

## Staff Alliance

# Draft Minutes

Tuesday, January 15, 2008

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

Anchorage site: ADM 201

Fairbanks site: Butrovich Building, Carter Conference Room 204

Juneau site: Egan 116

*In case of video difficulties only: 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  
Dave Smith, President, UAA APT Council  
Kayt Sunwood, President, UAF Staff Council  
Juella Sparks, President-Elect, UAF Staff Council

Others Present:

Jodi Shaver, Administrative Coordinator  
Pat Ivey, Executive Director  
Beth Behner  
Mike Humphrey  
Anne Sakumoto

2. Adopt Agenda

MOTION: Moved by Heather Swanson, seconded by Bobbi McCoy, as amended.

“The Staff Alliance approves the January 15, 2008 agenda. This motion is effective January 15, 2008.”

3. Approve December 11, 2007 Minutes

<http://gov.alaska.edu/Staff/minutes/2007/12-11.pdf>

MOTION: Moved by Dave Smith, seconded by Heather Swanson, as amended.

“The Staff Alliance moves to approve the minutes as amended from the December 11, 2007 meeting. This action is effective January 15, 2008.”

4. Public Comments

No public comments given.

5. Chair's Report

No chair report given.

6. External committee reports

6.1 External Review Committee – *Megan Carlson*

Megan stated that the drafted report was expected during December, but that the committee has yet to receive it. They are expected to receive the report next Monday and then to discuss the report on the 24<sup>th</sup> of this month to stay on time with the due date of final delivery to President Hamilton on January 31<sup>st</sup>. It is still unknown if or how it will disseminate to the public after the President has seen it.

6.2 Human Resources Council – *Juella Sparks*

Juella stated that the Council has not met since the last Staff Alliance meeting.

6.3 HR Redesign project - *Juella Sparks*

Juella stated that their next meeting is on February 13<sup>th</sup> and she'll attend.

She also wanted to inform the Alliance that an email was sent out on January 7<sup>th</sup> on the HR list serve stating that they are currently combining UAF and Statewide payroll and personnel technician's positions as well as announcing the new members of the HR management unit.

Juella also stated that she attended the UAF HR user group on the 10<sup>th</sup> of this month and John Duhamel was there to answer questions. She asked him why the reorganization of the payroll and personnel technicians was not on the reorganization schedule on the web. She also suggested the movement of employees should also be posted on the web as well along with process changes.

6.4 Business Council - *Dave Smith, Bobbi McCoy*

Dave stated that they will hold an in person meeting on March 5<sup>th</sup> in Juneau and he would like Bobbi to attend on behalf of the group because she is located in Juneau. The face to face will mainly discuss departmental management reports and the external review report.

He stated that at their last meeting cell phone usage on all the MAU's is becoming an issue and they would like to look into how they are used and documented.

Dave also informed the Alliance that the rating for the University that determines student funding has raised for the first time since 1992. This rate affects the University as well in regards to the funds they receive and at what rate.

6.5 Student Services Council - *Kayt Sunwood*

Kayt stated that the Council met on December 18<sup>th</sup> and they focused primarily on the Student Success Task Force that is being coordinated by Dan Julius. They

also discussed new admission fee proposals that will take effect July 1, 2008 and how it will affect the Northwestern region. Kayt also stated that the Council expressed an interest in having a meeting with SAC, the IT Council and Business Council but doesn't know when they're likely to meet as of yet.

6.6 IT Council - *Heather Swanson*

Heather stated that the Council has not met since the last Staff Alliance meeting.

6.7 Wellness Task Force - *Heather Swanson*

Heather stated that the Council has not met since the last Staff Alliance meeting.

6.8 Education Tech Team – *Heather Swanson*

Heather stated that the Council has not met since the last Staff Alliance meeting.

6.9 Educational Leave committee – *Juella Sparks*

Juella stated that the committee is scheduled to meet tomorrow.

6.10 Health Care Committee

This committee has not met since the last Staff Alliance meeting.

7. Staff Alliance Lead Goals - Committee Reports

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

Heather stated that she has not received any surveys from statewide or the UAF campus but has from the Anchorage campus. She would like to begin the survey either the 1<sup>st</sup> or 2<sup>nd</sup> week of February using Survey Monkey.

7.1.1 Child Care

Item was discussed in 7.1.

7.2 Integrated Advocacy – *Paloma Harbour, Kayt Sunwood, Megan Carlson*

Paloma stated that at the last meeting they held, Pete Kelly attended and he stated that he's unsure of how the ninety day session will affect the outcome this year.

At the meeting, Steve Rollins from UAA Faculty and Staff Association, stated that 381 postcards were sent in total to the Governor as part of the advocacy campaign.

Steve also stated that they will begin their legislative postcard campaign on January 14<sup>th</sup>.

7.3 Retiree Benefits—*Juella Sparks and Megan Carlson*

Item was not discussed.

8. Staff Alliance Supportive/Partnership Goals

8.1 Employee Relations

8.1.1 Health Care Update- *Beth Behner and Mike Humphrey*

Beth stated that they are still in bargaining discussions with unions and are on a tight schedule right now due to open enrollment coming up in the spring. The administration received a tentative agreement with ACCFT and expect to announce benefits Wednesday, including cost and effect on other employees.

Local 6070 is still bargaining and they do not have a tentative agreement as of yet.

The administration hopes to approve the union ratifications for United Academics and ACCFT at the February Board of Regents meeting.

Mike stated that the preventative dollar amount will increase from \$400 to either \$750 or \$1000. If the preventative benefit is increased to \$750, the remainder will be dedicated to improving the vision benefits. If the vision benefit is too costly for the University, the preventative benefit will increase to \$1000.

He also stated that the pharmacy plan has changed as well with the following:

\$5 generic

\$20 preferred brand

\$35 for non preferred brand

Mail order will be:

\$10 generic

\$40 for preferred brand

\$70 for non preferred brand

The group expressed a desire to have an online listing of preferred and non-preferred medications on the UA Human Resources office website.

Megan also requested an updated projection worksheet of what to expect for the next coming years of cost for employees. Mike stated that the process for updating projections had just started and that new projections should be available in March.

8.1.2 Union/Management Health Care Committee- selection of representative

Megan stated that Beth Behner has requested a member of Staff Alliance to participate in the regrouped committee formerly known as the Health Care Committee, now named the Union Management Committee. Staff Alliance received three nominations and discussed each and nominee's qualifications.

Megan stated that in the past the committee members have been required to travel to Seattle once a year to meet with Blue Shield/Blue Cross and Summex officials, which may be required again this year. The committee also has face to face meetings three times a year and will need to commit three hours a month for the audio/video meetings.

Kayt and Juella pushed for creating criteria for the new position before nominating a representative. It was decided that the representative does not need to be a Staff

Alliance member, but does have to be associated with governance and the representative should be able to commit to a two year term.

MOTION: Staff Alliance moves to nominate Heather Swanson as the main representative and Lisa Sporleder as the alternate.

“The Staff Alliance nominates Heather Swanson to be the main representative and Lisa Sporleder as the alternate due to their experience in governance and in the health care field.”

#### 8.1.3 Educational Leave and Release Time

[http://gov.alaska.edu/saa/2007\\_draft\\_educational\\_leave\\_regVer\\_2.pdf](http://gov.alaska.edu/saa/2007_draft_educational_leave_regVer_2.pdf)

[http://gov.alaska.edu/saa/2007\\_Educational\\_Leave\\_Review-Response-ver\\_2.pdf](http://gov.alaska.edu/saa/2007_Educational_Leave_Review-Response-ver_2.pdf)

Beth Behner stated that they will be meeting with the “A-team” this Wednesday. The date the program becomes active will be based on how that meeting goes. The time of employment on this release time will not qualify as hours worked for retirement programs.

If everything goes well, applications will be accepted in spring for the fall semester.

#### 8.1.4 Staff Benefit Rates (*pending approval from ONR*)

<http://gov.alaska.edu/Staff/2007-04-16-FY08Fringe.pdf>

<http://gov.alaska.edu/Staff/fy08LeaveFringeandF&Arates.pdf>

<http://gov.alaska.edu/Staff/FY08FinalFringeBenefitProposal.pdf>

No update was given.

#### 8.1.5 E-learning Update – *Anne Sakumoto*

Anne Sakumoto stated that she met with Dan Julius and Jim Johnsen and they approved her recommendations for the Skill Soft e-learning program. She is trying to find funds for the remaining fiscal year instead of waiting to begin the program on July 1<sup>st</sup>. The business skills and IT desktop programs were the most popular, and are being supported by the administration. The 24/7 books will not be continued due to the lack of interest during the trial. If she receives funds in time, she can foresee it beginning Jan 31<sup>st</sup>. The program will cost \$54,000 a year, or around \$111 per person who is currently logged into the program, or \$7-8 per employee.

#### 8.1.6 Supervisory Training – *Anne Sakumoto*

Anne stated that Dan Julius and Jim Johnsen suggested she find a program that supervisors can take online. While it is not her number one priority, she was asked to begin the research.

#### 8.1.7 The Wellness Program

Human Resources hopes to offer a new preventative program by next July 1st. This also depends on the new Health Care Committee meeting January 31<sup>st</sup> and what they approve.

#### 8.1.8 Other Employee Relations Issues

No other issues were discussed.

## 8.2 Student Success

### 8.2.1 Statewide Student Success Steering Committee

[http://gov.alaska.edu/staff/StudentSuccessBarriersCohort\\_12-19-07.pdf](http://gov.alaska.edu/staff/StudentSuccessBarriersCohort_12-19-07.pdf)

Megan stated that at the December meeting, they brainstormed student cohorts and barriers to student success. The January meeting will be focused on recommendations at the system and MAU levels to help students overcome those barriers. She invited Alliance members to make suggestions for additional recommendations based on the barrier grid in the agenda.

### 8.2.2 MAU Efforts

No discussion was given.

## 9. Partnership and Outreach Metric – *Paloma Harbour*

[http://gov.alaska.edu/staff/2007\\_StaffAllianceResponseToOutreachMetric.pdf](http://gov.alaska.edu/staff/2007_StaffAllianceResponseToOutreachMetric.pdf)

Megan stated that the memo that she drafted with the members comments included, was sent to Paloma and her supervisor last month.

Paloma stated that SAC has not yet provided feedback on this metric and potential next steps. As SAC consists of key stakeholder's whose buy-in is crucial to the success of the metric, nothing more will be done until their feedback is received.

## 10. Juneau trip

Juella recommends asking a rural person from each MAU to attend the advocacy trip to get additional representation. Next month's meeting will be devoted to legislative advocacy training. Wendy Redman, Pete Kelly, Kate Ripley, Fran Ulmer, and Joe Hayes will be invited to help the Alliance prepare for the advocacy trip. Paloma will also invite the members of the Integrated Advocacy Committee, both to share lessons learned and to allow them to gain insight from the presenters.

## 11. Staff Governance Reports

SW

Paloma stated that she is drafting two memos, one for support of the Bunnell House remaining open during the summer months, and the second discussing the quality of the "go green" paper products. She also stated that at tomorrow's meeting they will elect a new Vice President to replace DeShana York. The new Vice President will attend the next Staff Alliance meeting, and join the advocacy trip to Juneau.

UAS

Bobbi stated that a new blog is being released that will deliver general news but will not conflict with The Sound, which is their informational paper. It will focus more about employees and what they do during their free time. She also stated that their Provost will

be leaving their campus. Once they receive their final accreditation, she'll switch to part time until they fill the position.

UAA

Megan stated that neither Staff Council's have met but she did say both governance groups are discussing the possible changes that their Campus will make to their Staff Development Day. She stated that both groups are unhappy about those discussions because of the past successes and the topic will be talked about at their next meetings.

UAF

Kayt stated that they held elections in the fall. Due to technical issues, they'll have to rerun the elections for a few of the positions before their scheduled orientation on January 25<sup>th</sup>. Juella stated that she received over 300 signatures in support of Bunnell House and has handed them to the Chancellor. Due to the support, he has created a group to work on the issue. Juella will be kept informed of their findings.

12. Agenda items for next meeting, Tuesday, February 12, 2008

Invite Pete or Wendy to attend to help prepare for the upcoming advocacy trip  
Discuss what to expect during the trip

13. Other items of interest

No other items of interest.

14. Comments

No comments were given.

15. Adjourn

Meeting adjourned at 12:03 PM.