

# 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, January 13, 2009

12:30pm-2:30pm – audio conference

1. Call to Order and Roll Call

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

Anne Sakumoto, Director, Faculty and Staff training and development

Mike Humphrey, Director, Benefits

2. Adopt Agenda

MOTION: passed

“The Staff Alliance moves to adopt the agenda as amended. This action is effective January 9, 2009.”

3. Approve December 12, 2008 minutes

<http://gov.alaska.edu/Staff/minutes/2008/12-09.pdf>

Paloma rewrote the budget update and will forward it to Pat for inclusion in the minutes.

Approval of the minutes was postponed to next meeting.

4. Chair’s Report – *Heather Swanson*

Things were quiet over the break.

5. Staff Make Students Count Guidelines – *Heather Swanson*

UAS Guidelines – proposed for adoption as system guidelines  
<http://gov.alaska.edu/staff/studentscount/2009/Judging-criteria.pdf>  
<http://gov.alaska.edu/staff/studentscount/2009/Criteria-finalworksheet.pdf>  
Fact Sheet  
<http://gov.alaska.edu/staff/studentscount/2009/factsheet.pdf>  
Nomination Form  
<http://gov.alaska.edu/staff/studentscount/2009/nomform.pdf>

Action on the guidelines was postponed until the February 25, 2008 meeting. Meanwhile Staff Alliance members will take this back to their respective local governance groups for input.

6. Budget/Advocacy Update

<http://www.alaska.edu/state/briefingpapers/>  
[http://www.gov.state.ak.us/omb/10\\_omb/budget/UA/index.htm](http://www.gov.state.ak.us/omb/10_omb/budget/UA/index.htm)  
<http://www.alaska.edu/swbir/budget/publications/redbook/FY10-Redbook.pdf>

Pat sent out an email with a number of resources in preparation for the February meeting in Juneau. She apprised them of the need based financial aid.

7. Role of Governance

Regents Policy and University Regulations  
<http://www.alaska.edu/bor/policy-regulations/>  
See especially 03.01.01, Faculty, Staff and Student Governance  
MacTaggart Report – references to governance  
<http://gov.alaska.edu/faculty/2008-02-12.mactaggart-study-final.pdf>

Juella Sparks will draft a letter to President Hamilton for consideration by the System Governance Council on January 28 and will share the document with the Staff Alliance as well.

8. Employee Relations

8.1 Salary Schedule Regulation 04.05.043.C Changes-  
<http://gov.alaska.edu/staff/2008-12-10.staffcompreg-finalchange.pdf>

The salary schedule regulation changes have been implemented by President Hamilton. Action on this item is closed so the item will be removed from the next Alliance agenda.

8.2 Job Family Regulation Changes

Jeannine Senechal recommended that this item be placed on the Staff Alliance agenda but no documentation has been received to date.

8.3 Sick Leave/FMLA regulation changes  
<http://gov.alaska.edu/staff/2009-01-13.behner-transfmlregs.pdf>

<http://gov.alaska.edu/staff/2009-01-09.fmla-sickleaveregamends.pdf>

This is really the first overhaul the Federal government has done since 1993. The regulation changes incorporate all the changes in law since then, and then includes the items relating to the military. It basically means there will be more administrative costs for human resources departments and more forms for employees to fill out.

This item was placed on the Alliance agenda for the next meeting for discussion and questions. There will be training for human resources offices through the College and University Personnel Association (CUPA). Eventually there will be training for managers. Only thing Human Resources is asking supervisors is if they have anyone out on family medical leave. Human Resources may require additional information directly from the employee on family medical leave at the present time.

8.4 Skill Soft E-learning and Other Training Opportunities – *Anne Sakumoto*  
<http://www.alaska.edu/hr/training/>

Since the last Staff Alliance meeting, the employee learning contract was signed before Dec 30 2008 for employee learning. This includes all campuses. Because we completed the contract before year end, we have access to the current resources, and also new resources such as books 24/7 and a number of other resources such as business simulations or examples of ways courses can be used within the Skill soft. There will be a couple of other channels for leadership and for administrative staff. For leadership the theme is retaining Generation X employees. For professional foundations the theme is understanding financial statements but also included are resources for managing staff, i.e., dealing with difficult staff. Sakumoto will schedule demos for governance and other departments in January.

Governance leaders are encouraged to test drive the resources. She will send info to the general public after Jan 20 so OIT is not overwhelmed with questions at the beginning of the semester.

Live Learning will be available for one year, primarily for IT managers. There are also 50 seats for three years in the leadership arena. Will be looking for input from governance on who should have those seats. These are four to 8 sessions that are offered nationwide. Because those seats are not open to the general employee population, there is some testing to make sure those invited to participate are slotted into the appropriate web sites.

News articles will come out next week. Sakumoto was hoping to get dates for demos for January 22, 27 and 29 for approximately 1.5 hours, and is also planning a couple more the first week in February.

Sakumoto was planning to do a home mailing but did not receive funding for that so is offering a postcard template to human resources offices to share on their own. And will share information with governance groups to distribute. If usage doesn't go up, we will talk about sending out a university wide mailing again.

Sakumoto will be reporting back to the Business Council on usage and will do a wrap up report which will be used the following year for calculating campus contributions. She will share those figures with the governance groups as well.

Next up, Sakumoto wants to focus linking the on the courses to the job families. Anyone who wants to participate in the project should contact [anne.sakumoto@alaska.edu](mailto:anne.sakumoto@alaska.edu). Focus is to help some of the supervisors and managers to see what's available and how it can be used.

Supervisors should support their staff taking these online courses during working hours.

Incorporating UA specific courses into Skill soft is not possible at present because of the cost. However, UA specific courses can be placed in Anne Sakumoto's training web page. Recording e-live sessions is on the agenda to look at in the future. We offered a class on training the trainers and one on how to use e-live so we can create training that can be used on line. The idea is to create a tab in UA online that would go to both UA-specific courses and to regular Skill soft courses. For example, Hostina did a course at UAA but the questions asked were not appropriate to a wide enough audience. UAS also does media classes in ethics and FRPA, Banner, etc., and these are posted on the staff governance/staff training web site. They broadcast it from a media classroom and the first Wednesday of the month is reserved for e-training. Please advise Sakumoto when these trainings are taking place.

ComPsych will offer courses at no extra charge to the university. Sessions scheduled for the week of January 20. Juneau January 20 for a couple of sessions, communications styles and uncertain times, (heather will share web stream link) Anchorage January 21 session for supervisors and managers in HR training room managing staff for change, and in afternoon for any employees called lifelong learning for professional development and personal benefit. Next day is Fairbanks there is a session on managing staff for change. These are in-classroom opportunities only. These are management development sessions that have a cost. On January 23<sup>rd</sup>, there are three sessions of one hour each through E-live and can employees can register at UAF HR.

Heather Swanson asked for a synopsis of COM Site training and dates.

## 8.5 Other Employee Relations Issues

### 8.5.1 TDA changes and the effect on employees.

Mike Humphrey reported that on January 9, some TDAs become defunct without employees knowing about it. The feds have said it is the UA responsibility. Now UA has to have a plan document. Feds have a template. Feds have said UA has to monitor TDA contributions from employees and also has to monitor loans and hardships. It was the IA benefits director's conclusion that we do not have the infrastructure so went

out to bid for the service. ING was hired to handle plan compliance in September 2008. At that point feds said UA has to be in compliance by Jan 1 2009 and then pushed the deadline to January 2010, but UA has to backtrack to be in compliance from January 1, 2009 anyway. Some vendors are pulling out such as Mainstay who isn't going to do 403bs any more. If we don't have the sharing of the data files from the vendors we can't monitor. It was the intent of the UA to have one information sharing agreement instead of using vendors' info-sharing agreements. Several of the vendors said no, you sign ours so Mike did and sent them back. Several vendors have dropped loan features from the 403b so they don't have to report anything. This doesn't resolve UA from having to know who has loans and how they are repaying them. Humphrey is working out how and who is cooperating with ING. T. Rowe Price is one of our vendors but has refused to cooperate with ING. Eventually it may be that employees cannot obtain loans with the vendors. Some vendors were never set up to track employees at the university. They only have your name and whether you are contributing. Employees in the past could have moved money from TIAA Cref to T. Rowe Price and UA would have never known it. Fed believes this was an area ripe for employee abuse. If a vendor is dropped, all the money that employees have with that vendor could stay with the vendor, but another vendor would have to be selected for future contributions.

#### 8.5.2 PERS voluntary contributions

Staff Alliance reminded HR to communicate the availability of this to all employees.

#### 8.5.3 Bicycle commuting plan

Chancellor Rogers is keen on a bicycle commuting plan and has plans for more bicycle lockers. Martin Klein will share information he is receiving from transportation networks.

#### 8.5.4. Non-retention resolution

Juella Sparks just sent out the non-retention resolution to Staff Alliance members. Staff Alliance placed this on the agenda for the next regular meeting.

### 9. External Committee Reports

#### 9.1 Human Resources Council – *Juella Sparks* <http://gov.alaska.edu/staff/2009-01-12.HRC-AGENDA.pdf>

Juella Sparks got the message too late to attend, and Martin Klein and Megan Carlson had other commitments so there was no Staff Alliance representation at the meeting. Family medical leave regulations took up most of the meeting. Jeannine Senechal talked about the compensation committee which is still meeting. There was a lot of discussion about the student salary grid and how much it would cost the university.

With every bargaining unit agreement, there is a section that defines who qualifies. There are some gray areas between AFT and United Academics and the university is trying to stay out of the middle of it.

9.2 HR Redesign project - *Juella Sparks*

This item was deleted from future Staff Alliance agendas because the project isn't going anywhere.

9.3 Business Council - *Bobbi McCoy*  
<http://gov.alaska.edu/staff/2009-01-08.jointBC.pdf>

Bobbi McCoy was at most of the meeting. The Council was mostly talking about talking points and advocacy. Jeannine Senechal talked about compensation, saying the university has to describe compensation adjustments to the legislature and then not use the money for anything else. She also wants to tie performance to raises but also reward people for longevity. The Business Council asked for further clarification. Senechal also talked about moving the student pay schedule to more competitive pay, to increase the minimum wage if the fed and state raises it, and to add to the end of the salary ranges. The Business Council also heard a Skill Soft report. More of the costs for the Blackboard system may go to the MAUs. There is an RFP going out for brokerage insurance. Right now, the rate is \$70,000 but the cost is expected to rise. The Business Council set up priority groups for the FY11 budget so priorities line up with mission of the university. It is expected that the Board of Regents will approve the FY11 budget guidelines in April. The joint councils' planning groups will meet quarterly to set up the priorities.

The casual charter by which BP and Conoco Phillips donates money to the university is being eliminated. It doesn't mean, however, that donations will not continue.

9.4 Student Services Council - *Paloma Harbor*

The SSC hasn't met since last Staff Alliance meeting.

9.5 IT Council - *Jason Davis*

The Council received an overview of ITEC model. Jason Davis will email information to the Staff Alliance. ITEC talking about what the new role and membership of ITC, if any, and is advocating keeping existing membership. No decision yet. Jason will forward new RIAA information to Alliance members. Procedures haven't been explicitly defined as yet. UA has not sent out any communications. Employees are just getting letters stating they are being sued. There should be one place employees who get the notice can call. It may also be that RIAA is changing its strategy because their current method is not cost effective. Mike Hostina updates ITC every month.

9.6 Joint Health Care Committee – *Heather Swanson-Mike Humphrey*

JHCC not met since last Alliance meeting but meet again January 20. No one has seen an agenda as yet.

9.7 Staff Health Care Committee – *Megan Carlson*

Staff Health Care Committee has not met since last Staff Alliance meeting.

9.8 The Wellness Program – *Heather Swanson* Attachment 9.8  
<http://gov.alaska.edu/staff/2008-12-09.healthcare-survey.pdf>  
<http://www.winforalaska.com/uahealthinaction/healthlink/dec08.html>

This agenda item no longer has to stand alone. It is included in JHCC.

9.9 Retirement Committee – *Lisa Sporleder*

Retirement committee has not met since last Staff Alliance meeting.

10. Staff Alliance Lead Goals - Committee Reports

10.1 Child and Family Friendly Policies – *Heather Swanson, Juella Sparks* Attachment 10.1  
<http://gov.alaska.edu/staff/2008-12-08.UAChildcareFinalReport3.pdf>  
<http://jedc.org/forms/JEDC-childcare-working-paper.pdf>

Swanson met with the Juneau task force Representative Kerttula put together. About 35-40 people attended, legislators and business people included. The task force is semi-specific to Juneau but includes legislation Kerttula is proposing for childcare in state office buildings. In Juneau, success of this legislation means whether Juneau lives or not. If we had adequate childcare, there would be zero unemployment. General Manager of Home Depot would partner with others to get childcare for shift workers. Focusing on advocacy for Kerttula's bill to allow child care in state office buildings and hopefully find some money to help with space and child care providers.

The survey UAS will be used as backing for the bill to show need. Also getting together a group to provide training on testifying before the legislature. Leon Carpeneti in Kerttula's office is working up HB 57 is the child care services bill. Is there a sponsor on the senate side? Andrea Doll and Kathy Munoz's aide is on board.

The UAF family friendly task force leadership is changing and the change will hopefully boost activity within the group. The chancellor will be putting out information on his transition issues.

10.2 Integrated Advocacy – *Paloma Harbour, Megan Carlson*  
[http://measuringup2008.highereducation.org/states/report\\_print.php](http://measuringup2008.highereducation.org/states/report_print.php)

The Integrated Advocacy Committee met December 16. There was lots of participation and new faces. UAF may have additional people to attend. Compensation may be a topic again in House Finance in that the only wiggle room in the UA budget is the money

for non-covered employees. Paloma will send recap when she has time. Rapid response teams are needed. If rapid response teams include people outside the university such as UA advisory councils, it would carry more weight.

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

No action.

10.4 Internal Communications – *Megan Carlson, Julia Martinez, Bobbi McCoy, Jason Davis*

No action.

10.5 Handbook Committee – *Martin Klein, Bobbi McCoy*

No action.

11. Staff Governance Reports (including United Way efforts) UAS, UAA, UAF Attachment 11

UAF written report is attached. <http://gov.alaska.edu/staff/2009-01-13.uafreport.pdf> Barb Olson retired and Paula Long stepped aside. Pam Twitchell also resigned because of family emergency.

UAS had a mini convocation last week about 50-60 staff and faculty attended. There was another avalanche in Juneau which knocked out electricity again.

12. Items for next meeting, February 10, 2009

Most of the next meeting will be dedicated to advocacy training. The community campus representatives and the advocacy committee will be invited to participate. All other items are postponed to the February 25 regular meeting.

13. Comments

Everyone welcome to the System Governance Council meeting on January 28 from 3-5pm to discuss the non-retention resolution.

14. Adjournment. The meeting was adjourned at 2:51pm.