

UAS Staff Council Meeting Agenda NOTES

Approved 5/20/20

[April Meeting Items](#)

[April Meeting Recording](#)

1. Roll Called

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|---------------------------|--------------------------|
| a. David Felts | i. Chancellor Caulfield |
| b. Kate Govaars | ii. Amy Bannerman |
| c. Cody Bennett | iii. Randy Nutting |
| d. Denise Carl | iv. Trisha Lee |
| e. Shellie Tabb | v. Davina |
| f. John Ingman | vi. Sam Kito |
| g. Members of the public: | vii. Michelle Warrenchuk |

2. Adopted Agenda: Motion: Kate, 2nd: John, unopposed

3. Approve [March Notes](#): Motion: John, 2nd: Kate, unopposed

4. Guests and Public Comments:

a. Chancellor Caulfield Updates:

- i. UAS' Resilience: Dealing with both budget challenges as well as covid19 challenges. Exceedingly impressed by how staff, faculty, and students have stepped forward to rise to the occasion. The work staff have completed in delivering services while moving to alternate delivery and work from home situations.
- ii. Notification about covid-related furloughs: President Johnsen made the decision to institute an emergency regulatory change of reducing furlough notification from 60 to 30 days. This is specific to covid19, and not intended to address budget reductions encountered by UA. The focus would be on temporary furloughs related to disruption of normal work by the pandemic response. Examples would be staff who do not have the full 40hrs of work to be completed. This is separate from the issue of childcare demands. The president has asked for a plan of how they might be put into action... Initial response at UAS is that we wouldn't do that at all, but there were later illustrations where a furlough (complete or partial) might be necessary. For instance, July Summer Camp on campus that is no longer taking place. The President's action was to reduce the notification window. Staff would be readily notified at a minimum of 30 days prior to any furloughs considered. **Please refer to [FAQs for Covid-19 Furloughs](#) posted to the [UA Covid19 site](#). Regulatory changes are unfolding near daily, so please refer to this site for a key source of information.**
- iii. Fall plans for alternate delivery: Fall registration has begun, currently planned as normal semester with face-to-face courses. Chancellor noted that we may follow examples from other schools. Some are considering starting with distance delivery and moving to face to face. This would assume that students would be living in residence halls. President has reached out to AK State Epidemiologist, Dr. Murdow to get a sense of where Alaska will be in the fall and what conditions may look like. There are a lot of efforts on modeling and UA leadership would like

to draw on the best available science. **It is hoped that in the next week or two we would have clarity on this topic.**

- iv. Staff Development Day: He acknowledgement that it would be challenging to have the day that we had initially envisioned, but **invited feedback** on how we might provide alternative options.
 - v. Other questions from floor:
 - 1. Has this affected retirement plans? The Chancellor has looked forward to commencement activities. We won't be able to do that this year, though we will do something for virtual commencement. There still continues a search for a new chancellor, but the hope is that they will be good outcomes from the search effort.
 - 2. What can you share about the precarious budget situation? It would seem that things would be more difficult and people are nervous of what may happen given the circumstances.. The Governor announced a veto of 12.5m from the legislature's proposed budget. CARES act may generate 8-9 million of money, and there may be other money the legislature has access to, but it is unclear how that might affect UA/UAS. We have worked hard to minimize the impact of the FY21 budget to students and reduce impact to infrastructure. There have been proposals to reduce academic programs, as vetted through SPBAC group. It seems we have a reasonable proposal for academic and administrative reductions. The goal is to give confidence to students. Again, in FY22, UA is expected to endure a 20m reduction.
- b. Cody Bennett:
- i. Identified concern of not having others bring topics forward though noted that much comes through members-at-large. No additional discussion.

5. Agenda Item V.A.: Advocacy for staff

- a. Accomplishments
 - i. Notice of winter closure came out this year for April. Great to have info so far in advance.
 - ii. Acknowledged submitting resolutions to UAS chancellor for systematically identifying essential staff and to close the campus in a quick fashion; UAA/UAF were slower to close campuses or identify specific essential/non essential; some concern of staff self-identifying as "non-essential". The Staff Alliance drafted a resolution to systematically look at that. Delivered Monday, which happened to be after the Governor's mandate to work from home as priority.
 - iii. David noted concerns raised from staff about having additional duties thrust upon them.
 - iv. Denise wanted to appreciate the assistance from staff development, and recognized bummer of not being able to execute on it. There was good progress, but an unfortunate turn of events. David agreed & acknowledged the good work.
- b. Next steps

- i. Some ideas from David: childcare/homeschool timesheet changes, staff schedules, best ways to protect staff; some of these things have already received some traction.
 - c. Other:
 - i. David relayed that during the conversation with the Chancellor earlier today that there was concern raised about how much is budget related vs Covid19 and wanted to reiterate that front line staff are disproportionately affected by furloughs.
 - ii. David will also seek clarifications regarding transitioning from the use of administrative leave for childcare needs to FMLA for childcare needs. He is presently unclear on the details.
 - iii. Denise noted that for the incoming chancellor, it would be good to find ways for staff to help with onboarding the new individual. Denise would like to advocate that staff have representation in that process. Staff council usually gets a special slot to meet with executive candidates; interviews are being conducted and are also looking for additional candidates through the search firm. Historically, when candidates were brought to campus, SC was provided a 1hr session to have further discussion. Question about whether it will be clear that the incoming chancellor will be supportive of governance through review of materials and questions in the first round of interviews.

6. Agenda Item V.B.: Discussion of tuition options

- a. Discussion:
 - i. Today with the chancellor SC brought up the idea of having more specific questions/framing of the request for tuition change feedback. It had spawned some concern that feedback may not be well collected due to a broad target.
 - ii. UAF is considering increasing graduate tuition, as well as differential tuition based on cost of faculty and productivity of the program.
 - iii. One challenge is not comprehending enrollment challenges - we may be comparing apples to oranges; it seems like the picture may be unclear.
 - iv. It may be worthy to consider that staff compensation will be affected by money brought into UA through tuition and other avenues. Someone noted that seeing where non-resident tuition at UAS was illustrative about the use of those dollars (of note, UAF e-campus has eliminated this additional fee).
 - v. Feedback has been collected/shared per a request from the Provost's.

7. Agenda Item V.C.: Discussion, updates of ongoing items

- a. Communication plan
 - i. Appears to be working well, getting positive feedback. Trisha noted that she really liked the newsletter, it includes great information and is helpful. Michelle seconded the comments from Trisha. Sam also appreciated the specific information coming in that is pertinent to staff and throughout the university. Amy also offered appreciation of the newsletter.
- b. Staff Excellence (SE) & Staff Make Students Count (SMSC)
 - i. Nominations for SE have been received, scoring due by next monday afternoon. We will forward to the Chancellor's office. SC would also like to bring up with the

chancellor to have SE awards be managed through chancellor's office rather than Staff Council.

- ii. Kate reached out to Morgan Dufseth about SMSC award information
- iii. John noted that the nominees for SE are outstanding. There was a good job of getting word out, and the respondents were wonderfully thorough.
- iv. Regarding acknowledging nominees of awards, current plan is to talk about it at SC's informal meeting, and then bring any actions to SC meeting in May.

c. SC Elections

- i. Call for nominations coming in the next couple weeks. Seats: President, Secretary, Sitka-at-Large, Ktn-at-large (it seems like there should be only three each year for continuity). Members of public should consider stepping forward and/or nominating others

d. SC Retreat

- i. There was no retreat last year. We will need some onboarding process and committee assignments. Kate noted that it remains on her to-do list. Agenda Item V.D.: Updates on Postponed Items

e. Morale survey

- i. Morale survey was ready to go, and we had a date to launch, but when covid happened, rather than launching during turbulent times for everyone, we decided to table it. Looking to see what other universities are doing and when they will release theirs so we can be in alignment. On hold, and not forgotten. Kate noted that John did great work for the composition of the survey.

f. Staff Development Day

- i. Currently tabled, may be further discussed at SC informal meeting times; may consider recognition at fall convocation. As noted above, the chancellor would like to continue pursuing meaningful recognition. On the topic of development and recognition there are opportunities for recognition of excellent student employees, retiring employees and more. Denise would like to know more about what folks are interested in. David mentioned the idea of a virtual open house with loose agenda (like some upcoming retirements) may have merit. Perhaps using social media as a platform for sharing news about award winners, etc.

8. Agenda Item V.E.: Discussion of retaining and passing on institutional knowledge

- i. Suggestions were put forward. A desk manual of sorts would be great. Being on a committee in a particular role can be very challenging; SC can look to other orgs to see about how they are bringing people on board (documents/manuals/meetings/videos, etc). Also, it would be valuable to review google drive and berling drive for understanding in what should be brought to active information.

9. Written Report Quick Questions

a. Committee Updates

- i. Sam Kito offered an MPIC update - Originally, there was a scheduled meeting 1.5 wks ago but the only thing on the agenda would have been to provide a status on the Auke Bay Integrated Station - because of higher-than-expected bids and covid, we've decided to hold off on making an offer. May have a close-out meeting in May, but not much substance to review.
- ii. Updates about commencement?

1. Sitka: Virtual Graduation happening in Sitka. Door remains open for a fall ceremony or another time where people can walk and receive diplomas. There is a graduation committee that is working towards that. Will have student/faculty speaker/keynote. Recording from chancellor offered. Grad application fees are/were refunded. Students would have the option for next year's ceremony.
2. Juneau: If there was outreach to students? Given timelines everything was tight, outreach not an option. UAA did an outreach and we opted to follow their results - students want to see an effort; to see *something*. Students can walk at ANY UA campus. All campuses still allowing students to walk in other commencement in the future throughout state. Chancellor appreciated having virtual commencement. Using Jostens, they are being creative to allow campus to buy tassels and send to students. Perhaps creating a hashtag for social media presence with their keepsake. (Sitka has been doing that for distance HIM students each year). Removing the in-person filter takes graduation from 100 students to 800 students.

10. Shout Outs

- a. Appreciation to everyone for everything that's being done. Advisors have been supporting students in an incredible way. How staff have been enabling student services as they move to remote locations. John & Cody helping with IT/IDT efforts as things have unfolded for the UAS covid response.

11. Adjourned: Moved: David, 2nd: John, no objections