

UAS Staff Council Meeting Minutes

Friday, Sep. 14, 2018 9-11 a.m.

Juneau Campus, Novatney Conference Room

Conference Now call-in Ext: 6600 on campus 796-6600 off campus;

Meeting number 006366; access code: 11066

1. Call to Order and Roll Call

- a. David Felts, President, 2018-2020
- b. Kolene James, Past President 2018-2019
- c. Kiwana Affatato, Vice President, 2017-2019
- d. Michelle Warrenchuk, Secretary, 2018-2020
- e. Trisha Lee, Member-At-Large Juneau, 2017-2019
- f. Kate Govaars, Member-At-Large Ketchikan, 2018-2020
- g. Amelia Budd, Member-At-Large Sitka, 2018-2020
- h. Members of the Public –Mae Delcastillo Admin Manager Student Services

2. Adopt Agenda –Kiwana Adopted Agenda - Kate seconded

3. Approve May Minutes – Michelle Adopted May Minutes- Kiwana seconded

4. Approve Retreat Minutes – Kiwana recommended to table to approve at the next meeting - Kate seconded

5. President and Vice President updates

Staff Alliance update from August retreat –Kiwana

- Staff Alliance elected Chair Josh Watts and Vice Chair Brenda Levesque
- Lots of Admins attended from statewide along with President Johnson
- Compensation study was discussed a lot and at length
- The Statewide compensation study is cross referencing that the PDs are consistent with work being done and that employees are compensated for the work being done that is in their PD
- There was a presentation on the process of the compensation study
- The other big topic was the discussions on the Travel Regulation (per the handout emailed out)

Strategic Priorities meeting update

- Provost requested feedback by next week on the strategic priorities that were sent out
- Michael Ciri proposed the sub areas of the strategic priorities
- There should be consideration of items that are part of normal maintenance and operations that are not strategic priorities

- As SC we would like to see some benchmarks or metrics- standards and specific actions for moving forward
- Discussions that only leadership knew what the goals were this year but it was not filtered down to staff or departments (i.e. advising –improve early notice)
- Staff council would like to see the goals broken up to specific areas so that “front line” staff are aware of these goals to be able to work on recommended improvements
- Comments from the public-Mae- Who spoke with Joe Nelson, about the strategic strategies; Who is responsible? Who sends out a draft of objectives or tasks? Who is accountable? There conversation also lead to topics like writing objectives out clearly, creating workflows, and what are department’s specific improvements recommendations
- These points should come out of SC- Amelia is going to make a google doc and send it out today

6. Convocation

Recap Convocation

- Worked out well. Trisha has notes that she is going to type up to share with Chancellor’s cabinet
- Sitka - Amelia has some notes to share
- Michelle suggested a discussion on moving convocation up a week to accommodate faculty and get faculty on campus the first week they are on contract, which would allow time to implement any changes that come out of convocation, Michelle can email suggested ideas out to all SC to share out or bring up to Faculty Senate
- SC would like to bring the Convocation dialog to Chancellor’s cabinet for a 30 minute presentation again this year

7. Staff Council Committees:

- a. Chancellor’s Advisory Committee on Equity and Cultural Safety-Kiwana
 - Kiwana is Staff Chair for the committee; Sol Neely is Faculty Chair
 - 2-3 weeks to schedule the first meeting because they want student participation
- b. Morale-Kolene & Trisha, Kiwana (For Staff Alliance)
 - Haven’t heard anything, no meetings set
 - Remind Morgan to have a meeting
- c. SPBAC-David & Kate (budget?)
 - Put forward ideas of funding for departments and which items should be moved forward

- d. Staff Alliance SHCC-David & Kiwana (Health Care)
 - Matthew Mund Chair
 - Encourage more people to go paperless for Premera benefits to help reduce the administrative cost
 - Premera contract up for review next year
 - Healthyroads well be up for bid in two years
 - Of all the Premera customers in the State of Alaska UA is being the most economical
- e. Staff Alliance Compensation-David & Michelle
 - Met on August 14th discussed COLA, Merit Base Bonuses, and Budget Step increases
- f. Title IX
 - Trisha volunteered to be on this committee - Lori Klein is the point of contact
 - Deputy Title XI position is open/ President said this is a high priority and they are hiring more people to support Title IX
 - Frustrating for the smaller campuses as they feel that they are covered for Title IX and would like to see these funds go towards student recruitment and retentions which are also priorities
- g. Student Government- Michelle
 - Juneau - Michelle is planning to reach out this month now that students are back and grounded
 - Sitka - Amelia was volunteered to be to be the mentor/advisor for their SG for Student Government
 - Ketchikan - Gail Klein is the advisor for Student Government
- h. Faculty Senate- David
 - Great discussions with Robin Gilcrist at convocation, hoping to have some good follow up soon
- i. Chancellor's Cabinet- David & Kiwana (alt)
 - David attended this first meeting
 - Discussions on the rebuild for Juneau Centennial hall and Arts Center
 - Presentation by Charla Brown and Eric Scott from the retention committee
 - Trisha will be sitting on the Sub -Commit on behalf of the registrar's office and can report back to SC
- j. Retention Sub Committee - Trisha Lee

- EAB – rating shared with Chancellor to provide feedback and direction to the registrar’s office
 - David feels like they are forgetting about part time and non-traditional students, or geographic sensitivity and understanding
- k. Marketing Sub Committee – Kate
- What is marketing?

8. Campus Updates

- a. Sitka-Amelia report back from Staff Council General Assembly; hiring/staffing updates;
 - New Staff and some staffing changes
- b. Ketchikan-Kate
 - S.E. Conference the president and team, renovations of the UAS SE Maritime Training Center ribbon cutting and renaming
 - Some new fantastic faculty
 - Lots of undergraduate student doing research through BLaST, great for campus
- c. Juneau-Trisha
 - Lots of new Director and Dean Positions
 - New IT Director to start early October
 - New Student activities coordinator – Juliette Lowery
 - Step Program Coordinator and Advisory - Tina Rydman , Associate Dean for A&S - Maren Haavig
 - Kolene shared a video on the future of our country if we don’t get out and vote in the primary and how this could affects who comes into or is currently at the helm, Title III grants future

9. Other business:

- a. Monthly staff appreciation recognition?
 - staff recognition program suggestion have a google form to send out each month with a movie card or a coffee card as a small token of appreciation
 - Other ideas were to hand out a card for staff that go above the call of duty like unlocking a student’s car to get keys out, cleaning up glass in the parking lot Monday morning, taking a sick coworker home, taking that extract caring initiative
 - we have a ton of SC cards to send out and we have envelopes!
- b. Staff Council holiday card (digital?)

- Kiwana will send out something to Allison to see what she can help design to email out to all staff
- c. Staff Council cookbook (digital)?
 - UAS favorite season receipts incorporate culture harvest, seasonal cooking, family classics etc.
 - Kiwana will work with members at large to send out emails
 - Legacy for SC
- d. New UAS website and SC page/calendar
 - Kiwana attended a training for CMS to learn how to use and synchronize to the new website
 - Calendar is through the google calendar
 - Kiwana and Michelle will be tag teaming to set this up the new website
 - Michelle is attending the next training session on September 20th
- e. Revisit last morale survey decide how to update or create new morale survey for this fall
 - Amelia brought this up, wondering if we should do another one
 - IN the past UAS staff council tweaked UAA & UAF campuses surveys to create one specific for UAS campus, all we need to do is review and update the questions
 - Google form graphs and comment formatting
 - Identify a date to send out around October after the Statewide salary review is done
- f. Further comments on new travel regulations? –covered in email handouts
- g. HR questions of staff service recognition awards
 - Improve the service awards (sheet sent out by David in email)
 - Current and past service awards have not been well received suggest gift certificates or cash awards in \$25.00 increments starting at 5 years of service
- h. Regular Departments and Schools Updates and check-ins from:
 - i Title IX
 - ii IT
 - iii Faculty Senate
 - iv Chancellor
 - v Others (Provost?)

Do we want monthly email updates from 5 departments? How will or will we share these out to all staff?

10. Adjourn Trisha motion to Adjourn at 11:03 Kiwana seconded

