

UNIVERSITY of ALASKA

Staff Alliance

Draft Minutes (Approved @ 7/12/2011 mtg.)

Tuesday, June 21, 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

The meeting was called to order at 10:02am.

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
Lisa Sporleder, President, Statewide Administration Assembly
Monique Musick for Dana Platta, Vice President, Statewide Administration Assembly

2011-2012

Melodee Monson, President, UAA APT Council
Craig Mead, President, UAA Classified 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

Pat Ivey, Executive Officer, System Governance

Others present:

Beth Behner, Chief Human Resources Officer
Mike Humphrey, Director, Benefits
Wendy Redman, Executive Vice President

2. Adopt Agenda

MOTION: passed

“The Staff Alliance moves to adopt the agenda for the June 21, 2011 agenda as amended. This action is effective June 21, 2010.”

3. Approve May 10, 2011 Minutes

MOTIONS: passed

“The Staff Alliance moves to approve the minutes for the May 10, 2011 Minutes as amended. This action is effective June 21, 2010.”

4. Chair’s Report

4.1 Status of Staff Alliance Actions

The SA Motion #2011-8 tuition waiver motion was disapproved because the deadline of January 2012 was too restrictive. The Staff Alliance then responded to President Gamble’s response with the following motion.

MOTION #2011-8 AMENDED

“The Staff Alliance 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. Taking into consideration that most local governance groups do not meet over the summer, the Alliance recommends that these discussions reconvene in the early fall, 2011. This action is effective June 23, 2011.”

Rationale: This action is in response to President Gamble’s May 23, 2011 memo explaining his disapproval of the original motion because the original timeline for implementation was too proscriptive.

Staff Alliance Action Form

MOTION SA 2011-9-SA Relating to SA Approval Form: passed with one abstention

“The Staff Alliance moves to change its action form to include boxes for approval, disapproval, request for modifications and a comments section. This action is effective June 21, 2011.”

The revised form will be sent to the president for feedback after approval on July 12.

4.2 President’s Retreat August 11 and 12, 2011 *Moved from Item 6.3*

The retreat will convene at 11:00am on August 11 and adjourn at 3:30pm on August 12. with a working Staff Alliance dinner August 11.

The event will be video conferenced to outgoing members for orienting new members and presenting reports.

ITEMS TO BE INCLUDED IN THE RETREAT PORTION:

- Staff Alliance accomplishments 2010-2011 and goals 2011-2012
- Orientation and Include a process where outgoing members can brief the incoming members.
- Employee tuition waivers with Saichi Oba, Anne Sakumoto, Beth Behner and Mike Humphrey.
- Benefits with Mike Humphrey;
- Orientation to the UA budget and the legislative process Wendy Redman and/or Michelle Rizk;
- Introduction to the new State Relations Director Chris Christensen
- Strategic Planning with President Gamble ; what is the process and governance involvement.

4.3 Local Governance Motions

Local governance motions or resolutions having systemwide impact should be routed to the system specific group as appropriate, although local governance groups may go directly to the president for information so he knows there is a concern out there and what that is, so he is aware.

Another idea discussed was for the local governance group to do a position paper or memo directly to the president that says "slow down, we need an opportunity discuss this through the normal governance process."

Local governance actions relating specifically to the MAU may go straight to the president.

ACTION: For the July 12 meeting, Pat Ivey was directed to draft a process for submitting local governance actions going to the president. The draft process will also go to the Faculty Alliance and the other system groups as well.

5. Guest and Public Comments

There were no public or guest comments.

6. Planning and Recognition

6.1 Staff Make Students Count Awards Process and Form Revisions

Form changes:

- Include a note on form that only staff are eligible for the award
- Insert space or box to list the campus of the nominee

- Under *for administrative use only* Insert space or box to list nominee's length of service (*local staff council obtain from HR office*)
- Insert check box that at least three supporting letters are included.
- Limit number of supporting letters to no more than ten. *Item deleted.*
- Require at least one supporting letter from a student. *Item deleted because not all nominees have direct interaction with students. Letters from students are already encouraged on the form.*
- Require at least one supporting letter from a faculty or staff member. *Item deleted.*

Process:

- Make sure that the deadline for submitting nominations does not fall during any MAU spring break.

MOTION: passed

"The Staff Alliance moves to adopt the changes to the form and process noted above. This action is effective June 21, 2011."

6.2 2011-2012 Staff Alliance Calendar – Action Item

MOTION: passed

The Staff Alliance moves to approve the dates of July 12, 2011 for a regular Staff Alliance audio conference meeting, and August 11 and 12 for the President's Retreat and regular August Staff Alliance meeting. This action is effective June 21, 2011."

The rest of the draft calendar is scheduled for action in August.

6.3 President's Retreat August 12, 2011, Fairbanks

See discussion under item 4.

6.4 **System Retirement Announcements and Reorganization of Duties**

Wendy Redman announced her retirement within the next month or two. Mary Rutherford the chief development officer and president of the UA Foundation is also leaving the end of July. The president is reviewing the functions of these positions to maximize opportunities. A state relations officer, Chris Christensen, formerly with the Court System, has been hired and will be located in Anchorage.

Efforts are underway to develop an integrated advancement plan that includes governance, advocacy groups, alumni, advancement systemwide, all external university supporters and others to more effectively function together using the same messaging. Curt Simmek from the University of Indiana is working on this with the vice chancellors for advancement on each of the campuses on this. Last year, some of the back room advancement functions were centralized for greater efficiency and put the half million dollars in savings back into fund raising and alumni at the campuses. Over the next year, the plan is to beef up the staffing and resources for alumni.

The hope is that the governance groups will be involved in the integrated advancement process and maybe even nominate members to serve on the steering committee.

7.1 Web Site Improvement

System governance web sites are being improved. Input will be sought as the project progresses.

7.2 Shift to special Staff Alliance Google Group.

System governance was also shifting off the ML list serves to Google groups for communicating before learning that the UAA staff cannot access Google groups so the office will have to develop a different approach. This move was because OIT was eliminating the ML list serve capability July 1, but apparently the deadline has been extended.

8. Human Resources Reports, Review

8.1 Performance Evaluation News

Tara Ferguson has been working with Wendy Tisland to work with some supervisors to evaluate the performance evaluation form.

8.2 Update on Resolving Barriers for New Hires to Email and Banner Access

Beth Behner updated the group on the process for hiring, entering into Banner. If an employee fills out all the paperwork prior to start date, HR can immediately enter the information into Banner. If the employee waits until already on board for completing the paperwork, the process for data entry and obtaining email addresses and Banner access takes a lot longer. HR automation has moved down the list of ITEC priorities, so the Staff Alliance representative on ITEC should address this problem with ITEC.

8.3 Dependent Audit Update

Consova's process is at an end and has forwarded a list of employees whose dependents have not been verified; approximately 250. Letters are being sent to the relevant employees.

8.4 Union Update

ASEA has filed an unfair labor practice claim against the university, but there has been no response from the Alaska Labor Relations Agency to date.

8.5 Tuition Waiver Benefit Status Update

Beth Behner has been working on regulations changes with general counsel and will get those changes to the Alliance next week.

8.6 Other Human Resources Issues

9. External Administration Committee/Council Reports

9.1 Human Resources Council

The Human Resources Council met May 26. Lisa Sporleder attended.

9.2 Business Council

Business Council met this morning. Lisa Sporleder attended.

9.3 Student Services Council

No report was given.

9.4 IT Executive Council - ITEC

Next meeting is June 28.

9.5 Joint Health Care Committee and Wellness Program

<http://www.alaska.edu/benefits/joint-health-care-committ/6-14-2011/>

JHCC met two days in Anchorage. Gwenna sent all the attachments to Staff Alliance. HRAs were discussed and pushed back to FY2014. The tobacco surcharge was a hot topic. JHCC is going to make several recommendations. The surcharge will be \$600 per year. Several form examples were distributed. Forms are being vetted with general counsel and Michelle Pope. Tobacco cessation program was discussed. More discussion and communication to employees will ensue. Cessation would include doctor or hospital program or licensed program.

Funding for two non-represented staff positions to JHCC was approved through hr. Currently, Gwenna Richardson and Lisa Sporleder are the permanent members with Megan Carlson as alternate.

9.6 Staff Health Care Committee

SHCC meets later on this week

9.7 Retirement committee

No report was given.

9.8 Tuition Task Force

Gwenna Richardson, Maria Russell

The tuition task force has not met since last Staff Alliance meeting.

9.9 Other External Committees/Reports/Assignments

There were no additional external committee reports or assignments discussed.

ITEMS 10 AND 11 WERE MOVED TO THE JULY 12 MEETING.

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*
 - 11.2 *UAA Classified Council, APT Council: Megan Carlson and Russell Pressley*
 - 11.3 *UAF Staff Council: Maria Russell and Margo Griffith*
 - 11.4 *Statewide Administration Assembly: Lisa Sporleder and Dana Platta*

12. Other Items of Concern – None

13. Agenda Items for Next Meeting July 12, 2011
 - * Items 7, 10, and 11,
 - * Staff Make Students Count amended form
 - * Process for submitting local governance actions to the president

14. Comments

There were no additional comments.

15. Adjourn – The meeting was adjourned at 12:13pm.