

UNIVERSITY of ALASKA

Staff Alliance

Draft Minutes *(Approved @ 5/10/2011 mtg.)*

Tuesday, February 8, 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

Present:

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

Patrick Gamble, President, University of Alaska
Jeannie Senechal, Director, Compensation
Vickie Gilligan, Director of HR Operations

2. Adopt Agenda

MOTION: passed

“The Staff Alliance moves to adopt the agenda for the February 8, 2011 meeting as amended. This action is effective February 8, 2011.”

3. Approve minutes

3.1 December 14, 2010

Attachment 3.1

3.2 January 18, 2011

Attachment 3.2

MOTION: passed

“The Staff Alliance moves to table approval of the December 14, 2010 and the January 18, 2011 minutes until the March, 2011 Staff Alliance meeting. This action is effective February 8, 2011.”

4. Chair’s Report

4.1 Spring Retreat

There is a need to reschedule the March spring retreat from March 27 and 28.

MOTION: passed

“The Staff Alliance moves to change the dates of the Spring Retreat from March 27 and 28 to March 7 and 8, 2011 in Juneau. This action is effective February 8, 2011.”

4.2 Board of Regents Meeting <http://www.alaska.edu/bor/agendas>

The Board of Regents meets February 17 and 18. System governance groups have their own item on the Board agenda now. Please forward items to include in the report to mtrussell@alaska.edu.

5. Guest and Public Comments

There were no guest or public comments.

6. President Gamble (approximately 11:00am)

6.1 Strategic Plan Process

The Staff Alliance passed a motion asking that Staff Alliance be included in the strategic plan process.

President Gamble has compiled the support documents for the strategic plan. President Gamble will write the introduction which will advise the general theme areas, and what the reader should be able to get out of it. Then for the planning process, we want to create a zone representing the direction we will go over the next five years. Think of going forward year by year: year 1, year 2, year 3, year 4 and year 5. You may wander slightly within the vector but will still be moving forward. The themes aggregate a number of small topics.

President Gamble will task out the strategic planning to governance. The academic master plan was a separate process that took a long time. The strategic planning process will involve interactive work between governance, budget, executives and

chancellors and when we are comfortable with the 75-80 percent answer we can move ahead and course correct as needed. Once we get there, we can draft, send it out and get feedback. Having gone through the process, a lot of the buy-in should already have occurred. Some of the low hanging fruit (easy to do, data indicates it should be done, low resources required) we can do right away.

Everyone is analyzing Fisher as a first step in the strategic planning process. We have to pull the substance out of the document. Once we get the budget put to bed in the legislature, we can devote more time to this.

Governance will become involved up front. When you read through the summary of recommendations and see exactly what Fisher said. Wendy Redman will be key in the process. Within the next 60 days, the pace will pick up, especially when everyone reads the documents and decides for themselves where they fit in the strategic planning process.

Pat Ivey will be a key component in getting out the information out and getting the feedback back from governance.

6.2 Fisher Plan

Attachment 6.2

The legislature was very interested in the plan and what UA will do with it. The report has been well received. The cover memo really should be read before the report because it explains what the Fisher Report is all about. Wendy Redman gave the report this morning and pointed out that we aren't playing "Fisher Says." There are about 125 universities Fisher has done. Fisher took that experience, looked at UA in that context and showed us where we fit and where we did not. Where we are different, we have to explain why. That is where we need to be sure we have a good reason for what we do. When Fisher speaks in generalities, we are comfortable with that. But when Fisher gets proscriptive, he misses the mark.

The Board had a retreat in January consisting of 1) how to get the budget through Juneau, 2) the Fisher Report. We have to get into our data to figure out why we do things the way we do. What are the needs out there over the next five years. If we don't see anything, we are not strategic planning. The last thing we want to get to is how we will get to the fixes when we don't know what the problem is.

We can mine the data. How we use the data and apply it to the problem. If it is academic, it goes to the faculty. Governance needs to tell us what works and what is recommended for change. What is the best thing that can be handled by one campus or multiple campuses. We don't fit a model like any system in the lower 48.

If you wave your arms and talk about the system, what does that mean? We need to sit down at the table and define this, mine the data, and discuss this.

People want this solved fast. President Gamble has told everyone the process will take the better part of a year. He wants the university to be ready before any steps are taken. The legislature wants us to be honest with ourselves but not be quick on the trigger.

The Board has been asked to go to Juneau. The president, Board chair Fuller Cowell, Bob Martin from Juneau and Carl Marrs from Anchorage will go down tomorrow. They want to hear from the Board that they are not parochial, given that both new members are from Fairbanks. The Board has never become parochial in a meeting.

If questions come up when Staff Alliance goes to Juneau next month, express your thoughts as a personal opinion and make it very clear these are your personal opinions. Maintain credibility. If you don't know the answer, say so.

President Gamble offered some documents to the Staff Alliance that were presented to House Finance yesterday.

6.3 Staff Make Students Count Awards

Attachment 6.3

President Gamble views this award is needed and well received in June when he viewed the award presentations for the first time. The award originated in order to showcase our outstanding employees to go above and beyond the call of duty for students. Staff councils solicit nominations, make recommendations and send them to Pat Ivey. Pat compiles the recommendations and sends everything to the President. The President makes the awards and presents them at a Board of Regents meeting. The award recognizes outstanding staff and at the same time, keeps us all mindful of why we are here – to serve students. This also helps with recruitment and retention. One of the themes President Gamble has seen in his time here is the quality of assistance to students. What he is hearing from Native students, from high schools is who can help them until they are ready to step out on their own. If we are going to compete in an environment where students have to come in and sit in our classrooms, we have to provide the service to students.

Service with a capital S is going to be critical across the university system.

6.4 Compensation increases

Maria Russell recommended having a compensation system that recognizes longevity and COLA increases as well as merit. President Gamble said we need to state where we are and where we want to go, given the environment and the zone. The degree to which the Staff Alliance can put something together would be very helpful to President Gamble.

The legislature is looking at pay, and don't like what we are paying. Sixty percent of university costs is compensation. The largest pay increase was in FY09 just after

the worst recession since the depression. We averaged 4.1 percent per year for the last four years. This year, we are looking at 2.1 percent for pay increases. The legislature is not interested in what is fair. They are interested in the bottom line. As soon as inflation takes hold, there will be an expectation that pay will match inflation and the cost of health care. We within the university will come to an agreement on what the percentage, there is a fairness issue with regard to the individual components of compensation that we ought to be talking about. So regardless of the macro percentage, what percentages go to each element. Right now we are supposed to have a rating system and the president hasn't seen it. It was explained that the Staff Alliance has worked with HR very hard to develop a form that they believe will work.

Mary McRae Miller added that in Southeast, the tuition waiver is really important and retains employees. Another thing that will help tremendously is to make PERS and TRS stable.

The tuition benefit has come up in the legislature and UA gave legislators a lot of background. The legislature wants assurance is no employee or dependent on a tuition waiver can bump out a student who pays for a class. President Gamble has promised to defend the tuition waiver.

On the PERS side, the state could fix PERS with a stroke of a pen but does not elect to do it. If we don't do it, our bond rating will eventually go down. PERS is an obligation to employees for work already done.

7. Legislative Update/Advocacy, W. Redman/M. Rizk Attachment 7.0

There was no update. An Integrated Advocacy Committee meeting will be held soon and the Staff Alliance will be invited.

8. Human Resources Reports, Review

8.1 Nondiscrimination Policy Separate Attachment

The Board of Regents will consider changes to the nondiscrimination policy to include sexual orientation. A draft letter from the Staff Alliance was read and approved.

Dear President Gamble,

The Staff Alliance believes that it is time for the administration to update the University's non-discrimination policy. The issue has been on hold, in part due to the transition in system leadership, and now we challenge you to lead this discussion to implement change.

Universities have a long and proud tradition of leading the nation in many different endeavors: in technology development, in public service, and in civil rights, to name a few. In short, universities lead the nation into expecting more of itself.

Staff Alliance believes that the University of Alaska is enriched by the knowledge and unique life experiences of

each student, faculty member, and staff person within it, including their race, color, sex, sexual orientation, gender identity, marital status, religion or lack of religion, age, national and ethnic origin or ancestry, political beliefs, parenthood, veteran status, and experience of disability.

Many other universities, colleges, and corporations are already updating their non-discrimination policies. Most prohibit any form of discrimination based on the aforementioned factors when they are unrelated to course or employment requirements: they are simply excluded from consideration in the administration of educational policy, admissions, employment, scholarship and loan programs, and other institutionally administered programs and activities.

We urge you to work with the Board of Regents to develop explicit policy stating that our University views, assesses, and treats all persons only as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics. We are pleased that you are proposing this change to our non-discrimination policy to include sexual orientation because our students, faculty and staff have asked for this for many years, at least as far back as 1992. It's time to take this issue to the Board of Regents for consideration.

If the Staff Alliance can be of any assistance in addressing this important issue, please do not hesitate to ask.

Sincerely,

Maria Russell, Staff Alliance Chair

MOTION: PASSED

"The Staff Alliance requests that the UA system address the issue of the UA Non-Discrimination Policy as:

- 1) Since 1992 Faculty, Staff and Students have requested that sexual orientation be included in the non-discrimination policy, and strongly encourage the administration include this in the policy.
- 2) We also encourage the administration to look at other identifying factors that we believe should be included in this policy that other universities already include: gender identity, religion or lack of religion, national and ethnic origin or ancestry, political beliefs. This action is effective February 8, 2011."

The motion will go forward as an attachment to the letter to President Gamble and the Board of Regents.

8.2 Dependent Audit Update, Jeannine Senechal Attachment 8.2

Alliance members have received feedback about the shortness of timeline, i.e., the deadline of February 28. There have been a lot of questions about the audit from all quarters of the university. There is some information coming out from public affairs that may be coming out today. There is no indication that the timeline will be extended. Concerns should be emailed to mjhumphrey@alaska.edu. People are told to contact ConSova, have done so, and have been unable to get through. A letter from the President is due out tomorrow.

8.3 Health Care Plan Changes, Beth Behner Attachment 8.3

The memo Beth sent to the President with recommendations evidently got out to the Fairbanks Daily News Miner. The president intends to not make the final decision until after the Board of Regents meeting. Mary McRae asked when the formal

conversation regarding the following year. Megan Carlson responded that discussions started last year in October but will probably will need to start earlier but not until the beginning of the next fiscal year after this year's changes have been put in place.

8.4 Web Time Reporting, Vickie Gilligan

Attachment 8.4

Vickie Gilligan explained time effort reporting for both non-exempt and exempt staff. About a year ago UAF requested that electronic time sheets and grant effort reporting which time sheets cover move up on the IT priority list. Several people have been working on this for about a year. ITEC agreed that time effort reporting would be part of the electronic time sheet. Vickie gave a presentation on the mock up of the time sheets where employees would go into UA on line and click on the time sheet option. She further explained how to fill out the time sheet.

Staff Alliance recommended that supervisors have the ability to send time sheets back to employees for correction, but cannot change or delete the time sheet itself. Employees who fill out time sheets ahead of time and then leave the university, contact HR to have the remaining timesheets deleted.

The time sheet system was built with one supervisor signature on the time sheet regardless of the number of the funding sources but can be adjusted for multiple supervisors. Only the employee doing the work needs to approve the grant effort certification portion.

Discussions are underway about whether or not overtime should be automatic because for cases where there are multiple funding sources, there would be no way to calculate which funding source the money will come from. There will still be a few paper options allowed under certain conditions. Holiday premium pay is being considered separately as is shift differential.

HR needs to train supervisors on their responsibilities for both time sheets and for grant effort reporting. A lot of supervisors delegate responsibilities to PPAs, who are sometimes charged to fill out the time sheets too, and this needs to be changed. Employees must fill out their own time sheets.

Development, testing and validating will occur over the next five months. Departments will be selected to pilot the system in August. It was suggested that the teams include people from rural areas as well as urban. The pilot will be by name. As the program is rolled out to departments, the implementation will be by TKL.

Additional suggestions should be forwarded to vjgilligan@alaska.edu.

8.5 Union Update

Attachment 8.5

Nothing has been heard since the last Staff Alliance meeting, although some employees in Southeast have been getting invitations. Staff governance is supposed to remain neutral. If employees are receiving information, it is coming to them personally.

8.6 Other Human Resources Reports, Issues

8.6.1 Cash in of annual leave and sick leave

According to the 6070 contract, union employees can cash in up to 40 hours of annual leave at a time, but can do it more than once a year provided they have 40 hours of annual leave remaining. The question is whether or not Staff Alliance wants the same for non covered employees.

Sick leave and annual leave cash out should be on the March agenda. Data should be gathered for this discussion.

9. External Administration Committee/Council Reports

9.1 Human Resources Council

Margo Griffith; Alternates Lisa Sporleder, Maria Russell

Ardith Lynch talked about federal regs relating to break time for nursing mothers. Anne Sakumoto talked about Neil Howell's training in March.

9.2 Business Council

Attachment 9.2

Lisa Sporleder; Alternates Dana Platta, Maria Russell

There was nothing that really stood out as needing attention

9.3 Student Services Council

Russell Pressley; Alternate Gwenna Richardson

There was no report given.

9.4 IT Executive Council - ITEC

Attachment 9.4

Dana Platta; Alternates Margo Griffith, Gwenna Richardson

Dana will send out the minutes.

9.5 Joint Health Care Committee and Wellness Program

Gwenna Richardson; 1st alternate Lisa Sporleder, 2nd alternate Megan Carlson
<http://www.alaska.edu/benefits/joint-health-care-committ/1262011/>

There was nothing to add that has not already been addressed.

9.6 Staff Health Care Committee

Attachment 9.6

Megan Carlson

There was nothing to add that has not already been addressed.

- 9.7 Retirement committee
Russell Pressley; Alternate Dana Platta

No report.

- 9.8 Tuition Task Force Attachment 9.8
Gwenna Richardson

No report.

- 9.9 Other External Committees/Reports/Assignments

10. Staff Alliance Working Groups, Reports

- 10.1 Staff Alliance Performance Evaluation Working Group Attachment 10.1

No report was given.

- 10.2 Staff Alliance Compensation Working Group; Next Steps

No report was given

- 10.3 Integrated Advocacy Committee, *Megan Carlson, Mary McRae Miller, Co-Leads*

Megan is setting up an IAC meeting with Wendy Redman and Michelle Rizk and will invite the Staff Alliance.

11. Staff Governance Reports:

- 11.1 UAS Staff Council: *Mary McRae Miller and Gwenna Richardson*

No report was given.

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

UAA has a new chancellor. Employees are miffed about the process. An open forum will be held tomorrow with President Gamble in attendance.

- 11.3 UAF Staff Council: *Maria Russell and Margo Griffith*

UAF Staff Council meets in a couple of weeks.

- 11.4 Statewide Administration Assembly: *Lisa Sporleder and Dana Platta*

SAA meets tomorrow.

12. Other Items of Concern

13. Agenda Items for Next Meeting March 7-8, 2011

Please send agenda items to mtrussell@alaska.edu cc pmivey@alaska.edu.

14. Comments – There were no additional comments

15. Adjourn – The meeting was adjourned at 1:05pm.