



UNIVERSITY  
of ALASKA  
*Many Traditions One Alaska*

Minutes

**Staff Alliance**

Wednesday, December 6, 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

John Moore for Ryan J. Hill, Co-President, UAA Staff Council

Shiva Hullavarad, President, SW Administration Assembly

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

Kathleen Lardner for Brenda Levesque, Co-President, UAA Staff Council

Elaine Main, Vice President, SW Administration Assembly

Sue Mitchell, Vice President, UAF Staff Council

Kiwana Sutton, Vice President, UAS Staff Council

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests:

Michelle Pope, UA Director of HR Accounting and HRIS

Fred Villa, Associate Vice President for Workforce Development

2. Adopt Agenda

Shiva moved, Elaine seconded. There were none opposed and the agenda was adopted as presented.

3. Approve Minutes

Shiva moved to approve all three sets of minutes, seconded by Sue. There were none opposed and the minutes were approved as presented.

3.1. September Meeting Minutes

[Reference 1](#)

3.2. October Meeting Minutes

[Reference 2](#)

3.3. November Meeting Notes

[Reference 3](#)

#### 4. Public and Guest Comment

##### 4.1. Michelle Pope – Benefits Updates

Michelle provided updates and answered questions on HR topics.

HSA – The goal amount is changing from fiscal year to calendar year; communication has been completed to employees.

Additional race options – A notice will go out to students and employees in January.

Contact information changes – Labels will change but not the information (mobile v. cell; evening v. land line, etc.).

Benefit vendors – RFP process has been cancelled and UA will renew current vendors for another year; reason was due to uncertainty related to the health care authority currently being reviewed by the State of Alaska.

JHCC – The committee approved a decrease in the annual deduction amount by \$475 for employees; result is paycheck deductions will end sooner rather than reducing the deduction amounts. (Yay!)

Change in how wellness rebate occurs – Employees will receive a lump sum payment in November (originally September but pushed back to allow for processing); new hires will receive the lump sum in May. As in past years, the rebate is taxable.

Processing of new hire paperwork – HR is working to streamline and increase efficiency of processing; working to eliminate the paper process and some of the steps so that new hires can submit all forms through myUA. Will provide additional updates in 2018.

Johnsen Nov. 27 memo – The president announced he was approving a salary and benefit market analysis; anticipated to be completed around fiscal year end.

##### 4.2. Fred Villa – Career Coach - <https://alaska.emsicc.com/>

Fred gave a review of a new application/website that UA has purchased to help students and employees find education paths to a chosen career. Funding was provided from BOR investment funds for increasing enrollment and student success.

#### 5. Chair's Report

Kara Axx

Kara reported the BOR approved a budget of \$341M; the governor's budget will be released shortly but is anticipated to be \$325M or less. This year's budget was developed by looking at goals, rather than just previous years' costs/expenses. UA's main goals are increasing enrollment and creating efficiencies. Regents also approved an increase to tuition of 5% for AY19 and AY20; PWSC and Kodiak College tuition was raised by 10% for those two years. President Johnsen's contract was extended for five years and his performance metrics were updated to reflect UA's goals (i.e. creating a culture of education in Alaska). Kara reported that at the November Summit Team meeting, members discussed tracking employee training, especially Title IX. SW HR is working to get all tracking to go through MyUA, which will allow supervisors to pull reports. UA is holding an leadership workshop in Anchorage on

Jan. 18. The workshop help develop UA's messaging for the 2018 legislative session. The Summit Team also discussed messaging and employee communication – namely how employees hear about updates that affect them. (i.e. How do employees find out they aren't going to get a raise in FY19?) The Summit Team is also asking for feedback on outdated/unnecessary policy or regulation. Kara reported the System Governance Council met on November 20. Faculty have identified a legislative sponsor for a faculty regent; however, they have also dropped the staff regent from their proposal. The Council is interested in drafting a resolution regarding BOR public testimony.

## 6. Campus Updates

### 6.1. UAA Staff Council

At their last meeting, UAA SC passed a resolution regarding morale and how they plan to pursue communication and transparency; they also passed a resolution regarding staff council participation on hiring committees for administrator positions.

### 6.2. UAF Staff Council

Market salary analysis; resolution in support of staff regent; resolution in support of annual leave cash-in change; OrgSync continuation

### 6.3. UAS Staff Council

Postponed meeting to mid-December; looking at morale actions and decide what to recommend to the SA Morale Committee; working now on Spring Convocation planning and opportunities for staff development;

### 6.4. SW Administration Assembly

## 7. Staff Alliance Committees

### 7.1. Staff Health Care Committee

SHCC has not met since the last meeting. Sue noted that she had received a question about MediVac flights and Erika reported those flights are usually covered but they try to steer employees to the cheaper vendor.

### 7.2. Compensation Committee

John reported they met and reviewed non-monetary ideas to share with the Alliance. They plan to meet next week with Tara Ferguson and plan to send their recommendation to the Alliance by January. Have also discussed salary compression at UA due to no raises for two years. Will also keep their eye on the market salary analysis. Also looked at getting a raise but zero it out with a furlough.

### 7.3. Morale Committee

Have not yet met. Working on campus ways to address morale issues.

### 7.4. Ad Hoc Staff Emeritus – need UAF member

## 8. External Committees

### 8.1. System Governance Council: Met on Nov. 20

- 8.2. Joint Health Care Committee: Elaine, new member? Brenda will be able to attend the next meeting and hopes to remain on the committee next year.
- 8.3. System-wide Councils: Kara, Ryan, Sue, and Brenda
  - Business council: The councils are going over charters and scorecards but have not yet received a lot of feedback on the issues they have been tasked to address
  - University Relations: URC is working on developing talking points for the budget; leadership advocacy meeting in Anchorage in January; developing radio and TV ads; will have GC Hostina attend to discuss social media parameters
  - HR: they are meeting tomorrow and will receive an update from Tara on the market salary analysis

[Summit Team and System-wide Council Website](#)

9. Ongoing Business

9.1. Full and part-time employment discussion – POSTPONED

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

9.1.2. UA Staff Alliance Resolution

[Reference 4](#)

10. New Business

10.1. Staff Make Students Count

[Reference 5](#)

Morgan will send out an email with a timeline for 2018 and asking for feedback on process.

10.1.1. Timeline

10.1.2. Communication

10.1.3. Review Committees

10.1.4. Spring Presentation

10.1.5. Announcement to Campuses

10.1.6. Certificates for Nominees

10.2. Faculty and Staff Regents

Faculty have dropped ‘staff’ from their proposal to the legislature. Kara noted SA will need to work to contact legislators on their own, rather than piggybacking on faculty. Morgan noted she had heard the president was going to issue a letter on behalf of the BOR. Members noted they still were supportive of pursuing a staff regent. UA leaders had previously noted staff would likely have to recuse themselves from any issue directly affecting staff. Wool, Gara, Josephson, Wilson, Kawasaki, Stevens, Dunleavy, Gardner, Parrish have all indicated they are supportive of faculty regents. Kara asked if members have examples, please share with the Alliance. If any member contacts a legislator, please forward to Kara and Morgan.

10.3. Layoff Notice for Hourly Employees

Postponed to January meeting.

11. Agenda Items for January 10 Meeting
  - 11.1. Retirement Discussion with Erika Van Flein (she wasn't available in December)
  - 11.2. Staff representation on search committees (see Ryan's UAA resolution)
  - 11.3. Full-time employment definitions
  - 11.4. Layoff Notice for Hourly Employees
  - 11.5. Staff Regents
  - 11.6. Winter Retreat – March 2018
  - 11.7. Staff Emeritus
12. Roundtable discussion
13. Adjourn

The meeting adjourned at 12:09 p.m.

DRAFT