

# UNIVERSITY of ALASKA

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## Staff Alliance

### Draft Minutes (Approved @ 11/16/2010 mtg.)

Tuesday, October 12, 2010

10:00am – 12:00 noon

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

1. Call to Order and Roll Call

Present

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

Megan Carlson, President, UAA Classified Council

Margo Griffith, Vice President, UAF Staff Council

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

Pat Ivey, Executive Officer, System Governance

Kim Fackler, Admin Coordinator, System Governance

Kris Racina, Director, UAF Human Resources

Brad Lobland, Associate Director, UAF Human Resources

Beth Behner, Chief Human Resources Officer

Mike Humphrey, Director, Benefits

Michelle Rizk, AVP, Budget

2. Adopt Agenda passed as amended

MOTION: passed

“The Staff Alliance moves to adopt the agenda for October 12, 2010 as amended. This action is effective October 12, 2010.

3. Approve September 14, 2010 minutes

<http://gov.alaska.edu/staff/minutes/2010/09-14.pdf>

“The Staff Alliance moves to approve the minutes for the September 14, 2010 meeting as amended to include Megan Carlson’s comments. This action is effective October 12, 2010.”

4. Guest and Public Comments

There were no public comments

5. Chair's Report

Attended the Board of Regents last month couple days after the union withdrew. As of the BoR meeting, SW had not put any salary increases for non union staff. Admin considering recommending a 1%, 2 percent or 3 percent increase.

Regarding the tuition increase, the BoR decided to keep the AY2012 the same as originally proposed, but did not vote on AY2013. Students gave wonderful testimony during the meeting. Gwenna Richardson is on the Tuition Advisory Task Force and will report later.

UAF has implemented a cell phone policy and wondered if other MAUs were implementing a similar policy. SW is in the process of establishing one and UAA has something in the works for implementation November 1.

Comment [mc1]: I thought we determined this was a system policy.

UAS has not received any information; hopes to receive information today. Pat Ivey sent out the UAF policy to the Alliance listserv.

6. Human Resources Reports, Review

6.1 Staff Salary Adjustments, FY12

See discussion under Item 4 above. Beth Behner said the Board of Regents is still in discussions with the president on non union staff salary adjustments and nothing will be known until after the Board of Regents budget meeting. Union faculty and staff salaries will not be known until after negotiations are completed. It is up to staff governance to provide input to the Board of Regents on staff salary rates. For planning purposes, the Board has been furnished information on the effects of a one percent, a two percent and a three percent salary increase for non union staff.

UA benefits cost increases will affect the amount available for salary increases. The legislature is, by the way, asking about employee tuition waivers again.

**ACTION:** The Staff Alliance established a staff compensation working group with Maria Russell as chair, and with at least two representatives from each MAU to develop a position and data to support it for submission to the Board of Regents at the November Board of Regents meeting. Megan Carlson, Mary McCrae and Gwenna Richardson, and Dana Platta volunteered.

Michelle Rizk urged the compensation working group to continue beyond the Board of Regents meeting to discuss the overall compensation package.

6.2 **Performance Evaluation Process Status**  
<http://gov.alaska.edu/staff/2010-09-08.PerfEvalForm.pdf>

Brad said the subcommittee went through the form yesterday. Changes from the September 8 version were discussed. On page 5 there is a section for employee review. The section on "Needs Improvement" was discussed at length. The subcommittee also wants to make sure the employee response is stapled to the form.

The timekeeping location is being added in Section 1. "MAU" is being added where it says "department." Sections 2 and 3 are being interchanged so that the definitions come before the instructions. If a supervisor gives an employee a "needs improvement" rating, there has to be proof that the supervisor has articulated expectations and worked with the employee beforehand. The employee has a right to respond to the evaluation within a reasonable time period not to exceed 30 days. The employee also has a right to discuss this evaluation with the second-line supervisor or Human Resources.

For the N/A rating, put in a comment that explains the reason for using this category (employee doesn't have that in their job description, or employee is too new to be evaluated on this job duty).

Make the boxes bigger to encourage substantive comments. Looking at supervisor evaluation of supervisors, somehow provide for supervisors of supervisors to solicit anonymous feedback from the subordinates of the supervisor being evaluated, possibly in a separate appendix (a 360 degree evaluation in human resources parlance). If this can't be done formally, at least insert language encouraging consultation of subordinates in reviewing supervisory performance.

The final goal is to have one form that can be used systemwide.

Training for supervisors on the intent of each section of the performance evaluation is critical.

Beth Behner said once the performance evaluation form gets a few more tweaks, the plan is to pilot the form with a few groups to get their feedback on what works and what needs further tweaking.

Kris Racina said that the message is not just the form itself, but rather continual communication between supervisor and employee.

6.3 **Other Human Resources Issues**

There were no other human resources issues.

7. **Strategic Planning**

7.1 **GO Bond, Bonding Proposition B**

[http://www.elections.alaska.gov/ei\\_general\\_bm.php](http://www.elections.alaska.gov/ei_general_bm.php)

There is a YES on Prop B web site that has all the information on all the UA projects. <http://yespropb.com/>. If anyone wants generic information on the UAF Life Sciences Building, there is a brown bag information session tomorrow in Wood Center C&D

7.2 **FY12 Budget**

<http://www.alaska.edu/swbir/budget/>

The FY 12 Budget does not include salary adjustments at this point, but they are expected to be added later. Because of the bond issue, the capital budget draft will not be available until after the vote on Prop B. Regarding the operating budget, since the Board of Regents did not approve another 5 percent tuition increase for lower division in FY12, the operating budget had to be adjusted. The Board of Regents postponed action on tuition increases for FY13 until December.

7.3 Fisher Review Status

December is the target date for receiving results of the Fisher review, but there has been nothing official to that, only rumor. It is unknown whether or not December is when Fisher will submit the report to the President, or when the report will become a public document.

7.4 **Tuition Task Force** – *Gwenna Richardson*

Gwenna said all the attachments had been sent to Pat Ivey. The Tuition Task Force is looking at FY13 scenarios of a 7, 8 and a 9 percent increase to all levels except graduate tuition. The next meeting is October 19. At the October 26, at 8:30 by audio conference, Gwenna will need someone to fill in for her because she will be at the JHCC meeting in Anchorage.

7.5 Other Strategic Planning Issues

8. External Administration Committee/Council Reports

8.1 Human Resources Council

*Margo Griffith; Alternates Lisa Sporleder, Maria Russell*

8.2 Business Council

Attachment 8.2

*Lisa Sporleder; Alternates Dana Platta, Maria Russell*

<http://gov.alaska.edu/staff/2010-09-14.bc-DataDriven.pdf>

<http://gov.alaska.edu/staff/2010-09-14.bc-DerivingValueDeck.pdf>

<http://gov.alaska.edu/staff/2010-09-14.bc-EnergyPresentation.pdf>

<http://gov.alaska.edu/staff/2010-09-14.bc-EnergyResourceCenterhandoutNRv2.pdf>

<http://gov.alaska.edu/staff/2010-09-14.bc-Procurement.pdf>

<http://gov.alaska.edu/staff/2010-09-14.bc-SpaceUtilization.pdf>  
<http://gov.alaska.edu/staff/2010-09-14.bc-EAB1Pager.pdf>

The Business Council was not an actual meeting but rather a presentation by the education advisory council.

8.3 Student Services Council –  
*Russell Pressley; Alternate Gwenna Richardson*

8.4 **IT Executive Council - ITEC** Attachment 8.4  
*Dana Platta; Alternates Margo Griffith, Gwenna Richardson*

There is a new Banner module to make student search for distance education classes easier. Early testing is positive. There is a Maximus review this afternoon, Maria is attending. There seems to be a lack of knowledge about where training opportunities are for non union staff; needs to be consistent application of procedures. Regarding time reporting on line, it is not very intuitive, so ITEC was charged with looking at other Banner schools to see if they had done anything to make time entry easier. Portland State University is a Banner school and has a much simpler process. The general consensus is that the standard Banner module is clunky.

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*  
<http://gov.alaska.edu/staff/2010-09-03.JHCC-WellnessInitiatives.pdf>

Mike Humphrey is working on direct mailing. The next JHCC meeting is October 26-27 in Anchorage. There is a decrease in cost per employee on the VSP which was a 23 percent decrease and coverage was increased. The JHCC chair is working on ways to use the wellness incentive funds, including activities on the campuses like weight loss competitions or collaborating with community health fairs.

**Comment [mc2]:** I'm not sure what the direct mailing is about, but it seems likely anything related to Mike belongs here and not with ITEC.

8.6 Staff Health Care Committee

Megan Carlson is still chair and the committee has not met since the last Alliance meeting.

8.6 Retirement committee  
*Russell Pressley; Alternate Dana Platta*

Retirement committee has not met since the last Alliance meeting.

8.7 Other External Committees/Reports/Assignments

9. Staff Alliance Working Groups, Reports

9.1 Staff Alliance Performance Evaluation Working Group

The working group has been put on hold pending receipt of the next iteration of the performance evaluation form.

10. Staff Governance Reports:

10.1 UAS Staff Council: *Gwenna Richardson*

UAS Staff Council has a new president, Mary McCrae and met the end of September. The president has met with nearly everyone. Staff Council will meet 3<sup>rd</sup> Tuesday of the month. President Gamble visited all three Southeast campuses, had some informative sessions. Have some wellness visits to Sitka and Ketchikan.

Mary asked if she should submit her reports in writing.

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

Been through accreditation visit; 350 people participated, Classified and APT Councils are working on their joint retreat being held later this month. UAA governance urged President Gamble to start the search committee to find Chancellor Ulmer's replacement and got a response from the president that he would not begin that until after the November Board of Regents meeting.

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

UAF Staff Council had VP admin visit; about four or five people were laid off due to budget constraints and is working to make sure the laid off employees were placed on a priority placement list

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

SAA meets tomorrow and had UA Foundation talk about staff giving, a debriefing on the brown bag forum, had a staff healthcare and JHCC update, advocacy, color copier and window screens for Butrovich.

11. Other Items of Concern

Mary asked if any other staff councils maintained a handbook for their officers to share with her.

12. Comments

There were no additional comments.

13. **Adjourn**

**The meeting adjourned at 12:35pm**