

# UNIVERSITY *of* ALASKA

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## Staff Alliance

### Draft Minutes

Tuesday, January 18, 2011

10:00pm – noon by audio conference

Fairbanks site: Butrovich Room 204

Bridge # 1-800-893-8850, pin # 4236369

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

Maria Russell, Chair, Staff Alliance 2010-2011 and President, UAF Staff Council

Margo Griffith, Vice President, UAF Staff Council

Megan Carlson, President, UAA Classified Council (joined halfway through the meeting)

Mary McRae Miller, President, UAS Staff Council

Gwenna Richardson, Vice President, UAS Staff Council

Lisa Sporleder, President, Statewide Administration Assembly

Dana Platta, Vice President, Statewide Administration Assembly

#### Staff

Kim Fackler, Admin Coordinator, System Governance

Beth Behner, Chief Human Resources Officer

Anne Sakumoto, Director, Staff Training

#### 2. Adopt Agenda

MOTION: passed as amended

“The Staff Alliance moves to adopt the agenda for the January 18, 2011 meeting as amended. This action is effective January 18, 2011.”

#### 3. Approve December 14, 2010 minutes

Approval of the minutes was postponed until the February meeting.

#### 4. Chair's Report

The chair updated Megan Carlson on the meeting details prior to her arrival. The other issues are discussed below.

#### 5. Guest and Public Comments

## 5.1 Copier/scanner security

In the state contract for copier leases, there is a clause allowing the university to by back copier hard drives. That apparently had not been known or publicized until Russ O'Hare found that out. A policy is being drafted but it takes a long time.

## 5.2 Other Guest or Public Comments

There were no additional guest or public comments.

## 6. Human Resources Reports, Review

### 6.1 Unionization

There was supposed to be a unionization question and answer session on January 20 or 21 but nothing has been heard since. The university has received a request for another employee roster, but before responding, has communicated that information to employees.

The HR website will be refreshed to include a section on the new election drive. Old signature cards will not count in the new union drive. Apparently the investigation over the last union drive is still ongoing. HR is meeting this afternoon with the university's public relations officers and updating them. Apparently union organizers for this drive will mainly be local. Additionally, there may also be a union drive for APT employees who are not confidential employees or supervisors. Apparently APEA cannot mount a union campaign until April or May.

Employees who do not wish to be contacted at home may change their address in Banner to a post office box.

### 6.2 Non-Retention

ARSC employees on a layoff list may be considered for direct appointment but would not circumvent the UAK jobs process. It would be a certain type of recruitment a non competitive hire that would still go through the HR office and the information would be input into and retained in UAK jobs. A memo from HR would approve their direct appointment.

There is no pressure to hire from the layoff list. The university does not have any obligation to direct appoint people laid off from term funded positions.

### 6.3 Governance Confidentiality

A governance representative was asked by an employee stating that another employee was being treated abusively.

If supervisor in the workplace becomes aware that that a subordinate is being harassed by another co worker and reports this to the supervisor, then the supervisor is obligated to advise HR who would then investigate.

Employees might approach a governance representative for information but governance representatives are not under obligation to report it to HR because the liability obligations are different. A governance person can, however, can advise HR about the behavior of the perpetrator without mentioning the employee's name; however, governance representatives should use their own discretion.

6.4 Employee Training Ann Sakumoto

On March 3 and 4, United Academics is bringing up Neal Howe to talk about Millennial Go to College: Strategies for a new generation on Campus. There is an event scheduled for Anchorage and another for Fairbanks campus. Additional details will be furnished this week.

6.5 Web Time Entry, Vickie Gilligan

This item was moved to the February meeting

7. Strategic Planning

7.1 The Academic Master Plan

The AMP is in development and expected to go the Board of Regents in February.

7.2 Advocacy

The Staff Alliance retreat is scheduled for March 28 and 29 in Juneau. Funds will be found for this. UAA would like to send their own advocates down at the same time as the Staff Alliance has their retreat.

The Integrated Advocacy Committee under Megan Carlson will start meeting soon. The committee is open to faculty, staff, students and alumni and anyone can join.

7.3 Strategic Plan

The Alliance requests staff participation in the development of a strategic plan. A draft motion was prepared and voted on under item 11.4.

8. External Administration Committee/Council Reports

8.1 Human Resources Council

*Margo Griffith; Alternates Lisa Sporleder, Maria Russell*

The HRC met December 16. There is a site called "Ask President Gamble" where people can ask the president questions and receive answers. The site is [www.alaska.edu/pres/ask-gamble](http://www.alaska.edu/pres/ask-gamble). President Gamble said that all policy decisions will be vetted through all governance groups.

He talked about the feel of the of the health care benefits changes. The dependent audit will start in January and end by July 1. The university believes that approximately 5-10 percent of dependents should not be on the list which would save approximately \$500,000. If dependent charges are changed this would require additional programming so will not be implemented in FY13.

HRC also discussed the emergency closure policy, non retention and layoffs, changing the HR web site, tuition waiver forms, and performance evaluation form.

## 8.2 Business Council

*Lisa Sporleder; Alternates Dana Platta, Maria Russell*

The Business Council is being refocused. The SALT group is doing a lot of the business and the Business Council is being refocused so that agenda items can be brought by managers and directors and not just by vice chancellors.

Union negotiations beginning to have impact on operations because two of the key staff were involved. So much was going taken up with negotiations that work wasn't getting done. Tentative agreement for adjunct faculty give them 1.5 percent in year 1 1.7 percent for years 2 and 3 and also included bonuses outside the scope of the general increases.

The Business Council is working on a systemwide approach to emergency closures, discussed outsourcing Banner customizations and in cost negotiations with software vendors for the disaster recovery site in Pillsbury Oregon that would be a mirror site to back up data as a fall back system in case of a disaster here.

ITEC meetings can be watched on the web and are indexed by agenda item. The question is how much transparency is useful and how much is a waste of bandwidth.

No minutes are kept for the Business Council.

## 8.3 Student Services Council

*Russell Pressley; Alternate Gwenna Richardson*

There has not been a meeting. Kim will follow up to make sure the email notices are going out to the Staff Alliance members.

## 8.4 IT Executive Council - ITEC

*Dana Platta; Alternates Margo Griffith, Gwenna Richardson*

There was no meeting in December. ITEC is meeting tomorrow.

- 8.5 **Joint Health Care Committee and Wellness Program**  
*Gwenna Richardson; 1<sup>st</sup> alternate Lisa Sporleder, 2<sup>nd</sup> alternate Megan Carlson*

JHCC met January 3 regarding changes to the health care plan. JHCC voted to eliminate Nexium and all prescription PPI's from plan so limited to just over the counter. Majority of the JHCC recommendations are different from SHCC requested. JHCC met again on January 6 on four scenarios were presented by Lockton, and two more were presented on site. JHCC could not decide on anything, so adjourned. The union side was against staff recommendations. It came down to two scenarios, raise the deductibles and out of pocket, or raise the biweekly contributions. The unions were for raising the biweekly contribution and staff were for raising deductibles and out of pocket.

Beth Behner has had a meeting with the President but no word yet on his response.

- 8.6 **Staff Health Care Committee**  
*Megan Carlson*

The system governance office posted SHCC recommendations on the Staff Alliance web site.

- 8.7 **Retirement committee**  
*Russell Pressley; Alternate Dana Plata*

The committee has not met.

- 8.8 **Tuition Task Force**  
*Gwenna Richardson*

The task force schedule will be received in February.

- 8.9 **Other External Committees/Reports/Assignments**

There were no additional reports.

9. **Staff Alliance Working Groups, Reports**

- 9.1 **Staff Alliance Performance Evaluation Working Group**

The performance evaluation form is in good shape. Maria will check with Chris Racine about status of most recent updates and get the final draft out to the Staff Alliance members to send to their councils.

- 9.2 **Staff Alliance Compensation Working Group; Next Steps**  
Maria Russell intends to schedule the first meeting the middle of next week.

10. Staff Governance Reports:

10.1 UAS Staff Council: *Mary McRae Miller and Gwenna Richardson*

The Staff Council may change its officer structure to include official positions for the past presidents, is looking at developing a staff training schedule for 2011-2012.

10.2 UAA Classified Council, APT Council: *Megan Carlson and Russell Pressley*

There have been no formal meetings of the Classified Council or the APT Council but did put together a formal resolution regarding the chancellor search.

10.3 UAF Staff Council: *Maria Russell and Margo Griffith*

The UAF Staff Council passed motion about emergency closure encouraging uniformity across the system and requesting that employees be paid administrative leave for the Tuesday closure. The 2003 policy still on the marketing web site. Regular staff get paid regular time during emergency closures. Staff Appreciation day will be in May. Next meeting is on Thursday on the performance evaluation form.

10.4 Statewide Administration Assembly: *Lisa Sporleder and Dana Platta*

Wrap up on community outreach: food drive. Fairbanks employees donated 435 lb of food and 57 mugs to the Food Bank and in Anchorage, three boxes of were donated to Bean's Café. SAA is gearing up for employee, longevity, outstanding awards and gearing up for elections.

11. Other Items of Concern

11.1 Staff Make Students Count Awards

Kim will seek clarification on whether or not the process is open for nominations.

11.2 Advocacy

Megan will co-lead the Integrated Advocacy Committee. Mary McRae Miller offered to help.

11.3 Academic Master Plan.

The deadline for feedback was Jan 15, 2011. It is generally seen as a huge improvement over the original.

#### 11.4 Strategic Planning

MOTION: passed unanimously

“As the process of developing and approving the Academic Master Plan nears completion, the Staff Alliance recognizes that the next step in planning is the development of a University of Alaska Strategic Plan. In the spirit of shared governance and involving appropriate stakeholders, the Staff Alliance recommends that staff governance representation be included in the development of this important guidance document. This action is effective January 18, 2011.”

The motion will be printed on letterhead and sent to President Gamble and the Board of Regents.

#### 11.5 Report to the Board of Regents

The chair prepares a report for each Board of Regents meeting. The report for the February Board of Regents meeting will contain reports from each of the staff councils.

#### 12 Agenda Items for Next Meeting Tuesday, February 8, 2011 10:00am-12:00pm

Agenda items may include, but may not be limited to:

- Advocacy trip
- Strategic Plan and Fisher Report and invite President Gamble
- Final Health Care Benefits Changes
- Performance Evaluation
- Web Time Reporting

#### 13. Comments

Gwenna Richardson cannot attend the February meeting but Mary McRae Miller will be in attendance.

Mary McRae Miller noted that the US Arctic Research Commission published good information on its website. See US Arctic Research Commission Arctic Update <http://www.arctic.gov/>.

#### 14. Adjourn

The meeting was adjourned at 11:58 pm.