

# UNIVERSITY of ALASKA

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## Staff Alliance

### Draft Minutes *(Approved @ 9/13/2011 mtg.)*

Friday, August 12, 2011, 1:30 – 3:30pm

Room 109 AB Butrovich Building, Fairbanks, with video link to 205 BOB in Anchorage  
and by audio to certain participants

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

1. Call to Order and Roll Call

Present:

Voting Members:

Maria Russell, 2009-2011 Chair, Staff Alliance and 2010-2011 President, UAF Staff Council

Juella Sparks, Vice President, UAF Staff Council and 2011-2012 Chair, Staff Alliance

Monique Musick, Vice Chair, Staff Alliance; 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

Erica Kurowski, Vice President, Statewide Administration Assembly

Others

Megan Carlson, 2010-2011 President, UAA Classified Council

Pat Ivey, Executive Officer, System Governance

Kim Fackler, Admin Coordinator, System Governance

Beth Behner, Chief Human Resources Officer

Tara Ferguson, Statewide Human Resources Analyst

Mike Humphrey, Statewide Benefits Director

2. Adopt Agenda

MOTION: passed

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

3. Approve July 12, 2011 Minutes

MOTION: passed

“The Staff Alliance moves to approve the July 12, 2011 minutes as amended. This action is effective August 12, 2011.”

4. 2010-2011 Chair’s Final Report

Presented in the June Governance Report to the Board of Regents and repeated here:

*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. 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. The Staff Alliance membership will change over the summer, we look forward to having a new group of energetic staff members to take on this role and work with the Board next year. I have grateful for the individuals on the Alliance whom have dedicated a significant amount of time and energy into staff concerns.*

**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 healthcare and other living expenses that staff may actually step backwards in the next fiscal year. 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. **We would like to thank the board one last time for the 2.5% increase for FY12, we also encourage the Board to consider putting into policy annual increase for staff. We will continue to work on our compensation concerns with the Board in the upcoming year.***

**Staff Makes Students Count Awards and Staff Appreciation**

*At the June Board meeting you will have the opportunity to meet some staff members whose efforts truly make students count here at the University of Alaska. Of course, many staff fall into this category. This is a yearly opportunity to highlight a selection of them. In additional efforts, staff from each MAU work with human resources to put on staff appreciation or development days. These appreciation events help build the university community!*

**Healthcare:**

*To increase staff opportunity for involvement in healthcare-plan changes, Staff Alliance passed two motions (#2011-6, #2011-7). In the first Staff Alliance moved to endorse the SHCC (Staff Health Care Committee) motion that the University begin the process of considering potential plan changes at the beginning of the fiscal year preceding the year in which the changes would be implanted. In the second Staff Alliance moved to endorse the SHCC motion that open forums on proposed healthcare-plan changes be held on campuses in early November to allow input while changes can be made, followed by spring forums to discuss final changes. Earlier engagement in the healthcare-planning process and increased communication with staff will enable timely and better-informed healthcare-plan design.*

**Tuition Wavier**

*To address staff concerns Staff Alliance unanimously recommended 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, going into effect no sooner than January 2012 (Motion #2011-8). Staff are eager to engage the University in this conversation. Tuition waivers provides valuable professional development to University staff and encourage retention of quality employees*

**Cash in Leave Motion**

*To mitigate increased out-of-pocket health care costs and increased cost-of-living expenses, Staff Alliance requested that non-represented staff be allowed two opportunities per fiscal year to cash in up to forty hours of annual leave, for a maximum total of eighty hours per fiscal year (Motion #2011-4). This will provide staff greater flexibility to better offset changing financial obligations.*

5. Guest and Public Comments

There were no guest or public comments

6. Human Resources Reports, Review

Ongoing:

6.1 **Employee Tuition Waivers**

**Saichi Oba will be invited to the September Staff Alliance meeting to discuss academic progress as it relates to employee and dependent tuition waivers. The Staff Alliance will select a member to sit on the ETW process development team.**

6.2 Performance Evaluation Update

Tara Ferguson will present a performance evaluation update at the September Staff Alliance meeting.

6.3 HR Projects, Priorities and Updates

Beth Behner briefed the Staff Alliance on HR projects, priorities and updates.

6.4 Tobacco Surcharge Attachment 6.4

See recommendations in Attachment 6.4, attached.

6.5 Employee E-Learning Attachment 6.5

New: Items 6.6-6.9 were for information only but will stay on the agenda for each meeting until completed.

6.6 *Out of Class Proposal - Heads Up* Attachment 6.6

6.7 *Holiday Pay Proposal - Heads Up* Attachment 6.7

6.8 *Telework draft agreement, guidelines, regulations* Attachment 6.8

7. Election of Officers for 2011-2012

7.1 Overview of Duties and Time Commitment for Chair and Vice Chair

Duties and time commitment were discussed briefly.

7.2 Elect Chair

Juella Sparks was elected Chair of the Staff Alliance for 2011-2012.

7.3 Elect Vice Chair

Erica Kurowski was elected Vice Chair of the Staff Alliance for 2011-2012.

8. **External Administration Committee/Council Reports and Liaison/Alternate Appointments**

8.1 Human Resources Council

2011-2012: Liaison: Monique Musick  
1<sup>st</sup> Alternate: Gwenna Richardson  
2<sup>nd</sup> Alternate: Juella Sparks

8.2 Business Council

2011-2012: Liaison: Craig Mead  
1<sup>st</sup> Alternate: Pips Veazey  
2<sup>nd</sup> Alternate: Erica Kurowski

8.3 Student Services Council

2011-2012: Liaison: Melodee Monson  
1<sup>st</sup> Alternate: Monique Musick  
2<sup>nd</sup> Alternate: Gwenna Richardson

8.4 IT Executive Council - ITEC

2011-2012: Liaison: Pips Veazey  
1<sup>st</sup> Alternate: Melodee Monson  
2<sup>nd</sup> Alternate: Erica Kurowski

8.5 Joint Health Care Committee and Wellness Program

2011-2012: Voting Member: Melodee Monson 2011-2013  
Voting Member: Lisa Sporleder 2010-2012  
Alternate: Craig Mead

8.6 Staff Health Care Committee

2011-2012 Chair: Craig Mead  
SA Members: Erica Kurowski  
Monique Musick  
Gwenna Richardson

Additional member names and contact information should be sent to Craig Mead, copy to [kkfackler@alaska.edu](mailto:kkfackler@alaska.edu).

- 8.7 Retirement committee  
2011-2012: Liaison: Erica, Kurowski  
Alternate: Pips Veazey
- 8.8 Tuition Task Force  
2011-2012 Liaison: Juella Sparks  
Alternate: Mary McRae Miller
- 8.9. Educational Benefits Project Team  
2011-2012 Liaison: Juella Sparks  
1<sup>st</sup> Alternate: Mary McRae Miller  
2<sup>nd</sup> Alternate: Gwenna Richardson
9. Staff Alliance Working Groups, Reports
- 9.1 Staff Alliance Compensation Working Group; Next Steps  
2011-2012: Chair: Erica Kurowski  
Co-Chair: Maria Russell
- 9.2 Integrated Advocacy Committee, *Megan Carlson, Mary McRae Miller, Co-Leads*  
2011-2012  

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POSTPONED UNTIL SEPTEMBER
10. Staff Governance Reports and Outlook 2011-2012:
- 10.1 UAS Staff Council: *Mary McRae Miller and Gwenna Richardson*
- 10.2 UAA Classified Council, APT Council: *Melody Munson and Craig Mead*
- 10.3 UAF Staff Council: *Pips Veazey and Juella Sparks*
- 10.4 Statewide Administration Assembly: *Monique Musick and Erica Kurowski*
11. 2011-2012 Goals and Objectives:  
  
POSTPONED UNTIL SEPTEMBER.
12. Other Items of Concern  
  
There were no other items of concern.
13. Agenda Items for Next Meeting September 13, 2011, 10:00am-12:00 Noon  
  
2011-2012 goals and objectives, educational benefits-definition of academic progress as it applies to employee and dependent tuition waivers, performance evaluation project update, external committee/council reports, working group reports,
14. Comments  
  
Maria Russell was thanked for her outstanding service as chair and presented with a plaque ‘ from the Staff Alliance.

15. **Adjourn**

**The meeting was adjourned at approximately 3:30pm.**