

UAS Staff Council Meeting Notes

Wednesday Nov 6, 8:30-10:00 AM

[November Agenda](#)

[November Meeting Items](#)

[Zoom Meeting Recording](#)

1. Roll Call

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|-------------------|-------------------------|--------------------|
| a. David Felts | e. Denise Carl | i. Trisha Lee |
| b. Crystal Duncan | f. Kate Govaars | j. Kiwana Affatato |
| c. John Ingman | g. Chancellor Caulfield | |
| d. Cody Bennett | h. Jon Lasinski | |

2. Adopt Agenda

- a. Motion: John, 2nd: Denise. Approved.

3. Approve Minutes

- a. Motion: John, 2nd: Cody. Approved.

4. Guests and Public Comments

a. Chancellor Caulfield

- i. Appreciation for our service: Staff Council and Staff Alliance are integral groups for governance.
- ii. Positive news: AKCoE had their CAEP accreditation visit this week in an intensive couple of days. Net result from exit interview was very positive. There are 5 standards we spoke to. "Stipulations" are feedback connoting a major problem of which we received none. "Areas for Improvement" were predictable (we had 4). We were congratulated for our efforts. The report will be written over the next few weeks, but we won't hear until April 2020 to review the final report because of their committee meeting schedule.
- iii. Lead time of winter break soft closure: An overview was given that 4 people connected with the Juneau member-at-large explaining concern about the winter closure (in the context of staff morale and how it could have been handled differently, for instance administrative leave rather than LWOP). Some concerns about the perception of a back-door furlough. The Holidays are an especially challenging time to have additional time off or potential LWOP. If you get a minimal rate of accrual, the soft+hard closures amounts to 30% of given leave. Additionally people plan travel well in advance.

Planning for this was a challenge with xmas and new years fall on a Wednesday. Long standing practice to have 2 holidays at xmas and new years. 24/25 and 31/1. A mechanism is available to speak with supervisors about working during soft closure should the closure be an imposition or should services be required.

The Chancellor clarified that the original notice was sent out on Oct 2 with a clarification sent Oct 3, clarification asking for requests of working during the soft closure by Dec 13. This compares well with past years as usually the announcement of the campus closure

goes out in November.

In response to the question about admin leave - an administrative holiday added, where it hasn't been present in the past, would create additional challenge given budget concerns. Additionally it was desired to have consistency across system, which took a long while to hash out with the HR transition.

Year to year, these dates vary and Jon L noted that generally employees expected to take 4 days rather than 6 days of leave.

The discussion ended with a request to identify a date when the soft closure announcement could be expected. (For instance, "I know by August 1 what the closure will look like".) This is something that would generally be handled via HR, so the Chancellor committed to his office working with HR to get this notice.

- iv. Timeline for completion of program reviews: Given occurrences throughout the year regarding the budget and from the direction of the BOR, there were 13 expedited reviews underway that were recently stopped. These were separate from academic program reviews.

On the topic of academic program reviews, UAA is going through the review process for all of their programs, while UAF is reviewing approximately 50% of programs. UAS will be more selective, but academic reviews will also occur. In addition to these normal reviews, the Provost sent a request to 14 programs asking for specifics on how we might consider program changes in light of the budget concerns. David F had been copied with the initial list.

The goal is to collect that feedback by December 1 in order to consider and identify ways to address the large reductions we will need to manage. AKCoE has given comments on several programs, ENVS has considered streamlining some of their programs, MATH/ENG programs were also solicited.

The Chancellor's have been asked to address budget concerns by early January to the President. There is talk of additional BOR meetings to consider the results of the normal program reviews and identify next steps. This would be in the May 2020 timeframe.

- v. When will budget be announced for FY21: There are many things impacting our budget (staff compensation, fee for services from SW, etc.) and complexified by the separate appropriation.

The administration will be reaching out to Deans/Directors soon to look at a budget priorities exercise considering a 6% and 12% reduction in their budgets in order to address the shortfalls. It is not a goal to distribute cuts equally across all budgets, but after the exercise, it simply will be used to influence the conversation about strategic judgements of how to identify the high level plan in January. Naturally as part of this process, UAS will also be looking at position vacancies (ex: title IX, emergency management, etc) which could have a notable impact on the budget.

- vi. HR response on professional development trainings: The Chancellor appreciates the response on training specifics from the SC. It was very clear that staff were interested in further training/development from the SDD. The question was really what we could rely

on from HR to get support in this area. Unsurprisingly, due to the changes within HR, they indicated that they would not be able to provide focused training in the near future. That, coupled with the UAS HR Business Consultant (Sarah Belmont) transition to a different position is a gap where we would normally turn for this kind of support.

The Chancellor agrees that we need to move ahead, but will need to turn to local resources. He would like to continue with these trainings this academic year. Specifically, he would be interested in having campus individuals provide training in a particular topic. Perhaps lunchtime brown-bag training on G-Suite or other tools. There are many throughout campus who has given training in the past on different topics. The chancellor can reach out to those persons if they could be identified. One example was to consider faculty like Charla Brown as a Management/HR expert.

UAS is not alone in the struggle. UAA is encountering similar challenges, and reached out to the State of Alaska who came in to provide training.

Other observations were noted, for instance that Zoom could be used as a platform to provide additional reach for the trainings, and that the timeline for training has continued to slip was cited a notable concern

This is a perfect area for SC to give recommendations and have influence. HR has traditionally been charged to provide this, and given their state of transition, they have been unable to fulfill this need. Perhaps consider SC meet with new CHRO to reinforce this need.

It is important to lay out a plan, month by month. We should identify additional training opportunities and given any existing training, getting additional visibility would be worthwhile. The Chancellor asked SC would be willing to identify individuals who can provide training; nominate trainings/trainers.

The chancellor would like to ensure that supervisors are provided training so that the evaluation process is effective and positive to review PD, talk about areas of interest for development, etc.

- vii. About this weeks BOR meeting (in FBKS): Meeting on Thursday (11/7) will be a roles/responsibility workshop involving all BOR, Chancellors, and President to focus on the standard raised by the NWCCU. Specifically about the roles of Chancellors (policy/regs show President's role, but less about chancellors).

The Faculty Alliance clarifies potential language for policy/reg revision to enhance clarity which may be part of the conversation.

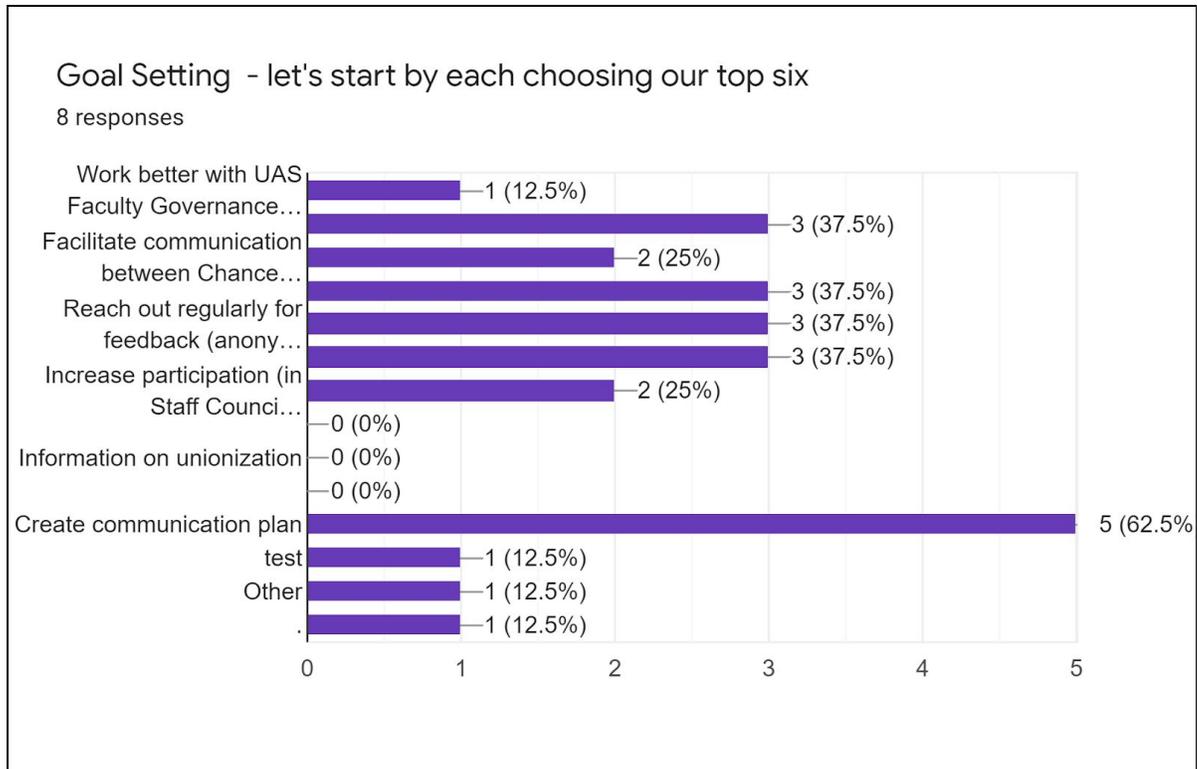
On Friday, the broad strokes of the FY21 proposed budget is on the BOR agenda and supporting documents can be found on the boarddocs site. Presentations on research will be part of the agenda. All will be streamed at <http://alaska.edu/bor/live/>.

- b. Public Comments/Questions
 - i. None were brought up by the group.

5. Establish Staff Council Goals

- a. David had sent out a Google Form previously related to options from the [Goal Setting Draft Brainstorming](#) effort. He then read through the group’s objectives articulated in the [constitution](#).

Discussion ensued related to the selection of either a top priority, or a set of goals which would then be prioritized by the staff council group. The Google Form results were reviewed and a natural emergence of a top-6, and a singular top priority was identified. The group determined to take up the priorities in their weekly meetings in order to bring back to the monthly meeting.



- b. The top 6 goals expressed through the [form](#) (chart above) and group discussion were as follows:
- i. Invite HR into conversation and Leadership. (Related to objectives C & G.)
 - ii. Bridge gap between Juneau, Sitka, and Ketchikan. (Related to objective A.)
 - iii. Successful running annual activities (Staff Development Day, Convocation, Recognition Day, Chancellor Forums, Staff Makes Students Count, Staff Excellence Awards, Staff Council Elections, and others.)
 - iv. Create Communication Plan
 1. Includes “Reach out regularly for feedback (anonymous and not) (Related to objective G.)” from form
 - v. Facilitate communication between Chancellor and Staff. Memo to Chancellor with recommendations for staff communication events (Related to object D.)
 - vi. Increase participation in Staff Council through education and building relationships with staff.

The concern of Training and Professional Development (earlier in this meeting) dovetail into the “Invite HR into conversation” and “Facilitate communication between Chancellor and Staff”.

Of the 6 above, it was noted that “Create Communication Plan” was the top priority for the group.

- c. The general goals, and prioritization would be articulated during our weekly meetings and brought back to the next staff council meeting.
6. Committee Updates Question/Comments
- a. Concerns noted about lack of updates to some sections including the Vice President Update and Title IX Committee.
 - b. David mentioned a concern from campus director, Priscilla Shulte, who cited concerns about getting advertisements for positions out without assistance from HR. The new organization seems ill prepared to assist, and the local HR rep may not be a resource
 - c. Cody noted that the structure of campus updates was arbitrary and could certainly be enhanced or reduced.
 - d. It seems that this single document of report-outs for committees/campuses is useful to the group.
7. Adjourn
- a. Motion: Cody, 2nd: Kate. Approved.