



Minutes

Staff Alliance

Friday, August 17, 2018

8:30 a.m. – 4:30 p.m.

University House

431 Gold Dust Road

Fairbanks, AK

1. Call to Order and Roll Call

The retreat came to order at 8:30 a.m.

Voting Members:

Kiwana Affatato, Vice President, UAS Staff Council

Kara Axx, President, UAF Staff Council

David Felts, President, UAS Staff Council

Arthur Hussey, President, SW Administration Assembly (attended from 12:30-2:30 p.m.)

Brenda Levesque, Co-President, UAA Staff Council

John Moore, Co-President, UAA Staff Council

Mathew Mund, Vice President, UAF Staff Council

Josh Watts, Vice President, SW Administration Assembly

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests

Tara Ferguson, Director of Compensation

James R. Johnsen, President

Mary Gower, Chief Title IX Officer

Geoff Jacobs, Finance Business Process Analyst

Paul Layer, Vice President for Academics, Students and Research

Rachel Plumlee, Associate General Counsel

Michelle Pope, Director of HR Accounting & HRIS

Michelle Rizk, Vice President for University Relations

Erika Van Flein, Director of Benefits

2. Review and Adopt Retreat Agenda

Members reviewed the agenda and adopted it as presented.

3. President Johnsen, VP Layer, and VP Rizk

The president and vice presidents discussed current UA initiatives with members, including the recent UA Foundation Board of Directors meeting and planning for an upcoming fundraising campaign; the new chancellor at UAA, Cathy Sandeen; development of the FY2020 budget request which will be reviewed by the regents in September; the reframing of the budget request to focus on five goals; the need for more deferred maintenance funding; creating a 'Culture of Respect' as part of the ongoing efforts to address Title IX issues at UA; a complex review of compensation across UA to include market analysis and internal equity; and the upcoming mid-term elections in Alaska including the three-way gubernatorial race. VP Layer also discussed revisions to the proposed regulations on staff emeritus and let the Staff Alliance know the Academic Council and Human Resources Council are still reviewing.

4. SW HR Directors Ferguson, Pope and Van Flein

Director Ferguson reported the analysis of benefits and faculty and executive compensation are complete. She noted SW HR needs more information on staff compensation and is still in the data gathering phase of that part of the review. Ferguson noted they anticipate completion sometime after the September Board meeting.

Director Pope gave a brief review of the projects detailed in the quarterly HR updates, including discussion of the new learning management system and employee performance reviews.

Director Van Flein gave a review of [UA benefits](#).

5. Geoff Jacobs – Changes to Travel Regulations

Members discussed proposed changes to travel regulations. Geoff noted the travel regulations will help support the new travel management system, Concur, when it is implemented later this year. He also noted that the changes generally benefit the traveler, clarify for consistency certain aspects of travel, and work to relieve the burden of travel from the traveler. Geoff asked the Staff Alliance to work with the local staff councils and provide him with feedback by the end of September.

6. CTIXO Gower

Mary gave a review of current Title IX issues at UA. She noted there had been high turnover of investigators, however, the national average for investigators is 18 months in a position.

This is due to the stressful nature of the work. Mary noted UA needs to create more backup for these positions so that when is vacant the work continues and doesn't create a backlog of cases. Mary also noted that the 'Responsible Employee' notice will go out to all UA employees shortly. This notice lets staff and faculty know they are required to report should someone (students or employees) disclose any form of abuse to them. The Title IX Office is also working on a 'Culture of Respect' campaign (exact name TBD), and plans to hire a consultant to help create a framework for UA. Title IX training can be found through UAOnline. The training module has been updated and anyone who took the full course in FY18 only had to take a shorter refresher course in FY19.

7. AGC Plumlee

Associate General Counsel Rachel Plumlee spoke with the Alliance on responsible reporters, building relationships outside of an employee's department, and the statute of limitations on reporting. General Counsel is developing a policy on reporting misconduct and will ask for governance review in the near future.

8. Staff Alliance Business Meeting

8.1. Chair's Report

Kara reported the Summit Team met on August 16. A budget session was also held that morning to work on developing the FY20 request. The Board will meet on September 13-14 in Juneau and will review FY20 budget, the Alaska College of Education, and the philanthropic fundraising campaign. A campus free speech event is being held in Anchorage on Oct. 12, and a leadership summit will be held in Fairbanks on Nov. 15. Kara also reported that the CITO search seems to be in a holding pattern with members planning to meet to determine if they move forward with the current finalists and bring them to Fairbanks for interviews, or if they will return to the candidate pool for another round of review.

8.2. Staff Council Reports

8.2.1. UAA Staff Council

Brenda reported UAA Staff Council held its retreat on Aug. 2. The developed goals for FY19 including: reduced nepotism and favoritism; tying performance evaluations to step increases; counting total years toward recognition even if an employee has a break in service; reduced gym memberships for staff; increased staff longevity recognition.

8.2.2. UAF Staff Council

Kara reported UAF Staff Council had hired a new governance office manager, Muryem Udden. The staff council also had headshots taken for all members, and finalized its mission, vision, values and goals document. The council is currently analyzing the results of a staff morale survey and planning additional sessions in its professional development series.

8.2.3. UAS Staff Council

Kiwana reported the UAS Staff Council held its retreat on July 24. Members voted to update the bylaws to include a past-president role. They are planning to send out a campus morale survey shortly and are working to continue collaboration with Faculty Senate and USUAS. David reported he hopes to travel to each campus and host staff outreach events with Chancellor Caulfield, and is also looking into the annual training event and how to have on-campus events in Ketchikan and Sitka rather than just video.

8.2.4. SW Administration Assembly

Arthur reported SAA held its annual meeting on June 29. Overall, last year SAA focused on morale at SW and have been working on several projects including creating a breakroom area in Butrovich; a quarterly book club; community charity events; lunch'n'learn professional development series; a safety committee--training for SW staff (CPR and AED). SAA's goals for FY19 include increasing staff morale and increased communication/collaboration with the campuses.

8.3. Staff Alliance Committees

8.3.1. Staff Health Care Committee

The SHCC did not meet much in FY18. They should meet more in FY19 to keep an eye on possible changes to the UA health plan, as well as to boost communication to staff on health care issues.

8.3.2. Compensation Committee – FY20 Recommendation

The committee met twice in August and provided a recommendation to the Staff Alliance. They anticipate additional meetings to review the staff compensation equity study and market comparison.

8.3.3. Morale Committee

The morale committee only met once in the fall of FY18. At the meeting, members decided to work on local campus moral and check back in the spring, which unfortunately didn't happen. UAA and UAF each distributed staff morale surveys. SAA and UAS plan to send out morale surveys in the near future. Morgan reported that SW HR plans to send out a system-wide engagement survey sometime in FY19.

8.4. External Committees

8.4.1. System Governance Council: President and VP will serve

8.4.2. Joint Health Care Committee: Needs two new reps for FY19

8.4.3. System-wide Councils: New FY19 Appointments

- Business Council: Kara Axx
- Student Services Council: Kiwana Affatato
- Human Resources Council: Brenda Levesque

- Research Council: John Moore
- IT Council: Josh Watts
- Community Campus: David Felts
- Institutional Research: Mathew Mund
- University Relations: Sue Mitchell
- Development & Alumni: Mathew Mund

8.5. Office Elections

- 8.5.1. Chair – Brenda and Josh both accepted nominations. Josh was elected chair.
- 8.5.2. Vice Chair – Brenda accepted a nomination and was elected by acclamation.

8.6. Committee Appointments

- 8.6.1. SHCC – Mathew, Arthur, David
- 8.6.2. JHCC – Mathew, Arthur, David (alt)
- 8.6.3. Compensation – John, Arthur, David
- 8.6.4. Morale – Kiwana, Kara

8.7. FY19 Meeting Schedule

Members agreed to meet on the third Friday of the month from 10 a.m. to 12 p.m.

8.8. FY19 Goals

Postponed to September 21 meeting.

9. Agenda Items for September Meeting

- 9.1. Travel Regulation Feedback
- 9.2. Summit Team Update
- 9.3. Oct. 12 Free Speech Event
- 9.4. Nov. 15 Leadership Development

10. Adjourn

The meeting adjourned at 4:45 p.m.