

Draft updated 8/1/2019

July UAS Staff Council Meeting Minutes

July 26 2:30 - 4:30 PM

Juneau Campus, Anderson 204

Zoom-Invite was sent out

1. Call to Order and Roll Call

- a. David Felts, President, 2018-2020
- b. Crystal Duncan, Vice President, 2019-2021
- c. Michelle Warrenchuk, Secretary, 2018-2020
- d. Denise Carl, Member-At-Large Juneau, 2019-2021
- e. Kate Govaars, Member-At-Large Ketchikan, 2018-2020
 - i. Kathy Bolling-Alternate
- f. John Ingman, Member-At-Large Sitka, 2019-2020
- g. Other invitees (did not attend)
 - i. Kiwana Affatato-Outgoing Vice President
 - ii. Trisha Lee-Outgoing Member-At-Large Juneau
 - iii. Kolene James-Outgoing Past President

2. Adopt Agenda: Denise Motioned and Crystal second

3. Approve April and June Minutes:

Michelle approves April minutes; Denise seconds the April minutes;
Denise approves June minutes and Michelle seconds June minutes.

4. Review individual roles/responsibilities/by-laws (Have all Staff Council reps review the appropriate documentation prior to the meeting)

- a. What are the roles/expectations throughout the year for each position?
David has tabled till next meeting Denise and Trisa have connected. Crystal has reached out to Kiwana.
 - i. When/why would At-large email campus staff
 - ii. How to serve on various committees, what to do with that info, how to report back, navigate what's shareable and what isn't.
 1. How to share that information with all staff
- b. Review meeting obligations (I think the by-laws require a minimum number of meetings each semester)
- c. Review anything relevant that came out of by-laws, etc.
- d. Transition of new and old members and getting our new members up to speed on S.C. expectations and what to do when on various committees.

5. President and Vice President updates

a. SPBAC,

- 8 Priority areas- David shared feedback that Denise has provided.
- New Dashboard for students

Staff Alliance

- Townhall Meeting in Fairbanks today to discuss the layoffs that are projected from up north because they are going to face more layoffs than perhaps other campuses?
- Staff Council also recently had two relatively unstructured meetings that were mainly sharing, questions, and comments
- Who can tell us what benefits are available if you are laid off? What are the original benefits and what are the benefits on the final exigency? We want to know how tuitions waivers will be moving forward, leave payouts, retirement and pensions plan cashout, payout, rollover, Staff Emeritus. What are the deadline for making these decisions?
- Are the furlough days flexible? Can we take more furlough days to help save jobs?
- Can we start taking our furlough now? Does it start now/when the financial exterecy was announced? Can the days be broken up into 1-2 days a pay period.
- **Michelle** will go to UAS HR Sarah Belmont with our questions.
-

b. Chancellor's Cabinet

- Nothing to add (no current members were there)

6. SC Communication Plan:

a. Ideas:

- i. From the Prez to Secretary, collectively sending out meeting agendas and schedules to all UAS Staff, inviting all staff to attend our general meetings
 1. Adding any relevant committee notes/attachments
John motioned to have a 1.5 hour monthly meeting and Crystal second having the meeting once a month for 1.5 hours. Every First Wed. 8:30 to 10am. Next meeting August 7th get the agenda and minutes out by July 31 to David.
- ii. Updating the website with past year's minutes, plan for continued website updates. The minutes were updated last year in August for 2018. 2019 minutes would be updated this August. Michelle will check in with Collin to see if he can update our website with the

- minutes from 2019. Michelle will also ask if Collin knows where 2019 Agendas and Dates of meeting went. And ask if he can assist with website updates if Michelle sends him the docs. Include the Staff Council website link in all communications to staff from reps.
- iii. Gathering UAS-wide news and sending out weekly/biweekly "UAS goings on" email highlighting successes across the campuses, etc.

7. Meeting protocol discussion

- a. setting agendas up the week prior to the meeting
 - i. who can add- we can add to the agenda as a suggestions
 - ii. who can approved- We all do at the next "meeting"
 - iii. Deadlines- Michelle will try to have minutes out about a week after the meeting but could be as late as two weeks.
 - iv. Agendas will be sent to David a week prior to the next scheduled meeting. We can try to have them final by Monday.

8. Staff Development Day planning and training

- a. For next year the recommendations is to have more professional development. We have done enough dialogue!
- b. From Chancellor Email:
 - "One of the outcomes that I took away from the Staff Morale Survey was a desire for more professional training and development. This might include training focused on particular skills or it might have to do with broader topics like enhancing diversity or civility in the workplace.

Everyone should review the morel survey responses and come back to share thoughts and ideas to see what sort of development opportunities we could plan for next Spring.

It would help me and those on Executive Cabinet to have Staff Council's input on the topics of greatest interest, potential presenters or presentations (if known), and the frequency and modality of such offerings (e.g. every month or every-other-month; in-person vs. online or web-based). Budgets are always a challenge, so we'll inevitably need to match the needs with available resources. But having Staff Council's input on this would help us move forward with planning and eventual implementation."

9. Convocation role

- a. all staff assembly - stress management chair Yoga, town discussion with leadership, sharing the information we get and discuss at our August 7th

meeting from our findings from HR, How to talk to students about the Financial EX. (check in with Lori on that)

b. other?

from Anita P.:

“Karen wanted me to reach out and see if you had any other needs at Convocation aside from the Staff General Assembly. As usual, the first day morning sessions have good information for staff. Jon Lasinski will also be doing a training session on Concur Tuesday afternoon.

David added: They have requested that we do an update to all of the gathered faculty and staff on the first day.

Let me know if you have any other staff focused sessions in mind.”

10. Chancellor conversation

a. Chancellor updates

- Lori’s draft language to share with students (we need this for Convocation)
- This was a couple weeks ago, chancellor thought that S.E. will not have as much of a cut, but at this time we believe this is dead in the water
- Make sure that everyone knows what Furlough is and all the different levels of lay off and in between as Denise bought up, benefits and such
 - referring to the statewide webpage with faq on furlough.
<https://alaska.edu/pres/fy2020-budget/>
- New HR structures.
- Staff concerns with jobs
- David would like others to attend these Chancellor meetings together
- Yesterday executive council did an exercise around how they would make the cuts and wanted to update staff council and faculty senate

b. Feedback/specific asks on anything relevant to the Chancellor

c. morale survey follow up

11. Staff Council Committee Allocations:

This was tabled for next meeting in August as most groups had not met other than what President and Vice President mentioned earlier.

- a. Chancellor’s Advisory Committee on Equity and Cultural Safety-??
- b. Staff Alliance Morale-
- c. SPBAC-David & Kate
- d. Staff Alliance SHCC-David & ??
- e. Staff Alliance Compensation-David & Michelle- No meeting
- f. Title IX-

- g. Faculty Senate- David
- h. Chancellor's Cabinet- David & ??
- i. Retention subcommittee- ????
- j. Master Plan Implementation Committee-Michelle - No meetings since the fall.

Table till August 7th.

12. Campus Updates

- a. Sitka-John- Campus Social thing last Tuesday had some ice cream and hashed over the Budget woes.
- b. Ketchikan-Kate
 - i. Kathy The Campus summer picnic was canceled due to travel of Director and others
- c. Juneau-Trisha/Denise Annual Student Enrollment Day on Wednesday July 31st
- d.

13. Adjourn 4:30 PM - Michelle Motioned to Adjourn and Denise seconded the motion.