

DRAFT updated 8/30/2019

UAS Staff Council Meeting

Wednesday Sept 3 8:30 - 10:00 AM

Juneau Campus, Anderson 204

Zoom

[Join by phone or computer](#)

1. Call to Order and Roll Call:

- a. called to order by John second by Denise
- b. David Felts, President, 2018-2020 - present
- c. Crystal Duncan, Vice President, 2019-2021- present
- d. Denise Carl, Member-At-Large Juneau, 2019-2021- present
 - i. Can we list an Alternate
- e. Kate Govaars, Member-At-Large Ketchikan, 2018-2020 - present
 - i. Kathy Bolling-Alternate
- f. John Ingman, Member-At-Large Sitka, 2019-2020 - present
- g. Members of the public
 - i. Trisha Lee
 - ii. Mae
 - iii. Kiwana

2. Adopt Agenda:

- a. Moved to accept to the agenda by Crystal
- b. Seconded by Kathy

3. Approve [July](#) and August Minutes:

- a. July & August minutes tabled - David will resend the links to all members

4. Public Comments and Guests:

- a. No public comments

5. Mini Orientation

- a. **Roles of Governance** - extend an invitation to Morgan Dufseth, Executive Officer of System Governance to present for governance members.
 - i. Time Commitment: Approximately 1-1.5 hours.
 - ii. *An option is to have Morgan from SW do a presentation, would take approximately an hour. David clarified that this is something that*

Morgan typically does w/ a wide variety of governance groups across the state.

- iii. Suggestion is to do the orientation w/ Morgan and a goal setting activity during one ½ day session.*
- iv. Question about secretary election, and when we should hold this mini retreat*
- v. Crystal shared that we have not had the opportunity to set goals for this AY of staff council. Have not had the opportunity to do this w/o retreat.*
- vi. Kathy expressed concerns about her time availability due to the departure of a staff member. She is going to reach out to Kate to see when she is planning to return and see if Kate would be available to attend these trainings.*
- vii. John made a motion to plan events for orientation of roles and annual goals, Crystal seconded.*
- viii. Three separate sessions for one hour, will start after we have a new secretary, proposal is to have the sessions reoccurring at the same day and time for three weeks. Crystal is the point person for this project.*
- ix. Crystal wants to make sure that we don't lose momentum for ideas that members have to fulfill their roles. John suggested we may need to broaden the ask of what folks would like Staff Council to be focusing on. E.g. communication out to all staff members.*

b. Roles of each Officer and At-Large positions

- i. [UAS Staff Council By-Laws:](#)
- ii. Timeline and Goal Setting for AY 20
 - 1. Examples:
 - Compensation Survey (median salary range for staff)
 - Low Morale/Staff Turnover
 - Advocacy Efforts Re: Staff Changes as exigency was rescinded and we move to One UA
 - New HR structure, more changes down the line (IT, etc.)
 - Communication Plan
- iii. Time Commitment: TBD

6. Chancellor Conversation (President plus guest from governance)

- a. Overview from David.
- b. Schedule guest for remainder of AY '20
 - i. September - John
 - ii. October - Crystal
 - iii. November -
 - iv. December -
 - v. January -
 - vi. February -

- vii. March -
 - viii. April -
 - ix. May -
 - x. June -
- c. *Once a month David (staff council) meets w/ the chancellor. David directs the conversation. David asks for updates about the current fiscal and restructure situation.*
- Plus one can bring their own ideas to these meetings.*
- David's personal goal is to do a better job of sharing his notes from these meetings.*
- Crystal shared that staff members have expressed their concerns that we (staff council) are not sharing back the information that they are learning.*
- For the guest it is important to know that there is not consistency of when the meeting is, it is based on Rick's availability.*
- d. *September - John*
 - e. *October - Crystal*
 - f. *November - new secretary*
 - g. *December - Kate*
 - h. *January - John*
 - i. *February - Denise*
 - j. *March - Crystal*
 - k. *April - new secretary*
 - l. *May - Kate*

7. Staff Council Committee Allocations (will determine assignments through email)-

This will be done via email amongst the staff council members

Pick Committees to sit on (or appoint other appropriate staff):

- a. UAS Chancellor's Cabinet- President & TBD
- b. UAS Strategic Planning Budgeting Advisory Committee - President & TBD
- c. UAS Chancellor's Advisory Committee on Equity and Cultural Safety - TBD
- d. UAS Title IX- TBD
- e. UAS Faculty Senate Liaison - TBD
- f. UAS Student Government Liaison - TBD
- g. UAS Retention Subcommittee - TBD
- h. UAS Web Strategy Committee - TBD
- i. UAS Chancellor's Advisory Committee on Alaska Native Education- TBD
- j. UAS Master Plan Implementation Committee - TBD +TBD
- k. UA Compensation Committee - TBD
- l. UA Morale Committee - TBD
- m. UA Healthcare Committee - TBD
- n. UA Community Campus Directors - TBD

People are hoping to get clarification about the time commitment for the various committees.

Clarification about how long you serve on the committee

Denise made the request that we refer only to the [spreadsheet](#), needs to be updated with current members.

David is going to clarify if members outside of staff council can be utilized for these positions.

8. [Morale Survey](#) “homework” to review for this meeting

a. Recommendations to Chancellor

i. Memorandum (1 page max)

1. Categories: Cost, Rank, Location, Etc.
2. Timeline for Completion:
3. Next Steps: Draft Shared Document? Subcommittee?

Crystal raised the point that it should be broader than training. Keni recommended that staff council present a one page memo together to present to the chancellor on how to approve staff moral.

- *Could be organized several different ways:*
 - *Cost*
 - *Our priorities*
 - *Perhaps it needs to be campus specific if a particular campus has a specific need*
- *Brainstorming*
 - *Communication*
 - *Team building*
 - *Wellness*
 - *What, if any role, will HR play with any professional development*
 - *David’s perspective is that we are being asked of staff council is what do folks want from professional development*
 - *Question of the overlap between professional development and moral. We agree that these are not one and the same.*
 - *Crystal wants to ensure that we focus on the moral piece - is concerned that significant moral issues are not being addressed by leadership; providing and/or requiring training is not a solution. E.g. providing customer service training is not the solution.*
 - *Kathy echoed this sentiment, as well as who is responsible for addressing the problem. Kathy also raised the concerns about the listening sessions that leadership held. The challenge of supervisors being present during listening sessions, would prefer that middle managers are not present.*

- Discussion about soliciting what staff folks want from professional development. Crystal raised the point that people will likely not complete a second survey soliciting what people want from professional development.
- It sounds as though the Chancellor is soliciting input
- @Denise is going to draft a memo to the chancellor reminding him of the results of the moral survey and that staff council is curious what, if any, action leadership has taken pertaining to the moral survey
- Raised the question of doing a moral survey for 2020?
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9. Communication plan

- a. Conversation about draft feedback form
- b. Meeting notifications/announcements/calendar of communication to staff

Denise is going to get the submission form on the staff council website

David made the suggestion that a communication plan could be part of the goal planning meeting.

Crystal raised the point that people are wanting to more and better communication both from staff council and staff alliance.

10. [Convocation](#) Debrief

David made the suggestion that we table this for now but knows that it is important to address

11. President and Vice President updates

- a. [SPBAC](#)
- b. Chancellor's Cabinet
- c. Chancellor Check-In
- d. Staff Alliance

From Paul Layer:

- Discussion of One UA (UA at Fairbanks, Anchorage, and Juneau/SE) or Consortium model (UAA, UAF, UAS)
- September meeting (program review direction from BOR)
- November meeting (chancellors + other committees involved in expedited review process). Recommendations to address coordination, duplication, etc. At current, Paul is not sure of committee size (working out details).
- Bottom line, nothing is set in stone, still being discussed at all levels.

Chair Report:

- *President and VP of Staff Alliance met with President Johnsen. Staff not invited to groups that are tasked to roll out financial services, procurement, etc. Cuts to FY'20 being prorated across three MAUs. Kelli, CHRO, leaving on positive note (staff concerned by face of reorg leaving). Johnsen put up roadblock on recording BOR meetings. President asked Chairman his thoughts (sent an email).*

Compensation Discussion: Next 3 years will move to correct everyone. First intended to fix discrepancies in equity (e.g. gender gaps), then bring all staff within .9 of market value (including geographic differential). Mechanism spread over three years (1/3 of difference in each year). Asked about COL not being addressed. Effective date is unknown. Assuming BOR approves budget in September, can start working on things. Tara Ferguson (interim compensation analysis), compensation director is open. AC '20 3.4 million.

Kelli, CHRO, came to provide an overview of hiring, restructure, and compensation adjustment. There are a LOT of vacant HR positions. Fairbanks and statewide were just provided access to a site that is supposed to direct staff on "how to access their HR rep". They will expand to UAA and UAS soon. And they do not have a budget, and therefore do not have a timeline on when staff can expect to be adjusted to market, Johnsen is in favor of retro'ing to July 1 but the man hours involved might be too much for HR to handle (per Kelli).

Those are the stand outs!

Crystal

12. Campus Updates

- a. Sitka-John
 - i. *Sitka has lost staff members, e.g. front desk staff members*
 - ii. *Building hours have been changed, trying to pinch hit various roles to fill in staffing.*
 - iii. *Shared the comment that a faculty member sees Sitka as very staff heavy*
- b. Ketchikan-Kate
 - i. *Kathy*
 - ii. *Marketing person has departed, library person took a job with the maritime program. There is a new front desk person.*
- c. Juneau -Denise
 - i. *Eric Scott is departing in October, they will not be filling the position in the registrar's office that Jeanny vacated, we are hiring a FA tech as Carrie Klein is the new FA advisor*

13. Adjourn

Denise moved to adjourn this meeting, John seconded