading, analysis, design work, and computer programming.
 - b. Telework must be compatible with the operational and customer service needs of the department or program.
 - c. The overall impact of the employee's total time out of the university-provided workplace must not adversely affect the mission of the department or program.
 - d. Taxes, insurance, and administrative costs incurred to maintain an employee who works outside of the state of Alaska must be identified and budgeted by the department or program. Statewide Human Resources will charge the department or program for all fees associated with the work activity outside of Alaska.
 - e. Telework must not subject confidential records to unauthorized disclosure.

- f. The need for specialized material or equipment must either be minimal or flexible.
- g. Telework must not adversely affect customer service delivery or employee productivity.
- h. The employee must have excellent performance, productivity, and work habits, including the ability to be self motivated and have minimal face to face daily supervision, and must maintain the expected quantity and quality of work while teleworking. A telework agreement may include provisions to ensure that all performance expectations are met.
- i. The employee must be able and willing to provide an adequate and safe work space that is free of distractions.

B. Telework Requests.

- 1. An employee who desires to work at a location other than the primary university-provided workplace shall submit a written request to their supervisor for consideration.
- 2. An employee with a disability who desires a telework arrangement as a reasonable accommodation under the Americans with Disabilities Act shall submit a request to the affirmative action officer in accordance with University Regulation 04.02.033.

C. Work hours and Scheduling

- 1. The employee shall be reachable by telephone, fax, pager, or e-mail during scheduled work hours.
- 2. The employee shall be on-site at their department or program to attend required meetings and training sessions, and to perform work as requested by the supervisor.
- 3. Overtime work for a non-exempt employee must be pre-approved in writing by the supervisor. An employee who works overtime without advance written approval is subject to discipline.
- 4. The employee shall obtain supervisory approval before taking leave in accordance with university policy. The university, as a public agency, has policies and practices established pursuant to principles of public accountability under which certain employees accrue annual leave and sick leave and may be placed on leave without pay for absences when accrued leave is not used.

D. Telework Location and Safety

- 1. The employee shall maintain an appropriate alternate work place that is separate from food preparation areas and sources of water. The university is not responsible for any costs associated with setup of a home office or the tax, insurance and other legal implications for the business use of an employee's home. The responsibility for

understanding and fulfilling all such obligations shall rest solely with the employee.

2. The university may inspect the alternate workplace.
3. The employee shall immediately report to the supervisor any job related injuries.
4. The university is not responsible for injury to any other person or to property arising out of the use of or activities in the alternate workplace. The employee shall not hold business visits or meetings at an alternate workplace. The employee shall hold the university harmless for injuries to others or damage to property at the alternate workplace.
5. In case of injury, theft, loss, or tort liability, the employee shall grant the university unlimited access to investigate and to inspect the alternate workplace.

E. Equipment

1. Unless the university agrees otherwise, employees who are approved for a telework arrangement will provide their own equipment, including computer system, software, printer, phone, and furnishings. Employees are responsible for maintenance and repair of their equipment. The university is not liable for loss, damage, or wear to employee-owned equipment.
2. Supervisors may approve temporary or occasional use of university equipment on a case-by-case basis. The employee shall not use, or allow others to use, university equipment for purposes other than university business.
3. All equipment, records and materials provided by the university remain the property of the university and shall be immediately returned to the university upon request.

F. Information Security

1. Employees shall comply with all laws, rules and procedures applicable to University employment, including Regents Policy and University Regulation 02.06, and shall safeguard all information that has not been disseminated to the public, including confidential records and proprietary university information that is accessible from their alternate work location.
2. Employees shall ensure that appropriate security mechanisms are present and enabled on university owned equipment, as well as on employee-owned equipment if used for University business, and shall ensure that security updates are maintained on such equipment.
3. The employee shall return all papers, computer files, and other records to the university at the end of the assignment or upon request.

4. An employee who engages in telework authorizes the university to take possession of any work related documents or equipment and to copy the entire contents of any storage device, media or backup equipment or service that has been used to generate or store university related records. The University shall follow the procedures applicable to University-owned equipment in Regents' Policy and University Regulation 02.07.

- G. Geographic differentials will not be paid if the employee's telework location is not in the same geographic area as the university-provided workplace or if the employee's university-provided workplace is in a location for which a geographic differential does not apply.

- H. The employee will be responsible for payment of all transportation and subsistence expenses for travel between the telework location and the university-provided workplace, except as otherwise specified in a written telework agreement approved by the department dean/director and the regional human resources office. Travel at university expense must comply with R05.02.060.

- I. Employees shall make arrangements for dependent care while teleworking. Telework is not an alternative means for an employee to fulfill dependent care obligations.

- J. Telework arrangements are granted on a temporary and revocable basis. The university may suspend or terminate telework arrangements at any time for any reason or no reason and require the employee to report to the primary work location upon written notice, not to exceed ninety (90) days. The university's decision to grant, deny, or terminate a telework arrangement is not subject to university grievance policies.

- K. If this regulation conflicts with an applicable collective bargaining agreement, the provisions of the bargaining unit agreement shall take precedence over this regulation.