

# UNIVERSITY of ALASKA

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## Staff Alliance

### Draft Minutes *(Approved @ Dec. 9, '08 mtg.)*

Tuesday, November 11, 2008

12:30pm-2:30pm – audio conference

1. Call to Order and Roll Call

Juella Sparks, Vice Chair, Staff Alliance and President, UAF Staff Council  
Paloma Harbour, Vice President, Statewide Administration Assembly  
Bobbi McCoy, Vice President, UAS Staff Council  
Julia Martinez, President, UAA APT Council  
Martin Klein, President-Elect, UAF Staff Council  
Jason Davis, President, Statewide Administration Assembly

2. Adopt Agenda

MOTION: passed

“The Staff Alliance moves to adopt the agenda as amended. This action is effective November 11, 2008.”

3. Approve October 14, 2008 minutes

<http://gov.alaska.edu/Staff/minutes/2008/10-14.pdf>

MOTION: passed

“The Faculty Alliance moves to approve the October 14, 2008 minutes. This action is effective November 11, 2008.”

4. Chair’s Report – *Juella Sparks*

Staff Alliance Chair Heather Swanson and System Governance Council Spokesperson Juella Sparks met on Oct 20 and 21 with President Hamilton and 14 members of his cabinet and staff. We also attended the UAF financial review.

5. **Guidelines for Staff Make Students Count Award**

UAS Guidelines – proposed for adoption as system guidelines

<http://gov.alaska.edu/staff/studentscount/2009/judging-criteria.pdf>

<http://gov.alaska.edu/staff/studentscount/2009/Criteria-finalworksheet.pdf>

Fact Sheet

<http://gov.alaska.edu/staff/studentscount/2009/factsheet.pdf>

Nomination Form

<http://gov.alaska.edu/staff/studentscount/2009/nomform.pdf>

The 2009 Make Students Count awards timelines were approved and solicitations for nominations may begin. The guidelines for reviewing and ranking the nominations were postponed until next meeting.

6. Role of Governance

Regents Policy and University Regulations

<http://www.alaska.edu/bor/policy-regulations/>

See especially 03.01.01, Faculty, Staff and Student Governance

MacTaggart Report – references to governance

<http://gov.alaska.edu/faculty/2008-02-12.mactaggart-study-final.pdf>

This item was postponed until the December meeting. Juella Sparks was charged to draft a letter for consideration at that time.

7. Employee Relations

7.1 E-learning Update – *Anne Sakumoto*

E-learning is being used by 16.5 percent of employees, while other universities with non-mandatory programs are only seeing 10-12 percent usage. The 16.5 percent equates to 1,323 accounts, 671 courses completed and more employees using online materials. About 8 percent of UA users are staff, about 12 percent are faculty. All MAUs have faculty development offices so the low faculty usage is not surprising. Microsoft 2007 has been added to the course catalog.

7.2 Supervisory Training – *Anne Sakumoto*

Supervisory training, have been working with MAUs to develop a compatible list across the system. UAF has done a nice job of rolling out supervisory training. Statewide is doing a similar job. Sakumoto is hoping that the next group at SW will include EEO and risk management, and Kate Ripley's media 101 that covers information for supervisors who may be contacted by the media, and how to respond. She did get some numbers from October classes: 103 different supervisors are taking courses, and will do a summary in December for the chancellors and President Hamilton. Then will be gathering trainers and discuss courses and what needs to be added and then develop spring courses. She is having courses available via e-live, and starting to record and have people click on course and attend at any time. Perhaps there can be an additional web page with links to the live recordings.

7.3 2009 IRS changes to TDA Rules

<http://gov.alaska.edu/staff/2008-11-11.IRS-TDArule.pdf>

This item was postponed until the December meeting.

#### 7.4 Other Employee Relations Issues

##### 7.4.1 Changes to Salary Schedule Regulation 04.05.043.C

Jeannine Senechal presented the proposed changes to the salary schedule regulation. Basically, it is proposed that references to COLA, the CPI, the Alaska Department of Labor, and the 2 percent cap be deleted from the regulation.

The rationale for the deletions is that when the regulation was first established, the cost of living adjustment to the grid was the only source. When the compensation committee makes its recommendations, there may be more adjustments, including changes to the steps. The changes will go to the Business Council, the Human Resources Council and is shared with governance. Generally the changes would go forward with everyone's input.

Staff Alliance is concerned that there is no floor to the regulation, i.e., minimum grid adjustments.

##### 7.4.2 Job Family Regulations

Senechal reported there will be some changes to the job family regulations which she hopes to have for the Staff Alliance in December.

#### 8. External Committee Reports

##### 8.1 Human Resources Council – *Juella Sparks* – no report expected

HRC meets the day before Thanksgiving. A report will be given at the next Staff Alliance meeting.

##### 8.2 HR Redesign project - *Juella Sparks*

HR redesign still up in the air and has not met.

##### 8.3 Business Council

Bobbi McCoy attended the Business Council meeting for about a half hour then had to go to staff meeting. Talked about taking money from MAUs, 8 percent across the board. Griffin asked them to lay out a plan about how to make cost cuts. Klein said 8 percent in carry forward money. Joe said we were down about 11 million. Working on a schedule about who does what. Pitney is coordinating the schedule. Did talk about skill soft and will make decision at next meeting. Have set a schedule for all the meetings, first week of the month. Will make a decision about Skill Soft in time to take advantage of end of the year signing bonuses.

There is a move by APEA to organize classified employees. APEA has served notice and now 30 percent of the staff have to sign off on this, then it goes to a vote. Talked about FY 09, 10 and 11 budgets, putting in a utilities supplemental, Banner 8 upgrade, the AIG bailout Paul Williams is the new sustainability director at UAA. IRS is doing a compliance check down there.

#### 8.4 Student Services Council

Student Services Council met last Thursday. Items discussed before the board. Pat Jacobsen asked for Higher Education Reauthorization Act. Saichi Oba made a half hour presentation on compliance with general counsel. Should have a day long compliance meeting. Not everything is under student services. Some compliance issues include textbook costs. There are housing issues as well. A summary of the Act will be distributed.

Senior student services officer was removed in last grammatical issues. Five years ago, student services policy and regulations went under extensive review and what happened. SSC wants to put student services senior officer back in policy and intends to send changes to the Board of Regents in February. Saichi Oba asked for suggestions on cost cutting. Faculty Alliance representative Genie Babb asked as a point of clarification whether suggestions related to statewide or UA as a whole but it would spread to other MAUs in FY 10 if economic status doesn't change.

The MAU offices reported; UAS will have an accreditation. UAF is having consultants from Chicago in. Housing is a concern at UAS for the FY11 budget. It is in the 10 year plan submitted to the governor. Housing development criteria is being developed in response to community campus requests for dorms. Housing is not under them, under VCAS. NANA concerns follow-up. Mike was going to contact NANA directors at the MAUs. There is a new chef at UAF and situation there had improved. UAF director is aware of concerns. Discussed potlucks at UAF and UAS. UAS is not allowed to bring any extra food. Bringing in food for yourself is okay but if you bring food for others, it is considered catering.

#### 8.5 IT Council

ITEC currently doesn't have student services council participation and talked about the thirty million number. Lazzell hasn't been formally seated on ITEC but will attend the next meeting. She has also asked for the number of council.

UAF faculty and staff are interested in establishing a political action committee similar to UAA. ASUAF is very interested in participating. Are UAF alumni interested in participating?

8.6 Joint Health Care Committee – *Heather Swanson- no report given*

8.7 Staff Health Care Committee – *Megan Carlson – no report given*

8.8 The Wellness Program – *Heather Swanson- no report given.*

8.9 Retirement Committee – *Lisa Sporleder - no report given*

9 Staff Alliance Lead Goals

9.1 Child and Family Friendly Policies – *Heather Swanson, Juella Sparks - no report given*

9.2 Integrated Advocacy – *Paloma Harbour, Megan Carlson*

Juella spoke of UAF Faculty Senate's interest in creating a political action committee similar to UAA's with UAF Staff Council. The question was raised as to whether or not the alumni association might be interested in participating.

9.3 Retiree Benefits–*Juella Sparks, Bobbi McCoy, Megan Carlson – no report given*

9.4 Handbook Committee

Martin Klein signed on as chair.

10. Staff Governance Report – SW, UAS, UAA, UAF – *postponed until December meeting.*

11. Items for next meeting, December 9, 2008

Items for next meeting include regulation changes, budget update, PERS voluntary savings program update and United Way under MAU reports, a report on whether or not SkilSoft will continue, a report on Seattle meetings, and all other items postponed from this meeting.

12. Comments

There were no additional comments.

13. Adjourn

The meeting was adjourned at 2:33pm.

**Student Support Clearly Demonstrated? (Scale of 0-5)**

Do the nomination letters clearly show that this person truly exhibits excellence in their actions?  
This includes going above and beyond in their jobs, activities, and conduct / attitude in general.

**Student Recognition of Service? (Scale of 0-1)**

Did the nomination letters include letter(s) from Students?

**Staff Recognition of Service? (Scale of 0-1)**

Did the nomination letters include letter(s) from Staff?

**Faculty Recognition of Service? (Scale of 0-1)**

Did the nomination letters include letter(s) from Faculty?

**Longevity (Scale of 0-1)**

How long has the person worked for UA? Are they still in the beginning of their career, or have they been here quite a while and are still showing a high level of commitment to our students?

**Other (Scale of 0-1)**

Any other factors or personal knowledge can be rated here.

<b>Nominee Name</b>							
<b>Campus</b>							
<b>Staff?</b>							
<b>Nomination Form Complete?</b>							
<b># of Support Letters?</b>							
<b># of Supporting Signatures</b>							
<b>Student Support Clearly Demonstrated? (Scale of 0-5)</b>							
<b>Student Recognition of Service? (Scale of 0-1)</b>							
<b>Staff Recognition of Service? (Scale of 0-1)</b>							
<b>Faculty Recognition of Service? (Scale of 0-1)</b>							
<b>Longevity (Scale of 0-1)</b>							
<b>Other (Scale of 0-1)</b>							
<b>Total Points (10 possible)</b>							
<b>Additional Comments</b>							

# 2009 Staff Make Students Count Award *FACT SHEET*

## *What is the purpose of this award?*

To recognize staff who have provided outstanding service to students anywhere in the UA system.. Each recipient receives an award plaque, a check for \$1,000 and two domestic airline vouchers. All nominees receive a certificate of nomination. President Hamilton will present the awards at a Board of Regents meeting.

## *Who is eligible and how do I apply?*

All regular full-time permanent and part-time permanent exempt and non-exempt staff employed by the University of Alaska are eligible to apply. Service to students may include service as part of the job or as volunteer service, either directly or indirectly to current or prospective students. Please complete the nomination form and submit it with a letter of nomination containing an explanation of the service provided to students and three letters of endorsement from those knowledgeable of the contribution made by the applicant/nominee.

## *How many awards will there be?*

Up to four individuals can be awarded; one each for the University of Alaska Fairbanks, the University of Alaska Anchorage, the University of Alaska Southeast, and Statewide Programs and Services, provided there are nominations from each one, and the nominations meet the criteria and deadlines.

## *Applications for award must include:*

- \* Letter of nomination and rationale for nomination
- \* Completed nomination form.
- \* At least three letters of endorsement from those knowledgeable of the contribution made by the applicant/nominee.
- \* Letters from students are encouraged.

## *Where can we get the nomination form and where do we submit it?*

Copies will be sent to all units through the local staff governance office. The form is also located on line at <http://gov.alaska.edu/staff/studentscount/2009/nom-form.pdf>. Nomination packets, once submitted, are the sole basis for award consideration.

Forms must be submitted to the local staff governance office at each MAU as listed on the nomination form.

## *Timelines:*

- March 13 ~~13~~ 20, 2009 Deadline for submitting nominations to local governance groups.
- March 20 – April 3 Local staff governance groups meet with student leaders and together, make recommendations and send all nominations to System Governance Office.
- April 10 Recommendations are forwarded by System Governance Office to President Hamilton.
- April 17 President Hamilton determines who will receive the awards.
- May 1 President sends notice to award recipient(s).
- TBA President presents awards to recipient(s) at a Board of Regents' meeting.



***Nominate today!***





# 2009 Awards Nomination Form

President Mark Hamilton is pleased to announce the 11th annual "Staff Make Students Count" awards for outstanding service to University of Alaska students.

The purpose of this award is to recognize staff who have provided outstanding service to students anywhere in the UA system.

Service to students may include service as part of the job or as volunteer service, either directly or indirectly to current or prospective students. Letters from students are encouraged.

All regular full-time permanent and part-time permanent exempt and non-exempt staff employed by the University of Alaska are eligible to be nominated. Nomination packets, once submitted, are the sole basis for award consideration.

Award recipients receive an award plaque presented at a Board of Regents' meeting, a check for \$1,000 and two domestic airline vouchers. All nominees receive a certificate of nomination.

President Hamilton will present the awards at a Board of Regents' meeting.

## Deadline for submitting nominations: ~~March 13~~ **20**, 2009

**UAA nominations** should be sent to  
"Staff Make Students Count Awards"  
UAA Governance Office  
3211 Providence Drive, ADM 214  
Anchorage, AK 99508

**UAF nominations** should be sent to  
"Staff Make Students Count Awards"  
UAF Governance Office  
312H Signers' Hall, P.O. Box 757780  
Fairbanks, AK 99775

**UAS nominations** should be sent to  
"Staff Make Students Count Awards"  
UAS Staff Council  
Attention: Heather Swanson  
11120 Glacier Highway  
Juneau, AK 99801

**Statewide Administration  
nominations** should be sent to  
"Staff Make Students Count Awards"  
Statewide Administration Assembly  
P.O. Box 757780  
Fairbanks, AK 99775

*Please complete this form and submit it together with a letter of nomination containing a description of the service provided to students, and at least three letters of endorsement from those knowledgeable of the contribution made by the nominee.*

**NAME OF NOMINEE:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_