



UNIVERSITY  
of ALASKA  
*Many Traditions One Alaska*

[Zoom Meeting](#)

Minutes

**Staff Alliance**

Friday, September 16, 2022

1:30 p.m. – 3:30 p.m.

ID: 832 0748 1693

Password: **258504**

(Please mute unless speaking.)

Voting Members:

**Dawn Humenik**, Co-President, UAA Staff Council; Chair, Staff Alliance

**Lauren Hartman**, President, System Office Staff Council; Vice Chair, Staff Alliance

**Rhiannon Calkins**, Co-President, UAA Staff Council

**Ronnie Houchin**, President, UAF Staff Council

**Jonathan Lasinski**, President, UAS Staff Council

Kari Mellmer, Vice President, UAF Staff Council

**Monique Musick**, Vice President, System Office Staff Council

**Michelle Nakamura**, Vice President, UAS Staff Council

Call to Order and Roll Call

1. Adopt Agenda

Lauren approves, Monique seconds.

Agenda amended to include discussion of Faculty Alliance Memos. Ronnie seconds.

2. Approve [August 19 minutes](#)

Minutes are amended with the amounts for Staff Development fund, adjusted to reflect an accurate amount. Lauren approves. Jonathan seconds.

3. Guests and Public Comment

3.1. [Public Comment Form](#)

No comments to share.

3.2. Michelle Pope, Director of Operations and Claire Morton, Customer Service Team Manager, UA HR, 3:10pm

Dawn: HR solicited names to put together a focus group about the customer service experience. Claire: This focus group started when we realized that Spoke, our ticketing system was going away. It gave us an opportunity to look at having a more sophisticated ticketing system that provided better customer interaction. We latched on to TDX which we are calling the ESM, Enterprise Service Management. When we realized the enhanced functionality we started thinking how we could customize this so that it works best for employees and customers. Michelle Pope is the chair for the group. The goal is to enhance customer service. We want a broad evaluation of how we are doing. Responsiveness and service level agreements. We want information to be easily and readily available. We are trying to campaign from a communication standpoint HR: your way. Monique suggests looking at how the OIT website is structured and comparing it with the HR planning website page and implementing some ideas from it.

#### 4. New Business

##### 4.1. [Working Group on Communication Pathways](#)

Lauren Ronnie, and Monique have volunteered for this effort. Dawn will send the names in writing to Paul Layer.

##### 4.2. [ANSI Update](#)

There is recruitment for a single director. There is an ANSI team meeting in Anchorage to determine the search committee. There is a lot more to our diversity and inclusion than just the Alaska native Success Initiative. It is an important goal, though our needs are greater than just that. Lauren and Dawn will articulate some of the desires of what we hope doesn't get excluded in the position and share that with President Pitney.

##### 4.3. [Governance Review of proposed changes to Policy 05.10 Tuition and Student Fees](#)

There isn't particular opposition though we need to keep in mind how it impacts us in the future as we seek to have lower community campus tuition while other tuition is increasing. At what point will that cause financial hardship for those community campuses?

#### 4.4. System Governance Council

##### 4.4.1. Selection of Representatives

Ronnie motions for Lauren and Dawn to represent. Monique seconds.

#### 4.5. Retreat Review

##### 4.5.1. [Goals](#) Review

##### 4.5.2. Ombuds Committee

Lauren is organizing the committee and will begin holding meetings.

##### 4.5.3. Standing Committees and Membership

Ronnie and Dawn serve on the UA Survey Project committee. There are monthly meetings with Memry Dahl. We should put together a list of topics for those meetings; the exit survey, salary calculator, and governance feedback. There is a Philosophy Committee, The Common Pathways Committee, Staff Development Committee.

Here's what was in the "updates": The Employee Transitions and Benefits team is continuing the work to improve and standardize the processing and tracking of Family Medical Leave across the UA system. This includes assessing current processes, establishing common tracking methods, Standardization of FML processing and streamlining of processes to implement new tools to collect and manage FML requests efficiently and securely .Update as of 3/23/2022: Vendor implementation is underway. Go live 7/1 for FY23

Educational Attainment Incentive Program UA HR is in the final stages of developing and implementing an Educational Attainment Incentive Program (EAIP). The purpose of this initiative is to provide staff incentives for achieving levels of education and personnel development. The draft proposal has been approved by President Pitney. UA HR has developed and submitted for approval formal regulations and is developing tools for the implementation of the initiative.Update as of 08/18/2022: The EAIP work team has developed implementation guidelines, regulations, and procedures. The draft proposal will be communicated out to leadership and governance for comment. The goal is to be completed and implemented by September 2022.

#### 4.5.4. [Feedback](#)

#### 4.6. [System Office Mission Statement Review](#)

Feedback is requested by September 30, 2022. It has been shared with your councils. There is a site where people can provide feedback and comments. It was discussed and supported by UAF Staff council. SOSC appreciates that this project was initiated. Huge thank you to Monique for all of her hard work in this project. Ronnie moves that Staff Alliance supports the System Office Mission Statement. Lauren seconds. Unanimously approved.

#### 4.7. [Faculty Alliance Requests for Data](#)

### 5. Ongoing Business

#### 5.1. [Staff Development Fund](#) - FY23 discussion

5.2. Monthly with President Pitney: last - 31Aug22, next - 4Oct22, then 1Nov22

5.3. Monthly with Vice President Layer: last - 1Sep22, next - 6Oct22, then 3Nov22

5.4. Monthly with CHRO: last - 13Sep22, next 11Oct22, then 8Nov22

5.5. Committees

5.5.1. Joint Healthcare Committee - Mathew Mund (Meet next week)

5.5.1.1. Staff Healthcare Committee - Monique Musick (Meet next week)

5.5.1.2. SHCC membership update

5.6. [SA Action Log review](#) & [Items under Review](#)

6. Old Business

6.1. [Compensation Memo](#)

6.2. Retreat

6.3. "Thanksgiving" Discussion

7. Staff Council Reports

7.1. UAA - [Summary Retreat August 25, 2022.pdf](#) and

[2022 08 17 - Chancellor Letter to Staff Council.pdf](#)

The Chancellor suggests a caucus, which is similar to what is being proposed for the Communication Pathways. Rhiannon and Dawn were fortunate enough to attend the first convening of the caucus yesterday afternoon which went fantastically well. The letter states very well what we are looking for with the common table.

7.2. UAF - [September 13 meeting agenda](#)

7.2.1. Constituent Concern: [2% Salary Increase for Step 0 Employees](#)

7.3. UAS - [July meeting minutes](#). August's not yet finalized

- Resolution regarding changing Thanksgiving Break to Fall Break to occur during 10/5/22 meeting

7.4. SO - [September 15th meeting agenda](#) and [meeting recording](#) (Passcode: +3OgqvV#)

8. Agenda Items or Guests for October 21, 2022 meeting

1.1. Memry Dahl (confirmed with Stefanie Gorder)

1.2. Glenn Gambrell

1.3. Staff Emeritus follow-up

9. Announcements

10. Adjourn

Jonathan motions to adjourn. Lauren seconds

**"When life seems hard, the courageous do not lie down and accept defeat; instead, they are all the more determined to struggle for a better future."**

**– Queen Elizabeth II's Christmas Broadcast, 2008**