

# U N I V E R S I T Y *of* A L A S K A

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## Staff Alliance

### Draft Minutes

Tuesday, October 14, 2008

12:30pm-2:30pm

Fairbanks site: 208E Butrovich Building and by audio conference

1. Call to Order and Roll Call

Present:

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

Pat Ivey, Executive Officer, System Governance

2. Adopt Agenda – PASSED AS AMENDED

MOTION: passed

“The Staff Alliance moves to adopt the agenda as amended. This action is effective October 14, 2008.”

3. Approve September 23, 2008 minutes

MOTION passed:

“The Staff Alliance moves to approve the September 23, 2008 minutes as amended. This action is effective October 14, 2008.”

The Alliance directed that the minutes be produced for review well in advance of the

next meeting.

Changes to the minutes:

Under item 6.1.7, change to “Beth Behner gave a report on People Administration performance administration software.”

Under President Hamilton’s report, add “He also said they are farther along than expected in responding to external report recommendations.”

Under item 4.3, “The HR redesign team has not met. Juella stated that the HR users group reorganized into smaller groups at their last meeting hoping it would improve the meeting’s effectiveness.

Under item 4.7, under Educational Leave Committee, “Beth Behner stated that this policy has not gone anywhere and likely will not because of budget concerns at statewide.

On page 3, strike Jeannine Senechal’s statement about the task force not recommending the entire amount.

On page 4 second paragraph, change to “The final budget will be approved at the October 31 Board of Regents’ Meeting.

4. External committee reports

4.1 Human Resources Council – *Juella Sparks*

There has been no meeting of HRC since the last Alliance meeting

4.2 HR Redesign project - *Juella Sparks*

There has been no meeting of the HR Redesign team since the last Alliance meeting.

4.3 Business Council - *Bobbi McCoy*

There has been no meeting of the Business Council since the last Alliance meeting.

4.4 Student Services Council - *Paloma Harbor*

The Student Services Council did meet. Two items of interest to staff were catering and whether or not catering is meeting contract requirements. As a result of the Statewide Administration Assembly meeting with NANA, NANA is providing training on the on line ordering process. The Student Services Council

also talked about a single user id for students throughout the state so students can use one university id to log into everything using the three million number or the Authserv ID). Over 50 percent of students take classes at other campuses and need a single log in for access across the system.

#### 4.5 IT Council - *Jason Davis*

The IT Council met on October 2 and discussed IT expenditure report. Staff will have interest in new procedures for preservation of data. Several types of requests from RIAA and MPA and the DMCA takedown (an order to stop sharing bootlegged music and movies or else) The preservation of records notice is an RIAA or MPA notice that somebody by IP address is illegally downloading stuff. It can all happen on the same computer. When IT people get the notice, they find the data and delete it. Some concern that we change and quarantine the data but not delete it to use for later legal cases. The security department is revising procedures with general counsel.

External security reviews are being conducted at UAS and UAA. IT has a new governance group called ITECH. Jason will pass along the request to re-title the committee to delete the word "governance." ITC discussed the possibility of transferring the responsibility for paying for Blackboard to the campus. UAA and UAS are meeting with Microsoft next week to discuss different options i.e., single domain, single sign in.

#### 4.6 Educational Leave Committee – *Juella Sparks*

There has been no action and no formal word on whether educational leave will see daylight again.

#### 4.7 Joint Health Care Committee – *Heather Swanson*

JHCC will travel to Seattle in November to meet with other healthcare providers.

#### 4.8 The Wellness Program has begun to be discussed as part of JHCC, and will no longer be listed as a separate agenda item.

#### 4.9 Staff Health Care Committee – *Megan Carlson*

Each local staff governance group was to forward two nominees for this committee. UAF Staff Council forwarded the names of Kayt Sunwood and Elizabeth Recchai to serve as members of the committee.

#### 4.10 Retirement Committee

At UAF faculty senate meeting, United Academics faculty union announced it is considering ORP reduction in contribution i.e. using part of the 12.5 percent contribution to pay for retirement healthcare a contract violation

The Retirement Committee is meeting in October or November according to Beth Behner.

5. Staff Alliance Lead Goals - Committee Reports

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

The CFFP Committee did not meet

5.2 Integrated Advocacy – *Paloma Harbour, Megan Carlson*

The Integrated Advocacy Committee did not meet. The UAA Faculty and Staff Association has mounted its postcard campaign to the governor. SAA will produce its own postcard, UAS asked for 50 postcards. Heather Swanson will be in Anchorage October 23-24 and will get postcards then.

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

The committee has not met pending meeting with the alumni associations. The UAF Alumni Association has approved a staff emeritus subgroup of the Association. The UAS alumni association accepts anyone as a member. alumni association cannot add any retiree benefits because of lack of budget. After talking with UAA's Alumni office, Megan recommended that the committee talk with the departments that would actually provide the recommended benefits, such as ITS, parking, and recreation centers.

5.4 Internal Communication – *Megan, Julia and Bobbi and Jason has not met*

The Internal Communications Committee has not met.

5.5 Handbook – *Martin Klein and Bobbi McCoy*

The handbook group has not met

6. Employee Relations

6.1 Staff Salary Compensation

The staff compensation committee has not met since last Alliance meeting, but should be meeting next week. Juella Sparks is pushing for a position to take to the Board of Regents meeting on October 31. She is asking that the committee be a little more formal and is concerned that discussions are being taken as formal

positions. She is disheartened by change in committee focus from FY10 to FY11. She has concerns about information being given or not being given and concerns about possible hidden agendas. The question is do we have to be cost neutral or not?

Overall, however, it is a good opportunity for staff to be involved in grid adjustments, staff compensation conversations in general and mitigate how you pay new people same as current employees. Idea that you can move the grid and create a 2.5 percent sub step below for each grid and cut off the step above. There needs to be more proof that we are at market. New Minute Man report is supposed to be out for this report.

Another question is have we put forward the core values and key elements? The compensation task force has tried to set goals but it is very difficult. The committee is not the voice of governance but this is an opportunity for staff governance to participate. Ask Jeannine Senechal what is the path for recommendations, where does it go next, when does it go to the Board of Regents.

#### 6.2 Educational Leave and Release Time

No action at this time. This item was removed from the agenda for the next Alliance meeting.

#### 6.3 Tuition Waiver Regulation Changes

This item was removed from the agenda for the next Alliance meeting because the regulations have been successfully changed.

#### 6.4 Health Care Update

There has been no action since the last Alliance meeting.

#### 6.5 E-learning Update

No updates since last meeting. The Alliance asked that Anne Sakumoto be invited to the next meeting for update. She has asked for feedback on SkilSoft and supervisory training

#### 6.6 Supervisory Training

The UAF supervisory training program began Oct 3 and going great guns. Classes are full. The UAF Chancellor has been very active in promoting this.

#### 6.7 Other Employee Relations Issues

### 6.7.1 Non-Retention

Juella Sparks and Martin Klein met with the UAF chancellor on this and received his assurance that he that he is not supportive of this and would talk with the human resources department. He recommended they meet with the new HR director once that person is hired. They also discussed the establishment of a mediation program.

## 7. Student Success

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

There have been no meetings since the last Alliance meeting.

### 7.2 MAU Efforts

UAS - The students like the Guides program; however, Juniors and Seniors would like to see it changed slightly allowing them to mentor the lower classes and have the staff and faculty mentor them. There have been no meetings of the UAS task force lately.

UAA - Another UAA task force meeting is scheduled on Friday.

UAF – no report

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

There has been no meeting of this group.

## 9. Staff Alliance Budget Update- *Pat Ivey*

Pat Ivey reported that the Staff Alliance budget is holding steady. There are no funds to bring rural representatives to Juneau this year, but she is looking for additional funding opportunities. Members were encouraged to seek funding at the MAU level as well.

## 10. FY '10 draft Budget

Pete Kelly is supposed to be getting briefing papers up on his web site. The university has met with OMB. The meeting went smoothly.

## 11. Draft Privacy Policy

The draft privacy policy outlines the protections the university offers and advises employees and students to also take precautions.

## 12. RIAA

This continues to be an item of concern.

13. Definition of Governance

This item was placed on the agenda for the next Staff Alliance meeting.

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

SAA is working on Love Inc, staff compensation, postcards, potluck themes, and after several years, has been able to secure window tinting for the Butrovich Building so employees are not blinded by the sun in the fall and spring. Potlucks are allowed as long as they are not catered by other formal licensed caterer at statewide, but not at UAS. UAS was advised to request a copy of the NANA contract.

Megan Carlson submitted a written report

<http://gov.alaska.edu/Staff/CCAssemblyReportsAlliance10-08.pdf>

Juella Sparks submitted a written report

<http://gov.alaska.edu/staff/2008-10-14.UAFStaffCouncilReport.pdf>

UAS - UAS was in newspaper. The gaming club worked to send young woman and two of her friends AuroraCorp's third annual Aurora-Con anime and video convention held Sept. 27-28 in Anchorage.

[http://www.juneauempire.com/stories/101008/nei\\_342480905.shtml](http://www.juneauempire.com/stories/101008/nei_342480905.shtml)

The UAS campus is on alert for an active shooter. A student has father who has tried to shoot her once and is on his way to Juneau after getting out on parole.

UAF students are hosting candidate debate on Thursday and again on the 24<sup>th</sup>.

15. Items for November agenda

- \* Include Anne Sakumoto to talk about SkilSoft and supervisor training
- \* Eliminate tuition and education benefits from next agenda.
- \* Move definition of governance up in the agenda.
- \* Move committee reports to end and have members notify the Alliance in advance when no action has occurred since the last Alliance meeting.

16. Comments.

UAS members were advised to keep their heads down and everyone was reminded to vote.

17. Adjourn - The meeting was adjourned at 2:40pm