

## Staff Alliance

# Draft Minutes

Wednesday, February 27, 2008

On Location in Juneau at the Prospector Hotel

Douglas Conference Room

9:00 AM to 1:00 PM

*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  
Dana Platta, Vice President, Statewide Administration Assembly

Dave Mason, UAS Advisory Council, Sitka  
Pam Twitchell, Rural Representative, UAF Staff Council, Bethel  
Thia Falcone, UAA Classified Council, Kodiak  
Dan Garcia, UAS Staff Council Secretary

Pat Ivey, Executive Officer  
Dani Carlson, Coordinator, Coalition of Student Leaders  
Pete Kelly, State Affairs Director  
Jodi Shaver, Administrative Coordinator  
Shana Crondahl, State Affairs Admin Asst

### 2. Adopt Agenda

MOTION Moved by Dave Smith, seconded by Paloma Harbour, passed without objection.

“The Staff Alliance moves to accept the agenda for the February 27, 2008. This action is effective February 27, 2008.”

### 3. Approve January 15, 2008 Minutes

<http://gov.alaska.edu/Staff/minutes/2008/01-15.pdf>

Change “positions” to departments on page 2 of the January minutes under item 6.3.  
Under educational leave committee, say that the educational leave committee has not met since the last Alliance meeting.

MOTION Moved by Paloma Harbour, seconded by Heather Swanson, passed as amended without objection.

“The Staff Alliance moves to approve the minutes for the January 15, 2008 meeting as amended. This action is effective February 27, 2008.”

The February 12, 2008 minutes <http://gov.alaska.edu/Staff/minutes/2008/02-12.pdf> were not attached to the printed agenda so approval of those minutes was postponed until the next Alliance meeting.

4. External committee reports

4.1 External Review Committee – *Megan Carlson*  
<http://www.gov.alaska.edu/faculty/2008-02-02.MacTaggartReport-final.pdf>

President Hamilton transmitted the MacTaggart Report under the following memo:

TO: *Daniel Julius, Vice President for Academic Affairs*  
*Jim Johnsen, Vice President for Administration*  
*Pat Pitney, Vice President for Budget, Planning and Institutional Research*  
*Wendy Redman, Vice President for University Relations*  
*Steve Smith, Chief Information Technology Officer*

FROM: *Mark Hamilton, President*

SUBJECT: *External Administrative Review Report*

*By now you will have received a copy of the MacTaggart/Rogers report. I for one find it a very valuable contribution to our ongoing process of self-examination and improvement. It includes a variety of recommendations based on a solid understanding of our historical experience, a collection of diverse viewpoints from across our system, and an insightful analysis with a very useful framework for measuring high performing university systems.*

*We now move to the critical stage of evaluating and potentially implementing the recommendations. Here's how I'd like to proceed.*

*February*      \* *Distribute report to Board of Regents (BOR) and key administrators*  
                  \* *Assign specific recommendations to SW executives for review*  
                  \* *Discuss at President's Cabinet*

*March*        \* *SW executives discuss with councils and governance*  
                  \* *SW executives draft options with pros/cons*

*April*        \* *Brief BOR on report and progress*  
                  \* *SW executives discuss options, pros/cons with councils and governance*  
                  \* *Discuss at President's Cabinet*

- May \* *SW executives present recommendations to President's Cabinet*  
 \* *President determines action plan*
- June \* *Board of Regents approve changes requiring its approval*
- July 1 \* *Implement organizational changes*

cc: *Steve Jones, Chancellor, University of Alaska Fairbanks*  
*John Pugh, Chancellor, University of Alaska, Southeast*  
*Fran Ulmer, Chancellor, University of Alaska, Anchorage*

There is a meeting March 5 of the Business Council and President's Cabinet to examine the report in depth. The HR Council met on Monday and said that rather than the HR Council making an official stance, individuals on the Council may contact the responsible executive. Dave Smith's opinion was to let the Business Council and executives figure it out and present that to governance. The Staff Alliance will meet March 17 from 10:00-11:30am to discuss the report with Jim Johnsen. The Alliance may also invite Johnsen back on April to discuss the options for responding to the recommendations, with pros and cons. To emphasize the fact that Staff Alliance should look over the review for any high priority items to staff Paloma shared that the Segal-Sibson report which led to the HR Redesign said HR should develop a Strategic Communication Plan and HR deemed that not a priority at this time. Yet every department during the MacTarggart review mentioned communication as a problem or common complaint.

#### 4.2 Human Resources Council – *Juella Sparks*

Juella Sparks talked about the revised tuition regulation <http://gov.alaska.edu/staff/2008-02-22.tuitionwaiverdraft.pdf> and the skill sets for e-learning in Skill Soft <http://gov.alaska.edu/staff/elearningextended.pdf>.

There was some discussion about the restricted list, which isn't the list of employees that are flagged due to certain termination codes (i.e., termination for cause). If an application is submitted by someone who had past issues with the university, the application is flagged and not allowed to go forward. HR recognizes the problems and is working on it. Mike Humphrey talked about the new benefits plan. He mentioned that Win for Alaska could not launch the personal trainer program in Fairbanks because qualified people could not be found to run the program. Humphrey said the joint committee on healthcare is looking at how rates are set (formerly UMC). Heather Swanson is the Staff Alliance voting member with Lisa Sporleder as the alternate. Jeannine Senechal talked about job family cleanup which will be finished fairly soon. An executive compensation study was done for 135 executives in system. HR is now looking at the results.

Guidelines have also been drafted on how supervisors can give in grade adjustments. The guidelines are going to the Business Council next.

The electronic faculty activity report is going to be open to all Faculty in April on an optional basis according to Juella Sparks who sits on the HR Council.

Beth Behner gave an update on step increases at the Council meeting, indicating that switching from a step system to a grid increase would be an administrative nightmare because some people have already received step increases and would now receive the big grid increase.

The Educational Leave option would now be competitive based on funding.

4.3 HR Redesign project - *Juella Sparks*

The HR redesign group met but the external review report was not mentioned until the end. Jim Johnsen was concerned about the staff time/money spent on the process redesigns. For example, one group looking at student recruitment redesign took 15 people five days to complete. They are evaluating whether the process redesign can be done with a smaller initial group, with a lengthy review process further out. Another issue is that even when policies are successfully modified, it takes a long time to implement them. (For instance, the revised student hiring process won't be available until summer at the earliest.) When Vicky Gilligan got the PPA groups together, it was a very emotional meeting because the PPAs did not know to whom they would report. The philosophy of the redesign process has been that process drives structure, but the result is that the personnel in the HR departments will have their jobs up in the air until a dozen processes are sorted out. This is resulting in lost productivity and high turnover in HR, which results in lost institutional memory.

The redesign has lost its footing for probably three months pending the outcome of the external review.

4.4 Business Council - *Dave Smith, Bobbi McCoy*

The March 5 meeting will be devoted to the external review and management reports. It looks like the Business Council will be the primary source for input on the external review.

4.5 Student Services Council - *Kayt Sunwood*

At UAS, going to one single email address is working very well. Work is progressing to make each employee and student at UA have a single email address that remains the same through campus and status changes (such as becoming an employee.). Juella will send out the message. The SSC is also working on the ELMO log in process which reduces the time it takes to reset a password from seven minutes to two.

4.6 IT Council - *Heather Swanson*

The FERPA non disclosure confidentiality memo was discussed (attach memo link here). Students and employees with a confidential hold will only be able to receive assistance from UA in person and with a valid picture ID. Services affected include account and student record information, IT assistance and password reset. In addition to being unable to receive services without an ID, those flagged with confidential holds will not be listed in public lists like the Dean's Lists or Commencement programs. This will also be unable to have enrollment confirmed

for insurance purposes. This impacts rural campuses significantly as well as ELMO.

4.7 Wellness Task Force - *Heather Swanson*

The wellness team has not met recently.

4.8 Education Tech Team – *Heather Swanson*

ETT has not met since the last Alliance meeting.

4.9 Educational Leave committee – *Juella Sparks*

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

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

Educational leave (staff sabbatical) is competitive subject to available funds.

4.10 Health Care Committees

Mike Humphrey has recommended disbanding the Staff Health Care Committee in favor of the Joint Health Care Committee, formerly the Union-Management Committee (UMC). Staff Alliance believes the Staff Health Care Committee consisting of the staff council presidents and one other member selected by the council presidents representing the voice of non-represented staff must continue because non-represented staff has only one seat on the Joint Health Care Committee. To differentiate between the two committees, the pre-existing healthcare committee should be renamed the Staff Health Care Committee.

Paloma Harbour will meet with Beth Behner and stress the importance of continuing this Staff Health Care Committee and work to institutionalize it going forward.

The Joint Health Care Committee has had several meetings in the last few weeks. The Joint Health Care Committee adopted the Staff Health Care Committee's recommendation to lowering the new preventative figure from \$1,000 to \$750 (which was upped from \$400) in order to increase vision plan benefits. There was debate back and forth as to which plan to go with, and a decision could not be reached with a 75% majority. When a decision cannot be reached, Management will then make the decision. The basic difference between the two plans allowed for

Plan A: Lenses yearly / Frames every other year

Plan B: Lenses and Frames every other year

Both allow for polycarbonate "shatter-proof" lenses for those under 18.

Both plans allowed for the exam to be fully covered at a VSP provider and Heather couldn't remember the frames allowance. Lenses are also fully covered, however if you want any extras on your lenses - anti-glare, automatic shading (sunglasses) etc - that would be separate - above the cost of the lenses.

New projections are expected by March 17<sup>th</sup>. The rates for the upcoming year will be determined in the March meeting, along with determining how to use the surplus. Rates should be available for employees by April 1<sup>st</sup>.

5. Staff Alliance Lead Goals - Committee Reports

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

Heather Swanson reported that the child care survey will be sent out next week. The survey will be open through the end of March. It is important that the survey receives feedback from everyone, not just parents of children of child care age. A survey of all of southeast region has been done by Alaska Education of Young Children and they will send Swanson a copy which will be shared with the Alliance.

6. Integrated Advocacy – *Paloma Harbour, Kayt Sunwood, Megan Carlson*

The committee was invited to the Staff Alliance legislative advocacy training meeting in February. Paloma has forwarded all of the emails relating to legislative activities to the Integrated Advocacy Committee. They will meet again after the House sends the budget to the Senate.

7. Retiree Benefits–*Juella Sparks and Megan Carlson and Bobbi McCoy*

Juella Sparks prepared a list of benefits offered to retirees around the system and sent it out to the Alliance after the last meeting. The next step is to write up a proposal to send to President Hamilton to recommend applying retiree benefits consistently across the system. The committee is also speaking with each of the Alumni groups to see about creating retiree subgroups.

8. Student Success Steering Committee

The name “Student Success” has not been successful in communicating the goals of the initiatives with the legislature. The name has been changed to “Student Goal Attainment” Steering Committee. The reference to “goal attainment” recognizes that some students accomplish their goals in ways other than attaining certificates or degrees.

At the last meeting, the MAU’s each recommended a short list of projects they would initiate if they received \$250,000 one-time funds. Once recurring project listed by each of the campuses was enhancing learning communities, such as Alaska Native engineering and nursing programs.

The committee is also working to set outcomes and measures to evaluate UA’s success in supporting student goal attainment.

9. Advocacy and Appointments

<http://gov.alaska.edu/Staff/2008StaffAllianceDraftSchedule.pdf>  
<http://gov.alaska.edu/Staff/TalkingPoints.pdf>

Pete Kelly briefed the Alliance on legislative activities during breakfast previous to the meeting. Staff discussed appointments with the group and reviewed the day’s activities.

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

UAS

Heather Swanson reported that the UAS gym provides family time on Saturdays and Wednesdays to staff and students to work out for a couple of hours. Swanson said Staff Council members have been getting a lot of complaints about smoking on campus. She has forwarded this info onto the UAS wellness committee to help address. The UAS wellness committee is more student-oriented but has faculty and staff on it. The wellness committee is meeting today. Heather also mentioned that Cynthia Rogers is no longer the Sitka Member at Large as she has taken a new position in the School of Management on the Juneau Campus.

UAA

Megan Carlson reported that the UAA student government plans to have an advisory vote on making UAA's campus smoke-free during their next elections.

Staff Council elections will be held in April.

Employee awards are being moved to the fall convocation. Longevity awards are handled at department level which results in inconsistency in amount, type and presentation.

Staff development day will stay at a full day. Workshops will focus more on UAA successes to make people better ambassadors.

Sustainability is going to be a big issue systemwide and is already at UAA. The Community and Technical College is running as a test model for the proposed Sustainability Coordinators Network. There is a link to those efforts on the UAA governance web site <http://www.uaa.alaska.edu/governance/>. The effort is being headed up by Mel Kalkowski, long time former governance member and supporter.

Dave Smith shared that Gary Rice has developed a way of looking at graduation rates over a 10-year time horizon. Gary is also working with Degree Works as an online way for students to see what credits they have, what credits they need and "what if" scenarios.

UAF

The UAF Staff Council election is certified and complete, and new members have attended orientation. The UAF Council is currently actively involved in child care issues. They are pleased to see shared governance driving the effort to reinstate the Bunnell House child care.

SW

Specific Statewide Administration Assembly issues include building issues and elections. Nominations are now open for elections. Statewide is changing employee awards based on SAA recommendation to move awards presentations from employee luncheon usually held in April to the president's annual employee picnic in August.

11. Comments

There were no additional comments

12. Adjourn

The meeting was adjourned at 12:27pm.