1. Call to Order and Roll Call

Members Present

Rory O'Neill, Chair
Lisa Sporleder, Vice Chair
Rita Fuller
Mel Kalkowski
Kimberly Stanford
Josh Steadman

Members Absent

Robert Sewell, Past Chair

Guests Present

Jim Johnsen, Vice President for Faculty and Staff Relations
Pat Ivey, System Governance Office
Brian Brubaker, System Governance Office

It was announced that Kenneth Coon, a member of the Statewide Administration Assembly (SAA), has resigned his position as SAA Vice President and therefore his membership in the Staff Alliance effective Monday, August 18, 2003.
2. **Adopt Agenda**

Mel Kalkowski recommended changing the agenda to reflect what items are action items and what items are for discussion only. He believes many of the agenda items listed are for discussion only, including "transition to outcomes based budgeting"; Health Care Benefits, 2003 UA Employee Survey Results, and so forth.

It was agreed that item 7.2., 7.3., 7.4., 7.5., 11.4. and 11.7 should be considered in a category called "information items."

Mel Kalkoswki suggested and it was agreed that item 7.2. be struck. It was suggested to defer items 11.2. and 11.3. until the next meeting.

**MOTION:** Moved by Kalkowski, seconded by Stanford, passed without objection

“The Staff Alliance of the University of Alaska hereby adopts the agenda for its August 19, 2003, meeting as modified. This action is effective August 19, 2003.”

3. **Approve July 8, 2003, Minutes**

**MOTION:** Moved by Sporleder, seconded by Kalkowski, passed without objection

“The Staff Alliance of the University of Alaska hereby approves the minutes of its July 8, 2003, meeting. This action is effective August 19, 2003.”

4. **Chair’s Report**

Rory O'Neill said that he has done some thinking about the role of governance. He believes the Staff Alliance members are considered advocates. Staff Alliance members are not specifically the source of great ideas but have the opportunity to endorse.

5. **Public Comments**

Rory O'Neill said that he would like to start allowing public comments on each agenda. There were no public comments.

6. **Staff Alliance Goals for 2003-2004**

Rory O'Neill said that the opportunity for the Staff Alliance to communicate to the Board of Regents has been an issue in the past. He highlighted some items within the Staff Alliance constitution.

There was a discussion of how Staff Alliance motions are communicated to the administration and vice versa. It was speculated that changes may be needed to the Staff Alliance constitution.
Jim Johnsen said that he recommends that items be sent to the president from the Staff Alliance. The president can then direct his staff to research and respond.

Jim Johnsen said that the tone of some communications from the Staff Alliance have been such that responses were not forthcoming. Jim Johnsen said that the timing of responses can sometimes take longer than the 45 days indicated in the constitution, especially if it involves the input and consideration of a wide variety of administrative councils and other stakeholders.

Pat Ivey said that sometimes a simple response would indicate that considerations of the Staff Alliance request are ongoing and would give an indication of when closure can be expected. Administrative responses don’t necessarily need to be approval or disapproval or the final word on a subject.

Mel Kalkowski said that there is a differentiation between an action of the Staff Alliance and exchanges of information between the Staff Alliance and the administration (the president and his staff). Rory O’Neill said that the Staff Alliance may need to do a better job of differentiating between information requests and position statements.

Brian Brubaker said that he believed that the number and complexity of issues and projects seems to have increased in recent years. Mel Kalkowski said that he believes that the time spent in discussion and the way that the agenda is structured has contributed to an increase in the volume of time and energy spent.

A member agreed that many points on issues get rehashed again and again. Rory O’Neill said that he will take the initiative to modify the structure of the agenda so that members can be appropriately prepared. Mel Kalkowski recommended that a consent agenda could be implemented so that action items can be known about in advance.

**Issues & Projects Summary for 2002-2003**

The Issues and Projects Summary for 2002-2003 was included as an agenda attachment and as an item in the new handbook.


Rory O'Neill recommended that members bring up any issues they believe need more work on in the coming year.

A member asked why the issue of "Increasing Employee Tuition Waiver from 12 to 18 Credits Per Year/ Taxable Graduate Credits" was dropped. Another member said that she would like to see more work done regarding exit interviews.

A member pointed out some of the key issues he thinks are facing the Staff Alliance.
Rory O'Neill asked Pat Ivey and Brian Brubaker to contact Staff Alliance members and solicit their input regarding 2002-2003 issues and projects that do not have closure.

A member said that he thinks it is valuable to know who is working on what and when it is supposed to be completed by.

7. Compensation

7.1. Salary Grid Adjustment for FY2005 – match to inflation

Jim Johnsen said that he is interested in getting input from the Staff Alliance regarding the information he presented yesterday during the Staff Relations session of the retreat regarding options on increases to the salary grid. Right now the administration is considering a 1.0% increase. Jim Johnsen said that he is trying to get the increase on the BOR agenda for September 17-18, 2003.

Mel Kalkowski asked the System Governance Office send the members the administration's salary grid increase proposal so that members can solicit input from their constituents.

Robert Sewell, past chair of the Staff Alliance, sent a memorandum to President Hamilton on June 3, 2003, regarding the salary grid and adjustments to inflation.


Subsequently, Jim Johnsen sent a message to the Rory O'Neill, Chair of the Staff Alliance, regarding this subject.


The following proposed motion appears on the agenda for the Board of Regents Human Resources Committee meeting on September 18, 2003, in Palmer.

The President recommends that:

**MOTION**

“The Human Resources Committee recommends that the Board of Regents approve an increase of 1 percent to the salary grid for regular exempt and nonexempt staff effective the first full payroll period after July 1, 2004. This motion is effective September 18, 2003.”
Also subsequent to the retreat, Rory O’Neill sent the following message to members of the Staff Alliance asking them to identify individuals to participate in upcoming staff salary discussions with SWOHR.

http://gov.alaska.edu/Staff/correspondence/2003-08-21-oneill-members-swohr-discussions.pdf

It was pointed out that not all of the local/MAU staff governance organizations will be meeting between now and the first of September, which is when Jim Johnsen indicated he would need input from staff governance organizations.

Josh Steadman pointed out that the Higher Education Price Index (HEPI) has been used to set tuition in the past, which is an outside standard; so why is an outside standard like the Consumer Price Index (CPI) inappropriate to be used to set staff wages?

Jim Johnsen said that the salary grid’s built-in step increases will cost the University of Alaska an additional 2.6% of its payroll costs in the next fiscal year. Jim Johnsen said that the State of Alaska does not ask the legislature to pay for regular step increases as the university does.

Jim Johnsen said that the administration needs to respond formally to the Staff Alliance's request for a salary grid adjustment that matches the CPI. He said this and other associated issues will be topics of discussion for the future. Salary is an issue that does not go away.

A member said that when position statements are not responded to, it may be useful to restate them in a different manner rather than reissue the position statement.

7.2. Classification Project Update

This update was given under the “Staff Relations” portion of the retreat on Monday, August 18, 2003. See the Fall 2003 Retreat Summary for information.

7.3. Health Care Benefits

This update was given under the “Staff Relations” portion of the retreat on Monday, August 18, 2003. See the Fall 2003 Retreat Summary for information.

7.4. Performance Pay/Bonuses

There was no discussion of this agenda item.
7.5. **Leave Cash Out**

This update was given under the “Staff Relations” portion of the retreat on Monday, August 18, 2003. See the Fall 2003 Retreat Summary for information.

8. **Staff Development**

Jim Johnsen discussed staff development. A member asked if statewide staff need to be apprised more of what staff development opportunities are available at UAF, if staff development is not going to be done by SWOHR but rather by the UAS, UAA, and UAF Human Resources Offices.

9. **Communications**

9.1. **Online Survey Procedures**

Robert Sewell, past chair of the Staff Alliance, sent a memorandum to President Hamilton on June 3, 2003, regarding Electronic Query Availability.


It was discovered that this memorandum was carbon copied to Steve Smith, UA ITS Chief Technology Officer, but not to Jim Johnsen or Vickie Gilligan in SWOHR. Subsequently the memorandum was sent to Jim Johnsen, along with information from the June 3, 2003, presentation by Josh Steadman on the subject.


Rory O'Neill said that Jim Johnsen's staff have resources and are willing to work with the Staff Alliance on this project area. Jim Johnsen would like to know who his people should talk to; Rory O'Neill said that should be Josh Steadman. Jim Johnsen said that capabilities to do online polling exist. Josh Steadman said that he will work with Vickie Gilligan and others.

Pat Ivey said that the Coalition of Student Leaders is interested in online elections for their student governments.

It was pointed out that opinion polling and surveying as well as elections are purposes for an electronic query tool.

It was pointed out that email responses that are sent to one person, compiled, and sent to members via email or otherwise is a simple process of surveying that we can do now.
Jim Johnsen described how employees can be emailed through the enterprise directory. Brian Brubaker said that the tool is relatively new and has not yet been used by the System Governance Office.

9.2. Role of Governance

Rory O’Neill said that a meeting to discuss the role of governance could be a possibility in the future.

There was some discussion of this issue under “Governance/Administration Relations” of the “Staff Relations” portion of the retreat on Monday, August 18, 2003. See the Fall 2003 Retreat Summary for information.

10. UA Advocacy

MOTION: Moved by Kalkowski, seconded by Sporleder, passed without objection

“The Staff Alliance of the University of Alaska moves that the agenda item #10, UA Advocacy, be moved into an informational items category.

It was pointed out that this was discussed at length yesterday during the advocacy session presented by Ann Ringstad, Assistant to the President and formerly the Government Relations Director.

11. Other Items of Interest

11.1. Percentage of FTE for Staff Alliance Chair

Although a motion regarding this item was proposed at the April 15, 2003, Staff Alliance meeting, no action was taken.

Jim Johnsen said that there was no information from the administration regarding this issue.

11.2. Support for President Hamilton

It was agreed to postpone this agenda item until the next meeting on Tuesday, September 9, 2003.

11.3. Endorsement of System Governance Office

It was agreed to postpone this agenda item until the next meeting on Tuesday, September 9, 2003.
11.4. Transition to Outcomes Based Budgeting

This update was given under the “Outcomes Based Budgeting” portion of the retreat on Tuesday, August 19, 2003. See the Fall 2003 Retreat Summary for information.

11.5. Calendar Change: November 11, 2003, Conflict with System Governance Council Retreat

A member suggested that the November meeting be suspended. It was pointed out that advance notice is needed to schedule video conference reservations and meeting locations.

It was agreed that November 18, 2003, would be a good alternative meeting date.

Rita Fuller said that she has a via-video unit attached to her workplace computer and she can join Staff Alliance video conferences from the Sitka Campus with that equipment.

MOTION: Moved by Stanford, seconded by Sporleder, passed without objection

“The Staff Alliance of the University of Alaska hereby modifies its calendar so that the November 11, 2003, meeting is moved to November 18, 2003. This action is effective September 8, 2003.”

11.6. Calendar Change: March 30 and 31, 2004, Dates for Spring Retreat

It was pointed out the need to change the originally scheduled dates for the spring retreat no longer existed. It was agreed to stay with the April 6-7, 2004, dates.

11.7. 2003 UA Employee Survey Results

This update was given under the “Staff Relations” portion of the retreat on Monday, August 18, 2003. See the Fall 2003 Retreat Summary for information.

12. Local Staff Governance Reports

UAA

Kimberly Stanford and Mel Kalkowski said that their groups have not met recently and they have nothing to report.
UAF

Rory O'Neill said that the UAF Vice Chancellor for Administration indicated that there are a lot of changes going on at UAF that effect staff. He is endeavoring to have better communication with the UAF Staff Council.

UAS

Rita Fuller said that her group has not met recently and she has nothing to report.

Statewide

Lisa Sporleder said that SAA met recently. They had a presentation regarding outcomes based budgeting from Paul Jenny of SWBIR. She said that SAA is having training on how to become a voter registrar from an officer in the Fairbanks office of the Division of Elections.

13. Agenda Items for the Next Meeting – Tuesday, September 9, 2003, via Video Conference

Rory O'Neill asked members to send him any requests for agenda items. Rory O'Neill said that he will not be at the next meeting and that Lisa Sporleder will moderate the next meeting.

14. Comments

Members were asked to fill out their retreat evaluation form. A summary of the evaluation results is online.

http://gov.alaska.edu/Staff/Projects/2003-08-Retreat-Evaluation-Summary-Report.html

Various comments were made by the members.

A member requested if audio conferencing can be added to Staff Alliance meetings. It was agreed to do this.

15. Adjourn

The meeting and the retreat was adjourned at 1:18 pm.