

UNIVERSITY of ALASKA

Staff Alliance

Draft Minutes-amended (Approved @ 11/8/2011 mtg.)

Tuesday, October 11, 2011, 10:00am-12:00noon via audio conference

Amendments in red in items 7 and 11.2.

1. Call to Order and Roll Call

Voting Members:

Juella Sparks, Chair, Staff Alliance and Vice President, UAF Staff Council

Monique Musick, Vice Chair of the Staff Alliance and President, Statewide Administration Assembly

Melodee Monson, President, UAA APT Council

Craig Mead, President, UAA Classified Council

Pips Veazey, President, UAF Staff Council

Mary McRae Miller, President, UAS Staff Council

Gwenna Richardson, Vice President, UAS Staff Council

Dory Straight, Secretary for Erica Kurowski, Vice President, Statewide Administration Assembly

Pat Ivey, Executive Officer, System Governance

Kim Fackler, Admin Coordinator, System Governance

Beth Behner, Chief Human Resources Officer

Saichi Oba, Associate Vice President, Student Enrollment and Management

Tara Ferguson, Human Resources

2. Adopt Agenda

MOTION passed

“The Staff Alliance moves to adopt the agenda for the October 11, 2011 meeting as amended. This action is effective October 11, 2011.”

3. Approve Minutes

3.1 September 13, 2011

MOTION: PASSED

“The Staff Alliance moves to approve the September 13, 2011 minutes. This action is effective October 11, 2011.”

3.2 September 30, 2011

MOTION: PASSED

“The Staff Alliance moves to approve the September 30, 2011 minutes. This action is effective October 11, 2011.”

4. Chair's Report

President Gamble supports the 3.5% salary adjustment requested by the Staff Alliance. The next step is that the Board of Regents will have to approve the change on Nov 2. Staff Alliance members will continue their email campaign efforts to the Board of Regents. The email letter was amended to include thanking the President for his support.

Chair Juella Sparks will meet with President Gamble on Monday regarding how the Alliance can make the overall compensation process less stressful to staff. This should be an ongoing process. Sparks will contact the Staff Compensation Working Group co-chairs Maria Russell and Erica Kurowski regarding this so that the Staff Alliance and the Staff Compensation Working Group understand exactly where in the budget process the Staff Alliance will have an opportunity to discuss the annual staff-salary grid-adjustment percentage placeholder.

5. Guest and Public Comments – See item 12.1 below.

6. Staff Governance Role

6.1 Change in Strategic Direction

The Strategic Direction process is well underway. The intent is to have completed the process by the start of the legislative session. Faculty governance is extremely integrated into the process but it appears that staff currently has no defined role in the process. This is unfortunate because staff have to implement the result and have the on-the-job knowledge of what works and what doesn't. Chair Sparks will bring this to President Gamble's attention.

6.2 Demise of Administrative Advisory Committees

The future of the Business Council and ITEC are on hold pending the appointment of a new Chief Financial Officer. This is a watch item for future meetings.

7. Policy and Regulation Review

Monique Musick is in charge of the policy and regulations review for Staff Alliance. There is a master list of policies and regulations together with which executives are in charge of reviewing which policy and regulations. It was suggested that Google Docs be used for the process. Monique will develop a form that can be used by all governance groups and will analyze input received.

Beth Behner will review the human resources policies and regulations with the Human Resources Council, and she will share them with Staff Alliance before the deadline for input.

8. Human Resources

8.1 Staff Compensation

8.1.1 FY13 Non Covered Staff Salary Adjustments Attachment 8.1.1

8.1.2 Revise Staff Compensation System Attachment 8.1.2

See discussion under item 4 above.

8.2 Tuition Waivers

The tuition and dependent waiver changes are pre-emptive moves to satisfy lawmakers who firmly believe that the waivers 1) prevent paying students from getting into classes and 2) are misused, i.e., there is no tie to academic standing or financial aid. Employees will apparently not be subject to the satisfactory academic standing standards, but dependents will be.

Craig Mead reported that 500 level courses are not eligible for financial aid, nor are year-long courses, so tying tuition waivers to financial aid would prevent dependents from taking these courses. Additionally, if tuition waivers become part of financial aid, then financial aid has to turn back financial aid money that would be offset by tuition waivers.

Other discussion items included the problems with employees paying the university back for dependents' failed courses when the only way an employee can know if a dependent fails a course is when the employee's wages are docked. This is because FRPA protects a student's records.

ACTION:

The draft motion was tabled and Craig Mead was asked to prepare a position paper for the November Staff Alliance meeting. Craig Mead will head up a task force and all local governance groups will appoint someone to the task force by the end of the week.

8.3 Other Human Resources Items

8.3.1 Performance Evaluation Process

Tara Ferguson sent the latest form draft and recommended timeline to President Gamble for action.

9. External Administration Committee/Council Reports

9.1 Human Resources Council

Liaison: Monique Musick, mmusick@alaska.edu
1st Alternate: Gwenna Richardson, gjrichardson@uas.alaska.edu
2nd Alternate: Juella Sparks, jtsparks@alaska.edu

The Human Resources Council meets next week. It was strongly suggested that HRC mount a communications campaign now to advise employees about the upcoming tobacco surcharge.

9.2 Business Council

Liaison: Craig Mead, ancim@uaa.alaska.edu
1st Alternate: Pips Veazey, adveazey@alaska.edu
2nd Alternate: Erica Kurowski, elkurowski@alaska.edu

On hold pending the appointment of a new CFO.

9.3 IT Executive Council - ITEC – OIT Review

Liaison: Pips Veazey, adveazey@alaska.edu

1st Alternate: Melodee Monson, anmam@uaa.alaska.edu
2nd Alternate: Erica Kurowski, elkurowski@alaska.edu

On hold pending the appointment of a new CFO.

9.4 Student Services Council – Staying on Track
Liaison: Melodee Monson, anmam@uaa.alaska.edu
1st Alternate: Monique Musick, mmusick@alaska.edu
2nd Alternate: Gwenna Richardson, gjrichardson@uas.alaska.edu

9.5 Tuition Task Force
Liaison: Juella Sparks, jtsparks@alaska.edu
Alternate: Mary McRae Miller mmcrae1@uas.alaska.edu

No report was given because no information had been received from the task force. Pat Ivey was directed to resend Staff Alliance liaison notice to President Gamble and the executives responsible for the advisory committees.

9.6 Joint Health Care Committee
Voting Member: Melodee Monson 2011-2013, anmam@uaa.alaska.edu
Voting Member Lisa Sporleder 2010-2012, lesporleder@alaska.edu
Alternate: Craig Mead, ancim@uaa.alaska.edu

Lisa Sporleder now chairs the Joint Health Care Committee. There are no additional health care plan changes planned for FY13 other than the tobacco surcharge. Potential addition of travel benefits for surgical procedures may occur. Implementing an addition to benefits may occur outside the open enrollment period. Employee contributions will not be known until April 2012, but there will almost certainly be an employee contribution increase.

9.7 Staff Health Care Committee
Chair: Craig Mead, ancim@uaa.alaska.edu
SA Members: Erica Kurowski, elkurowski@alaska.edu
Monique Musick, mmusick@alaska.edu
Gwenna Richardson, gjrichardson@uas.alaska.edu

The SHCC meeting was cancelled because of the two day JHCC meeting.

9.8 Retirement committee
Liaison: Erica Kurowski, elkurowski@alaska.edu
Alternate: Pips Veazey, adveazey@alaska.edu

The Retirement Committee has not met for a long time.

9.9 Educational Benefits Project Team
Liaison: Juella Sparks, jtsparks@alaska.edu
1st Alternate: Mary McRae Miller, mmcrae1@uas.alaska.edu
2nd Alternate: Gwenna Richardson, gjrichardson@uas.alaska.edu

Cathy Ewing reported that the EBPT is looking at how to automate the process if the tuition benefit changes are implemented. She advised that whether or not changes occur, the process will look better as a result.

9.10 Other External Committees/Reports/Assignments

10. Staff Alliance Working Groups

10.1 Staff Alliance Compensation Working Group

Chair: Erica Kurowski, ekurowski@alaska.edu

Co-Chair: Maria Russell, mtrussell@alaska.edu

For discussion at the November meeting.

10.2 Integrated Advocacy Committee

For discussion at the November meeting

11. Staff Governance Reports

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

UAS Staff Council elections will be held in November. The group is working on potential bylaw changes.

11.2 UAA Classified Council, APT Council: *Melodee Monson and Craig Mead*

The UAA Classified Council last week, is planning a joint retreat with the APT Council November 1, and is participating in the OIT external review.

The UAA APT Council covered the same and is discussing the University/Medical District and the proposal to extend Bragaw all the way through campus.

11.3 UAF Staff Council: *Pips Veazey and Juella Sparks*

The UAF Staff Council added a new communications committee and is working on elections.

11.4 Statewide Administration Assembly: *Monique Musick and Erica Kurowski*

SAA is looking at performance review, potlucks and building issues.

12. Other Items of Concern

12.1 Stay on Track Project

This is a project designed to increase graduation rates in four years by mounting a campaign to advise students that in order to graduate in four years, they need to take 15 credits in their degree program per semester or 30 credits per year. Materials relating to this program will go out to governance as soon as possible and the big program push will begin when registration for spring 2012 semester begins.

13. Agenda Items for Next Meeting November 8, 2011, 10:00am-12:00 Noon

Agenda items are due in the System Governance Office by October 29.

14. Comments – There were no additional comments.

15. Adjourn – The meeting was adjourned at 12:14pm.