



Minutes

Staff Alliance

Tuesday, July 11, 2017

10 a.m. – 12 p.m.

[Google Hangout](#)

Audio call-in: 1-855-280-1855

(Please mute unless speaking.)

1. Call to Order and Roll Call

The meeting came to order at 10:01 a.m.

Voting Members:

Kara Axx, President, UAF Staff Council 2017-2018

Ryan J. Hill, Co-President, UAA Staff Council 2017-2018

Shiva Hullavarad, President, SAA 2017-2018

Kolene James, President, UAS Staff Council 2017-2018

Brenda Levesque, Co-President, UAA Staff Council 2017-2018

Elaine Main, Vice President, SAA 2017-2018

Sue Mitchell, Vice President, UAF Staff Council 2017-2018

Kiwana Sutton, Vice President, UAS Staff Council 2017-18

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests:

Keli Hite McGee, Chief Human Resource Officer

2. Adopt Agenda

Shiva moved to adopt, and was seconded by Sue. There were no amendments or objections. The agenda was adopted as presented.

3. Approve Minutes

3.1. May Meeting Minutes

[Reference 1](#)

Sue moved to approve, and was seconded by Ryan. There were no amendments or objections. The May 2017 minutes were approved as presented.

4. Welcome New Members

[Reference 2](#)

Members introduced themselves and gave a brief review of their history with UA and the Staff Alliance.

5. System HR Update

Keli Hite McGee

Performance Appraisal:

CHRO McGee provided an update on the new PageUp performance appraisal tool. The tool will help in starting a conversation between employee and supervisor. She noted they hope to start with a review at least once a year but would like to increase to more often. Overall, this is supposed to be a listening exercise between supervisor and employee. If there are real performance issues, that would entail a different process. The new appraisal will review several competencies as well as individual goals. Keli noted they are looking to teach best practices. SW HR is planning a 2-hour training for all employees (not just supervisors) and will provide additional information to the Staff Alliance at their upcoming retreat.

Training:

CHRO McGee noted there are currently six required courses at UA – addressing safety, anti-bullying, Title IX. Her office is looking to purchase a new training module by EverFi (the owner of Haven, UA's Title IX training program). SW HR will start rolling out the new training in the next year. The training tool will be integrated with the PageUp performance appraisal tool in the next year. She noted they are working to make it easier to know if employees have completed the required trainings.

Recruitments:

CHRO McGee noted they were currently working on an expedited recruitment for a new vice president for Academic and Student Affairs (formerly vice president for Academic Affairs and Research). Keli will chair the recruitment committee. She is currently working with the president and chancellors on revising the position description. The timeline for this recruitment has not yet been finalized; updates will be shared with the Staff Alliance as they become available.

CHRO McGee also noted the recruitment for a new chancellor at UAA will soon be underway. Ron Kamahale at UAA is leading the search and is putting together a hiring committee.

HR strategic planning:

The Human Resources Council is looking at several projects to better support recruitment of employees and enrollment of students. President Johnsen recently requested a reorganization of system-wide council. The new Human Resources council will include the CHRO, HR

directors from the three universities, the directors of labor relations, compensation, and benefits, as well as the deans for UAF CNSM and UAA CA&S.

Standard Position Descriptions:

CHRO McGee noted they were looking at this issue but that it is a major project. Director of Compensation Tara Ferguson will be lead the project but they are still working to determine the full scope. Currently, SW HR is researching how other universities have revised their system recently and trying to find a fit for UA on how to proceed. SW HR also plans to contract a consultant for this project.

6. Public Comment

None given.

7. Chair's Report

Kolene James

Kolene noted she had served as vice chair for the Alliance in FY17. She noted it felt like a productive year, with members serving on Strategic Pathway review teams, both staff and faculty groups submitting resolutions in support of a staff and faculty regent (which would ultimately require a constitutional change via a bill introduced in the legislature), staff support for Indigenous People's Day across UA, passing a resolution in support of revising furlough regulations regarding leave accrual, and working on supporting morale initiatives at the campuses/SW. Kolene noted this was a very dynamic group and they have direct access to the president and, through him, the Regents.

8. Staff Alliance Committees

Morgan noted the committees are on hiatus over the summer but will start back up once chairs are identified at the retreat and the local staff councils submit names of committee representatives.

8.1. Staff Health Care Committee

8.2. Compensation Committee

8.3. Morale Committee

8.4. Ad Hoc Staff Emeritus Process

9. External Committees

Morgan noted Alliance members may want to discuss if governance representatives should sit on the new system-wide councils. Ryan asked to have on the retreat agenda time to discuss on which councils Alliance members should participate.

9.1. System Governance Council

9.2. Student Services Council

9.3. Joint Health Care Committee

9.4. IT Council

10. Ongoing Business

10.1. Shared Governance at UA

[Reference 3](#)

Morgan noted this memo had been shared with the BOR and President Johnsen, and would be part of the retreat agenda for continued discussion and reflection of how to improve the current relationship.

11. New Business

11.1. Finalize Retreat Date

Members reviewed available dates and settled on Friday, Aug. 11. Morgan asked members to send in any suggested agenda items or guests to invite. Members asked for updates on PageUp, 360-evaluation, UA benefits, and FY19 budget planning.

11.2. Strategic Pathways Phase III Feedback

[Reference 4](#)

Morgan noted the president was requesting feedback by the September Board of Regents meeting. She asked members to solicit feedback from their local staff council by the Aug. 11 retreat.

11.3. Chair Duties and Time Commitments

Morgan reviewed the time commitments and duties of the Alliance chair. She noted that, due to the increase in responsibilities, the Alliance may want to explore delegating some duties to the vice chair. Morgan noted she will distribute a full list of duties for the chair.

11.3.1. Governance Participation at BOR Meetings

11.3.2. Expanded Summit Team

Reference 5

12. Roundtable discussion

Brenda asked about the FY18 benefits handbook; Morgan noted she would contact Erika Van Flein for a date when it will be available.

13. Adjourn

Ryan moved to adjourn, and was seconded by Kara. There were no objections. The meeting adjourned at 11:32 p.m.