

UNIVERSITY of ALASKA

Staff Alliance

Draft Minutes *(Approved @ 5/11/2010 mtg.)*

Monday, April 12, 2010 via audio conference

Beginning at 3:00pm

Fairbanks site: Butrovich Building, **Room 212A**

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

1. Call to Order and Roll Call

Members present:

Maria Russell, Chair of the Staff Alliance and President-elect, UAF Staff Council

Russell Pressley, Vice Chair of the Staff Alliance and President, UAA APT Council

Megan Carlson, President, UAA Classified Council

Martin Klein, President, UAF Staff Council

Cynthia Rogers, President, UAS Staff Council

Gwenna Richardson, Vice President, UAS Staff Council

Kim Eames, President, Statewide Administration Assembly

Pat Ivey, Executive Officer, System Governance

Others present:

Saichi Oba, Assistant Vice President, Student Enrollment and Management

Mike Humphrey, Director, Benefits

Wendy Tisland, Employee Relations Coordinator

Jeannine Senechal, Director, Compensation.

2. Adopt Agenda

MOTION: passed

“The Staff Alliance moves to adopt the agenda for the April 12, 2010 meeting as amended to delete attachment 10.2. This action is effective April 12, 2010.”

3. Approve Minutes

3.1 <http://gov.alaska.edu/staff/minutes/2010/02-09.pdf>

3.2 <http://gov.alaska.edu/staff/minutes/2010-03-16.pdf>

MOTION passed under item 11.

“The Staff Alliance moves to postpone approval of the the February 9, 2010 and the March 16, 2010 minutes to the May meeting. This action is effective April 12, 2010.”

4. Report of the Staff Alliance Chair

4.1 Tuition Adjustments

Saichi Oba reported that the spring tuition notice goes out on April 14. It is a coincidence that the Board of Regents meets April 15 and 16 in Dillingham. There was some confusion among students that the Board of Regents may be asked to approve the tuition adjustment at that meeting, but this is not the case. The memo itself is still with the president, but the chancellors have received an advanced copy today. Once they and president have a chance to approve the memo, it will go out on the 14th. Right now, the proposal 1) revises the AY12: 2011-2012 rates already approved September 2009. Chancellors want lower division increased another 5 percent to 10 percent total. That signals the concern about the state of the budget in the future. Secondly two options are proposed in the AY 13: 2012-2013 year, 1) a 10 percent increase and a 12 percent increase. Michelle Rizk would have been here to address the long term budget implications of this. Two things are moving UA toward ten percent increases again, 1) the legislative movement toward formula funding based on UA revenues, and 2) UA overall position relative to the rest of the nation. Nationally, of the 50 state university systems, UA tuition rates puts UA at 44th in terms of cost of tuition. Graduate tuition has been left off the table. At the graduate level, UA is very high in comparison with other states, either #1 or 2. Any of these rates can be changed by president and chancellors and of course the Board of Regents.

Late last week the Alaska delegation primarily Senator Murkowski's office were concerned that they were receiving phone calls directly from UA students.

How will this be communicated to students? Goes out as an email and an attachment to BoR, chancellors and governance groups and is picked up by newspapers fairly soon thereafter.

Saichi Oba closed by saying tuition setting is emotional, polarizing and impossible to approach without affecting people. However, university revenues support the entire university. There are strong feelings for not doing things like this. President Hamilton would like staff support but barring that, we don't need factions of the university fighting each other.

4.2 Board of Regents Meeting April 15-16, 2010

<http://www.alaska.edu/bor/agendas/2010/apr15-16/>

Maria will be calling in and testifying on Thursday morning. She will thank the Board for the opportunity to serve on the presidential search advisory committee

4.3 Staff Make Students Count Award - Status

<http://gov.alaska.edu/staff/studentscount/default.html>

For next year, discuss adding temporary employees to the list of eligible candidates.

4.4 Leave Share Resolution

<http://gov.alaska.edu/staff/2010-03-05.CSW-Leave-ShareSupport.pdf>

The resolution needs to be checked for legality, i.e., does it work with federal regulations. Mike Humphrey advised that, while worth the conversation, would probably cost a lot because sick leave is not a fully funded liability and would increase the staff benefit rate.

Mike was asked to provide data on much how much leave gets used through the leave share program now. If we knew that, we would have some idea of what it would cost. How much leave share can be donated to a person per event per year. Have to take leave without pay for 80 hours before leave share kicks in but get back 40 hours. Invite Mike and Beth to talk about it in May.

Criteria for sick leave donation have to be FML eligible, doctor ordered, etc. The regional HR office makes the determination as to who is qualified.

5. Legislative Update

<http://gov.alaska.edu/staff/2010-04-08.legupdate.pdf>

http://www.newsminer.com/view/full_story/7011248/article-Alaska-Gov--Parnell-pushes-for-life-sciences-center?instance=home_news_window_left_top_1

http://media.adn.com/smedia/2010/04/08/17/2010-proposed-cap-budget.source.prod_affiliate.7.pdf

Pat Ivey gave an update on legislative activities. Maria Russell reminded everyone to send thank you notes to the legislators they visited.

6. Academic and Student Matters

6.1 Academic Master Plan

<http://www.alaska.edu/files/research/AMP%20for%20Distribution.pdf>

UAF Faculty Senate links

[http://www.uaf.edu/uafgov/faculty/09-](http://www.uaf.edu/uafgov/faculty/09-10_senate_meetings/165/UNIVERSITY_OF_ALASKA_AMP_DRAFT_23.doc)

[10_senate_meetings/165/UNIVERSITY_OF_ALASKA_AMP_DRAFT_23.doc](http://www.uaf.edu/uafgov/faculty/09-10_senate_meetings/165/UNIVERSITY_OF_ALASKA_AMP_DRAFT_23.doc)

&

[http://www.uaf.edu/uafgov/faculty/09-](http://www.uaf.edu/uafgov/faculty/09-10_senate_meetings/165/AcadMasterPlan_FinalCharge.pdf)

[10_senate_meetings/165/AcadMasterPlan_FinalCharge.pdf](http://www.uaf.edu/uafgov/faculty/09-10_senate_meetings/165/AcadMasterPlan_FinalCharge.pdf)

Staff Alliance members will review the documents and bring comments to the May meeting, especially about what is missing such as mention of community campuses.

6.2 Tuition Adjustments

See discussion in item 4.1 above.

7. Human Resource Issues

7.1 Performance Evaluation Update

There have been no meetings of the Performance Evaluation Committee since the last Staff Alliance meeting.

7.2 Open Enrollment; Employee Contribution

<http://gov.alaska.edu/saa/2010-04-14.openenrollment.pdf>

<http://gov.alaska.edu/saa/2010-04-14.employee-charge-history.pdf>

Mike Humphrey reported that people are not happy about the changes in the drug program, especially increases in pharmacy costs. Insulin is a name brand so it goes to Tier 2 and a person at UAF said she has to pay Tier III. UA is making a change in the disease management program, i.e., if you participate in a disease management program for a certain amount of time they may get a break in prescription costs. When will this be in effect? Early in FY11. About 350-370 people who are diabetics participate in the disease management plan. All diabetics in the program have to do is call Caramark and tell them, Caramark flips a switch and those people get their insulin and supplies at the generic rate. If you HAVE to take a brand name drug when there is a generic, with preauthorization, you can get it at the generic rate. Regarding the 30 day waiting period, if you get your enrollment in before the 25th of the month, then there is a 30 day waiting period. If not, the employee may have to wait to the following month. When hiring international personnel, how is this handled? How is it that a foreign national gets insurance the first day they work and US citizens do not? There is a waiver of 30 day waiting period if you have worked for UA in the last year. An example would be term funded or grant funded employees in a benefits-eligible job. Foreign nationals have to have insurance immediately to maintain their visas. How is that fair that this is the case and all other employees have to wait 30 days?

7.3

Staff Salary Grid and Regulation Changes

Attachment 7.3

<http://gov.alaska.edu/saa/2010-03-19.salarygriddraft.pdf>

<http://gov.alaska.edu/saa/2010-03-31.draftR0404043changes.pdf>

<http://gov.alaska.edu/saa/2010-04-14.fy11Gridcommunicationplan.pdf>

<http://gov.alaska.edu/saa/2010-04-14.salarygridquestions.pdf>

Previous years

<http://www.alaska.edu/classification/salary-schedules/>

Historical:

<http://gov.alaska.edu/staff/2009-11-09.sparks-compadvocacy.pdf>

<http://gov.alaska.edu/staff/2009-10-30.sporleder-testimony.pdf>

<http://www.alaska.edu/classification/compensation-information>

<http://www.alaska.edu/classification/compensation-information/Salary-Increase-History-Staff.pdf>

Q&A and handouts are all HRC attachments including draft regulations for implementation of the pay grid in June. The Human Resources Council roughed out a communication plan, just a first pass of what is communicated when. The MAUs thought it was a reasonably workable schedule. The draft salary schedule was discussed with payroll folks looking at the structure for structure and clarity—new format. Same format will be used for the geographic differential rates. Some FAQ questions have been identified, others discovered as we go along and we are currently writing up answers to the questions. Submit additional questions to Jeannine Senechal.

Senechal then discussed the regulation changes as follows:

Section A changes step 1 to the first step and made language consistent clear through, Placement changes concept doesn't change but the midpoint is step 28. Midpoint is identified in the salary structure. President is required to approve grades 80-84. Up through grade 79, chancellors can approve. Next cross-out is the transition grid which we don't have any more.

Section B Movement after hire. Annual step movement was deleted because we don't have it any more. In grade salary adjustments provides approval up to 5 percent in any 12 month

period but has to have statewide approval over 5 percent. In grade adjustments must include proof of exceptional performance. Eventually this will be performance.

LATERAL TRANSFER basic concept hasn't changed. Same step in range unless change in geographic differential. Any employee can receive advanced placement up to step 14. Item C doesn't refer to them as lateral transfers so fix it in the FAQ.

ACTING APPOINTMENTS – no significant change, reworded it for clarity.

OUT OF CLASS PAY – is when an employee is officially assigned additional nonacademic duties outside job description for 30 calendar days. In acting appointments, employee is actually moved into a different job. Added statement that there is an extension requested, there has to be a plan for terminating the out of class pay.

PROMOTION changed to be consistent with the new grid.

DEMOTION when someone takes a voluntary demotion and salary is red circled above the top of the grid, Example an AG4 moves to an AG2 and still paid at the AG4 level, then cannot turn around and get an AG3 job and get a promotional increase.

DEFINITIONS pretty straight forward.

NEED ADDITIONAL COMMENTS BY THE APRIL 22. Send out any changes after that to everyone.

Deferred maintenance doesn't have everything we need so will this affect staff salary increases? No information at this time.

7.4 Union Update

http://www.newsminer.com/view/full_story/6991707/article-Arbitrator-settles-dispute-between-unions-courting-University-of-Alaska-employees?instance=home_news_window_left_bullets
<http://www.alaska.edu/labor/union-organizing/index.xml>

Letters are going back and forth between the university and the union. ASEA is attempting to clarify the unit(s) they are attempting to represent. Arbitration was settled. APEA is no longer in mix. ASEA will proceed

7.5 Grievance Report

<http://www.alaska.edu/bor/agendas/2010/apr15-16/>, reference 7.

Chair requests Beth Behner to provide the grievance report annually to governance in addition to the Board of Regents in accordance with Regents policy.

7.6 FML Regulations re: National Healthcare reform

<http://gov.alaska.edu/staff/2010-04.05.healthcarereform.pdf>
<http://gov.alaska.edu/staff/2010-04-10.FMLreg-changes.pdf>

FML regulations have been upgraded to comply with federal changes relating to the military and has nothing to do currently with national healthcare reform.

7.7 Grant Certification policies and procedures RFP

Information item, RFP review UA grants administration.

7.8 Other Human Resources Issues

Do you have to prove you have other medical coverage before opting out? Is it like a waiver or does it certify you have other insurance? Could Mike Humphrey have brown baggers at other campuses to inform folks about open enrollment Mike said he would if someone would help.

Maria Russell will have information soon on non-retention issues across the system.

8. External Administration Committee/Council Reports

8.1 Human Resources Council (HRC)

Liaison: Martin Klein, Alternates: Gwenna Richardson and Maria Russell

There was nothing to add that hasn't been covered.

8.2 Business Council

Liaison: Cynthia Rogers, Alternates: Martin Klein and Dana Platta

The last Business Council meeting was a long one, Martin only listened to part of the meeting and Cynthia wasn't present. Martin will send attachments.

8.3 Student Services Council

Liaison: Russell Pressley

No report was given.

8.4 Information Technology Executive Council (ITEC)

Liaison: Dana Platta, Alternate: Gwenna Richardson

<http://www.alaska.edu/pmo/itec/agenda-and-meeting-notes/>

<http://gov.alaska.edu/staff/2010-04-01.oit-cmt.pdf>

Gwenna couldn't attend because she was given the wrong call in information, but did pass along the minutes and attachments. Dana was at the meeting.

8.5 Joint Health Care Committee and Wellness Program

Liaison: Gwenna Richardson

Alternate: Lisa Sporleder

Joint Health Care Committee documents

<http://www.alaska.edu/benefits/joint-health-care-committ/>

<http://gov.alaska.edu/staff/2010-04-08.jhccmins.pdf>

<http://gov.alaska.edu/staff/2010-03-31.hcare-reform-email.pdf>

<http://gov.alaska.edu/staff/2010-02-11.jhccnotes.pdf>

JHCC issues were discussed in other parts of the meeting.

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

SHCC has not met since the last Staff Alliance meeting. UAA and UAF are doing brown bag luncheons to inform about open enrollment and benefits changes.

8.7 Performance Evaluation Committee of the HRC

Liaison: *Martin Klein, Alternates: Gwenna Richardson and Maria Russell*

The PEC met on March 11.

8.8 Retirement Committee

Liaison: *Russell Pressley, Alternate: Dana Platta*

No meeting has occurred.

9. Staff Alliance Goals – Reports

Not discussed.

9.1 *Staff Compensation*

Lead: Gwenna Richardson

Assisting: Maria Russell, Kim Eames and Megan Carlson (see item 6.6 above)

9.2 *Community Engagement*

Lead: Russell Pressley

Assisting: Cynthia Rogers and Martin Klein

9.3 *Integrated Advocacy*

Lead: Megan Carlson

Assisting: Martin Klein and Kim Eames

9.4 *Child and Family Friendly Policies*

Lead: Kim Eames

Assisting: Gwenna Richardson

9.5 *Staff Emeritus*

Lead: Martin Klein

Assisting: Maria Russell

10. Staff Governance Reports:

10.1 UAS Staff Council: *Cynthia Rogers and Gwenna Richardson*

<http://www.uas.alaska.edu/staffcouncil/>

Regarding Staff Make Students Count awards, UAS Staff Council received two nominations from Juneau, one from Sitka, and one from Ketchikan. Elections and Staff Council retreat occur May 19 and 20. UAS had a Take Your Child to Work Day in April to demonstrate the need for day care facilities on campus.

10.2 UAA Classified Council, APT Council: *Megan Carlson/ Russell*

<http://www.uaa.alaska.edu/governance/apt/index.cfm>

<http://www.uaa.alaska.edu/governance/classified/index.cfm>

UAA held a day of service at several locations around town. Elections are being held should be completed in May. Staff Development day is April 19.

10.3 UAF Staff Council: *Martin Klein and Maria Russell*

<http://www.uaf.edu/uafgov/Newsletter.html>

<http://www.uaf.edu/uafgov/staffcouncil.html>

Union representatives attended the last meeting. Staff Council is working toward May 19 Staff Appreciation Day.

10.4 Statewide Administration Assembly: *Kim Eames and Dana Platta*

<http://www.alaska.edu/governance/statewide-administrative-/>

<http://www.alaska.edu/governance/statewide-administrative-/highlights/>

SAA meets Wednesday, is starting its election process and discussing several items being discussed here today.

11. Other Items of Concern

The February and March minutes were approved as written. The motion is included under item 3.

12. Closing Comments

Send comments to Maria Russell about what to include in her report to the Board of Regents.

13. Adjournment.

The meeting was adjourned at 4:59pm.

UNIVERSITY *of* ALASKA

Staff Alliance

Attachments

Monday, April 12, 2010 via audio conference

TIME TO BE ANNOUNCED

Fairbanks site: Butrovich Building, **Room 212A**

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

- 10.1 UAS Staff Council
- 10.2 UAA APT Council and UAA Classified Council
- 10.3 UAF Staff Council
- 10.4 Statewide Administration Assembly
<http://www.alaska.edu/governance/statewide-administrative/>