

UAS Staff Council Meeting Minutes

Tuesday, November 29, 2016

Juneau Campus, Egan 221; Sitka Campus, Rm 110; Ketchikan Campus, P303

1. Call to order and Roll Call 9:13 a.m.

Present:

- **Kolene James:** President 2016-2018
- **Gwenna Richardson:** Vice President 2015-2017
- **Kiwana Sutton:** Secretary 2016-2018
- **Mae Delcastillo:** Member-at-Large Juneau 2015-2017
- **Marianne Ledford:** Member-at-Large Ketchikan 2015-2017
- **Amelia Budd:** Member-at-Large Sitka 2016-2018
- **Guests**
 - i. **Cody Bennett,** ITS User Services Manager
 - ii. **Lori Klein,** Title IX Coordinator

2. Adopt Agenda

- Gwenna motion to table August minutes (document in shared drive and Google doc have some discrepancies in similarity)
 - i. Marianne seconds
- Marianne motion to adopt agenda
 - i. Mae Seconds
- All in favor

3. May and June minutes not received

- Kolene motion to indefinitely table those minutes
 - i. Gwenna Seconds
- All in favor

4. Staff Council Welcome-Kolene

- Thank you to Mae, Gwenna, Amelia, Kiwana, Marianne, and guests

5. **President Johnson** to lead special meeting on Dec. 9 with UA Governance Council to discuss the School of Education

- In response, Staff Council to draft letter of support for School of Ed by Dec. 6
- Letter shall highlight the BA in Elementary Ed and MAT
- Advocate for the School to stay at UAS and for UAS to serve as the lead campus

6. Reports

- KTN-Moving right along
- SIT-Doing well
- JNU-Moving quickly, preparing for next phase of Strategic Pathways (Mae and Gwenna possible candidates for Pathways team)

7. Staff Morale Survey-Kolene

- Thanks to Cody and Mae
- Currently 120 responses to survey
- Keni sent out survey reminder to staff
- Initial survey link sent to UAS employees, which included faculty and student workers
- Some faculty have asked to participate in the survey
- Kolene directed them to their governance
- The survey opens the door for ideas on how to begin to improve
- BOR and President Johnson interested in how we are as a whole
- SE and SW are the last to complete the survey
- Plan to have mtg on Monday, Dec. 5 at 9 a.m. to go over survey responses and compile report to send to admins
 - i. Gwenna wants to know what can be seen (ie confidentiality)
 - ii. How are staff/faculty/students differentiated?
 1. Kolene-Survey is anonymous (the way people answer should help differentiate staff from faculty/students)
 2. People could answer which campus they are affiliated with (most questions optional)
 3. Only Staff Council will have access to survey answers
 - iii. Is there a way to pull information together by consolidating answers?
 1. Yes and No (free-writing answers will not be culled)
 2. Cody-Google allows form response summaries and spreadsheet versions of form responses in order to manage and sort data
 3. The only way to find non staff is through subjective monitoring of the answers
 4. There is no solicitation of identity
 - iv. Ketchikan's survey went to 121 employees (there are only 40 employees)
 - v. What determines "employee"
 1. Cody-The groups are composed based on automated logic
 2. Employees included anyone with an active employment status
 3. There are members in each group that are considered members but are not members (ie Cody is in the Ketchikan group for email purposes)
- Prefer to meet for about an hour to summarize the responses
- Mae to send survey responses to rest of council for review
- Are results chronologically compiled?
 - i. Can be downloaded into excel file and sorted by time/date
 - ii. If documents are printed, shred when done (do not save them)

8. Update on Chancellor's Diversity Committee

- Kolene-As it stands right now, diversity action committee is not very diverse (does not fully represent campus)
 - i. We made a recommendation to the Chancellor asking him to hold:
 1. 2 administrators
 2. 2 staff (Currently-Mae Delcastillo and Margie Thompson)
 3. 2 faculty (Currently-Lance and Robin)
 4. Student Govt. VP
 5. 2 Community partners (Recommendation-small business owner and someone from School District)
 6. *Sitka and Ketchikan can be added to the committee if representation is sought
 - a. The people who attend can vary and Staff Council can send recommendations to the Chancellor on preferred members
 7. Nothing formal yet. Kolene and Lance will meet with Chancellor next week to finalize plans
 - a. Link online
https://www.uas.alaska.edu/hr/docs/uas_diversity_action_committee.pdf
 8. Kolene will notify council on how we can get involved

9. Staff Alliance-Gwenna

- Staff alliance updates can be found here: <http://alaska.edu/governance/>
- Of importance: Committees, Strategic Pathways

10. SPBAC-Mae

- SPBAC is open to everyone, including students
- Michael Ciri shared budget cuts
 - i. FY18 projected budget reductions
 - ii. Staff directed to look at SPBAC
 - iii. 5-10% cut for Student Services (beginning stages, mostly dependent upon School of Ed fate)
 - iv. Accreditation-Brad Ewing and Karen Carey leading initiative
 1. Dr. Carey mentioned accreditation did not include staff assessments (so suggestions on how to input staff info are welcome)
 - v. Faculty Assessment origins
 - vi. How are student evaluations being considered?
 - vii. Evaluation should be open longer for students to respond
 - viii. Faculty can turn evals on and off (short term classes are biggest issue)
 - ix. Faculty would like to get these out before grades are posted
 - x. Dean presented on Business accreditation, SOM merger, and MPA
 1. Looking to reach out to students to comfort them about the health of their programs

- xi. President Johnson asked student services admins which service they would like to fund if money were available.
 - 1. Joe Nelson would like to see the addition of a Social Media coordinator for upkeep of multiple social media platforms and the web
 - 2. Joe would also like to fund more scholarships
- xii. Update from Elise (library). They are feeling the impact of being short staffed
- xiii. Mae would like others to join SPBAC
- xiv. Suggestion made (in reference to student evaluations) to have students fill out their surveys before they can receive their grades
 - 1. This impacts student services
 - 2. This will help us figure out why students are dropping if their issues are classroom related
- xv. Next SPBAC Meeting is Dec. 15

11. JHCC/SHCC-Gwenna

- Staff Healthcare committee (Gwenna, Kayti Coonjohn, and Wendy Miles) looking for more participation from SE
 - i. Meeting monthly after the JHCC
 - ii. Met prior to Thanksgiving
 - 1. JHCC met in Anchorage
 - a. Presenting ideas, additions, and deletions to health plan
 - b. 6 of 8 of the health plan services up for renewal or change
 - c. Premera Blue Cross will need to put in new bid
 - 2. SHCC will monitor ongoing healthcare changes
 - 3. SHCC working on posters that supply information about hotlines, patient care, and other healthcare choices
 - 4. A card will also be created with contact information for healthcare services
 - 5. Copies of the notes can also be found in the Staff Alliance notes area <http://alaska.edu/governance/>

12. Compensation Committee- Gwenna and Mae

- Also looking for more members
- Will meet again soon
 - i. Collecting information to submit to President Johnson on different avenues for employee compensation if staff will not receive increase in FY18
 - ii. 2014 recommendations were not approved under previous administration, so those will be revisited

13. Guest-Cody

- Manager of User Services (liaison between IT and rest of SE)

- IT dept vacancies slowing down some projects
 - i. Gwenna-What is the backup plan for the movement of the data center (Dec. 28-30 possible move dates) over the holiday break? (this is a payroll week)
 - 1. Cody-Data center is being moved from Whitehead Bldg. into updated data center into Hendrickson
 - 2. Payroll via UAOnline is handled in Fairbanks so process will still flow through there
 - 3. Loss of functionality during the move will impact UAS specific entities including the website, shared drives, internet connections, etc. This will impact those on campus during the closure
 - a. Cody-Will look into how the move will impact services to campus and those working remotely
 - b. Cody-Will also work with Mark and Mona on getting word out to the campuses about dates/times/and services impacted
 - ii. Online trainings
 - 1. Cody can work with departments on specific IT trainings
 - iii. Communication going out about departments paying for their own computers
 - 1. UAS refresh is no longer active
 - 2. Computer purchases will come out of dept. budgets

14. Campus Updates

- **Sitka-Amelia**
 - i. Alaska native dialogue event was rescheduled for January
 - ii. New staff
 - iii. Native American Heritage month activities currently in progress
 - iv. Currently hiring for positions
 - v. Welcome potluck for new staff
 - vi. Staff/faculty/student potluck to get local students in distance classes to campus
- **Ketchikan-Marianne**
 - i. One book project-The Immortal Life of Henrietta Lacks (in response to Power and Privilege Symposium)
 - ii. Annual holiday food drive through Dec. 16
 - iii. New Maritime faculty Mariah Warren
- **Juneau-Kolene**
 - i. (See #5 above)-Letter of Support via regent Fischer
 - 1. Kolene will upload sample letters and start a google doc to begin creating the correspondence to send to President Johnson on keeping the School of ED in SE.

2. Hope to get document signed by us and sent to BOR in time for their next meeting
 3. UAs boasts great student/faculty ratio, native teacher training, rural teacher training, etc.
- **Guest-Lori Klein**
 - i. Title IX Advisory Committee update-Formed in Fall 2016
 1. 1 meeting as of 11/29/2016
 2. Purpose to meet quarterly (next meeting in February)
 3. Committee exists to advise the Chancellor regarding strategies related to procedures, support services, and prevention
 4. Chaired by Amanda Sesko
 5. First meeting was foundational to bring everyone up to speed regarding, compliance, reporting, and emerging trends in Title IX
 6. About 12 members (3 students; 4 faculty; 2 staff; and 3 community partners)
 7. Spring semester will focus on assessment- whether or not we will do another campus climate survey (currently awaiting results from the spring statewide student survey)
 8. Waiting on completion of audit from Office of Civil Rights
 9. **Gwenna**-Wants to be notified of representatives for each area (list of committee members)
 - a. Committee is not appointed (volunteer based)
 - b. Currently no Staff Council representation on the committee
 - c. Committee is not closed
 10. Lori went through governance groups to find volunteers
 - **Adjust the constitution** to include incentive for participating in Staff Council
 - i. **Gwenna**-Motion to table until next meeting
 1. Mae seconds
 2. All in favor
 - **Kolene**-Ideas for semester welcome for new staff
 - i. Look at budget to make motion to host meet and greet at each campus
 - ii. '16-'17 budget on page 18 of budget document
 - iii. Funds available for Staff Development days (\$1200 total)
 - **Gwenna**-Ketchikan does not have new hires (would like to put their portion back into budget)
 - i. Campus hosts a faculty/staff meeting
 - ii. Kolene-Sponsor a coffee/doughnut event during the faculty/staff event in Ketchikan?
 1. Marianne and Gwenna will report back on this item
 - **Kolene**-Vote to supply funds to Sitka for their welcome back event (January)

- i. **Mae**-Motion to give \$75 to Sitka for funding welcome event
 - 1. Kiwana seconds
 - 2. All in favor
- **Staff training**
 - i. Once we have decided what kinds of training we would like to see, we can decide on who we need to connect with to set that up
 - ii. HR is setting up their own training calendar
 - iii. **Gwenna**-Will trainings be open to Sitka/Ketchikan?
 - iv. **Gwenna**-To do poll (starting in January) for dates on training, working with information from the survey (possibly start a committee)
 - v. **Mae** to lead the committee
- **Audio signal lost at 11 a.m., meeting Adjourned**