

Staff Affairs Committee

November 9, 2010

9:30-10:30 a.m.

Chancellor's Conference Room, Signers Hall 331

Audio Conferencing: Toll-free #: 1-800-893-8850

Participant PIN: 8244236

I. Welcome

II. Roll Call

Members Present: Jennifer Elhard, Forrest Kuiper, Heather Leavengood, Carol Shafford, Kayt Sunwood, Dawn Dearing, Mary Sue Dates, Brad Havel

Excused Absence: Pips Veazey, Deb Hao, Juella Sparks, Amy Bristor, Robert Mackey

Not present: Martin Klein

III. Approval of 11.09.10 Agenda

- a. Approved with corrections as follows: Excused Absence: Mary Sue Dates and Brad Havel are from previous meeting and were to be deleted.
- b. Goals for 2011? Should read Goals for 2011?

IV. Old Business

Requested any comments or suggestions for draft motions. If no comments or feedback will be presented to administrative committee on next meeting (December 1st). If no other feedback from administrative committee will go before next staff council meeting in December.

- a. Copyright policy (review motion draft)
Corrections to be made:
 1. Remove extra and in third bullet for OIT copyright.
 2. Remove extra space within "and ;"

Possibly shift the OIT copyright policy from motion to resolution instead.

Shift of policy to OIT to be posted and available online. Possibly request OIT representative(s) (Karl or someone from network security) come to Staff Council to explain policy and procedures from their side.

- b. Soft closure (review motion draft and address concerns)

Soft closure: UAF is the only university MAU that has expanded soft closure into the longer duration. (UAA and UAS are not doing this extended closure.) Not sure how to stop or nix this. There is the expectation that this is going to become a more permanent item as the employees get used to this. (Become forced versus a voluntary option.) Would be six days of annual leave required to be taken instead of just three. Seems to be difficult for a number of staff where they may be scrounging short notice for the number of AL days to not go on unpaid leave.

Draft a letter that majority of staff find this unfair and are concerned? What is the possibility of a cover letter to go to the Chancellor with the closure motion? Also possibly add a recommendation to not be a forced closure in the future? Understand the need to keep costs under control as times are fiscally tough; however without full understanding where we are fiscally this seems to be questionable benefit. Request that it be passed through Staff Council or Staff Affairs rather than willy-nilly without input.

Resolution (?) instead of motion: Staff Council is concerned about the increasing number of days. Staff Affairs is concerned that this may become mandatory. Staff members as a whole are concerned that this may expand further. Request that it actually be optional instead of mandatory, instead of just the three days between Christmas and New Years.

Letter from Staff Alliance for review prior to the next Staff Council.

Cobbel (?) invited to speak on budget/fiscal status?

Mary Sue requested members speak to their constituents about this to help identify (non-Staff Council) employee concerns about the soft closure.

Lost quorum at 9:55am, no new business able to be conducted. (member left.)

Quorum retained again at 10:00am. (member returned.)

Draft documents will be generated and uploaded to Google Docs for group input and approval. Committee members to have edit capabilities on document. Most current document will be printed and brought to December Staff Affairs meeting for completion. Upon completion will be presented to Administrative Committee.

c. Skillsoft

It was noted that a number of Skillsoft packages/classes will be developed in Skillsoft that will be customized for the UA(F) perspective.

Question on if Skillsoft will be retained for the long term before packages developed. How long will this package/software be retained? (Three year contract signed last year?)

Table this for now, although don't let this fall off the Staff Affairs for future meetings.

d. Non-retention

Non-retention was being abused and not used in the spirit of the original intent. (Non-retention is cheaper than for-cause where there is a lot of ability for the employee to contest the termination.) Taylor case judgment will stand and judge will not rule in university favor during appeal. University will now have to do for-cause, although at this time non-retentions are still happening at this time. People were also being black-listed during non-retention process. (Supervisor personnel files may not match information which is on hand in HR.)

Employees that are non-retained have no recourse during the non-retention process.

What are the latest numbers on non-retention through October? Nichole to ask Maria and Beth Baner to provide updated information. Request monthly information on non-retentions from the beginning of the year or over a time period.

Question also came up about people who have been laid off getting priority placement elsewhere in UA system during position opening. Laid off personnel should have a contact within HR who is their point of contact to facilitate this process. (Process was not fully in place until Staff Council brought it to light that it was not being performed.)

Lost quorum again at 10:10am. (member left again.)

e. Union status

APEA sent message out in late October. Currently both APEA and ASEA are lying low at this point in time.

Unionizing needs to be started from within the employee groups, not external. Perhaps this can be done through points of contact within the university system itself. Need to contact employees at other campuses too.

Staff Affairs should be aware of any process starting back up, but must remember to remain neutral in the process.

V. New Business

Questions from Chancellor about how governance process works and is effective:

- a. How do we measure what we do?
 - i. Job classifications
 - ii. Evaluate positions
- b. How do we measure the effect of governance?

- c. How do we measure the results and how it's put in? (not sure what this really means)
- d. How would you measure the effectiveness and value of leadership?
- e. The governance process is a shared process and one that needs to engage the institution and all of you. How do we measure the value of it?

Sounds similar to Staff Council accomplishments that are presented to the chancellor each year. Additionally goals that are for the upcoming Staff Council year.

VI. Discussion

- a. Employee Handbook
 - i. What additions would you like to see?

Skipped.

- b. Mentor program (discussion on establishing)
 - i. Faculty have mentor program. Staff/employees do not have such a program. Possibility of program to transition people into university culture compared to external entities.
 - ii. State of Alaska is similar problem. Mentoring takes time. Resources are not available in many departments due to cuts and additional duties being assigned to employees.
 - iii. Review or tie something into employee on-boarding process that is being created.
 - iv. We need a mentoring program. Is time and resources going to be set aside for mentors and mentees? How is this going to be worked into job descriptions?
 - v. Request to think about this topic. Would be beneficial to staff and present different perspectives on how to handle situations. Understand the university culture and how to interact within it.

VII. Goals for 2011?

Each committee member to come to meeting with **at least** one goal for Staff Affairs during 2011 before next meeting. Will be working session during December Staff Affairs meeting, so will be longer than an hour.

VIII. Adjourn