

UNIVERSITY *of* ALASKA

Staff Alliance

Draft Minutes *(Approved 5/10/2011)*

Tuesday, December 14, 2010

3:00pm – 5:00pm by audio conference

Fairbanks site: Butrovich Room 208A1

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

1. Call to Order and Roll Call

Members:

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

Russell Pressley, Vice Chair, Staff Alliance 2010-2011 and President, UAA APT Council

Megan Carlson, President, UAA Classified Council

Margo Griffith, Vice President, UAF 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

Pat Ivey, Executive Officer, System Governance

Joe Trubacz, Chief Financial Officer, Vice President for Finance and Administration

Russell O'Hare, Chief Records Officer

Kerry Digou, Chief Security Officer

Nathan Siefus, Security Officer

Beth Behner, Chief Human Resources Officer

2. Adopt Agenda

MOTION: passed

“The Staff Alliance moves to adopt the agenda for the December 14, 2010 meeting. This action is effective December 14, 2010.”

3. Approve November 16, 2010 minutes

MOTION: passed

“The Staff Alliance moves to approve the minutes of the November 16, 2010 meeting as amended. This action is effective December 14, 2010.”

4. Chair's Report

4.1 Report on Board of Regents meeting December 9 and 10, 2010

Thanked the outgoing regents and shared concerns about the planned increases linked to the CPI. The regents did approve a 7 percent tuition increase for undergraduate tuition and 3 percent increase to graduate tuition. Employee tuition waivers were not discussed in public session.

This was the last Board meeting for Board members Eric Drygas and Cynthia Henry. Fuller Cowell is the new Board chair and Pat Jacobsen is vice chair.

5. Guest and Public Comments

5.1 Copier/scanner security

Present *Joe Trubacz, Vice President for Finance and Administration and ITEC*

Copiers have become computers with hard drives that store data and documents that can be hacked into. UA is developing policy that includes procedures relating to the life cycle of the machine, the type and contract language, who owns the hard drives at the end of the machine life cycle, the contractor or the university. UA believes that UA should own it. All hard drives should be removed from copiers before machines are disposed of. Memos have been sent to chancellors and other administrators regarding this. UA owned machines are now wiped clean by IT. Apparently we can now purchase and keep the hard drives on leased machines.

Recommended contract language includes:

- Identification of the machine functionality and protection of data
- Vendor must demonstrate data wiping capability
- Service provider must demonstrate how to remove the hard drive
- Secured disk upgrade warranty
-

University responsibilities include:

- Employees must be trained on how to use the machine and turn off the data retention function on the machines
- Add a label to the machines notifying employees that the machine has persistent memory and may retain the information being copied
- Assure that all copier hard drives are wiped before copier disposal.

Some functionality will be removed if the hard drives are removed, i.e., ability to queue jobs, scanning documents etc., so the decision to remove the hard drive cannot be arbitrary. The university is responsible for securing the data. The FDC has just come out with a guide to businesses that includes the caveat that if businesses are doing credit checks or copying privileged information, it is the business's responsibility to maintain and safely dispose of the information.

Additional information will be forthcoming shortly after the first of the year. A draft policy should be forthcoming by the end of January.

5.2 Other Guest or Public Comments

6. Human Resources Reports, Review

6.1 Non Retention Update

Human Resources has been unable to verify layoff numbers. The ARSC layoff information is correct. News came out in the press prematurely before notices could be given. UA was bound to give a six month layoff notice period even though funds are available through may. Approximately 40 staff are involved, and President Gamble waived the regulations in this instance so all staff including both classified and APT were given six months notice.

Regarding reporting, there are different processes and burdens of proof for non retention as opposed to termination for cause, and sometimes a termination involves both processes. When that occurs, the report lists the event only once for the higher action (termination for cause) regardless of the ultimate outcome (non retention).

6.2 ARSC Layoffs

Human resources is looking for positions for those ARSC employees who are being laid off. These employees are on a UAF priority rehire list; they don't have to go through the UAK jobs process.

6.3 Education Benefits Issues

Regarding education benefits, the value of employee, spouses and dependent tuition waivers equals approximately \$4 million per year. This is part of the total compensation packet. We are looking at moderate changes and have given proposals to the unions containing a waiting period of six months and reimbursing the university for failing grades. Tuition is not the only factor in taking classes. Fees must be paid by the employee. If an incomplete resulted in a failed grade, the employee would reimburse the university. There is no interest in penalizing anyone for auditing courses. Apparently UAF and UAA give a failing grade for incompletes not completed within one year but at UAS, the incomplete becomes part of the permanent record without penalty. The Faculty Alliance is looking at this issue.

6.4 Geographic Differential

The university geographic differential rates differ from the state rates. To align the rates, some areas would benefit and others would be adversely impacted. This has been discussed in the staff compensation working group and by faculty. The item was remanded to the staff compensation committee.

6.5 Unionization

ASEA has not petitioned to organize yet but will. There is a video conference on January 22. Since the original petition was withdrawn, ASEA has to start over. As a result of arbitration. ASEA is not allowed to begin unionization efforts before they can start in again. Now that ASEA is rejoining the unionization effort, is there any interested in obtaining the answers to questions posed at the SAA brown bag luncheon. It is either up to SAA or Staff Alliance to get the questions answered; however, if they choose not to answer, we can say that the union chose not to answer.

6.6 Other Human Resources Issues

Soft closures: UAA and UAF had soft closures due to weather but treated employees differently. UAA employees were allowed to take administrative leave during a recent full campus emergency closure but UAF staff were only allowed leave without pay or come in to work. In 2003, a UAF policy was on the books that if there was a forced closure, staff were allowed administrative leave. The other day classes were cancelled but the campus was not closed.

Discussions about pay should be taken up with the chancellor.

7. Strategic Planning

7.1 Fisher Review Status

President Gamble addressed the issue at the UAF Faculty Senate meeting saying that after a bit more review by executives, he expects to release the report publicly.

7.2 Other Strategic Planning Issues

There were no additional strategic planning issues discussed.

8. External Administration Committee/Council Reports

8.1 Human Resources Council

Margo Griffith; Alternates Lisa Sporleder, Maria Russell

The HRC is meeting Thursday.

8.2 Business Council

Lisa Sporleder; Alternates Dana Platta, Maria Russell

The Business Council meets tomorrow morning. The agenda comes out this afternoon.

8.3 Student Services Council
Russell Pressley; Alternate Gwenna Richardson

There was nothing to report.

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

No report was given. Dana Platta took notes but is traveling so will be asked to report

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

Met with Premera in Seattle and received knowledge management information which is confidential information we cannot share.

The updated Lockton information was sent out by Mike Humphrey yesterday afternoon to the JHCC showing the approximate costs to employees.

Several sets of minutes from October November and December minutes were apparently sent by Gwenna Richardson to the Alliance yesterday but not received so will be resent directly to the system governance office for distribution.

The health care cost outlook is dismal. There is agreement on most points. Both groups agreed is the 8-tier structure for contributions but this cannot be done now due to logistics that have to be worked out first. **At a savings of only \$75,000 to shift to the 8-tier structure, including IT time and communications, the change would not save money now but is still being pursued.**

Other recommendations included:

- Move Nexium to Tier 3 drug instead of removing it
- Spousal surcharge for working spouses who have other coverage
- Exemption of spousal surcharge for retirees
- Dependent audits beginning in January
- Reduction of generic copay for certain maintenance drugs for chronic conditions.
- Increase the differential between preferred brand names and non-preferred drugs.
- Change “medical tourism” to “surgical travel benefits”
- Mail order will eventually become mandatory (except for perishable drugs) after second refill or the copay will double
- Increasing copays for part time permanent employees who receive full time healthcare benefits even though the departmental staff benefit rate is calculated at a percentage of hours worked.

8.6 Staff Health Care Committee

Megan Carlson will send out the Staff Alliance the most recent copy of the SHCC recommendations when they are finalized later this week. Communications are very important in the coming weeks regarding the changes.

8.7 Retirement committee
Russell Pressley; Alternate Dana Plata

There was nothing to report.

8.8 Tuition Task Force
Gwenna Richardson

There was no meeting this month.

8.9 Other External Committees/Reports/Assignments

9. Staff Alliance Working Groups, Reports

9.1 Staff Alliance Performance Evaluation Working Group

The group met this morning to review the most recent performance evaluation draft form. It goes to the HRC on Thursday.

9.2 Staff Alliance Compensation Working Group; Next Steps

The group has not met. A folder is being set up on Google docs to share information.

10. Staff Governance Reports:

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

The Council retreat in Sitka went well. Thanks to UAF and SAA newsletters, UAS is going to adopt newsletter for staff. Cynthia Rogers is going to help with this.

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

APT Council met and talked about the budget. As a group we have to support the official budget request.

Classified Council talked about healthcare, the chancellor search and is conducting a survey on how important it is to have a search. Also formalizing joint meetings with

the APT Council twice a year and service on a committee once a year in the constitution.

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

Staff Council has not met since last Alliance meeting.

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

SAA met and discussed

- Tobacco surcharge – not wanted
- Cost of living – inflation protection. SAA president was directed to share SAA thoughts with the Board of Regents.
- Lockton Report
- Potlucks, food drive and employee awards

11. Other Items of Concern

11.1 Staff Make Students Count Awards

It is expected that the award will continue. No notices can go out until the president approves the guidelines. Timelines will be similar to last year.

12 Agenda Items for Next Meeting Tuesday, January 18, 2011 10:00am-12:00pm

- * Advocacy
- * Juneau retreat
- * Academic Master Plan
- * Fisher Report

13. Comments

There were no additional comments.

14. Adjourn

The meeting was adjourned at 12:04pm.
