

Staff Alliance

Draft Minutes

Tuesday June 10, 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

Juella Sparks, President, UAF Staff Council

Martin Klein, President-Elect, UAF Staff Council

Dana Platta, Vice President, Statewide Administration Assembly

Others Present:

Jodi Shaver

Pat Ivey

2. Adopt Agenda

MOTION: Moved by Juella Sparks, seconded by Heather Swanson, as amended passed without objection.

“The Staff Alliance moves to accept the agenda for the June 10, 2008 agenda. This action is effective June 10, 2008.”

3. Approve May 13, 2008 Minutes

<http://gov.alaska.edu/Staff/minutes/2008/05-13.pdf>

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.”

4. External committee reports

4.1 External Review Committee – *Megan Carlson*

The committee submitted their report to the President and Carol Griffith (the committee chair) spoke with him in regards to the report and the findings. He will present it to the Board of Regents later this month.

4.2 Human Resources Council – *Juella Sparks*

No update.

4.3 HR Redesign project - *Juella Sparks*

The transitional team's first meeting with the interim Chancellor is scheduled June 16th. They are scheduled to discuss the redesign project.

4.4 Business Council - *Bobbi McCoy*

4.4.1 Selection of new Alliance representative

Business Council met concurrently with the Staff Alliance meeting. Bobbi will continue to serve on Business Council since Dave is no longer on the Alliance.

4.5 Student Services Council

4.5.1 Selection of new Alliance representative

Megan will ask John Gregoire to be the new representative since he works with students the most out of the remaining members.

4.6 IT Council - *Heather Swanson*

IT Council met last week and discussed copyright issues. Mike Hostina will draft a letter to staff members explaining responsibilities and how to respond to suspected violation of copyright policies and laws. This topic was added to the July agenda, and Mike Hostina will be invited to attend.

4.7 Wellness Task Force - *Heather Swanson*

It appears this committee has been folded into the Joint Health Care Committee.

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*

Upcoming mid-June meeting in Anchorage will include a trainer to help establish guidelines and decision making processes for the committee.

Heather attended a wellness audio earlier this month which was presented by Penn State. Has UA conducted a cost-benefit analysis on wellness activities funded by premiums and over-recovery? What can we do numerically to determine what our claims and needs are?

Expansion of wellness contract with WIN for Alaska is under discussion. Expansion would add UAF and community campuses, at a cost of about \$200M.

4.11 Staff Health Care Committee – *Megan Carlson*

No meeting since last Staff Alliance meeting. Plan to schedule after July JHCC meeting.

5. Staff Alliance Lead Goals - Committee Reports

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

Final projections from the child care survey are being calculated, including gathering data on the number of individuals using child care on each campus. The next step is determining what to do with the data.

Heather is preparing a letter of appreciation for Ivan Show and Cathy Connors for their work on the design and analysis of the child care survey.

Chancellor Jones signed a memo to approve a task force for child care. When the interim chancellor came on board it went away but was added to his transition team's goals. Staff are represented on this team, including Bunnell House advisory committee. Juella asked to include Paloma on the child care transition team to represent statewide employees.

5.2 Integrated Advocacy – *Paloma Harbour, Megan Carlson*

Committee will not meet again until the fall.

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

Juella sent Megan a draft to Megan after the May meeting stating that she would send a letter of suggestion to the alumni associations.

6. Staff Alliance Supportive/Partnership Goals

6.1 Employee Relations

6.1.1 Staff Salary Compensation for FY10- *Beth Behner*

Staff compensation committee will include representation from each MAU. Juella and Megan have already volunteered, and we are waiting on members from UAS and SAA.

Megan will notify Jeannine Seneschal with the names from Staff Alliance for the committee by Friday so they may begin arranging meeting times.

A 4.5% staff salary increase was approved for FY09. Temporary employees will receive a 2% increase (which would approximate the previous COLA, but not the step increments) . For the step 0 employees it will be up to the discretion of their supervisors to give them anywhere in between 0% up to 4.5%.

Executive compensation will be altered this year due to a study that was conducted. More work will be done in this area, including performance management and job descriptions for executive positions.

HR is sending a RFP to prequalify firms for executive searches. This will streamline the procurement process associated with these searches.

Exempt position time reporting was discussed as well for informational purposes.

6.1.2 Educational Leave and Release Time- *Jeanine Senechal*

A draft form was discussed at the last HRC meeting, and it will be revised with all the suggestions included.

6.1.3 Staff Loans from Retirement

This is not a legal possibility at this time.

6.1.4 Health Care Update

No update given.

6.1.5 E-learning Update

Juella stated that she spoke with Anne Sakamoto a few weeks ago and she has been busy working on increasing the number of classes that are available.

6.1.6 Supervisory Training

Juella had an informative audio with Anne Sakamoto about supervisory training. Progress is being made in putting together recommendations for supervisory training. Juella will meet with her Chancellor and others to discuss this issue. Anne is being encouraged to support and formalize this training, and to provide it in interactive formats beyond SkillSoft, and in areas that are unique to UA.

6.1.7 The Wellness Program

No update given.

6.1.8 Other Employee Relations Issues

No other issues were discussed.

6.2 Student Success

6.2.1 Statewide Goal Attainment Steering Committee- *Megan Carlson*

The committee is establishing metrics for student success and developing the budget request for FY10.

6.2.2 MAU Efforts

No discussion was given.

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

The working group still needs representatives from UAF and SAA. Paloma will discuss it at SAA's June meeting.

8. Staff Alliance Budget Update- *Pat Ivey*

8.1 Travel funds for retreat

Pat stated that she is unaware of the current budget status and won't know until July 1. The President asked the Controller to cut the travel budget of the system offices by 10% this year to help make up for the \$750,000 loss from the legislature. It was recommended that discretionary travel, particularly out of state travel, be reduced.

8.1.1 Scheduling of retreat

The group decided to ask the President which of the following 3 days is best for him August 4, 5, or 6.

8.2 Funds for other Alliance expenses, including Chair compensation

Pat and the group discussed the memo Megan put together in regards to the change in funds and they will formulate another draft with these suggestions.

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

Tabled and added to July agenda.

10. Staff Alliance "Year in Review"

Megan stated that she will finalize the draft and it will be discussed at the July meeting.

11. Reschedule July meeting- Move from July 8th to the 15th

The change is approved.

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

SW

Paloma stated that they are holding their annual meeting this week. Agenda items will include officer elections, accomplishments from the year, and setting goals for the coming year. Concerns with catering will also be addressed. A reverse osmosis system has been purchased in an attempt to improve the water quality in the Butrovich Building.

UAS

Governor Palin signed a bill on the Juneau campus last week. Heather was re-elected President and Bobbi was re-elected as Vice President.

NASA is testing out new snow bots on local glaciers to see if they'll work in Antarctica for charting.

Hosting a webinar on employer-sponsored child care, open to the public.

Asked to attend a wellness conference in Juneau in fall 2009.

Heather also stated that their new Vice Chancellor of Student Services starts July 1.

UAF

The gavel has been passed, so Juella is now the UAF Staff Council President, with Martin Klein as the new President-Elect.

UAF's Staff Appreciation day was a great success but they underestimated the attendance by 250 employees so they ran low on food. Staff awards were presented, and active council members were honored.

Transition teams are coming together this summer in the areas of administrative services, research, student services, students, athletics, facilities, philanthropy, child care, community engagement, economic development, academic & curriculum issues, and sustainability. Community members, faculty, staff, and students serve on these teams, with Cabinet members intentionally left out. Juella is also on the overall transition team, and will see individual committee reports in July. Interim Chancellor Rogers will outline his plan for the next two years at the September convocation.

Staff Council is reviewing bylaws and constitution for clarity, responding to the need for fair process and mediation on campus, and plans to spend significant time at the September meeting discussing the annual report.

UAA

UAA's governance groups do not meet over the summer, so there is nothing to report.

13. Items for July agenda

Access to WIN for Alaska through MyUA Portal, invite Mike Hostina for copyright discussion, retreat discussion, year in review, Annual Legislative Advocacy Trip checklist, update on compensation committee status

14. Comments

No comments given.

15. Adjourn

Meeting adjourned at 11:58 am