

# **UAS Staff Council Agenda**

***March 15, 2011 @ 9am***

Location Novatney Conference Room (Juneau) • Location TBD (Sitka) • Location TBD (Ketchikan)

Toll-Free Number: 800-893-8850 Participant PIN: 8036459

**1. Call to Order and Roll Call**

- |  |  |
|--|--|
| <input type="checkbox"/> Mary McRae Miller, President          | <input type="checkbox"/> Vickie Guthrie, Ketchikan Member-at-Large |
| <input type="checkbox"/> Gwenna Richardson, Vice-President     | <input type="checkbox"/> Kim Davis, Sitka Member-at-Large          |
| <input type="checkbox"/> Dan Garcia, Secretary                 | <input type="checkbox"/> Nicole Duclos, Website                    |
| <input type="checkbox"/> Debbie Muller, Juneau Member-at-Large | <input type="checkbox"/> Members of the Public                     |

**2. Adopt the Agenda**

**3. Adopt the Minutes for January and February**

**4. Communications (Miller)**

- a. Nessie's News

**5. Spring Semester Details (Miller)**

- a. Elections
- b. May meeting

**6. Terms (Miller)**

- a. Ketchikan Member at Large
- b. Bylaws

**7. Staff Training (Miller)**

- a. March
- b. April

**8. Campus Reports**

- a. Juneau – D. Muller
- b. Ketchikan – V. Inkster
- c. Sitka – K. Davis

**9. Other Business**

**10. Public Comment**

**11. Next Meeting**

**Attachments:**

- January and February Draft Minutes

# Staff Council Minutes

## January 19, 2011

### Roll call

Mary McRae Miller, President

Vickie Guthrie, Ketchikan Member at Large

Dan Garcia, Secretary

Debbie Muller, Juneau Member at Large

Gwenna Richardson, Vice President

Nicole Duclos, Sitka

### Minutes

Adopt Minutes for September, November and December 2010

Moved by Debbie and Vickie

Seconded by Gwenna and Debbie

### President Report

ASEA unionization effort be starting

APEA also making an effort

Investigation on forged interest card going to employees

HR issue – employee abuse reported to Staff Council member. Does Staff Council have an obligation to report to Human Resources? Beth Boehner said if supervisor witnesses , it must be reported. If just a Staff Council member witnesses, they may talk to HR at their discretion. Staff Council should help connect employees with resources that can help.

Student employees have recourse to the Dean of Students.

## **Staff Alliance**

Performance evaluation working group is close to being able to distribute to all staff for feedback.

Staff makes students count has no official go ahead from statewide.

Legislative action is coming up.

Mary is co-chair of the Integrated Advocacy Committee. Actual visits are March 28-29. Student coalition does their efforts before us.

President Gamble set up website for non-confidential Q &A for UA employees:

[www.alaska.edu/pres/ask-Gamble](http://www.alaska.edu/pres/ask-Gamble)

Speaker coming to Alaska writes about “generations”, specifically the “millennial generation” on campus. March 3 in Fairbanks, March 4 in Anchorage.

Tuition waiver forms are changing. There will be one form for non-credit, another for seniors and another for everyone else.

No activity in System Governance and Chancellors Cabinet.

## **Retreat follow up**

Staff training feedback is coming in for skill building sessions.

### Cheat sheet

Debbie Muller will send out invitation for suggestions now that holidays are over. Possibly send out to the larger group.

Share work e-mail still pending.

### Employee recognition / staff encouragement

Debbie will send list of interested people to Gwenna to work on and follow up with them and Marsha Squires.

### Staff training calendar

Rick Caulfield says faculty can participate in presentations but they should talk to their Deans.

Mary will compile training responses.

John Pugh will present on “Growing your Own”

Mike Humphrey will present on Benefits

Need ideas for May, June and July. Last meeting we discussed not holding training un June, July and August. In May, just have Staff Development Day in Juneau.

#### Staff Council roles

List of tasks and duties assigned to each Staff Council member. Dan to compile a list taken from past years minutes. Example: website work to support Staff Council.

Juneau members to meet to work on folders.

#### Bylaws

Any changes? Table to February. Look at bylaws for any changes. Mary to look at BOR policies and regulations to identify constraints for changes.

#### Outreach

Public access meetings – Mary will start list of such meetings.

Standard meeting rooms will be established and put on Staff Council agendas.

Cynthia agreed to do newsletter, just give her some lead time.

Website is updated. Nicole added suggested items to side bar of website.

Juneau needs to send Staff Council agenda to entire UAS staff before the monthly meetings.

Vickie suggested separating agenda from rest of attachments.

### **Campus Reports**

#### Juneau – Debbie Muller

Had a fun “Lock-Down” event at Student Rec Center (not a real lock down).

#### Ketchikan – Vickie Guthrie

Three Campus Director candidates are coming up at the end of February.

One Book Project

Open Mic night

Bouy Bowling instead of Turkey Bowling

January 30 College Goal and FAFSA event

Talent for Monthly Grind

Classes up and going

Sitka – Kim Davis

Enrollment up to 900+ students

Basketball game tonight

Welcome back BBQ for students.

Nursing cohort project started.

### **Additional Discussion**

Elections coming up. Ideas for outreach?

Unionizing unrepresented staff would change the character of Staff Council.

HR will outreach regarding union efforts.

### **Next Meeting February 15, 2011**

Motion to adjourn – Debbie

Second by Dan

# Staff Council Minutes

## February 15, 2011

### Roll Call

Mary McRea Miller, President

Debbie Muller, Juneau Member at Large

Dan Garcia, Secretary

Kim Davis, Sitka Member at Large

### Adopt Agenda

Motion – Kim Davis

Second - Debbie Muller

### Minutes

Approve January minutes tabled until March meeting.

Motion – Dan Garcia

Second – Debbie Muller

### Staff Alliance

UA President Gambell went over the Fisher Report and Staff Makes Students Count

Fisher Report is on President Gambells' website. He has solicited comments from employees.

Mary went over some elements of the Fisher Report including the possible reduction in size and scope of Statewide and better integration of campuses within MAUs.

Mary to send out Fisher Report and summary to staff council.

Alumni from UAS have poor showing as compared to the other MAU's.

Strategic Planning Process - President Gambell is looking at themes for UA and wants input and ideas. This effort will start after the legislature departs.

Debbie Muller to work with IT to generate e-mail list for UAS. This e-mail list will be used to send out meeting announcements.

Staff Makes Students Count – President Gambell comments that customer service needs improvement, gave Nordstrom as a positive example.

March 7-8 are Legislative Advocacy visits.

Human Resources Audits are underway. Fairbanks and Southeast faculty are boycotting.

Staff Alliance provided the Board of Regents with recommendation to add sexual orientation to the UA discrimination policy.

Smoking Policy – some feedback coming back about smoker provisions of health care coverage.

Web based time reporting instead of paper sheets.

Union is still trying to organize.

### **Chancellors Cabinet**

No report at this time.

### **Staff Council issues**

Advocacy to Legislature – only Mary will be doing it this time.

Encouragement Team – shelve this at this time, bring up again in May.

Post open meeting list on web.

Wellness Program representative Katherin Millhorn will be in Sitka on March 4 and Ketchikan on April 8. She will be doing Individual health planning over the phone for rural campuses.

### **Retreat Follow up**

Video conferences in use for training.

Cheat Sheet – Debbie needs responses.

Work session on binders proposed.

Gwenna talked to Marsha Squires on encouragement team.

Staff training discussion on May agenda. There were 23 responses to Mary on training ideas.

### **Bylaws and Constitution**

Mary to start document addressing proposed changes to bylaws and have Staff Council members comment on benefits and disadvantages of changes . Looking for polished document for next meeting.

### **Outreach**

Newsletter and website – Debbie sent Staff Council Bios to Cynthia.

Mary to draft 500 word article on “What is Staff Council?”. Need additional 500 word articles for newsletter. Possible topics for articles: Fisher Report, Legislative Advocacy.

Staff Makes Students Count – need distribution of letter (fact sheet) outlining announcement. Looking for strong applications from Ketchikan and Sitka. Nomination forms are to be sent to Mary McRae Miller at mailstop HB1 by March 15.

### **Staff Council Elections**

Nominations start in April. E-mail goes out to solicit nominations with blurb from candidates.

Elections take place in May.

### **Campus Reports**

Juneau – Debbie Muller

Legislative Affairs Conference February 19-22

The Ketchikan Director candidates will be in Juneau February 22-24.

Graduation announcements and regalia are being set up.

Sitka - Kim Davis



Graduation announcements to go out.

Snack wars event took place.

Several job openings including head of IT, Coed Program and Student Success Center.

Distance students are using Eluminate.

Motion to Adjourn – Debbie Muller

Second – Lim Davis

**Adjourn**