

UAS Staff Council July Meeting

Wednesday July 7, 2021, 9–10:30 a.m.

[Zoom link](#)

[Draft notes from meeting](#)

[Committee Updates](#)

- I. Call to order
 - A. Eric Lingle, President 20-22
 - B. Ke Mell, Vice President 21-23 (left meeting 9:57am)
 - C. Colin Osterhout, Secretary 20-22
 - D. ~~Traci Taylor, Member-At-Large Juneau 21-23~~
 - E. Jessica Driscoll, Member-At-Large Ketchikan 21-23
 - F. Kimberly Davis, Member-At-Large Sitka 20-22
 - G. Members of the Public
 1. Michelle Nakamura
 2. John Ingman Jr.
 3. Tessa Nelson
 4. Alison Krein
 5. Ryan Sand
 6. Jackie Willson
 7. Denise Carl
 8. mmragsdale (Sitka)
 9. Jonathan Lasinski
 10. Louisa Cryan
 11. Lindy Carroll
 12. Shauna Sage
 13. Yolanda C
 14. Kiwana Affatato
 15. Elisabeth Genaux Farmer
 16. Trisha Lee
 17. Kelsey Walsh
 18. Audrey Beam
 19. Kayti Coonjohn
 20. Emy Roles
 21. Greg George
 22. Cindy Boesser
 23. Kathy Bolling
 24. Kelsey Walsh
 - 25.
- II. Adopt agenda (2 minutes)
 - A. Motion: Ke Mell
 - B. Second: Kim Davis
- III. Introduction of newly elected Staff Council members
 - A. Ke Mell, Vice President
 - B. Traci (Juneau member at large, not present)

- C. Jessica Driscoll, Ketchikan member at large
- IV. Approve [minutes of May 2021 Meeting](#) (2–3 minutes)
 - A. (Tabled)
- V. Draft Remote Work Regulations
 - A. Related documents
 - 1. [Current Regulations](#) (Telework regulation starts on page 7)
 - 2. [Draft Regulations](#)
 - 3. [Feedback Form](#)
 - B. Background: there's been a state-wide committee working on the remote work regulations
 - C. Status
 - 1. Recommendations have been sent out to all governance groups and after a round of feedback, the recommendations have been sent out to all staff and faculty
 - 2. [Feedback](#) (comments) welcome by July 14. Please do!
 - 3. After next round of edits, recommendations sent to President Pitney for approval
 - 4. Deadlines on this project has been sharp — get them in ahead of time
 - 5. Colin: is there a BOR approval? Eric: no, just the president
 - 6. [Eric leads Zoom session through changes]
 - a) Definition of remote work
 - b) Maintaining workplace, what university is responsible for vs. employee. Tax considerations of working when you're physically outside of the state. Rights of university (evaluate and review workplace) and employees.
 - c) Job related injuries & workers compensation. The university is not liable for what happens while engaged in outside activities.
 - d) Unless authorized by supervisor, no meetings at an employee's house
 - 7. Kayti Coonjohn: the new text doesn't specifically outline injury, theft, or tort liability like the old did. The new text is more broad in terms of "theft"
 - a) Eric: It's expected amongst committee members that this will university right not actually be exercised
 - b) Eric: please submit any feedback regarding this
 - 8. Jackie: do you have an idea of when a supervisor would request an inspection? When would this be appropriate?
 - a) Eric: Doesn't have a great answer. Perhaps this would be for performance issues
 - b) Ke Mell: this could be related to insurance concerns in connection with liability claims. For performance issues this could be really delicate
 - 9. Jackie: for equitability concerns, this would be problematic and feels awfully awkward. Doesn't know how a supervisor could ask for this and

not feel awkward. Are there ways for the supervisor to back out of the agreement?

- a) Eric: it's revocable.
 - b) Ke: there's a heavy burden on the supervisor. Do you let all of your employees take this on? Or on an individual basis? Ke feels that a per-employee basis is not tenable [for larger departments].
 - c) Jackie: I have 8-9 direct reports. How we can manage the equity, ethically. Thinks it'd be nice to have guidance documents for supervisors to help interpret the regulations correctly (equity, compliance)
 - d) Ke: in agreement; is there a supervisor's document?
 - e) Jonathan [serves on Technical team]: once the regulations are complete, there's supposed to be a town hall (perhaps led by Michael Ciri?) Perhaps that'd be when we can expect more guidance.
 - f) Jackie: thanks! Feels there should be a supervisor workgroup or team to ensure consistency, access, equitability, across campuses
 - g) Jonathan: there's always going to be a subjective piece to this, there's always been discretionary calls by supervisors.
10. Eric: There's a more comprehensive administrative guide that helps explain the regulations
- a) Colin: is there a link to the administrative guide?
 - b) Eric: will follow up and forward on. Mike Ciri is currently drafting this.

D. University property/equipment

1. While the university would love employees to use only university gear, reality is that employees use their own equipment often (tablets, phones, etc.)
- 2.

E. Information Security

1. Adhere to FERPA
2. Make sure your equipment is updated regularly
 - a) This seems problematic to Eric, as many employees aren't savvy in all things IT.
3. Make sure you have control over your documents

F. Geographic differential

1. You're not going to get a higher salary if you move to a spot outside of your university campus
2. If you have approved travel, the university will pay for it, but not for commuting
3. Any Collective Bargaining Agreement would override this

G. Ke: the document says there'll be a formal process and formal application for when the remote work is prolonged/significant. Are there other times this would

be appropriate? When will this be ready?

1. Eric: This is on HR's plate. The idea is that some supervisors may make this an informal arrangement for temporary work-remote, but that for consistent (20% or more) the university would like you to fill out the form (or out of state). Or you can do a formal process anytime [to pre-clear]. University would like these sorts of things to be documented and well-structured.
 2. Eric: the old document spelled out what could be done remotely. The new proposed regulations are much more broad.
- H. There was a significant UAS involvement (Michael Ciri in particular)
- I. Ke: How do you feel about the new regulations?
1. Eric: feels that the regulations are well-written. Feels that the overall purpose is to protect the university, not staff. However this feels fair. Doesn't like that the university reserves the right to inspect the remote workplace, but doesn't feel that this will happen. Doesn't like that the employee will bear the burden of security.
 2. Ke: feels that IT should be responsible for university equipment and information security.
- J. Colin: can the university inspect academics' workplace or is this prohibited by the CBA?
1. Eric: unsure, hasn't read the CBA
- K. Jessica Driscoll: curious to what rights that the employee has in limiting university's access to home (limiting to just the desk) and certain portions devices
1. Eric: More Mike Ciri's province, but agrees that this is a delicate situation
 2. Ke: w/r the document says "the remote workplace", which isn't clearly defined and this will be different for everyone. Perhaps defining this clearly in writing with the supervisor would be a good idea.
 3. Jackie: this may be a good idea to place within the remote agreement. Perhaps the remote agreement form would be a good place to outline these.
 4. Ke: in agreement — anything that makes the employee uncomfortable; it'd be a good idea to make a spot on the remote work application to place concerns
- L. Other notes
1. Colin: when would be the first that we'd see these go through
 - a) Eric: August 2021 would be as soon as we'd see it
 2. Colin: has UAA/UAF raised any concerns that you know of?
 3. Kayti: "I'd like to know if the current telework agreement (distributed via Statewide link last month) is any different than the tbd-agreement in section 2."
 - a) Eric: unsure

VI. Advocacy Updates

- A. [President Pitney's reply to Staff Alliance Compensation Committee recommendations](#)
 - B. Staff Development Fund
 - 1. The university is going to focus more on staff development.
 - 2. President is allocating \$100,000 for staff councils for their help. Split up by # of staff at each campus. UAS split could be ~\$7000–8000. This comes out around what UAS Staff Council had requested from Chancellor Carey.
 - 3. We're supposed to come up with ideas of what we'll do with this within the next couple of months:
 - a) Similar to what we were doing this year
 - b) Dole the cash out to staff who are doing staff development
 - 4. Colin: what would this (b) look like? An application?
 - a) Eric: this hasn't been fleshed out yet
 - 5. Eric: the feedback from most recent SDD was positive, however only ~14 responses so it's not clear if this was widely received or not
 - 6. Eric: over the next month or so we should have a couple of proposals lined up
- VII. Adjourn (2-3 minutes)
- A. Motion: Kim Davis
 - B. Second: Jessica Driscoll
- VIII. Parking Lot
- A.