

# UNIVERSITY of ALASKA

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## Staff Alliance

### Draft Minutes *(Approved @ Aug. 20, '08 mtg.)*

Tuesday July 15, 2008

10:00am-12:00 pm by audio conference

Fairbanks site: Butrovich Building, 212A

*Audio Bridge: 800-893-8850, PIN 4236369*

1. Call to Order and Roll Call

Megan Carlson, Chair, Staff Alliance  
Paloma Harbour, Vice Chair, Staff Alliance  
Heather Swanson, President, UAS Staff Council  
Bobbi McCoy, Vice President, UAS Staff Council  
John Gregoire, President, UAA APT Council  
Juella Sparks, President, UAF Staff Council  
Martin Klein, President-Elect, UAF Staff Council  
Jason Davis, President, Statewide Administration Assembly

Others Present:

Jodi Shaver  
Pat Ivey  
Beth Behner  
Mike Humphrey  
Mike Hostina  
Anne Sakumoto

2. Adopt Agenda

MOTION: Moved by Juella Sparks, seconded by Paloma Harbour, without objection as approved.

“The Staff Alliance moves to accept the agenda for the July 25, 2008 agenda. This action is effective July 15, 2008.”

3. Approve June 10, 2008 Minutes

<http://gov.alaska.edu/Staff/minutes/2008/06-10.pdf>

MOTION: Moved by Martin Klein, seconded by Juella Sparks, as approved passed without objection.

“The Staff Alliance moves to accept the minutes for the June 10, 2008 meeting. This action is effective July 15, 2008.”

4. External committee reports

4.1 External Review Committee – *Megan Carlson*

<http://gov.alaska.edu/Staff/2008-06-13.externalreviewmemo-hamilton.pdf>

The External Review has been completed per the attached memo. Juella offered to speak with Chancellor Rogers in regards to the status of the other recommendations. (See item 4.3 for information on the HR recommendation.)

4.2 Human Resources Council – *Juella Sparks*

Meeting will occur on the 17<sup>th</sup>; no update.

4.3 HR Redesign project - *Juella Sparks*

Meeting cancelled, no update. This committee is waiting to meet until Interim Chancellor Rogers has decided how to proceed. Jim Johnsen indicated the decision on UAF's HR department was the Chancellor's to make.

4.4 Business Council - *Bobbi McCoy*

Business Council discussed the External Review, and passed their recommendations to the President.

The travel budget has been reduced by 10%, which will be closer to 20% with increased airfare costs. This cut is expected to be reflected at all levels and in all departments (including faculty and staff), not just the statewide administrative offices.

Additionally, they are also beginning discussions about defined benefits for retirement. The council was receptive to the idea of a new version of ORP with benefits but no decision was made as of yet. It is unclear who would be able to participate, but it appears it would be for new employees and those on ORP, and Tiers 2 and 3. A presentation will be provided on the vendor for this new ORP, and made available to Staff and Faculty Alliance members.

An internal audit is coming up, conducted by new auditors.

Executive compensation is being evaluated, and Human Resources is discussing the option of creating an evaluation program for all campuses to make sure all executives are equal in how they receive increases.

The next meeting will take place on the 22<sup>nd</sup> of July, and will focus on the roles of authority and interaction, and how they are affected by Jim Johnsen's departure.

4.5 Student Services Council

No update given.

4.6 IT Council - *Heather Swanson*

The only topic relevant to Staff Alliance was copyright policies, which Mike Hostina covered in greater detail later in the Alliance meeting.

4.7 Education Tech Team – *Heather Swanson*

The group has been disbanded.

4.8 Educational Leave Committee – *Juella Sparks*

The committee is not needed until the draft policy is completed by Mike Humphrey. When this is completed, there may be a need for one in the future.

4.9 Joint Health Care Committee – *Beth Behner, Heather Swanson*

The committee met in person with a consultant to establish a charter and mission, which was worth the time.

A subcommittee meeting was held to discuss the wellness program with WIN for Alaska. The university is considering broadening the individual health coaching to Fairbanks and Juneau.

JHCC will meet with Blue Cross/Blue Shield in November in Seattle to get an idea of how the claims are reflecting this year's costs and hear reports on the disease management program. The committee will consider using Web MD for phone counseling of high risk individuals (based on the health risk assessment). They may also consider dropping phone coaching (\$300K/yr) and adding other wellness incentives. No metrics on Return on Investment for our wellness programs are available.

The general consensus of the JHCC is that they like the WIN for Alaska program, but are concerned about the cost.

4.10 Staff Health Care Committee – *Megan Carlson*

This committee has not met since the last Alliance meeting.

5. Staff Alliance Lead Goals - Committee Reports

5.1 Child and Family Friendly Policies – *Heather Swanson, Juella Sparks*

Heather has had difficulty contacting the faculty who were helping analyze the child care survey data because they are off contract. The next steps on this project will be dependent on what the data look like.

Juella stated that the topic will be assigned a UAF task force. Emergency funding was provided to keep the summer child care available this year.

5.2 Integrated Advocacy – *Paloma Harbour, Megan Carlson*

Not meeting over the summer.

5.3 Retiree Benefits – *Juella Sparks, Bobbi McCoy, Megan Carlson*

<http://gov.alaska.edu/Staff/2008-07-02.FinalRetireeBenefitsProposal.pdf>

The attached memo was sent to President Hamilton and the alumni leadership, but no response has been received yet.

6. Staff Alliance Supportive/Partnership Goals

6.1 Employee Relations

6.1.1 Staff Salary Compensation for FY10

The highest priority is to schedule the task force meetings. Materials will be sent out to the committee to review prior to the first meeting. Staff representatives: Juella Sparks, Megan Carlson, Gwenna Richardson, Jason Davis, and Linda Lasota (who served on the last compensation committee and volunteered for this one.)

#### 6.1.2 Educational Leave and Release Time

<http://gov.alaska.edu/SAA/EdBenDraft.pdf>

<http://gov.alaska.edu/SAA/EdBenDraftTC.pdf>

<http://gov.alaska.edu/SAA/EdBenFormDraft.pdf>

Work on this project has been delegated to Mike Humphrey. The policy isn't ready yet, but the intent is to move forward in a scholarship format.

#### 6.1.3 Tuition Waiver Regulation Changes

<http://gov.alaska.edu/Staff/DraftNonCredWaivForm.pdf>

<http://gov.alaska.edu/Staff/TuitionBenDraft.pdf>

Beth is still awaiting the list from OIT of all the non-credit courses that could be used for the waiver. Once she receives that list she will ask the Alliance to review the list. The regulation is ready to be finalized when the course selections are ready.

#### 6.1.4 Health Care Update

Was discussed earlier in the meeting.

#### 6.1.5 E-learning Update

Over 1,000 users are registered in the SkillSoft e-learning program now. The most popular courses are desktop courses, although there are also large numbers of business skills courses being used. Additional programs are being created for areas such as help desk, IT, and student employees. Dawn Evans at UAA is looking at desktop and leadership courses that can be used. UAF is using Environmental Safety and Health courses for training and asking for reports of the utilization of courses. OIT is using some courses as prerequisites for using Excel 2007.

#### 6.1.6 Supervisory Training

Anne is conducting research on supervisory training beyond online training. She's finding that some departments already have plans in place and is going to formulate some lesson plans that can be issued in the fall. She's also looking into how our supervisory training links to performance management tools, and making sure that there are resources available if skill sets, such as delegation, need to be developed. Anne is also looking at formulating lesson plans on topics for statewide employees, similar to UAA training programs.

#### 6.1.7 The Wellness Program

See JHCC discussion, above.

### 6.1.8 Other Employee Relations Issues

On the Anchorage campus, discussion is starting on the issue of policies and practices in non-retention of employees. The conversation indicated that there may be concerns on multiple campuses about the consistency of these policies, and on the discretion of departments to make these decisions with their campus HR offices. At this point, the conversations are very preliminary at UAA, with discussion about starting fact-finding on the topic.

This topic will also be discussed at the July 17<sup>th</sup> Human Resources Council meeting.

## 6.2 Student Success

### 6.2.1 Statewide Goal Attainment Steering Committee- *Megan Carlson*

MAU requests for student success funding are being gathered to make a request in the FY10 budget.

### 6.2.2 MAU Efforts

The UAS campus is considering adding an online addition like Myspace or Facebook to their program for new students. They have already made changes to their orientation to get freshmen involved in community oriented activities.

## 7. Guidelines for Staff Make Students Count Award- *Heather Swanson*

This task has been postponed to the academic year, with a deadline for the revised guidelines by the end of the fall semester. This will allow campuses time to receive and review the guidelines before the nomination process begins.

## 8. Access to WIN for Alaska through MyUA Portal- *Michael Ciri*

Heather stated that WIN for Alaska held a meeting with OIT to see whether it'll work and who will be held liable if technical issues occur. Currently, Michael Ciri is waiting for General Counsel's comments and suggestions. Staff Alliance agreed to take formal action on this proposal in the August meeting. If the Alliance is not prepared for a motion of support in August, we will cease pursuit of this proposal. It was noted that requests for this proposal have come in independently from multiple campuses.

## 9. Copyright Laws – *Mike Hostina*

Mike is drafting a letter that will be sent to everyone specifying what exactly employees and students may download on their computer or copy from books, to keep the University in compliance with state and federal law. General Counsel receives hundreds of copyright infringement comments from the government that they have to respond to, to keep them compliant. He gave an overview of the procedure if an employee or student has copyright infringement issues, and what the penalties will be and what the consequences will be. In particular, he noted that the university would not be responsible for any lawsuits or penalties associated with illegal downloading of movies and music by students or

employees. He did concede that if an employee could show that it wasn't their doing (i.e. due to virus), it may be possible to get support from General Counsel in what to do next. He encouraged people to keep this in mind when letting other people use our computers or leaving them unattended.

10. Staff Alliance Budget Update- *Pat Ivey*  
<http://gov.alaska.edu/Staff/2008-07-02.ReducingFY09TravelCostsMemo.pdf>  
<http://gov.alaska.edu/Staff/2008-07-09.Barb.pdf>  
<http://gov.alaska.edu/Staff/2008-04-10.budgethistory.pdf>

Pat gave an overview of the current FY '09 budget and how it affects the Staff Alliance. She is working to determine what options we have to maintain our priority travel within the new budget. Travel funds will be available for a retreat and advocacy trip, with some cost savings, but no longer available for the Staff Alliance Chair to attend Regents meetings. (Pat noted that the Regents are beginning to think about how they might do some meetings entirely by videoconference.) Pat has obtained a commitment from the Regents office that public testimony will be accepted by distance, since that will come with a huge reduction in travel costs.

Megan will work with President Hamilton's office to schedule the fall retreat so that elections and goals can be set early in the year. We will try to reduce costs for travel by sharing rooms, traveling on lower cost airlines, and avoiding catering when possible. Chair compensation funding will remain the same.

#### 10.1 Travel funds for retreat

See above.

#### 10.2 Scheduling of retreat - Update

See above.

### 11. Staff Alliance Annual Retreat Agenda Items

#### 11.1 Suggested General Agenda Items

11.1.1 Orientation for new members, including roles of System Governance office staff. *Pat Ivey*

11.1.2 Overview of governance structure at each MAU and in the system

11.1.3 Budget development overview and FY09/FY10 update. *Michele Rizk*

11.1.4 Advocacy overview and update. *Pete Kelly*

11.1.5 Human Resources Update (compensation, benefits, etc.) *Beth Behner*

11.1.6 2008-2009 Outlook. *President Hamilton*

11.1.7 Student Success Update? *Dan Julius*

11.1.8 Board of Regents Overview?- *Jeannie Phillips*

11.1.9 Compressed Wellness Break and overview of wellness offerings?  
*WIN for Alaska*

11.2 Staff Alliance Formal Business

11.2.1 Staff Alliance goals and committee membership

11.2.2 Officer Elections

11.2.3 System Committee Representation

11.2.4 Formal Adoption of FY09 Meeting Calendar

12. Annual Legislative Advocacy Trip Checklist- *Paloma Harbour, Pat Ivey*

Tabled for next meeting.

13. Reschedule FY09 meetings

<http://gov.alaska.edu/Staff/Calendar/FY2009.draft-schedule.html>

Tabled for next meeting.

14. Staff Governance Reports - SW, UAS, UAA, UAF

*UAF*

The recommendations from the transition teams have been passed to Chancellor Rogers. Governance leaders will meet with him later this week to discuss them. Administrative services was an eye opener, with a great deal of concern about university infrastructure and budget. The Chancellor's attitude and energy for staff at UAF are great. Chancellor Rogers has directed that UAF work on supervisory training, to be implemented in the fall. Anne Sakumoto is helping this project.

The admin services transition team expressed concerns about step increases becoming merit based, because the infrastructure and training are not in place to ensure that evaluations are happening, and that supervisors are trained to do evaluations. They also expressed concern about the inadequate training of staff about protecting themselves from copyright infringement.

*SW*

Paloma stated that the mission statement for SAA has been altered to include promoting a positive workplace environment. SAA will vote on it next month. The group has decided to start a summer food drive for the Food Bank. SAA is still gathering information on installing a reverse osmosis water system.

*UAS*

Heather stated that they had a potluck BBQ to welcome their new Vice Chancellor for Administrative Services. They also congratulated their Staff Make Students Count award winner.

Convocation will be held on August 20<sup>th</sup> and 21<sup>st</sup>, and staff have been asked to participate for part of it.

UAS has gotten involved with the Juneau Wellness Council and they are planning a wellness conference in August 2009.

*UAA*

Since UAA's governance groups don't meet over the summer, there was no update.

15. Items for August agenda

WIN for Alaska access through MyUA portal (final vote on proposal), supervisory training, orientation

16. Comments

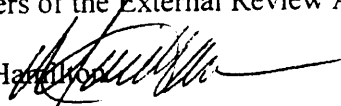
No comments were given.

17. Adjourn

Meeting adjourned, 12:11 PM



June 13, 2008

TO: Members of the External Review Advisory Group  
FROM: Mark Hamilton   
SUBJECT: External Review of Statewide Administration

RECEIVED  
JUL - 7 2008  
AVP/AA

Thank you for responding with such speed and thoroughness to my request for advice on how to approach the recently completed review of the University's Statewide services conducted by Terry MacTaggart and Brian Rogers. I am confident several of your recommendations can be moved on right away while others will require considerable analysis and discussion.

In the coming weeks and months, I'll be consulting with the Chancellors and the SW executive staff to evaluate, prioritize, and specify the next steps needed to ensure progress on the constructive recommendations provided by your group.

Among the recommendations I can see moving on rather quickly are the following:

- fill the Chief Facility Officer position
- begin clarification of roles and responsibilities of MAUs and councils
- enhance transparency of the budgeting process
- develop metrics for SW activity
- increase SW "presence" in Anchorage
- strengthen inter-MAU career development
- resolve whether to proceed with or terminate the HR Redesign between SW and UAF
- determine the direction for the Risk Services area due to immediate compliance concerns
- implement performance management
- use technology (web) more for information and updates in place of face to face meetings

I appreciate the time and attention you gave to this review process and especially want to acknowledge Carol Griffin's leadership of this challenging assignment. Thank you.

Cc: Chancellors  
Vice Presidents

## **Appendix A – Members of the Advisory Committee**

Ro Bailey, Vice Chancellor of Administrative Services, University of Alaska Fairbanks

Megan Carlson, Chair, UA Staff Alliance; President, UAA Classified Employee Council; and Assistant to Associate Provost, University of Alaska Anchorage

Cathy Connor, President, UAS Faculty Senate and Associate Professor of Geology, University of Alaska Southeast

Jan Gehler, Dean, Community and Technical College, University of Alaska Anchorage

Jon Genetti, President, UAF Faculty Senate and Associate Professor of Computer Science, University of Alaska Fairbanks

Carol Griffin, Vice Chancellor for Administrative Services, University of Alaska Southeast

Lee Haugen, Director, University of Alaska Fairbanks, Northwest Campus

Bogdan Hoanca, Chair, Faculty Alliance; President, UAA Faculty Senate, and Associate Professor of Computer Information Systems, University of Alaska Anchorage

Linda Lazzell, Vice Chancellor for Student Affairs, University of Alaska Anchorage

Buck Sharpton, Vice Chancellor for Research, University of Alaska Fairbanks

Bill Spindle, Vice Chancellor for Administrative Services, University of Alaska Anchorage

Robbie Stell, Provost, University of Alaska Southeast

James Everett, Provost, University of Alaska Southeast

Mike Driscoll, Provost, University of Alaska Anchorage

Susan Henrichs, Provost, University of Alaska Fairbanks

# UNIVERSITY of ALASKA

## Staff Alliance

DATE: July 8, 2008  
TO: President Hamilton  
University of Alaska  
FROM: Megan Carlson, Chair  
UA Staff Alliance  
RE: Staff Retiree Benefits

### Background

At the request of multiple staff governance groups throughout the UA system, the Staff Alliance established a goal in 2007-2008 of developing a proposal to provide retirees with tuition waivers. The intent was to fill the gap for younger retirees who had dedicated their careers to the University of Alaska between their retirement date and their eligibility for senior citizen tuition waivers.

The Retiree Benefits Committee recognized early on that it was not feasible to add an additional employee benefit with cost implications in the current environment of quickly rising health care and retirement costs. In light of that decision, the committee refocused its efforts on evaluating the benefits available to retirees throughout the UA system.

Currently, staff retirement benefits beyond health insurance and income are not consistent across MAUs, and retirees are not consistently informed of these additional benefits. A summary of the current retiree benefits by MAU are listed below.

### CURRENT RETIREE BENEFITS

	Parking	Email	Recreation Center
UAA	Free day passes	Email account	Alumni Association members pay \$200/year (\$8 > staff regularly pay)
UAF			Alumni Association members pay \$365/year (\$15 > staff regularly pay)
UAS		Email with Alumni fee of \$25	Alumni Association members pay \$400/year (same as staff regularly pay)

### Proposal

Staff Alliance is proposing:

- the three MAU's allow retirees to keep their email accounts
- retirees are allowed to purchase memberships at the three recreation centers for the same fees as active staff without having to purchase an alumni association membership
- that Human Resource Services offices inform retirees of these benefits upon retirement, and
- that statewide employees receive these benefits from the campus on which they have worked during their service.

Staff Alliance would also like to suggest the three alumni associations consider creating a membership category for staff retirees, giving retirees their first year of membership at no charge.

Thank you for your consideration of this proposal.

Cc: Joe Hayes, UAF Alumni Association Executive Director  
Timea Webster, UAA Alumni/Retiree Relations Manager  
Lynne Johnson, UAS Development & Alumni Relations Director