

# UNIVERSITY of ALASKA

---

## Staff Alliance

### Draft Minutes *(Approved @ 10/11/2011 mtg.)*

Tuesday, September 13, 2011, 10:00am-12:00noon by audio conference

1. Call to Order and Roll Call

Members Present :

Juella Sparks, Chair, Staff Alliance and Vice President, UAF Staff Council  
Monique Musick, Vice Chair of the Staff Alliance and President, Statewide Admin. 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

Pat Ivey, Executive Officer, System Governance  
Tara Ferguson, Incoming Statewide Director, Compensation  
Anne Sakumoto, Director, Faculty and Staff Development and Training  
Maria Russell, Past Chair, Staff Alliance and Past President, UAF Staff Council

2. Adopt Agenda

MOTION: passed

“The Staff Alliance moves to adopt the agenda for the September 13, 2011 meeting as amended. This action is effective September 13, 2011.”

3. Approve August 12, 2011 Minutes

MOTION: passed

“The Staff Alliance moves to adopt the agenda for the September 13, 2011 meeting as amended. This action is effective September 13, 2011.”

4. Chair’s Report

Chair’s goals for the year are as follows:

- Provide continuous communication to local governance groups and to administration from the Staff Alliance;

- Prevent staff from losing ground in compensation and benefits and take steps to gain ground in future years;

Deadlines:

- Position compensation increases by the November Board of Regents meeting at no less than 3.5 percent;
- Begin advocacy efforts in November
- Know about health care changes for FY 14 by December
- Finalize tuition waiver changes by January;
- Complete policy and regulation review by January

Subcommittee procedures (Staff Health Care Committee and Compensation Working Group):

- Copy Staff Alliance on agendas, minutes and meeting times
- Post agendas, minutes and meeting dates and times on web site

5. Guest and Public Comments

There were no public or guest comments.

6. Policy and Regulation Review – Request from President Gamble

There has been no further instruction about the process for governance review of Regents' Policy and University Regulation other than the initial memo from President Gamble. Staff Alliance chair will ask for further clarification when she meets with Carla Beam. Parts III, Faculty, Staff and Student Governance and Part IV, Human Resources of Regents Policy and University Regulations will feature prominently in the Staff Alliance review.

7. Human Resources Reports, Review

Ongoing:

7.1 Employee Tuition Waivers: *Satisfactory Academic Progress* Attachment 7.1

Saichi Oba was unable to attend but asked to be placed on a future agenda to speak to this.

Staff Alliance concerns about tuition waiver benefit changes in general:

- the use of the satisfactory academic progress standard for tuition waiver eligibility for employees and dependents
  - diminishes the benefit;
  - eliminates the opportunity to use tuition waivers to take community interest or physical education courses
  - makes it difficult to take courses without being entered into a degree program
  - changes the accountability model
  - payback for failure makes it very punitive because staff fail at half the rate of rest of the student population
  - employees will not know about dependent failures until their wages are garnished because FERPA prevents the university from notifying employees in

any other way unless dependents give the employee written permission to look at dependent grades.

#### **DRAFT MOTION FOR THE OCTOBER MEETING**

**“The Staff Alliance moves that 1) no changes be made to the employee tuition waiver benefit, 2) that alternative accountability models be explored prior to fiscally penalizing employees for dependent course failures.”**

#### 7.2 Performance Evaluation Update

The performance evaluation draft form is on the HR website for employees and supervisors to use, but employees and supervisors are not required to use the form if another comparable implement is already in use. It was noted that the new performance appraisal system also requires that position descriptions be up to date, which in many cases require PD revision, multiple approvals and re-evaluations by HR take a lot of time.

#### 7.3 HR Projects, Priorities and Updates

#### 7.4 Tobacco Surcharge

**JHCC had a subgroup that recommended the tobacco surcharge not be implemented but the president said he was going to implement the surcharge in 2013. The Staff Health Care Committee will draft a position statement for Staff Alliance consideration. Staff Alliance has serious concerns about this surcharge.**

#### 7.5 Employee E-Learning

Skill Soft has been upgraded this summer to be more user friendly. Demonstrations have been held and one can be set up for governance. Staff Alliance will schedule a demonstration in January or February.

#### 7.6 Out of Class Proposal - Heads Up

**Out of class pay will start at the beginning of a pay period under this model whereas currently, out of class pay can start in the middle of a pay period.**

#### 7.7 Holiday Pay Proposal - Heads Up

**Holiday pay used to occur if the employee was on pay status the day before and the day after a holiday. This proposal provides that employees have to be on pay status the entire pay period in order to qualify for holiday pay.**

#### 7.8 Telework draft agreement, guidelines, regulations

Where is this item in the review and approval process?

8. External Administration Committee/Council Reports

8.1 Human Resources Council

Liaison: Monique Musick, [mmusick@alaska.edu](mailto:mmusick@alaska.edu)  
1<sup>st</sup> Alternate: Gwenna Richardson, [girichardson@uas.alaska.edu](mailto:girichardson@uas.alaska.edu)  
2<sup>nd</sup> Alternate: Juella Sparks, [jtsparks@alaska.edu](mailto:jtsparks@alaska.edu)

No report was given.

8.2 **Business Council**

Liaison: Craig Mead, [ancim@uaa.alaska.edu](mailto:ancim@uaa.alaska.edu)  
1<sup>st</sup> Alternate: Pips Veazey, [adveazey@alaska.edu](mailto:adveazey@alaska.edu)  
2<sup>nd</sup> Alternate: Erica Kurowski, [elkurowski@alaska.edu](mailto:elkurowski@alaska.edu)

**Notification has been received that the Business Council has been disbanded. The question is, how will the Staff Alliance now participate in the budget review process?**

8.3 IT Executive Council - ITEC

Liaison: Pips Veazey, [adveazey@alaska.edu](mailto:adveazey@alaska.edu)  
1<sup>st</sup> Alternate: Melodee Monson, [anmam@uaa.alaska.edu](mailto:anmam@uaa.alaska.edu)  
2<sup>nd</sup> Alternate: Erica Kurowski, [elkurowski@alaska.edu](mailto:elkurowski@alaska.edu)

No report was given.

8.4 Student Services Council

Liaison: Melodee Monson, [anmam@uaa.alaska.edu](mailto:anmam@uaa.alaska.edu)  
1<sup>st</sup> Alternate: Monique Musick, [mmusick@alaska.edu](mailto:mmusick@alaska.edu)  
2<sup>nd</sup> Alternate: Gwenna Richardson, [girichardson@uas.alaska.edu](mailto:girichardson@uas.alaska.edu)

SSC meets the 3<sup>rd</sup> Thursday of the month. The next meeting is in October.

8.5 Tuition Task Force

Liaison: Juella Sparks, [jtsparks@alaska.edu](mailto:jtsparks@alaska.edu)  
Alternate: Mary McRae Miller [mmcrae1@uas.alaska.edu](mailto:mmcrae1@uas.alaska.edu)

No notice of any meetings has been received.

8.6 **Joint Health Care Committee**

Voting Member: Melodee Monson 2011-2013, [anmam@uaa.alaska.edu](mailto:anmam@uaa.alaska.edu)  
Voting Member: Lisa Sporleder 2010-2012, [lesporleder@alaska.edu](mailto:lesporleder@alaska.edu)  
Alternate: Craig Mead, [ancim@uaa.alaska.edu](mailto:ancim@uaa.alaska.edu)

JHCC is scheduled to meet September 20. Agenda items include a report from Caremark, the tobacco surcharge, the dependent audit, healthcare benefits enrollment and medical plan changes. **Erika Van Flein is replacing Mike Humphrey as benefits director.**

8.7 Staff Health Care Committee

Chair: Craig Mead, [ancim@uaa.alaska.edu](mailto:ancim@uaa.alaska.edu)  
SA Members: Erica Kurowski, [elkurowski@alaska.edu](mailto:elkurowski@alaska.edu)  
Monique Musick, [mmusick@alaska.edu](mailto:mmusick@alaska.edu)  
Gwenna Richardson, [gjrichardson@uas.alaska.edu](mailto:gjrichardson@uas.alaska.edu)

SHCC membership, role, calendar and agendas are on line at <http://gov.alaska.edu/staff/SHCC/default.html>.

8.8 Retirement committee

Liaison: Erica Kurowski, [elkurowski@alaska.edu](mailto:elkurowski@alaska.edu)  
Alternate: Pips Veazey, [adveazey@alaska.edu](mailto:adveazey@alaska.edu)

The Retirement Committee has not met.

8.9 Educational Benefits Project Team

Liaison: Juella Sparks, [jtsparks@alaska.edu](mailto:jtsparks@alaska.edu)  
1<sup>st</sup> Alternate: Mary McRae Miller, [mmcrae1@uas.alaska.edu](mailto:mmcrae1@uas.alaska.edu)  
2<sup>nd</sup> Alternate: Gwenna Richardson, [gjrichardson@uas.alaska.edu](mailto:gjrichardson@uas.alaska.edu)

8.10 Other External Committees/Reports/Assignments

There were no additional external committee reports or assignments.

9. Staff Alliance Working Groups

9.1 **Staff Alliance Compensation Working Group; Next Steps**

Chair: Erica Kurowski, [elkurowski@alaska.edu](mailto:elkurowski@alaska.edu)  
Co-Chair: Maria Russell, [mtrussell@alaska.edu](mailto:mtrussell@alaska.edu)

The working group will meet Friday to develop a position paper on grid adjustments. **It was noted that merit and bonuses are taken out of department budgets and not out of the system, and alleged that approximately 98 percent of the requests for merit pay or bonuses for non represented staff are denied.**

9.2 Integrated Advocacy Committee: ELECT CHAIR

Chair election, committee member selection and meetings are on hold until October.

9.3 Other working groups

The Staff Alliance will consider whether or not to establish a working group to review the policies and regulations.

10. Staff Governance Reports

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

No report was given.

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

The Classified Council had Beth Behner speak with them, is considering constitution and bylaw changes, and participated in the selection of staff for the annual Chancellor's Award.

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

UAF Staff Council met for the first time August 31 and established a committee on the tobacco surcharge.

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

Statewide Administration Assembly meets tomorrow.

11. 2011-2012 Goals and Objectives:

Initial goals include:

- \* Holding the line on compensation and benefits
- \* Communicating effectively with constituents and administration
- \* Advocating for non represented staff

12. Other Items of Concern

There were no other items of concern.

13. Agenda Items for Next Meeting October 11, 2011, 10:00am-12:00 Noon

Submit agenda items to [pmivey@alaska.edu](mailto:pmivey@alaska.edu) and [jtsparks@alaska.edu](mailto:jtsparks@alaska.edu) by October 1 (ten days in advance of the October 11 meeting).

14. Comments

There were no additional comments

15. Adjourn – The meeting was adjourned at 12:04pm.