

UNIVERSITY of ALASKA

Staff Alliance

Draft Minutes *(Approved @ 9/14/2010 mtg.)*

Tuesday, June 8, 2010 via audio conference

10:00am – 12:00 noon

Originating from Fairbanks

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

1. Call to Order and Roll Call

Members present

2009-2010

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

Dana Platta, Vice President, Statewide Administration Assembly

2010-2011 (effective July 1, 2010)

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

Megan Carlson, President, UAA Classified Council

Russell Pressley, President, UAA APT Council
Margo Griffith, Vice President, UAF Staff Council

Gwenna Richardson, Vice President, UAS Staff Council

Dana Platta, Vice President, Statewide Administration Assembly

Pat Ivey, Executive Officer, System Governance

Others present:

Beth Behner, Chief Human Resources Officer

Tara Ferguson, Human Resources Analyst

Karl Kowalski, Executive Director of User Services, OIT

2. Adopt Agenda

MOTION: passed

“The Staff Alliance moves to adopt the agenda as amended. This action is effective June 8, 2010.”

3. Approve May 11, 2010 Minutes as amended, passed
<http://gov.alaska.edu/staff/minutes/2010/05-11.pdf>

MOTION passed

The Staff Alliance moves to approve the minutes from the May 11, 2010 meeting. This action is effective June 8, 2010.

4. Report of the Staff Alliance Chair

4.1 Board of Regents
<http://www.alaska.edu/bor/agendas/2010/jun-3-4/>
<http://gov.alaska.edu/staff/2010-06-04.smsc-winners.pdf>

Tuition increases will be voted on in September and a report will be heard on the academic master plan. The Staff Alliance chair’s report to the Board appears below.

Staff Alliance would like to thank the Board of Regents for all of the work put in this past year. This year has provided a wide range of topics and concerns for Staff Alliance to focus. There were the expected topics of the FY11 staff increase and health care costs increase, to the unexpected of the Presidential search and unionization efforts. As chair of Staff Alliance I was pleased with the diverse group of individuals from across the state that worked together to meet staff concerns with this array of topics.

Presidential Search:

We would like to thank the BOR one last time for the opportunity to participate on the Presidential Search Advisory Committee. Staff throughout the state participated in setting up events and providing feedback at the various steps. By allowing staff participation we were encouraged that our voice valued and heard. Thanks.

Staff Compensation:

Throughout the year there was a strong concern that with the rising cost of health care and other living expenses that staff may actually step backwards in the next fiscal year. At the both the September and October BOR meeting staff members gave public testimony on how the reduced FY11 increase will negatively impact staff. Alliance stressed to the BOR that although we acknowledge the budget process is the difficult practice of balancing various and often times competing interests throughout the UA system, the board and the administration need to remember that staff members play a role in all sectors of the university. In regards to compensation our effort has been to look at the salary issue in regards to the budget submission, we will continue to stress our issues, but will broaden our efforts to better compensate staff.

Staff governance groups are already looking at what we can do to make an impact for the FY12 budget, but the impact of the FY11 budget decision will not be truly realized until early next year when the staff health care benefits and rates are set. We look forward working with the BOR on the FY12 budget.

Legislative Advocacy:

In March, the Staff Alliance traveled to Juneau for our annual legislative advocacy trip. During the visit, Alliance members met with 19 different legislators and their staff members to discuss the university's priorities. While we are in some ways pleased to see the level of support in the budget before the conference committee, we are concerned that the amount of general funds the university is expecting to receive is unlikely to address the fixed costs requested. We are pleased to see that the University is still providing staff with a 3% increase in July, even with all the cuts in Juneau.

Unionization:

Over the past couple of months there were two unions campaigning to form a staff union here at the University of Alaska. Recently this has been dropped down to one union. During this process Staff Alliance has to presented non-biased information to staff so that staff could understand and make an informed decision about the unions. This has been a challenge as often times the information being provided to staff was vague and unintentionally misleading. We work with the State Wide Human Resources to make sure that the correct information was making it out to staff.

Staff Health Care:

The Staff Health Care Committee submitted recommendations in response to Caremark's suggested changes to our pharmacy plan, reviewed and suggested changes to our health care plan and made recommendations on setting the FY12 employee rates. While we understand and support the need to control rising costs, we also want to ensure that changes to the health care plan are not so drastic that they cause our employees to be unable to continue working for us. We endeavored to find reasonable compromises to encourage greater generic drug use, while limiting proposals that had the potential to build new penalties on top of each other.

Staff Alliance pushed to get the word out to employees, with the many changes to our health care package and rates; we wanted to make sure that employees were informed of all of the changes this year. There was some frustration this year from many employees that they had to review numerous links to find the information, rather than having the benefits handbook like previously received in the mail. Staff Alliance has encouraged SWHR to have single PDF similar to the previously printed version, to prevent this frustration in the future.

4.2 Establish Staff Alliance Compensation and Performance Evaluation Committees

Staff Alliance created a compensation committee. Megan Carlson, Maria Russell, Gwenna Richardson, Margo Griffith and Lisa Sporleder agreed to participate. Maria Russell will chair the group.

The Staff Alliance also decided to have a performance evaluation working group. Megan Carlson agreed to chair the group. Margo Griffith, Martin Klein and Gwenna Richardson are also part of the group.

4.3 Other items of interest

There were no other items of interest discussed.

5. Effects of copyright infringement on faculty, staff and students
<http://gov.alaska.edu/staff/2010-06-08.copyright.polyegs-fedlaw.pdf>

About 1.5 years ago, the RIAA Act went into effect. OIT went through HRC and set up a process. Since then, there have been unintended consequences of the process.

In one case, a computer had not been in the possession of the employee accused of copyright infringement for at least two years. This employee was contacted after the fact

but the accusing email was copied to the world. The employee has had six computers in ten years and while the employee no longer had the computers, the computers were still net registered in said employees name. The employee had the responsibility of clearing her name and tracking down both the old computer and the copyright infringer. The MAC address has to be wiped as well as the hard drive or employees may be legally liable for copyright infringement on any computer with their name on it. RIAA can identify the machine IP address and track illegal downloads of copyrighted voice and motion picture or video materials. The university is notified and charged to track down the address. The first time a computer is placed in the database, it was registered in that person's name. UA needs to implement a procedure where when computers are transferred and disc drive wiped, that the net register is purged too. IT has to notify HR, Security and immediate supervisor, and in this latest case, the department IT tech was also notified The IT tech was the one who finally notified the employee in whose name the computer was net registered. The supervisor should have been the one to notify the employee. The procedure is similar on all campuses. These procedures have been agreed upon by HR and IT people at all the campuses.

In this case, the supervisor didn't understand what was going on and it wasn't clear who's responsibility it was to contact the employee. Is there any way to automatically purge the Netreg after a period of time. Hopefully by end of summer the database will include username and password, so Netreg will know when computers transfer.

Staff and students are treated differently. When UA receives notice that a student has violated copyright, notice goes to student services judicial services and IT will automatically turn off the port. UA housing contacts students and tell them to stop. IT will block the perpetrators username from the system. RIAA has made examples of certain students who have been fined thousands of dollars. Statewide IT personnel said students are treated differently because they don't know better, but students are more computer-savvy.

Awareness strategies need to be implemented and communicated so staff can protect themselves. Karl Kowalski will come back to Staff Alliance when he has revisited the procedures.

6. Human Resource Issues

6.1. Re-examine Non Retention Statistics

Lots of concern was expressed that the statistics did not reflect what UAF staff believe based on anecdotal information. When SWHR was trying to respond to the info request from Staff Alliance, several sources were used to gather the data. Banner does have termination codes but that isn't the only method. Banner depends on information input at department level so the data and may not be accurate.

HR did a banner report that did reflect types of terminations which was sent to HR offices who then scoured their own records to check accuracy of numbers and accuracy of termination types. HR also looked at AMICUS database in for case

process. If errors occurred, the best way to double check the numbers for anyone who thinks it is inaccurate to notify HR with specific names so HR can check.

When does Banner system reflects someone's correct status, what starts as a for cause termination we would have in our case records, then we would know that's how it started, maybe an employee filed a grievance or agreed to resign, HR would still count it as a for cause termination. HR doesn't enter information immediately into Banner until the termination effective date. If we want to flag Banner, then reference checking is mandatory for the employee. A campus HR office would have all the details for reasons that lead to non retention. If there is a performance reason, the prospective employer can find that out with a reference check of the previous supervisor or by contacting HR. There has been frustration regarding rehiring people and finding out they were poor performers in previous UA positions and this could have been found out by checking with previous supervisors. A cause proceeding will mar employees rehire ability or ability to get another job. Standards for cause termination require progressive discipline which is not always the case.

6.2 Performance Evaluation Status

Two forms are in development by the Performance Evaluation Committee (PEC) of the HRC. The text form is original form. The committee then drafted a matrix form. Both are beneficial but the PEC is a little wary of numbers. Sometimes an employer feels it is not good to rank everyone outstanding and give everyone raises. Regardless of the final version, supervisors will have to be trained.

6.3 Union Update

ASEA email and SYHR response

<http://gov.alaska.edu/staff/2010-05-24.ALRAconfcall.pdf>

ALRA Minutes May 19 and 24

<http://www.alaska.edu/files/labor/ALRA%20Summary%20of%205-19-2010%20teleconference.dtd%205-24-10.pdf>

SYHR distribution of ALRA Minutes

<http://gov.alaska.edu/staff/2010-05-24.SYHR-distribution.pdf>

ASEA Resolution

<http://gov.alaska.edu/staff/2010-06-02.ASEA-Resolution.pdf>

President Gamble's Response

<http://gov.alaska.edu/staff/2010-06-04.pres-ASEA.pdf>

Yesterday, HR sent a roster to ALRA. ASEA modified its request to include temporary employees. ASEA excludes supervisory and confidential employees. To date there are a little over 2600 employees on list. HR is not posting the list but if individual employees want to know if their positions are in the proposed bargaining unit, they should contact HR labor relations. HR expects to be hearing back from ALRA soon. ALRA is comparing signed interest cards against names. If ASEA has interest cards from at least 30 percent of employees in the proposed unit, an election will ensue. If not 30 percent, ASEA would have six days to get additional signed

interest cards into the agency. If ASEA doesn't have 30 percent after that, ALRA will dismiss the petition and would not accept another for at least one year.

HR is trying to keep FAQs current on the HR web site. Regarding voting, ASEA is raising concerns that people might be disenfranchised by voting this summer when people off contract. HR thinks no problem because ballots are mailed to the home and that situation would be manageable. ASEA wanted UA to agree to holding off in the fall but UA elected not to do that. The roster is not a final list and changes may occur. To avoid confusion, the roster won't be published. ALRA makes the final determination. HR will check with UA general counsel, and may send email to people notifying them they may be on the roster. What happens if employees on the roster and don't get a ballot Employees should contact ASEA.

6.4 Other HR Issues

Leave share program regulation revisions. The definition of catastrophic illness varies at the campus level. In recent years, Statewide HR has been using the FML as equivalent for catastrophic. General counsel did some research on meeting IRS requirements so that when leave is donated there isn't tax implications for donors. Otherwise employees have to take ten days leave without pay after exhausting all other leave options. Employees can either solicit leave share themselves or apply through local HR offices.

HR is moving more toward joint SHCC/JHCC meetings instead of creating an additional staff seat on JHCC. If that doesn't work, HR will add additional seat.

7. External Administration Committee/Council Reports

7.1 Human Resources Council (HRC)

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

Martin sat in on the first portion of the HRC meeting; Gwenna was there also. Very little under campus and governance updates; some discussion about the Department of Labor audit at UAF; concern about some independent contractors who should have been regular employees, make sure the language is standardized.

Majority of meeting was in reference to supervisor tracking. Gwenna will send the agenda and attachments from HRC. HRC talked about retention of recruitment records; holding them for up to five years. FML tracking is still to be determined (Banner tracking); a project priority list was sent out. Benefits talked about healthcare plan eligibility for new employees. There are no exceptions to the 30 day waiting period for new hires. International people who cannot be hired without healthcare are also not exempted. HR is also trying to get a handle on dependent eligibility. Regarding compensation information for new staff salary grid; everyone should have received a letter.

7.2 Business Council

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

<http://gov.alaska.edu/staff/2010-05-20.bc-ag.pdf>

Dana attended the Business Council. BC talked about

- New president's schedule
- Visit from Sungard executives on May 25.
- Reviewed a proposed cell phone policy; looking at how the state handles cell phone reimbursements and draft policy for a cell phone allowance as a taxable benefit. Cell phones that could be signed out for mission critical like on call IT people.
- Banner 8 process and recognition of slowdowns after upgrades either Banner and/or new hardware
- MyUA is being decommissioned October 1.
- Gift from ACS of a backup site in Oregon for disaster recovery. First Banner, then operational phase and operational with redundancy, (gift of facility but have to purchase equipment)
- Risk Services is reviewing risk services reports and will report at June BoR meeting.
- UAF bookstore is being outsourced to Fallett, contract for three years. Objective is to not lose money, bookstore has lost money last six years.
- Local 6070 contract negotiations, combining sick and annual leave is a topic in the negotiations.

7.3 Student Services Council

Liaison: Russell Pressley

SSC talked about Credit transfers both external and internal to the university. Evidently a credit transfer report was done as part of the academic master plan process.

7.4 Information Technology Executive Council (ITEC)

Attachment 7.4

Liaison: Dana Platta, Alternate: Gwenna Richardson

<http://gov.alaska.edu/staff/2010-05-18.itec-ag.pdf>

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

Sungard wants a better relationship with the university so they are considered part of the university community rather than just a vendor. If so, they need to respond faster.

7.5 Joint Health Care Committee and Wellness Program

Attachment 7.5

Liaison: Gwenna Richardson, Alternate: Lisa Sporleder

Joint Health Care Committee

<http://www.alaska.edu/benefits/joint-health-care-committ/06-10-2010/>

<http://gov.alaska.edu/staff/jhcc/2010-06-02.jhcc-minutes.pdf>

Best Doctor Practices

<http://gov.alaska.edu/staff/jhcc/BestDoctorsBrochure.pdf>
<http://gov.alaska.edu/staff/jhcc/2010-MayBesttoUA.pdf>

JHCC received a report from Best Doctors.

- 7.6 Staff Health Care Committee - *Megan Carlson, Chair*
<http://gov.alaska.edu/staff/2010-06-08.shcc-ag.pdf>

SHCC meets today and will consider

- Best Doctors report
- Effect of federal regulations on the healthcare plan.
- SHCC is trying to take control of own destiny and not just react to JHCC.

Next month SHCC will hear a report from WIN for Alaska on the wellness program.

- 7.7 Retirement Committee
Liaison: *Russell Pressley, Alternate: Dana Platta*

There have been no meetings of the Retirement Committee

- 7.9 Statewide Academic Council

7.9.1 Academic Master Plan
http://www.alaska.edu/files/research/UNIVERSITY_OF_ALASKA_AMP_DRAFT_26E.pdf

The Academic Master Plan was moved to the July meeting.

8. Staff Alliance Goals – Reports

- 8.1 Staff Compensation
Lead: Gwenna Richardson, Assisting: Maria Russell, Megan Carlson

The new working group is a good step forward.

- 8.2 Community Engagement
Lead: Russell Pressley Assisting: Cynthia Rogers and Martin Klein

There has been no action since the last meeting.

- 8.3 Integrated Advocacy
Lead: Megan Carlson, Assisting: Martin Klein and Kim Eames

The legislature has adjourned .

- 8.4 Child and Family Friendly Policies
Lead: Gwenna Richardson

There was no report.

- 8.5 Staff Emeritus
Lead: Martin Klein, Assisting: Maria Russell

There was no report.

9. Staff Governance Reports:

- 9.1 UAS Staff Council
Cynthia Rogers and Gwenna Richardson

UAS Staff Council retreat was May 20 and May 21 was staff development day/ Election results, voting closed May 18. Bobbi McCoy was elected president but declined the position. Gwenna continues as vice presidents. It is hoped a president will be on board next month. The Council can elect a president from within or someone else.

- 9.2 UAA Classified Council, APT Council
Megan Carlson and Russell Pressley

UAA had a very successful staff development day last month.

- 9.3 UAF Staff Council
Martin Klein and Maria Russell

Maria Russell is now Council president. May 19 was a successful staff appreciation day. The Council elected a new vice president, Margo Griffith. The vice chancellor for administrative services sent memo out regarding pullbacks of \$5.5 million to cover current and future deficiencies. Most athletics personnel are moving to 11 month contracts and others looking at layoffs in other departments. Departments have to determine how to absorb cuts. Chancellor says how much the cut is.

- 9.4 Statewide Administration Assembly
Kim Eames and Dana Platta

SAA had a good annual meeting, had, various executives including Joe Trubacz who touched on cell phone policy. Beth Behner and Jeannine Senechal talked about grid rolls and salary increase. Mary Rutherford spoke about the UA foundation, in terms of contributions from outside sources. Lisa Sporleder is SAA president, Dana Platta is vice president.

10. Agenda items for next meeting July 13, 2010.

Agenda items include

- Approval of February, March and June minutes
- Academic Master Plan
- Working group reports for performance and compensation
- Leave share programs
- Adopted Staff Alliance calendar.

11. Other Items of Concern

There were no additional items of concern

12. Closing Comments

Pat updated the group on recruiting status and Staff Make Students Count awards

13. Adjournment – The meeting was adjourned at 12:02pm.

