

Staff Alliance

Draft Minutes

Tuesday May 13, 2008

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

Anchorage site: ADM 201

Fairbanks site: Butrovich Building, Sherman Carter

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

Kayt Sunwood, President, UAF Staff Council

Dana Platta, Vice President, Statewide Administration Assembly

John Gregoire, UAA APT Council President

Others Present:

Michael Ciri, UAS IT

Martin Klien, UAF Staff Council

Jodi Shaver

Pat Ivey

2. Adopt Agenda

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

“The Staff Alliance moves to accept the agenda for the May 13, 2008 agenda. This action is effective May 13, 2008.”

3. Approve February 27, 2008 and April 8, 2008 Minutes

<http://gov.alaska.edu/Staff/minutes/2008/02-27.pdf>

<http://gov.alaska.edu/Staff/minutes/2008/04-08.pdf>

MOTION Moved by Kayt Sunwood, seconded by Bobbi McCoy, passed without objection for both minutes.

“The Staff Alliance moves to accept the minutes for the February 27, 2008 and April 8, 2008 meetings. This action is effective May 13, 2008.”

4. External committee reports

4.1 External Review Committee – *Megan Carlson*

The committee is currently reviewing executive staff recommendations and will present their report to President Hamilton on May 17th. The President will discuss the staff recommendations and the committee's report at President's Cabinet on May 21st. The final response to the report will be presented at the June Board of Regents meeting. The committee has decided to maintain confidentiality through the review process. Once the report has been made public, she will share it with the Alliance.

4.2 Human Resources Council – *Juella Sparks*

No update given.

4.3 HR Redesign project - *Juella Sparks*

No update given.

4.4 Business Council - *Dave Smith, Bobbi McCoy*

No update given.

4.5 Student Services Council - *Kayt Sunwood*

Kayt stated that the Greek Life policy is being reviewed by the Student Services Council at Statewide. Policy has been updated to clarify the definition of half-time students at the graduate and undergraduate levels.

She also stated that Roger Brunner in General Counsel is looking into the legality issues with benefits for certain Canadian residents who attend the University. This is due to Regent Henry raising concern over those students not receiving in state tuition for the summer sessions.

The next Student Services Council meeting will be a face to face in Anchorage on June 5th.

4.6 IT Council - *Heather Swanson*

Heather stated that the IT Council had met once, but there were no items relevant to Staff Alliance to report on.

4.7 Wellness Task Force - *Heather Swanson*

A proposal was reviewed for a walking program at the Fairbanks campus, but it was unlikely to be approved because of the cost. UAS has organized a walking program on their campus for no cost.

WIN for Alaska is also proposing adding coaching to other locations.

4.8 Education Tech Team – *Heather Swanson*

No update given.

4.9 Educational Leave Committee – *Juella Sparks*

No update given.

4.10 Joint Health Care Committee – *Heather Swanson*

JHCC will meet on the 2nd Wednesday of each month.

4.11 Staff Health Care Committee – *Megan Carlson*

The committee will meet after each Joint Health Care Committee meeting, where Heather and Lisa will update the staff committee with the results of the last JHCC meeting. This timing will be evaluated over the summer, to determine whether it is beneficial to meet before or after a given JHCC meeting.

5. Staff Alliance Lead Goals - Committee Reports

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

The online survey has closed. Details are being analyzed and the results should be released at the end of the week. She stated that roughly 1800 responses were received. She's hoping that within a week or two the information will be disseminated to members of Staff Alliance. The committee has not met since the survey was finalized. It is time to gather the committee to determine what to do with the information, other than distribute it. A general recommendation is likely to be that all sites need a child care facility of some sort.

Megan would like Staff Alliance to give a letter of appreciation to UAS faculty members Cathy Connors and Ivan Show for all their work on designing and managing the survey for the Staff Alliance.

UAF's transition team for the new Chancellor has established child care as one of the top issues to address.

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

Pete Kelly gave a closeout speech and Michelle Rizk discussed the budget process for FY10. Planning groups are in place in the areas of student success, research, engineering, teacher education, and health. A request will be recommended to the BOR in August.

There is potential for a lot of turnover in the legislature this year. The makeup will affect the advocacy environment next year. Individual campus groups will work over the summer, but the committee will not meet again until a new Staff Alliance lead has been selected in the fall.

Human Resources and Budget will form a committee to evaluate how to proceed with staff salary increases. They will ask some members of the Alliance to serve on that committee. The Alliance members recommended structuring the committee similar to the Staff Health Care Committee, with the president of each Council and a designee chosen by the president.

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

The Alliance discussed where to align SW retirees that did not work for an academic MAU. It was recommended that those retirees be served by the campus most closely tied to their location, since most services recommended are place-specific (such as parking and recreation center access).

6. Staff Alliance Supportive/Partnership Goals

6.1 Employee Relations

6.1.1 Health Care Update

No update given.

6.1.2 Educational Leave and Release Time

Human Resources is now discussing creating a scholarship fund instead of employees using credits, but before they decide on that route they'll need to speak with Mary Rutherford in Development. The group would like to Beth Behner next month for an update.

6.1.3 E-learning Update

No update given.

6.1.4 Supervisory Training

No update given.

6.1.5 The Wellness Program

No update given.

6.1.6 Guidelines for Staff Make Students Count Award

<http://gov.alaska.edu/Staff/StudentsCountCriteria.pdf>
<http://gov.alaska.edu/Staff/Criteria.pdf>

Heather requested nominations for a working group to create criteria for this award, but the topic was tabled until June because she hasn't received nominations yet.

6.1.7 Other Employee Relations Issues

No update given.

6.2 Student Success

6.2.1 Statewide Goal Attainment Steering Committee

The committee will meet on the 13th to discuss the FY10 budget requests and form a wrap up report of the year's work.

6.2.2 MAU Efforts

UAS's task force and governance coordinating committee have been meeting with the statewide committee members. They're excited to have a staff voice in this discussion.

7. Access to WIN for Alaska Health Tracker through MyUA- *Heather Swanson, Michael Ciri*

Mike Ciri discussed the proposal to offer access to WIN for Alaska through the MyUA portal to reduce the number of passwords and usernames employees must track. He emphasized that it would be important to only pursue this proposal if we could say "It was done because it was asked for by staff." Alliance members were asked to solicit feedback from their constituents on the proposal.

The intent would be for MyUA to be *one* way to access WIN for Alaska, and it would not be possible for the university to access private information. The technology is similar to storing user names and passwords in an internet browser. The design should be done in a way that is clearly optional and an added benefit for staff.

If we move forward with this proposal, an FAQ should be developed to distribute to employees through HR.

8. Staff Alliance Year in Review

Alliance members supported having the handbook posted online, with optional CDs for people who need it. This will replace previous hard copy versions of the handbook. The handbook will be in PDF form with bookmarks to make it easily searchable.

Recommendations for the Year in Review were discussed. Megan will compile the recommendations in a draft document for the Alliance's approval.

Accomplishments: Staff representation on JHCC and formal recognition of the Staff Health Care Committee; staff representation on Business Council and other committees across the system; advocacy efforts: great to share what is happening at the different MAUs and expand the usage of the governor's postcard campaign; raising the staff voice and getting people together on health care and advocacy; leadership resulted in getting a voice and faces to people to pay attention to staff concerns; more collaboration with other groups, in areas such as health care, child care, and advocacy.

Progress on Goals: Overall good. We've come quite a ways on our progress and would like to see it continue. Child care/family friendly wanted to be further along, but doing the survey correctly will be better for us in the long run. Advocacy committee: great to have the group because we are aware of all the efforts going on, supporting each other's efforts and sharing good ideas.

New Goals During AY08: Health care, issues in HR like supervisory training. Real progress in some of these areas, almost surprising. Working to establish guidelines for the Staff Make Students Count Awards.

Lessons for Next Year: Spreading out committee work so that not only one person is taking everything on. Allow each of us to become experts in areas that are interesting to us. Getting our voices/faces physically at the table was important to help set agendas and bring things into all the MAUs and statewide that weren't

happening before. Representation on all those committees was important. "BEING THERE."

Items to Consider in the Coming Year: Grid/step increases, with a good staff voice in the discussion; better communication to employees; health care costs; follow-through on external review; coordinated advocacy message; Staff Make Students Count Award guidelines; continuing family friendly/child care group.

9. Annual Legislative Advocacy Trip

9.1 Debrief of Lessons Learned and Thoughts for the Future

Meetings should be better scheduled to avoid conflicts with floor sessions. Those should be the priority, and Alliance meetings can be scheduled around those meetings, with flexibility if important legislative meetings come up. Briefings with Pete Kelly and Pat Pitney are still a very important part of the agenda for the trip.

There should be more personal communication with the offices of legislators we will visit, to let them know we're visiting and make them aware of our schedules. Start a conversation with aides and see if there are things we should know about.

If possible, it would be ideal to time the visit similar to this year's, where it falls during the budget approval process.

Paloma and Pat will draft a Legislative Advocacy Trip checklist for the Alliance to review.

It was a great idea to have representation from the smaller campuses. It's important to emphasize that the legislative advocacy is the priority of the visit, and personal activities should be scheduled outside of that time.

10. Staff Alliance budget

<http://gov.alaska.edu/Staff/200805staffalliancebudget.pdf>

Pat gave an overview of the current year's budget for Staff Alliance, and will provide an update on FY10 at next month's meeting. It is likely that the travel budget will be reduced, which will result in not having sufficient funds for the retreat in the current format. It seems likely that President Hamilton's budget will fund the travel for council presidents, but the groups would have to self-fund travel for the other Alliance members.

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

SW

Employee recognition awards were scheduled to be presented the next day. The SW staff campaign is underway, and SAA continues to address Butrovich building issues. Member elections are complete, with officer elections at the all-day June meeting.

UAS

Commencement celebrated a record number of graduates. Energy is a big issue in Juneau due to the avalanche that took out the hydroelectric power. (Employees are working in the dark with mittens on.)

Staff Development Day just completed, with the main topic of sustainability.

Elections begin Friday 5/16.

UAS won a family friendly employer award from United Way.

UAA

The UAA Community Celebration, which is a revised version of their staff development day, is next week.

Officer elections took place with Megan remaining Classified Council President and John Gregoire as the new APT President. Classified Council is planning its first retreat in the fall.

UAF

The Interim Chancellor has begun working this week and they are very excited about him being on board.

Juella will take over as the UAF President at the next meeting. Martin Kline, who attended this meeting, may run for UAF President Elect. Elections won't come until late fall.

UAF Staff Council is preparing a final report to the Chancellor, which they will share at the next Alliance meeting.

Staff Appreciation Day is May 23rd, which will include a BBQ and an ice cream social.

A final report with their goals will be given to the new Chancellor shortly.

12. Topics for June Agenda

- Retreat travel funding update

- Alliance budget update, including funds for chair

- WIN for Alaska access to MyUA

- Beth Behner: Educational Leave, communication, staff salary increases

13. Comments

- No other comments

14. Adjourn

- Meeting adjourned at 11:55 AM