

UNIVERSITY of ALASKA

Staff Alliance

Draft Minutes *(Approved @ 8/12/2011 mtg.)*

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

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

Fairbanks site: 204 Butrovich Building

Anchorage sites: 204 BOB and ADM 201

1. Call to Order and Roll Call

Voting Members present:

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

Melodee Monson, President, UAA APT Council

Craig Mead, President, UAA Classified Council

Pips Veazey, President, UAF Staff Council

Juella Sparks, Vice President, UAF Staff Council

Mary McRae Miller, President, UAS Staff Council

Gwenna Richardson, Vice President, UAS Staff Council

Monique Musick, President, Statewide Administration Assembly

Erica Kurowski, Vice President, Statewide Administration Assembly

2010-2011 Members:

Megan Carlson, President, UAA Classified Council

Lisa Sporleder, President, Statewide Administration Assembly

Pat Ivey, Executive Officer, System Governane

Others present:

Beth Behner, Chief Human Resources Officer

Anne Sakumoto, Director, Faculty and Staff Training

2. Adopt Agenda

MOTION: passed

“The Staff Alliance moves to adopt the agenda for the July 12, 2011 as amended. This action is effective July 12, 2011.”

3. Approve June 21, 2011 Minutes

MOTION: passed

“The Staff Alliance moves to approve the minutes for the June 21, 2011 meeting. This action is effective July 12, 2011.”

4. Chair’s Report

4.1 JHCC Criteria and SHCC Criteria Attachment 4.1

Megan Carlson described the Staff Health Care Committee Mission and Criteria and Staff Alliance representation on the Joint Health Care Committee. The president of the local staff council determines who sits on the Staff Health Care Committee. JHCC is an advisory body.

Members suggested changes to the document and those changes were approved by the Alliance with one abstention. See revised document on line at <http://gov.alaska.edu/staff/SHCC/SHCCPurposeandMembershipCriteria.pdf>.

Maria Russell read the criteria for Staff Alliance representation on JHCC. The Alliance voted on two options relating to recourse for failure to provide written reports within a time certain. See revised document at <http://gov.alaska.edu/staff/SHCC/JHCCApprovedCriteriaJuly2011.pdf>.

4.2 President’s Retreat August 12, 2011, Fairbanks

The members discussed the schedule. Agenda items will include election of chair, vice chair and committee liaisons. Sparks encouraged the 2010-2011 members of the Staff Alliance to attend, to hear the speakers—especially the UA president-- and to provide their perspectives to the new members during the business meeting.

4.3 Alternates from the MAUs to the Staff Alliance

Maria Russell encouraged the MAU staff councils to identify alternates and submit those names and contact information to Pat Ivey so they can be added to the Staff Alliance listserve and may listen in Staff Alliance meetings and participate in the absence of the Staff Alliance voting member.

5. Guest and Public Comments

6. Planning and Recognition

6.1 Staff Make Students Count Awards Process and Form Revisions

Revisions were made to the new draft. Megan Carlson will revise the draft form for Staff Alliance action at the August meeting.

6.2 **Sending Governance Actions to the President; Draft**

Changes were discussed. A revised draft will be placed on the August Alliance agenda for information.

Revisions included: "Actions relating to issues with systemwide implication should be sent to the system governance office for placement on the appropriate system governance group for action and to the president and appropriate executives for information."

MOTION: passed

"The Staff Alliance moves to adopt the guidelines for sending governance actions to the president. This action is effective July 12, 2011."

6.3 Staff Alliance Action Form, Revised Draft

MOTION: passed

"The Staff Alliance moves to approve the Staff Alliance action form as presented. This action is effective July 12, 2011."

7. Staff Alliance Communications Tools – System Governance Staff – moved to August

7.1 Web Site Improvements

Improvements include adding a direct link to JHCC and updating the SHCC site.

7.2 Replacement for ML-staff@email.alaska.edu listserv – Google groups

7.3 Other communications items - none

8. Human Resources Reports, Review

8.1 Employee Tuition Waivers

Proposed regulations and forms were distributed yesterday. There is no hurry to provide input. Beth Behner anticipates having a meeting in September to receive input. A communication will go out to that effect.

Still looking at six months after date of hire before the benefits eligible employee would be eligible for the education benefit. There is no move to raise the age limit for dependent tuition waivers to age 26 but this was not included because it would not be well received by the legislature. Regents Policy 05.10.020 defines dependent.

There may be a separate section for benefits eligible term employees so that even though there is a specific term of employment and the employee is rehired year after year without a break in service, that employee should not have to wait six months every year before being eligible.

Other recommendations include spreading repayment for failed course over several pay periods through a payroll deduction, and clear procedures for reinstating eligibility for tuition waivers after failed courses and/or dropping below minimums for satisfactory academic progress.

Another suggested that a statement should be included on the tuition waiver form to the effect that "I agree that failure to complete a course or a failed course will require me to reimburse the university for the value of the tuition waiver."

The UAA evaluation team has the ability to change a grade from failure to withdrawn or incomplete. How would this effect reimbursement for a failed course. Information will be gathered from the MAUs about this.

Saichi Oba will be invited to discuss satisfactory academic progress standards as they would apply to dependent tuition waivers.

8.2 Performance Evaluation Training Seminars

Performance evaluation training seminars for Statewide employees and supervisors have been scheduled. While anyone may attend, statewide did not want to interfere with any trainings the MAU HR offices may offer. This will be a work in progress for some time. There is no mandate to use this particular form.

8.3 HR Projects, Priorities and Updates

This is an old list of automation projects from the HR web site and it will be updated. Anne Sakumoto said the Skillsoft demonstration will be moved to a later date.

9. External Administration Committee/Council Reports

9.1 Human Resources Council

liaison Margo Griffith; Alternates Lisa Sporleder, Maria Russell

HRC meets next July 28 from 1-4pm.

9.2 Business Council

Lisa Sporleder; Alternates Dana Platta, Maria Russell

No meeting was held.

9.3 Student Services Council

Russell Pressley; Alternate Gwenna Richardson

No meeting was held in June

9.4 IT Executive Council - ITEC

Dana Platta; Alternates Margo Griffith, Gwenna Richardson

No report was given.

- 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/>

Next meeting is

- 9.6 Staff Health Care Committee
Megan Carlson

Gwenna Richardson will chair the next committee meeting and prepare the minutes.

- 9.7 Retirement committee
Russell Pressley; Alternate Dana Platta

- 9.8 Tuition Task Force
Gwenna Richardson, Maria Russell

Tuition task force meets next week.

- 9.9 Other External Committees/Reports/Assignments

10. Staff Alliance Working Groups, Reports
10.1 Staff Alliance Performance Evaluation Working Group
10.2 Staff Alliance Compensation Working Group; Next Steps
10.3 Integrated Advocacy Committee, *Megan Carlson, Mary McRae Miller, Co-Leads*

11. Staff Governance Reports:
11.1 UAS Staff Council: *Mary McRae Miller and Gwenna Richardson*

Staff Council had a successful retreat.

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

No reports were given as the groups have not met.

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

Last month Pips Veazey was elected president and Juella Sparks was elected Vice President.

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

Statewide Administration Assembly meets Thursday.

12. Other Items of Concern

There were no other items of concern.

13 Agenda Items for Next Meeting August 11-12, 2011

Invite Saichi Oba and get an update on HR projects.

14. Comments

Send additional information to Pat Ivey

15. Adjourn – The meeting was adjourned at 12:07pm.