

UAS Staff Council Meeting Notes

Wednesday Dec 4, 8:30-10:00 AM

[December Agenda](#)

[December Meeting Items](#)

[Zoom Meeting Recording](#)

1. Roll Called

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|-----------------|----------------------|
| a. David Felts | e. Gwenna Richardson |
| b. Denise Carl | f. Sam Kito |
| c. Kate Govaars | g. Crystal |
| d. John Ingman | |

2. Adopted Agenda: Motion: Denise, 2nd: Kate Govaars

3. Approved November Minutes: Approved. Motion: John, 2nd: Kate

4. Guests and Public Comments: None offered up.

5. Next Meeting schedule:

- There was some discussion about skipping the January meeting in lieu of semester startup and minimal activities considering the break.
- It was decided to have the next meeting will be in February (Wednesday 2/5).
- Motion: Kate, 2nd: Denise

6. Staff Council Goals - Review Progress

- a. Communication Plan: Initially thought to have a discussion at a SC retreat to identify a communication plan. Goal is to provide updates more consistently. It would provide a progress report with call to actions, concerns, standard information (reps, meetings). Intend to roll this out Jan 2020 - plan for week prior to February meeting. Created a template in mailchimp; SC will compile as a collective and president will send it out. The challenge will be updating with regular content.

Newsletter built on a free account (Kate's personal account associated with her UA email). Content will be in the form of the committee update document. Some concern noted of writing new content in addition to other duties.

Is there a way to set the shared staff council email box notify the folks who have access to? David will work with Cody to discuss strategies for shared email account for SC. Choosing biweekly allows consolidating the forwarding of "fyi" emails. There was concern about the sustainability of the model, but not substantive enough to dissuade the effort. Given the SC turnover schedule we should have continuity between years.

- b. Update on Professional Development topic: Denise/Cody/David brainstormed an initial list. Also sent out a form to staff/faculty. A few people replied indicating they had troubles seeing the form (not using their UA google account). Only around 5 responses given the short timeline. This was put into a document and provided to the chancellor via email.

The plan is that the chancellor will take that to the executive cabinet and they will prioritize and ask potential presenters. The thought would be to have trainings 1x/mo. It

would be worthy to follow up. Of note, at Staff Alliance, it was indicated that UAF may have had some money to fund/support professional development of staff.

- c. Committee Assignments: Lots of learning & mistakes made here. David nominated someone to each committee that he understood that we held a seat for, but there was an incorrect understanding of SC membership on many seats. In some cases 2-3 people were nominated to a single committee. Would suggest that next year, we make a more concerted effort to identify which groups needed appointments. There is some concern about the appointments and what their role is. David had sent a brief explanation asking to represent UAS Staff and that any salient notes should be provided to staff council for sharing. The plan is that David will ask them if there is anything to add for our meeting.
- Current Committees and Assignments:

- Retention Subcommittee - Andie Scharen. She attended the recent meeting, and those notes were shared in the committee updates.
- Staff Healthcare Committee - Gwenna Richardson & David Felts.
- Compensation Committee - Lousia Cryan.
- Morale Committee - Vacant. (The appointed Sitka staff person is leaving.)
- Web Strategy Committee - John Ingman.
- Master Plan Implementation Committee (MPIC) - Cody Bennett & Alison Krein.
- Title IX - Unknown. (David is waiting to hear back, the staff person will check with their supervisor.)
- Advisory Committee on Alaska Native Education - Unknown. (There was confusion of whether or not someone was nominated.)
- Equity and Cultural Safety Committee - Unknown. David is not sure if the committee has been meeting.
- Joint Healthcare Committee - David Felts
- HR Council - Crystal Duncan.
- Community Campus Directors Council - David Felts.

7. Staff Council Goals - Next steps

- a. Review of prioritization / next goals to address: We've done a good job addressing the first two goals. David would like to move on to address 1-2 more additional goals. He included the upcoming staff council goals. David recounted the list and the votes from past reviews.

There was a request for clarification on "bridge the gap between the campuses". Crystal clarified that sometimes there are disconnects (like not getting visits from administrators). David recounted an objective from the constitution that would be in alignment with bringing together our staff.

Staff alliance has been working on HR (invite hr into conversation and leadership). Multiple people have been meeting with new CHRO (Steve Patin) and Erika van Flein (benefits director).

Whatever goals we pick are in addition to our current goals (comm/profdev). Crystal noted that from our current list we are already making progress (for instance "reach out regularly for feedback")

List of goals:

- i. Work better with UAS Faculty Governance - Student Council - 1 vote
- ii. Invite HR into conversation and Leadership - 3 votes
- iii. Facilitate communication between Chancellor and Staff - 2 votes
- iv. Bridge gap between Juneau, Sitka, and Ketchikan - 3 votes
- v. Reach out regularly for feedback (anonymous and not) - 3 votes
- vi. SUCCESSFUL staff development day, convocation...- 3 votes
- vii. Increase participation (in Staff Council) [...] and build relationships-2 votes

The staff alliance is coming up with a morale survey with 10 questions; MAUs can add additional questions to their liking.

Kate indicated that it would be good to only tackle 1 (not two) in order to maintain bandwidth on current goals. Kate will be taking the lead on compiling info related to the communication plan. We should focus our effort on the time sensitive or critical items.

The morale survey is something that would be important enough to send separate to our communication plan. Crystal asked about whether or not we wanted to withhold the solicitation of opinions around campus. The thought that morale survey would be the next priority project.

Last year, it had been discussed to do the morale survey every other year. We have not yet addressed this year's responses adequately, so it could be prudent to delay the survey an additional year in order to continue working on things. Staff Alliance would like to continue annually.

The last morale survey did not capture what happened from the new year and the governor. We expect it to be bad, but how bad is it. As a next step, Crystal will reach out to the Alliance to find out what the 10 questions will be.

We need to be mindful of demonstrating action related to the surveys that go out. It will be prudent to include that with our communications.

Getting morale survey and setting out

Kate will be taking the lead on comm.

Professional development has been handed to the chancellor. David will be responsible for following up with the chancellor on the progress of the professional development efforts.

There was a request to have someone take on one of the proposed goals.

Kate noted that if we are to be successful, we should start working on the annual calendar items (staff dev day, convocation, staff make student counts award, chancellor forums, staff council elections, etc).

The election is the only one that has a date expectation. There was some desire to align staff council elections across the state.

Crystal will take on creating a list with dates of the things coming along.

It would be great to plan for a retreat in June because budgetarily, it would be risky to delay the planning of things. We only have a small portion of budget as provided by the chancellor. The retreat was agreed as important.

We need to clarify the role of staff council is within staff development day.

HR handed it to SC, SC explained that we cannot fully realize the event. There are outstanding questions about who does what and when, as well as what budget we have.

HR is troubled because of their internal challenges and doesn't seem capable of responding to those things.

For convocation/all staff meeting, there was some willingness from folks in the room about willingness to participate with a larger SDD committee. We are all aware that we may not get a lot of support from HR. If we assume HR won't be available, we could move forward in our own capacity. We can work with the chancellor about budget, and to solicit campus staff to identify interest. We need others (for instance, Kate is the only SC rep, so it's unreasonable to expect her to plan staff development day).

UAS Staff Excellence award is specifically ours. SMSC award has a specific timeline. It would be nice to attempt to coordinate those things.

David will reach out to the chancellor to find out what they know about addressing SDD and to relay that SC is ill prepared to bring it forward without further assistance.

We should be clear that we don't have the capacity to do the SDD in perpetuity. It should still remain on HR's shoulders. We understand HR's plight, but this needs to remain a long term HR effort.

Gwenna remarked... A long time ago, SDD was spawned out of HR, but it was very much a partnership between HR/SC. Then there was a period where it was a staff function with support of HR. With new HR redesign, there are very few people who do broad strokes of HR - most are siloed. If you're considering SDD, talking with the chancellor is a great option, plus, people at all campuses who would be willing to assist. Technically, we don't have an HR office for our Juneau campus. Nicole/Gwenna are

starting to be more limited in scope. In SC shared drive, there was much documentation about past SDD's.

There are probably some documents that are not within the Google File Share that would be good reference past details.

Recommendation: Create SC organizational memory bank for helping bring people up to speed. This would be fantastic to cement into our culture.

There was a box that was shared with the president. It had been shared with the president; Gwenna shared a physical box with Kolene.

There has been discussion at Alliance level asking why orgs do staff development in different ways. There is little hope that will happen soon. People in alliance meeting were hopeful that we'd have a SDD or Staff Appreciation Day.

Ideas were added to the Agenda's parking lot.

Current priorities:

- Continue Communication Plan goals (Kate will take a lead in next steps here)
- Professional Development Goal (David will take the lead to communicate with chancellor)
- Getting SC events in order (Crystal volunteered to identify the calendar of items)

8. Committee Updates Questions/Comments

- a. [Committee Updates](#): Written report quick questions - they were not updated in advance of meeting, so it's unfair to ask people to have read through the materials.

About the committees, said earlier, a role for next July, the president would reach out to committees to research who appointees are. This should be a task for May/June prior to faculty leave (in the case that they are chairs for committees).

Cultural Safety & Equity does not have any updates.
CACANE is meeting in early december.

The Student Success committee was chaired by Eric & Charla, who are stepping back. It's unclear who the chair is/will be. Louis (Kate's colleague) is on the search committee for Eric's position. It's anticipated that his replacement will be one of the chairs of this committee.

Does SC have representation on CACANE? David had emailed the chair with a request for clarification. The committee has a come-one-come-all approach, but the nominee did not want to overstep and walk into the committee. For committee membership, their website has a more refined approach to membership. David will follow up here to clarify with the chair of this group.

Crystal recently joined the President's HR Council. Hoping to convene next Friday. It's unclear what the charge is. Please send along concerns to Crystal. VC's for Admin are on that committee by design, and CHRO will be present. The committee had existed, but was not active.

Next meeting with Staff Alliance will be before break. HR is a topic that can be brought up there as well. Meeting sometime in the week of the 16th.

During the next meeting would be nice to see if there are any updates on IT consolidation. It would also be worthy to see about learning what other consolidations may be underway. As far as who might give updates, there was a question of who might share. It was not answered.

9. Adjourned: Motion: John, 2nd: Kate.