



UNIVERSITY
of ALASKA
Many Traditions One Alaska

Agenda

Staff Alliance

Wednesday, January 10, 2018

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

The meeting came to order at 10:04 a.m.

Voting Members:

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

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

Shiva Hullavarad, President, SW Administration Assembly

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

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

2. Adopt Agenda

Sue moved to adopt; Ryan moved to add the emeritus resolution to the agenda. There were no objections.

3. Approve Minutes

3.1. December Meeting Minutes

Reference 1

Ryan moved, Sue seconded. There were none opposed. The minutes were approved as presented.

4. Public and Guest Comment

4.1. Michelle Pope – Benefits Updates

Wellness Rebate Payment for FY19 – The rebate will be paid out in a lump sum payment (formerly was a bi-weekly payroll rebate); SW HR will start communicating the changes in January. A lump sum payment date will be in mid-November (previously said September but was changed to accommodate new hires). The rebate is taxable and will be included on employees' gross pay on the W4. The change was made to streamline administrative processes and to increase the value of the rebate to employees.

Streamlining Onboarding – SW HR is working to make the onboarding process easier and more efficient; they are currently looking to move from paper forms to electronic forms and hope to implement by the end of FY18.

Streamlining Recruitment – SW HR is looking at how the MyUA software is functioning for UA and what could be changed; updates will be led by Tara Ferguson.

Standardization of Family Medical Leave (FML) processing – SW HR is having all campuses use the same process; there is a meeting scheduled for the end of January to process map the more complex FML cases.

Faculty and Staff Compensation Equity Study – The equity study is in the procurement process and trying to avoid RFP to find a consultant (subsequently found out it will have to go through the RFP process, which is going to delay the release of the report).

Open Enrollment for FY19 – Last year, SW HR used electronic forms through Google; however, this year they have opted to use a more secure type of electronic form.

Upgrade from Banner 8 to Banner 9 – Finance, Student, and HR will all be updated and hope to implement this fall (cannot use Banner 8 after Dec. 31, 2018). Will change the look of Banner but not the functionality. Will also allow Banner use on different platform (phones, tablets, etc.). All will be implemented simultaneously. Webinar for Banner 9 held on Jan. 23 (10-11am). General Functional Council shared a video on what it will look like, and will continue to send out regular communication as the project moves forward. More information can be found on the Banner 9x project [website](#).

5. Chair's Report

Kara Axx

The chair reported she met with President Johnsen on Jan. 8. Tuition waiver changes will be implemented by the end of the month, which are anticipated to increase employee benefit package and reduce staff time.

RFP's to new vendors has been suspended and all vendor contracts have been renewed for one year. Due to possible combination with state health plan. Will know more next year.

Governor Walker released his budget for the university, and it was not as high as had been hoped. The Regents request was for \$341M; the governor's budget was \$317M.

The president also discussed positive attitudes and positive messaging, and looking too confident—how to balance. Time to address morale rather than talk about how bad it is. Similar with budget—we know it’s bad and need to find ways to deal with it.

Leadership & Advocacy Workshop in Anchorage on Jan. 18 – The workshop is intended to help craft UA messaging and encourage us to find our own story within that message. An update will be provided at the February Alliance meeting.

6. Staff Council Reports

- 6.1. UAA Staff Council – Will review at their meeting tomorrow, President Johnsen will visit Staff Council in February; UAA is in the middle of accreditation review and will hear a presentation from the accreditation chair; searching for chancellor and VC for Admin and staff reps are working on those reviews; Interim Chancellor Gingerich denied the resolution on staff representation on executive search committees
- 6.2. UAF Staff Council – Does not meet till February and will install new members at that time
- 6.3. UAS Staff Council – Serving on the Chancellor’s Committee on Cultural Safety and Equity and working to find ways to increase morale at UAS. SC is starting to participate more in administrative councils and working groups. Working on an activity report for 2017. Also working to update constitution and bylaws, and plan to add the position of Past President.
- 6.4. SW Administration Assembly – Shiva noted he will remain with SW and SAA and will not be resigning his position. At their December meeting, SAA heard a budget update from SW Budget & Planning, and heard an update from the Butrovich space czar on the possibility of creating a breakroom for Fairbanks employees. They are also working to set up CPR/AED training for SW employees. SAA reps will undergo the training first (in late January) and then the training will be offered to all SW employees.

7. Staff Alliance Committees

- 7.1. Staff Health Care Committee – Has not met
- 7.2. Compensation Committee – Has not met
- 7.3. Morale Committee – Has not met
- 7.4. Ad Hoc Staff Emeritus – still need UAF member

8. External Committees

- 8.1. System Governance Council: Meets on Feb. 15 – Agenda will likely include a look at BOR public testimony options (in-person v. distance), employee regents (faculty and staff), and search committee participation.
- 8.2. Joint Health Care Committee – Brenda reported the JHCC went over the first quarter utilization review (rep from Lockton provided the update); seeing that ER visits are going down, and cost of pharmacy is also going down. Wellness Rebate payment – might be on hold for now, might just be moving the payout from September to

November; also suspended RFP for new vendors and renewed current vendors for one year while we wait to hear back from the state on moving to their health plan.

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

Business Council – RFP for health care, Banner 9 upgrades, Facilities Council issues

Student Services – Reviewing the sex offender list; student employee pay – proposal to increase it to reach state minimum wage; Faculty Alliance resolution on student tuition and fees (a known problem that has been addressed as best possible, although there may still be some issues); making campuses/residential housing non-alcohol (dry)—will be discussed at BOR special meeting Jan. 19.

HR Council – Topics were mostly covered by Michelle Pope (tuition waiver, Banner upgrade). Bona fide separation update regarding retirement – how does that affect employees who retire? Salary study update – going out for RFP.

UR Council – Talked about coordinating messaging—when does the president send a message and then when do the chancellors send a message about the same issue;

9. Ongoing Business

9.1. Full and part-time employment discussion

Kara noted SW HR has agreed to change how they interact with credit/loan checks so that employees working less than 40 hours (but more than 30) could be indicated as a full-time employee. Another point, if we change the regulation, all employees might be moved to the reduced hours.

ACTION: Kara will write a memo to Tara Ferguson to formalize the

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

9.1.2. UA Staff Alliance Resolution

[Reference 2](#)

9.2. Staff Make Students Count

[Reference 3](#)

Morgan asked for committee members and noted she will send out a plan in the next week.

Sue, Kiwana, Ryan, Elaine will be campus POCs for SMSC.

9.2.1. Timeline

9.2.2. Communication

9.2.3. Review Committees

9.2.4. Spring Presentation

9.2.5. Announcement to Campuses

9.2.6. Certificates for Nominees

10. New Business

10.1. Staff Representation on Search Committees

Reference 4

Postponed to next meeting. After discussion, Kara suggested bringing to the System Governance Council. Members also engaged in a discussion about how to designate representation at campus v. system levels (i.e. chancellor's cabinets v. Summit Team).

10.2. Winter Retreat

10.2.1. Date – March 22-23

10.2.2. Location – Anchorage

10.2.3. Topics

Morgan asked that members begin to think of issues and guests they would like to review/meet with at the retreat, and to send ideas to her and Kara.

10.3. Staff Regents – Morgan shared President Johnsen memo regarding UA's opinion on employee regents; faculty are pursuing a faculty regent on their own. Members agreed to begin reaching out to their representatives to garner support for a staff regent.

10.4. Layoff Notice for Hourly Employees – *Postponed to the February meeting due to time*

10.5. Emeritus Resolution – *Postponed to the February meeting due to time*

11. Agenda Items for February 7 Meeting

11.1. ORP Retirement Discussion

12. Roundtable discussion

13. Adjourn

The meeting adjourned at 12:15 p.m.