

UNIVERSITY *of* ALASKA

Staff Alliance

Draft Minutes *(Approved @ 6/21/2011 mtg.)*

Tuesday, May 10, 2011, 10:00am-12:00 Noon

Bridge: 1-800-893-8850 Pin: 4236369

Fairbanks site: 204 Butrovich Building

1. Call to Order and Roll Call

Members present:

2010-2011

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

Mary McRae Miller, President, UAS Staff Council

Margo Griffith, Vice President, UAF Staff Council

Gwenna Richardson, Vice President, UAS Staff Council

Monique Musick for Lisa Sporleder, President, Statewide Administration Assembly

Dana Platta, Vice President, Statewide Admin. Assembly

2011-2012

Melodee Monson, President, UAA APT Council

Craig Mead, President, UAA Classified Council

Others present

Anne Sakumoto, Director, Faculty/Staff Training and Development

Jeff Holloway, Statewide Administration Assembly Member

Beth Behner, Chief Human Resources Officer

Tara Ferguson, Human Resources Analyst

Pat Ivey, Executive Officer, System Governance

Kim Fackler, Admin. Coordinator, System Governance

2. Adopt Agenda

MOTION: passed

“The Staff Alliance moves to adopt the agenda for the May 10, 2011 meeting. This action is effective May 10, 2011.

3. Approve minutes

MOTION: passed

“The Staff Alliance moves to approve the minutes for the December 14, 2010, February 8, 2011 and March 8, 2011 minutes. This action is effective May 10, 2011.”

MOTION: passed

“The Staff Alliance moves to approve the minutes for the April 12, 2011 meeting as amended. This action is effective May 10, 2011.”

4. Chair’s Report

4.1 Status of Staff Alliance Actions

Staff Alliance motions that have been approved have been posted to the website:
<http://gov.alaska.edu/Staff/Actions/default.html>

4.2 President Gamble’s response to APT Council March 9, 2011

President Gamble expressed commitment to involve governance more.

4.3 New Membership

Melodee Monson was elected UAA APT Council president
Craig Mead is new UAA Classified Council president
SAA is in the process of electing new members. Deadline for voting is May 29.
New SAA officers will be elected June 8, 2011
UAF president and vice president will be elected in June.
UAS Staff Council elections will begin next week.

4.4 Board of Regents report

Maria Russell asked for topics to be covered in her written governance report to the Board of Regents. Members provided input on system topics and on staff governance activities at the MAU level.

4.5 Get new employees up to speed more quickly. Speed staff access to university email and query access to Banner

Apparently it can take a new employee up to two weeks to obtain a university user id for email purposes. Permissions to gain Banner access for the new employee’s job can take months. Beth Behner will follow up and provide information.

5. Guest and Public Comments

There were no guest or public comments.

6. Planning and Recognition

6.1 Strategic Plan Process

President Gamble has not announced what the process, themes or timelines will be as yet so no discussion occurred.

6.2 Staff Make Students Count Awards Update

Some changes to the form and process include

- Turning the fact sheet into a brochure
- Creating a check off sheet for nominators
- Add number of years employed at UA
- Make sure the nomination deadline does not fall during anyone's spring break week/day.

Members should have their recommendations and process changes written up and ready for the next meeting.

7. Legislative Update

There was no report given.

8. Human Resources Reports, Review

8.1 Performance Evaluation

Input from governance and edits from the Human Resources Council were incorporated into the performance evaluation forms on May 3. There are now two forms, one for supervisory and one for non-supervisory staff. The forms go to SAA tomorrow then Business Council. Then people will be invited to try the forms out. Tara Ferguson was thanked for her work.

8.2 Staff Compensation Committee; appointments, charge

No meeting was held since last Alliance meeting. Melodee Monson is now on the SHCC. It was suggested that SHCC have its own link on the Staff Alliance website and that it contain SHCC membership, charge, agendas and minutes, and link to JHCC. That way all the SHCC stuff is in one place. It was also suggested that a similar link be provided for the Staff Compensation Committee.

The Staff Compensation Committee was formed because step increases were eliminated. The SCC is looking at different aspects of compensation, including longevity, geographic differential, performance, cost of living and bonuses. The SCC will meet once a month. If anyone wants to join the committee, they should contact Maria Russell.

8.3 Dependent Audit Update

The dependent audit is in its final stages with a 96 per cent completion rate for dependent verification. A list of employees who have not responded at all in response to letters, emails, notifications. A list of non responders was shared with Human Resources and based on a union request, sent to the unions. UA will evaluate the non responses on a case by case basis. Beth Behner will send out numbers of people in each category after the meeting.

8.4 Health Care Plan Change Communications

Open enrollment is under way. The last day to enroll is May 16. Many forums and question and answer sessions have been held both on open enrollment and health care changes in general. Mike Humphrey will be at UAA staff development day and at UAS staff development day.

8.5 Web Time and Grant Reporting Project Update

Vickie Gilligan, Beth Behner and Joe Trubacz are talking with various staff groups about piloting the nonexempt time sheet in August. The exempt time sheet will be piloted in November. A date has not yet been set for faculty.

Vickie Gilligan will be invited to give an update at the September Staff Alliance meeting.

8.6 Union Update

ASEA filed an unfair labor practice charge against the university.

See May 4, 2011 response from the university at

<http://www.alaska.edu/labor/union-organizing/UA-Response.pdf>

See also UA April 11, 2011 memo regarding disruption by union organizers

<http://www.alaska.edu/files/labor/Mass-Email-re-compliance-dtd-4-11-11.pdf>

See June 3, 2011 memo from Beth Behner re leave comparison

<http://www.alaska.edu/files/labor/Mass-Email-re-leave.-Final.-dtd-6-3-11.pdf>

See UA and GGU/ASEA leave comparison at

<http://www.alaska.edu/files/labor/UA-and-GGU-Leave-Accrual-Comparison---Updated-6-3-11.pdf>

Additional information regarding the ASEA/AFSCME Local 52 (AFL-CIO), 2nd Union Organizing Drive may be found on line at <http://www.alaska.edu/labor/union-organizing/index.xml>

APEA has filed a request to organize supervisors and has hired an organizer.

8.7 Tuition Waiver Benefit Status Update

Governance input is being considered by a revised draft is not yet available for consideration. Unions have agreed to a six month waiting period after a new employee is hired before becoming eligible for tuition waivers.

The problems with employees reimbursing the university for failed classes paid for by tuition waivers are FRPA regulations and the fact that dependents don't always share grading information with parents. President Gamble asked if the dependent tuition waiver could be considered as part of financial aid thereby linking waivers to academic progress and being able to track the waiver in Banner financial aid. Then if a student fails a class or doesn't maintain a 2.0, would have tuition waiver benefits taken away for a semester.

Saichi Oba and Beth Behner will discuss these ideas further with the presidents and get proposed revision in place and circulated in time for consideration by governance in the fall.

The motivation behind changes to the tuition waiver is to tighten up the process so that the legislature is satisfied that the university is being careful and using the tuition waiver resource wisely and that "paying customers" are not denied seats in a classroom.

8.8 Other Human Resources Reports, Issues

Emeritus staff regulations will be shared with language is drafted. The idea of an extra 40 hours of annual leave cash in is being discussed with chancellors. Hopefully a response will be forthcoming shortly

9. External Administration Committee/Council Reports

9.1 Human Resources Council

Margo Griffith; Alternates Lisa Sporleder, Maria Russell

The next HRC meeting is April 26.

9.2 Business Council

Lisa Sporleder; Alternates Dana Platta, Maria Russell

No report was given.

9.3 Student Services Council

Russell Pressley; Alternate Gwenna Richardson

No meeting was held since last Alliance meeting.

9.4 IT Executive Council - ITEC

Dana Platta; Alternates Margo Griffith, Gwenna Richardson

No meeting has been held since last Alliance meeting.

9.5 Joint Health Care Committee and Wellness Program

Gwenna Richardson; 1st alternate Lisa Sporleder, 2nd alternate Megan Carlson

JHCC discussed open enrollment and health incentives. Two subcommittees have been set up. One will consider expanding the pool of health care offers. The other will review group charter, mission and goals.

The tobacco surcharge implementation has been postponed until FY13.

9.6 Staff Health Care Committee

Megan Carlson

SHCC discussed the dependent audit and the tobacco surcharge. Sixteen people have signed up to be on SHCC.

9.7 Retirement committee

Russell Pressley; Alternate Dana Platta

There was nothing to report.

9.8 Tuition Task Force

Gwenna Richardson, Maria Russell

The Coalition of Student Leaders requested an audit or report on student fees at the last Board of Regents meeting. The last time student fees were studied was 2006.

Gwen White's office provided Excel charts of different fees then. Gwen will likely use the same process. The report will be presented to the Board of Regents in the September 28. The original intent of the Board was that a report on student fees would be provided to the Board annually. Regarding tuition announcements, the president has determined that it is no longer feasible to give students 18 months advance notice of tuition increases.

9.9 Other External Committees/Reports/Assignments

There were no other external committee reports.

10. Staff Alliance Working Groups, Reports

10.1 Staff Alliance Performance Evaluation Working Group

The work of this group was discussed under item 8.2.

10.2 Staff Alliance Compensation Working Group; Next Steps

The work of this group was discussed under item 8.2.

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

Michelle Rizk gave update on the House and Senate versions and a brief discussion about advocacy options.

11. Staff Governance Reports:

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

The Staff Council fall retreat will be in Ketchikan. Two campuses have been converted to voice over IP.

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

The UAA Classified Council elected officers and discussed the APT Council employee tuition waiver resolution. Staff Development Day is Thursday. Craig Mead was elected president.

The UAA APT Council elected Melodee Monson as president and passed the employee tuition waiver motion attached to this agenda.

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

Staff Council held its staff appreciation day. Three staff awards were presented. The Council discussed creating a policy against bullying, establishing a smoke free work place, and the employee tuition waiver. The Council held a forum on the open enrollment with Mike Humphrey and was pleased with the turnout.

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

SAA met on April 13. Wendy Redman and Michelle Rizk gave a legislative update. Michelle Hebert talked about recycling activities on the UAF campus. Training is needed for timesheets. Mike Humphrey did an open enrollment forum for statewide employees. Employee awards are hitting a snag because a few OIT employees are funded by UAF even though they are statewide employees. As a result, President Gamble is delaying the awards until the situation is resolved. Travel per diem rates are under discussion. Approximately 35 employees were nominated to run for SAA seats, and 12 accepted.

12. Other Items of Concern

It is hard to find health care change notes on the Staff Alliance web site. Placed on the agenda for the next Staff Alliance meeting.

MOTION: passed

“The Staff Alliance (unanimously) recommends that no changes be made to the employee tuition waiver benefit until a participative process involving staff governance and other affected parties has had the opportunity for input, going into effect no sooner than January 2012. This action is effective April 12, 2011.”

13 Agenda Items for Next Meeting June 14, 2011

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

- Web site revisions
- Staff Make Students Count Award process, criteria, timelines.
- August President’s Retreat
- Draft 2011-2012 Calendar

14. Comments

There were no additional comments

15. Adjourn – The meeting was adjourned at 12:05pm.