

UNIVERSITY of ALASKA

Staff Alliance

Minutes

Tuesday, January 15, 2013

10:00 a.m.-12 p.m. via audio conference

Fairbanks: UA Butrovich 208a1 Conference Room

1. Call to Order and Roll Call

Voting Members Present:

Juella Sparks, 2012-2013 Chair, Staff Alliance and 2012-2013 President, UAF Staff Council

Monique Musick, 2012-2013 Vice Chair, Staff Alliance and 2011-2013 President, Statewide Administration Assembly

Melodee Monson, 2011-2013 President, UAA APT Council

Connie Dennis, 2012-2013 President, UAA Classified Council

Marianne Ledford alternate for Gwenna Richardson, 2011-2013 President, UAS Staff Council –

Mae Delcastillo, 2012-2013 Vice President, UAS Staff Council

Claudia Koch, 2012-2013 Vice President, UAF Staff Council

Dana Platta, 2012-2013 Vice President, SAA

Staff Present:

LaNora Tolman, Executive Officer, System Governance

Anthony Smith, Coordinator, System Governance

Guests Present:

Dana Thomas, Vice President of Academic Affairs

Gwen Gruenig, Associate Vice President, Institutional Research and Analysis

Adam Watson, Policy Analyst, Institutional Research and Analysis

2. Adopt Agenda

Agenda adopted with corrections.

3. Approve Minutes (on hold waiting for staff support in Governance Office)

4. Public Comment

NONE

5. Guests

Dr. Dana Thomas and Gwen Gruenig

5.1 UA Metrics

Gwen Gruenig and Dr. Thomas presented the UA Metrics and the overall outcome measures. The measures aim to overlap with the SDI and to assess the progress of the institution. They will be asking for feedback through the use of the Google Doc Excel spreadsheet. The goal is to firm up the SDI topics at the meeting on February 20 and also get the metrics finalized this spring. Dr. Thomas plans to carry the draft matrix to the BoR meeting in April. One area of interest for Staff Alliance is under the accountability theme which relates to the State of AK. Questions may be: what is the diversity of our faculty and staff? Are we improving our status in comparison with the state? Please give feedback on

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these measures and SDI topics. Staff plays a large role in SDI and input is needed i.e. Does the electronic time sheets need revision? Are there specific things regarding student transfers? These are directed by staff. The plan is to have feedback from the Staff Alliance meeting on February 12 relating to the topics for the February 20 meeting. Instructions will be posted for interaction with the Google Doc matrix by Gwen Gruenig or Adam Watson.

6. Staff Alliance Chair's Report

The February BoR Governance Report will go into the Staff Alliance binder.

Chair Sparks told the president that success for SDI would be determined how the staff applies it to their everyday work. How does staff look at the themes and say, "how can I accomplish that?" When an admin sees SDI how do they think they can contribute and how can we collect it? How many staff have direct contact with students? A few, not many. Staff keeps the university running and keeps the students moving – need to take a look at the student path as well as the staff's. Discussion took place about how to get feedback from staff at the MAUs. Chair Sparks explained how it has to be translated to the by looking at the five themes and saying, "where does my job fit into the five themes?" Themes are broad, topics are narrow and focused. What is our official position, and how does that translate down to our campuses? What are we going to put out on our blog? Chair Sparks and Vice President Monique Musick will draw up a draft for the blog to create a guidepost for staff.

Chair Sparks announced she is starting three-quarter time for eight weeks to work on her MBA.

Staff are encouraged to get out the word on the upcoming Health Care Forum and to please call into any one of the forums.

Regarding the budget: The governor struck everything related to programs. Staff are encouraged to participate in budget input.

7. System Governance Office Update

LaNora Tolman reported the System Governance website will be migrating to the new Roxen responsive template soon. The Office of Records and Information Management will be assisting with the records keeping and disposal process. Governance records will be sorted and retained on OnBase or shredded.

8. Staff Governance Reports

8.1 UAS Staff Council: Gwenna Richardson and Mae Delcastillo

There will be a Staff Council retreat in Sitka next month all employees are welcome. UAS is in charge of the regional retreat in May. They are currently finalizing the Staff Excellence Award.

8.2 UAA APT Council, Classified Council: Melodee Monson and Connie Dennis

The governance staff presented "Navigating UAA" to new employees. Currently, they are working on a mission statement for APT council

The staff on the UAA Master Plan committee will go to BoR meeting in February. Staff and faculty are working on accreditation metrics. They conducted a successful coat drive, and are currently planning a chili cook-off next month to introduce staff to Staff Council.

8.3 UAF Staff Council: Juella Sparks and Claudia Koch

Staff Council held elections in December and now have new members. There will be a new member orientation in February. There is a working group for improving membership. They are looking at reorganizing the Staff Council Structure.

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8.4 Statewide Administration Assembly: Monique Musick and Dana Platta

SAA is looking at how to improve communication with the administration. Dr. Dana Thomas shared a great article about shared governance. The longevity awards will continue. Current topics of discussion include tuition, health care, and compensation.

9. Work Life Survey Results Discussion on Parts C & D

Part B will be up on the blog in a few days. Part C is in Gwenna Richardson's hands but it is not shared yet. Part D has the more challenging questions. When finished, they will be shared with the administration. After the president reviews, they need to be sent to the chancellors. If it is a systemwide issue, it should be shared with President Gamble.

10. Draft UA Metrics

Attachment

Acronyms are defined on Institutional Research and Analysis's website.

11. Human Resources Issues

11.1 Tuition Waiver Update

The lesson was learned how not to change a policy in the middle of the year. Discussion took place whether Staff Alliance should advertise the student credit hour increase or if it should be left with administration.

11.2 Health Care Benefit Update

There is a highlight on the forums. The administrative reps on JHCC are Don Smith, Jim Danielson, Sandi Culver. The next meeting will be February 1, 2013.

11.3 Grievance Process Review Update

Attachment

The review on the grievance process is to make it fairer and clearer for staff. There is a need to look at the policies and regulations. If it is not an EEO grievance, a protected class, then the flow chart is what to use - but a definition is needed for this process.

11.4 Other Human Resources Issues

There needs to be conversation with the interim CHRO. How long is she interim?

12. Staff Alliance Committees and Working Groups

12.1 Staff Health Care Committee

Chair: Melodee Monson, mamonson@uaa.alaska.edu

SA Members: Melodee Monson

Monique Musick, mmusick@alaska.edu

Gwenna Richardson, gjrichardson@uas.alaska.edu

Two motions passed: tier plan title names and to keep the current vision plan. Action from SA regarding these two motions before February 1 would be good. Melodee will forward motions and

LaNora will handle vote by email – vote yea or nay.

Regarding the Affordable Care Act, will university require people to participate or not? Adjuncts and students will have opportunity to become part of the health care plan.

Minutes end here. LaNora had to leave 30 minutes early.

12.2 Compensation Working Group

Attachment

Chair: Juella Sparks, UAF juella.sparks@alaska.edu

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SA Members: Monique Musick, SAA mmusick@alaska.edu
External Administration Committee/Council Reports

12.3 IT Executive Council - ITEC

Liaison: Dana Platta, dana.platta@alaska.edu
1st Alternate: Monique Musick, mmusick@alaska.edu

12.4 Student Services Council

Liaison: Claudia Koch, cckoch@alaska.edu
1st Alternate: Monique Musick, mmusick@alaska.edu
2nd Alternate: Melodee Monson, anmam@uaa.alaska.edu

12.5 Tuition Task Force

Liaison: Mae Delcastillo madelcastillo@uas.alaska.edu
Alternate: Claudia Koch, cckoch@alaska.edu

12.6 Joint Health Care Committee

Voting Member: Melodee Monson 2011-2013, anmam@uaa.alaska.edu
Voting Member: Gwenna Richardson, 2012-2014, gjrichardson@uas.alaska.edu
Alternate: Connie Dennis, cmdennis@uaa.alaska.edu

12.7 Retirement Committee

Liaison: Claudia Koch, cckoch@alaska.edu
Alternate: Dana Platta, daplatta@alaska.edu

13. Other Items of Concern or Comments

14. Agenda Items for February 12, 2013 Regular Meeting and March Retreat

15. Adjourn