

**UAS Staff Council Meeting Minutes**  
Wednesday May 20, 2020, 1 - 2:30 PM  
[May Meeting Items](#)  
[May Recording Link](#)

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- I. Call to Order and Roll Call (2-3 min)
  - A. David Felts
  - B. Kate Govaars
  - C. Cody Bennett
  - D. Denise Carl
  - E. ~~Shellie Tabb~~
  - F. John Ingman
  - G. Members of the public
    - Colin Osterhout
    - Gwenna Richardson
    - Laurie Williams
    - Michael Ciri
    - Carrie Kline
    - Kimberly Davis
    - Amy Bannerman
    - Trisha Lee
    - Sam Kito III
    - Kiwana Affatato
- II. Adopt Agenda: Motion: Kate, 2nd: John
- III. Approve April Minutes: Motion: John, 2nd: Kate
- IV. Guests and Public Comments (15-17 min)
  - A. Vice Chancellor Michael Ciri:
    - Separating Employee Records from Student Records: Michael was asked to speak on a concern about separating employee records from student records in the context of UA account management. Prior to the meeting, Michael had shared [this document](#) to help explain the current state. The history of user accounts in their current form goes back 20+ years. Originally, students received separate accounts and becoming a staff member would generate a separate user account for managing email and files. The two worlds were separate at that time. The merging of these accounts occurred back in 2002. At the time the rationale was that one person should have one account. The counter to keeping accounts separate was that systems should be smart enough to distinguish differences in data per the role. While that stands in theory, it has not occurred. For background: as a student, we receive certain protections of education records. As an employee, the university maintains access to content for business continuity. Supervisors should not have access to educational records. The method to fix this concern permanently is to separate accounts. Moving forward, UAS ITS hopes for a gold standard: not a separate person-based staff account, but a position-based account like the “vice chancellor of administration” account, and turn over digital files in the same way we turn over keys or a physical office. Access would then already be provided to the new staff person from day one. We have been experimenting with this within ITS (Michael currently logs into his computer with a VC Admin account). The challenge comes up because many services are not managed here at UAS (examples: Google account,

or banner account). In spring 2019 Michael was able to have the CIO Management Team (CMT) adopt a paradigm of separate staff computer accounts. With the massive budget concerns of Spring 2019, this effort was put on hold. Michael would appreciate staff council and staff alliance to come forward indicating that “non job-related stuff” put into the same bucket as “job-related stuff” is problematic. Concerns are plenty: continuity of data, access management, auditing access, and more. Consider the example of a person who is fired for cause that continues to have access to sensitive data. President Johnsen & Dan White both have aligned to recommending that UA fix this. Johnsen came out 3yrs ago to indicate such, but traction has not been achieved. There was discussion on the best way to bring this change forward considering IT across the state may be somewhat resistant due to the amount of work. The thought was that UAS Staff Council could bring the topic to UA Staff Alliance, and have Staff Alliance provide a resolution to the president.

- President Johnsen’s On-site operations plan message: Kate noted that Johnsen’s email today left some employees and students uncertain. Michael explained what he knew about the topic. President Johnsen will be giving a press briefing tonight at 5. UAS can be planning a phased response, but must adjust if the governor edicts additional or reduced mandates. Considering UA’s position: they are cautiously allowing universities to meet and plan for how to move forward appropriately.
  - 1) cannot jump ahead of governor
  - 2) identifying a maximum degree of openness
  - 3) UAS needs to identify their level of openness for our campuses.

The UAS Covid Incident Management Team continues to meet weekly. There has been an effort to identify a planning document to articulate any unique local restrictions, or other unique operational limitations. We developed an outline (no content just yet), but each area would have a lead (Dave Klein for the Rec Center, Priscilla for Ketchikan, etc), and they would work with Ryan Sand to flesh out the details. Ex: gyms have unique restrictions from AK Governor, President Johnsen may have restrictions, and now how does UAS respond. How does Phase B look? Goal is to get to Phase B soon. Goal is to work towards Phase C by fall. We may need to roll back as conditions change. Phase C still has a lot of telecommuting going on. Denise noted that as an academic advisor people are holding off on deciding actions until other information becomes available. It would be hopeful to have more direct information. It could be easy to say, “fall will have a mix of online and on campus classes”; a guess would be that it might look like it did just after spring break. We still need to answer questions about which courses might be remotely delivered. Karen will be the lead for the academic segment of the document. We tend not to make these Top-Down decisions early. If a faculty wants to teach online, it’s

likely to be possible. If a faculty wants to teach in person, there may be some requisite actions (larger classroom for additional spacing, cleaning considerations, etc). Denise noted a preference for clear communication at whatever granular level we can achieve. Colin asked if there would be any hard metrics to clarify what phase we're entering or exiting? Answer: Yes. Example: if you go for 14 days without transmission, you might be at phase X. It changes as we learn more (moving to 26 days or 10 days, etc). University is trying to work with the State Epidemiologist. We want to be cognizant of what we (sitka, juneau, ketchikan) would choose in these phases as metrics.

- **Budget Outlook Questions:** John Ingman noted that during the last BOR there was a comment that the fiscal outlook is a “great recipe for bankruptcy”, how do we manage this considering faculty contracts and teachouts; how do we survive as staff considering our vulnerability. Michael explained further. The bad news is that we're part of a large system, and we're only as strong as our weakest link. But the good news is that SE is the only portion of the university that has a concrete plan for meeting the budget challenges in FY21 and FY22. UAS has done the hard work. Absent something coming out of left field, we are doing what we need to do about having a planned budget process. Continuing to compress with vacant positions. Other campuses are looking at furloughs to kick the can further down the road rather than solving for these problems in the present day. The covid impact looks to be ~2.3mil for UAS, but most if not all would be one-time-funding. Fortunately, you need to find 1-time savings (not eliminating positions). Finding salary savings, furloughs, travel and purchase reductions. Covid is real, costs are real, the more we can avoid discretionary spending it allows us to build up one-time funds to allow for more flexibility. Don't do things that jeopardize student success, but if we can under-expend, we will find one-time funds to weather the challenge. UAS is also looking at how the CARES act funding might offset the 2.3mil. A big part of that number's estimation is the hit to tuition production. To offset that gives the best outcome. There was a request to host another budget forum before the BOR. Executive cabinet is aiming for Wednesday the 10th after the board meeting and may be able to speak to outcomes and further updates as available.

#### B. Acknowledgement of new Staff Council officers

- Deep thanks to Kate for the efforts surrounding elections. Great collection of nominees and close races.
  - Eric Lingle; President FY21-FY23
  - Colin Osterhout; Secretary FY21-FY23
  - Gwenna Richardson; Ketchikan member at large FY21-FY23
  - Kim Davis; Sitka member at large FY21-FY23

## V. Meeting Agenda Items

### A. Advocacy for staff (12-14 minutes)

#### ■ Accomplishments to review:

- Staff Council was active in advocating WFH as quickly as possible with writing letters & memos of support in the transition. A memo was sent to the chancellor regarding WFH activities, and then the staff alliance composed something to the President which serves as a reminder that staff are an important element of the UA system considerations. Timing wise, the memo to the President did not make it to his desk earlier than the Governor's health mandates .

#### ■ Next steps:

- Kate will represent SC on the UAS Covid Response group.
- Budget concerns are real. Be mindful of the upcoming testimony opportunities and please do raise concerns to the Staff Council.
- Working from home could continue for a while longer... is there anything we should be doing regarding work from home? There have been articles about zoom burnout, not getting appropriate breaks, expectations about being online. No specific complaints yet, but if there are problems in this space, we should be advocates for the concern. Perhaps consider feedback from all staff to identify things we want to pursue. Denise noted that [Adam Grant](#) had good thoughts, mentioning the idea of not always requiring camera view. Some questions were noted: Considering onboarding, what does that look like? If WFH extends for 6+ months, how do we foster the community? John noted that work life when children are at home (caring for, guiding through school, etc) can be exceptionally challenging. Ex: From 8-5, we were only able to work 6 hrs, so trying to stay online an extra 2 hours to meet the gap is difficult.

#### ■ Actions

- No specific actions identified at this time. Continue soliciting feedback and keeping an eye out for shifting needs.

### B. Discussion, updates of ongoing items

#### ■ Communication plan

- Generally things are going well here; the newsletter is well received. The Committee Updates sheet is helpful for consolidating information.
- Suggestion box update: We've had an uptick of submissions. There was an anonymous complaint related to faculty/staff relations. It was challenging not to be able to follow up with the staff member, but the concern was forwarded to the chancellor.

There was a question about Unionization - David was looking into Unionization in BOR regs and also guided the person to another staff member who had some experience.

- Staff Excellence and Staff Make Students Count Awards
  - Recipients selected - SMSC has been passed back to UA Governance and the SEA candidates have been submitted to the Chancellor and are working to identify asynchronous appreciation and announcements.
- Elections
  - No specific updates other than that they're completed! Mona was recognized for the seamless electronic process. Thanks to those who nominated others.
- Retreat planning
  - Consider moving to the weekly Get Stuff Done meeting; may need to consider a virtual retreat. Colin off contract June 1-July 11. What is essential to have for a retreat? What would be nice to have? Should we start talking about dates?

C. Updates on Postponed Items and any next steps (12-14 minutes)

- Morale survey
  - The chancellor noted interest in another morale survey; it can show negative effect when there are challenging things going on, but it can be useful to have a snapshot in time.
- Staff Development Day (SDD)
  - Alexa Koontz is onboard and she reached out to ask about what SDD was and what she might do to help. She was considering a fellowship/teambuilding event (picnic, etc) as a nice return from WFH. An online recognition event might also be considered. What do staff want from staff development day assuming we are all WFH?

D. Discussion of retaining and passing on institutional knowledge

- There has been notable effort to begin composition of an internal SC Handbook to assist in onboarding/offboarding members. We as a group are still working towards improving this and it is important to continue the effort. For incoming folks: it is hoped that you will work collaboratively with your outgoing peer to get an understanding of the role as the handoff occurs. The hope is to have a retreat of some fashion that would involve both the outgoing and incoming members. A google sheet was drafted by David with the normal SC presidents' duties. Please do transfer of knowledge in a way that is helpful for you.
- Some conversation about SC website and its current state.
- We may need to clean up and review committee assignments. It was also helpful to have outside non-SC members volunteering to represent in different groups. David noted that it would be nice to rebuild the list of

existing committees, staff assigned for participation/representation, and expectations.

VI. Written Report Quick Questions

A. [Committee Updates](#)

- Kate gave an update regarding the SC President & Chancellor meeting. In the 5/13 BOR Audit Committee President Johnsen laid out substantial budget gaps in FY22. Consolidation options in Johnsen's deck were discussed, but ultimately there was no new information available. The Chancellor encouraged moving forward with the Chancellor's search (Kate shared that the Chancellor candidates packet was shared with the President). David noted that the President had provided an update to staff alliance with the same slide deck delivered at BOR audit committee. President is still hoping to move forward with CoL adjustment, but market adjustments are off the table at this time. If one group gets a raise everyone should, otherwise no one group should be put ahead of others.
- Kim asked about information flow; she noted that the Faculty Senate President had sent along information to faculty, but that staff were not afforded that same opportunity to see the information early in the process. A concern is that we're struggling with how to communicate information in a meaningful way to assure that the people who need to know are able to receive the information. It was noted that this document shared may have been distributed prematurely.

VII. [Shout Outs:](#)

- A. Election preparations - Great job everyone!
- B. Commencements - Virtual Commencement Ceremonies went really well and looked good. Additionally the intercampus efforts were appreciated.
- C. Advocacy surrounding furlough consideration - thanks to Denise for raising awareness and allowing the topic (and concerns) to be discussed with the chancellor and staff alliance.

VIII. [Other:](#)

A. Board of Regents

- Full meeting June 4-5.
- Public testimony is May 26, 4:00-5:00pm
- See BOR website for additional details.

IX. [Adjourned:](#) No discussion; David Adjourned 2:29pm