

UAS Staff Council Minutes - Final

January 24 2012 @ 8:30 am

Location: Novatney Conference Room (Juneau) • Room 110 (Sitka) • P516 (Ketchikan)

Toll-Free Number¹: 800-893-8850 **Participant PIN:** 8036459

1. Call to Order and Roll Call

- | | |
|---|--|
| <input type="checkbox"/> Gwenna Richardson, President | <input type="checkbox"/> Marianne Ledford, Ketchikan Member-at-Large |
| <input type="checkbox"/> Mae DelCastillo, Vice-President | <input type="checkbox"/> Kim Davis, Sitka Member-at-Large |
| <input type="checkbox"/> Debbie Muller, Secretary | <input type="checkbox"/> Members of the Public: |
| <input type="checkbox"/> Mischelle Pennoyer, Juneau Member-at-Large | Sitka – Nicole Duclos, Cheryl Stromme, Liz Zacher |
| | Juneau – Hildegard Sellner, Dayna Mackey |

2. **Adopt the Agenda** – Kim Davis moved, Marianne Ledford seconded, unopposed

3. **Adopt the Minutes for December Mtg (attached)** – after discussion moved to Feb. mtg.

4. President's Report

- a. **Chancellor's Mtg** – In response to power outage – Mike Ciri and comments from staff - IT has agreed to have “main lines notified” within 30 minutes...to include Bill Ray Center, Ketchikan and Sitka; Smoke Free Campus is a “hot topic” needs more talk, tone set for Staff Council, lots of folks have questions, \$600.00 penalty off the table, new hires “self declare” what happens for transfers ?, John Pugh quoted as saying “Majority of Staff, Faculty and Students want” where did this come from?, Pavilion smoke area? Safety Response Drill now for Power Outage instead of Shooter; Enrollment numbers – up 2% Ketchikan numbers up enough to cover Juneau numbers being down; compensation increase looking good; Chancellor approved Financial Aid “additional \$500 – 12 credits change and take up to 15 credits get tuition waiver;” IT help desk page – sign up for notification by text alert or email and they'd like us to communicate this to staff – also looking at phone message notification; United Way exceeded goal of \$5000 - got \$6500; Mass Power Outage exercise by Safety, Dan Garcia Feb. 8; W-2's out this week, hard copies by 31 Jan. TDA allowable amount increased to \$17,000; Jim Danielson now Vice Chancellor – memo went out Jan. 19th
- b. **Staff Alliance Mtg** - Chair gone – family emergency; Listening Sessions Feb. 2 in Ketchikan, Feb. 8 in Sitka, Feb. 9 in Juneau; Education Benefit meeting Jan. 23, no updated news on implementation Jan. 1st; Salary Raise FY13 – 3.5% approved by BOR, now up to legislature; normally, Staff Alliance has retreat in Juneau and goes to legislature & speaks w/ them to try to get support...Monique Musick (Vice Chair) talked to Chris Christensen, our new rep (Staff and Faculty lobbyist/activist...this practice “upsets the legislative body, they feel it's a waste of money” although they don't mind if students come. Chris felt an email informing the legislators probably would be beneficial – send from a non work email – or a letter written that can be read during open mic/testimonial time – they'll listen and it's appreciated; Mischelle Pennoyer asked if there would be a “text of meaningful input instead of blah, blah, blah” – good stewardship, helpful, methodical; we will get more information on March Retreat of Staff Alliance in Anchorage 22 and 23 (attached agenda shows the retreat to be March 20-21); most of committees didn't meet; Staff Health Care Committee - Tobacco Surcharge not going to happen; New State Wide Health is Erica Van Slyne (replaces Mike Humphries); smoke free working with Staff Council – HR transfers don't see how can penalize as they don't lose benefits

¹ Note that this conference line has limited capacity; we encourage people to attend the local meeting with their campus representative.

in the transfer process; Get The Point starts Feb. 1, 50/50, WIN or doctor source of biometrics entered; next meeting of Staff Alliance Health Jan. 26.

- c. **UAS Strategic & Assessment Plan** – planning committee met 1/9 - looking for quantitative, objective indicators of data gathered that will support the core theme(s); Diane Meador sub-committee, Rick Caulfield, Carol Hedlin, Maria Moyer – minute details of what committee finds; small booklet sent out; comments or suggestions to Gwenna (to represent us); next meeting is Feb. 1.

5. Committee Check in

- a. Communication: Now recording our meetings – helps with minutes and more
- b. Healthcare: Already discussed in Staff Alliance above; next month – new health care changes
- c. Training: Dayna – committee is now herself, Anita Parrish, Gloria Merry and Hildegard Sellen – met last Friday. Feb. Staff Council Training – more staff involvement; resolutions, what happened, Mischelle added “fits with the “Speak Your Mind Sessions” our more anticipatory posture – we can partner with faculty & student governments; Members-at-large can set up on own campus, do “laundry” so we can get a consensus of what our constituents think, brain storming, informal; March Training – Wed. of Spring Break – considering a Staff/Faculty Senate wellness break, in hopper “Think Tank” Ketchikan – Marianne Ledford would prefer something inclusive of all 3 campuses; April Training – Benefits; May Training – Staff Development; try to focus on assessment and advertising, survey or ½ page “what they’re looking for;” Possible Topics; SW HR Website has most current information on ASEA information.
- d. Wellbeing: Kim Davis – almost done with anniversary post card to send to all staff – approved to order card stock, have a list from Sue Oliva in HR; Employee Recognition Award – 1 from each campus, from your peers, will have nomination form ready for retreat in April, NOT staff make students count; next meeting Wed. Feb. 1.

6. Campus Reports

- a. Juneau – M. Pennoyer – Jim Danielson Vice Chancellor; Faculty Excellence Award nominations due by 3/2/12 – there are 4 categories; Friday is the first event in Art of Place Series – from 10 a.m. to 12:00 Noon – history, art Native; Campus Master Planning Company; 2/3 Sound in Motion at Egan
- b. Ketchikan – M. Ledford – had a flood in offices; 2/2 internal listening session; Welcome Back Feast on Thurs. 1/26; Spring Student Art contest – design will go on tee shirts and bags; new hire ½ time employee in academic support.
- c. Sitka – K. Davis- Student government has flash drives, antenna balls and clothing for sale; when power goes out communication is major concern; down to 2 people for hire at front counter; Maureen O’Halloran – Institutional Design, Faculty set-up course(s); Liz-arts council award to 500 scholars; application for grant person in inst. design – don’t know if hired; have hired all the Title III.

7. **Other Business**
 - a. **Speak Your Mind Sessions**
 - b. **Communication system (Helpdesk sign-up)** – help desk sign up – text; Mike Ciri send out a UAS wide email from which individuals can “opt out” – Kim asked “can IT send an email” Mischelle “we draft, they check, we send” Gwenna will talk to IT and let us know.
 - c. **Global Email address & mailbox size** – Outlook concerns: 1) pulls up by first name – can it be changed to pulling by last name? 2) mailbox size – can we request increased size? Gwenna will talk to IT.
8. **Public Comment** – Mae – new mothers need a private place to express milk; Fair Labor Standards Act requires employers to provide a designated place. Supervisor (in this case Mae) offered her office; case by case basis; why don’t we find out if required by law/needs to be designated? Mae will talk to Kirk McAllister about it and keep us updated – will research DOL website or call and will check BOR and/or HR regulations.
9. **Adjournment** – Marianne Ledford moved, Kim Davis seconded, unopposed
10. **Next Meeting Date: February 21, 2012**

Attachments:

- Minutes from Dec Mtg & Fall Retreat
- Agenda from Chancellor’s Mtg
- Agenda and addtl info from Staff Alliance Mtg
- Staff To Do List from Jan 17 2012 email
- Agenda for SAP
- Revised UAS Strategic & Assessment Plan