



UNIVERSITY  
of ALASKA  
*Many Traditions One Alaska*

## Minutes

### Staff Alliance

Wednesday, November 1, 2017

10 a.m. – 12 p.m.

[Google Hangout](#)

Audio call-in: 1-855-280-1855

(Please mute unless speaking.)

#### 1. Call to Order and Roll Call

##### Voting Members:

Kara Axx, President, UAF Staff Council; Chair, Staff Alliance

Ryan J. Hill, Co-President, UAA Staff Council

Kolene James, President, UAS Staff Council; Vice Chair, Staff Alliance

Brenda Levesque, Co-President, UAA Staff Council

Sue Mitchell, Vice President, UAF Staff Council

Kiwana Sutton, Vice President, UAS Staff Council

##### Staff:

Morgan Dufseth, Executive Officer, System Governance

##### Guests:

Tara Ferguson, UA Compensation Director

Michelle Pope, UA Director of HR Accounting and HRIS

John Moore, Compensation Committee

##### Members Absent:

Shiva Hullavarad, President, SW Administration Assembly

Elaine Main, Vice President, SW Administration Assembly

#### 2. Adopt Agenda

**No quorum due to lack of SW members in attendance. Members opted to go through reports and have discussion on several items, but did not take action on anything.**

#### 3. Approve Minutes

##### 3.1. September Meeting Minutes

[Reference 1](#)

### 3.2. October Meeting Minutes

[Reference 2](#)

## 4. Public and Guest Comment

### 4.1. Michelle Pope – Benefits Updates

Michelle provided an update on benefits at UA:

- Annual leave cash-in has been updated. Every employee will be able to cash-in up to 40 hours as long as they have 40 left in their bank. The annual leave cap will remain at 240, however, for this year only employees could have more because the roll will change from calendar year to fiscal year.
- Additional race choices are now available to select; gender, however, is still binary (male/female only)
- UA is not currently in compliance with the Telephone Consumer Protection Act; will identify landline v. mobile line, and notification that some additional fees may apply for mobile lines
- Currently no health plan changes at this point, however, JHCC is looking at proposals for medical/dental/vision vendors. There is a possibility our vendors could change but are not yet sure.
- Open enrollment – looking at ways to streamline the options for health for employees and data entry for HR staff

### 4.2. Tara Ferguson – Compensation Discussion (see item 10.2)

Tara noted that current regulation at UA states 40 hours is full-time and noted ACA requirements are 30 hours or more. The State of Alaska considers 30 hours full-time for retirement. Tara also noted that if the UA definition of full-time were changed it would likely create a need for systematic changes, could affect benefit eligibility. If the regulation were revised, it could change programming for retirement and possibly other federal reporting; time sheet processing would also have to be modified; leave accrual might also need to be adjusted. Tara noted they might be able to change some of the parameters for I2Verify, the vendor UA uses for employment verification so that employees seeking loans would not be negatively impacted by their part-time status.

## 5. Chair's Report

Kara Axx

Kara noted she attended the October Summit Team meeting and they are looking for ways to encourage staff and faculty participation in Title IX training. President Johnsen asked for review of policy and regulations to if they are creating barriers to efficiency (e.g. verifying employee tuition waivers—by eliminating this regulation thousands of employee hours were saved at minimal cost to efficiency). The System Governance Council met in October as well and discussed how the council could best serve the university and its employees and students, along with its role in shared governance. The Council indicated they were interested in looking to reduce the number of meetings they are required to meet per year (currently six meetings per year are in their constitution). The Council will meet again on Nov. 20. The

Board of Regents met on Oct. 24 to preview the budget that will be presented at their November 9-10 meeting. The Board seems to be pleased with the new budgeting process, which is now based on the university's initiatives/goals for creating a culture of education in Alaska and has five goals. UA will present a budget request of \$341M to the Board.

6. November Governance Report

[Reference 3](#)

Kara noted she would be happy to amend her report if any members had additions.

7. Staff Council Reports

7.1. UAA Staff Council – Ryan reported they will meet tomorrow for November, and will have the VC for Students attend to discuss recruitment/retention issues; they will have a member of UNAC come talk to Council members about their experience as a represented employee; had another vacancy in the Council and are concerned with retaining members in the face of increased workload; will be a part of the searches for VC for Admin as well as chancellor; noted morale survey will be released shortly—results show slight improvements in morale but there was a more significant increase in staff actively looking for employment outside of UA; considering a resolution asking that a Council member serve on any cabinet-level recruitment; encouraged Alliance members to give public testimony for their local staff councils; change at One Stop for enrollment services—reducing hours to address when access is most needed.

7.2. UAF Staff Council

Kara reported they were wrapping up their fall elections. This year UAF Staff Council switched to OrgSync for their election and it seems to have worked well. They have used TKL (time keeping location) to track staff and would like to switch to D-Levels but have run into some issues. UAA noted they used Qualtrix for their ballot; they recently combined their classified and APT councils and voted to keep the same levels but do not keep track of units or departments. UAS noted they use an internal survey developed by their IT department and only have six members—four from Juneau and one from Ketchikan and Sitka. Morgan reported that SAA used Google Forms for their ballot and only ensures there are two representatives located in Anchorage.

7.3. UAS Staff Council

Kiwana reported next week is the Power and Privilege Symposium for faculty, students and staff to discuss issues of how power and privilege affect Alaskans. The next staff council meeting is Nov. 15 and they will further discuss the union issue. Kolene reported she was named the chair of the Morale Committee. She also noted they were in the middle of a search for new director of recruitment and advising (a new position).

7.4. SW Administration Assembly

No update given.

8. Staff Alliance Committees

#### 8.1. Staff Health Care Committee

Morgan reported the SHCC met in October and requested new vendor posters from UA Benefits, and discussed requesting an additional voting member on the JHCC.

#### 8.2. Compensation Committee

John Moore noted the committee has met twice and he was elected chair. They have been working to develop non-monetary proposals for staff, however, there have been suggestions to still recommend an increase for staff. Committee members have been asks to submit any monetary proposals by Nov. 3 and any non-monetary proposals by Nov. 10. The committee has discussed salary compression and how it will start to affect UA employees as the budget has decreased multiple years in a row. Other ideas include more notice for non-exempt employees and more discussion with term staff about the end of their contracts. Tara suggested having Michelle attend the next Compensation or Staff Alliance meeting so they have an update on where the budget stands.

#### 8.3. Morale Committee

Kolene reported committee members agreed to review the previous years' morale surveys and to bring forward the top two outcomes of suggested ideas. They meet again on Nov. 7.

#### 8.4. Ad Hoc Staff Emeritus

Morgan noted this committee still needs more members from UAF and SW.

### 9. External Committees

9.1. System Governance Council: Met on Oct. 18 and will meet next on Nov. 20

9.2. Joint Health Care Committee: Meeting taking place today—written update to follow

9.3. System-wide Councils: Kara, Ryan, Sue, and Brenda

### 10. Ongoing Business

#### 10.1. Staff Union: Local Staff Council Feedback

Kara noted UAF had held all-staff poll on whether they would be interested in learning more about unionization, and results showed about half of staff said they weren't necessarily interested but were open to more information on the topic. UAA Staff Council is going to hear from a union member at their next meeting. UAS Staff Council discussed it via email and among those members there was hesitation to discuss further; it is on the agenda for their next meeting. Morgan reported SAA members approved a motion that indicated they were not experiencing any of the issues other staff at UA were experiencing but that they would be open to receiving more information.

#### 10.2. Full and part-time employment discussion POSTPONED

10.2.1. Definitions: [R04.05.020D](#) and [State of AK](#)

10.2.2. UA Staff Alliance Resolution

[Reference 4](#)

## 11. New Business

### 11.1. Performance Appraisal Training

Morgan noted SW HR had told her all training for the new performance appraisal system will be done through the local HR offices.

### 11.2. Staff Make Student Count POSTPONED

[Reference 5](#)

11.2.1. Timeline

11.2.2. Communication

11.2.3. Review Committees

11.2.4. Spring Presentation

11.2.5. Announcement to Campuses

11.2.6. Certificates for Nominees

### 11.3. Faculty and Staff Regents

A faculty member noted they had reached out to Rep. Wool at the end of September and has not yet heard back from them.

## 12. Agenda Items for December 6 Meeting

12.1. Retirement Discussion with Erika Van Flein (if available)

12.2. Layoff Notice for Hourly Employees

12.3. Staff Make Students Count

## 13. Roundtable discussion

## 14. Adjourn

Members adjourned at 12:00 p.m.