

Classified Council Agenda

March 5, 2009
8:30 – 10:00 a.m.
ADM 204
Access Number 1-800-893-8850
Meeting Number 7730925

- I. Call to Order

- II. Introduction of Members and Guests

	Megan Carlson, President *		Lara Madden
	Melodee Monson, Vice President	E	Kim Heidemann
	Kathy Smith, Secretary**		Kim Stanford *
	Bette Belanger		Kristin Warren
	Brenda Henderson		Lisa Sparrell*
	Craig Mead*		Lois Hall*
	Fannie Slaten**		Marilyn Borell
	Harry Need		Melanie Hagen
	Janette Thornton		Sandra Barclay**
	Jennifer DePesa		Sarah Hill
	Jennifer Schultz		Thia Falcone
	Judi Spry*		Anchorage Rep (vacant)

Assembly Reps * Alternate Assembly Reps **

- III. Approval of Agenda (*pgs. 1-2*)

- IV. Approval of Summary
 - A. February Summary (*pgs. 3-6*)

- V. Reports (*copies will be brought to meeting and posted to Governance website*)
 - A. President – *Megan Carlson*
 - B. Staff Alliance – *Megan Carlson*
 - C. UAA Assembly – *Megan Carlson*
 - D. Diversity Action Council- *Judi Spry*
 - E. Campus Safety Committee- *Marilyn Borell*
 - F. Sustainability Council- *Kathy Smith*
 - G. Student Success Task Force- *Lois Hall*
 - H. Staff Health Care Committee- *Megan Carlson*
 - I. PBAC Strategic Opportunity Fund Subcommittee- *Melodee Monson*
 - J. Child Care Task Force- *Sandi Barclay*
 - K. UAA Faculty Staff Association- *Kim Stanford*

- VI. Old Business
 - A. Communication Committee Survey Discussion (*15 minutes*) - *Sandi Barclay, Lisa Sparrell, Marilyn Borell*
 - B. Events and Service Committee
 - Results of Chili Feed
 - Spring Service Project (March drive for women's organizations?)
 - C. Vacancies (1 remaining Anchorage seat)
- VII. New Business
 - A. CC Elections (*current membership list attached pg. 7*)
 - B. Family Campaign – *Julia Martinez*
 - C. UAA Logo – *Kristen DeSmith*
 - D. Compensation Task Force (*pgs. 8-9*)
- VIII. Agenda Items for April meeting
 - A. Facilities Update
 - B. Elections
- IX. Information Items
 - A. Accreditation Assembly Friday April 3rd, 11:30-1:00 (*location TBD*)
<http://www.uaa.alaska.edu/accreditation/2010.cfm>
 - B. UAA Development Day Thursday, May 14th (***NOTE DATE CHANGE!***)
 - C. Advocacy Update <http://www.alaska.edu/state/>
 - D. Cabinet Strategic Guidance (*pgs. 10-11*)
- X. Adjourn

Classified Council

Summary

February 12, 2009
8:30 – 10:00 a.m.
ADM 204
Access Number 1-800-893-8850
Meeting Number 7730925

- I. Call to Order
- II. Introduction of Members and Guests

X	Megan Carlson, President *	E	Kim Heidemann
X	Melodee Monson, Vice President	X	Kim Stanford *
X	Kathy Smith, Secretary**	X	Lisa Sparrell*
X	Bette Belanger	X	Lois Hall*
E	Brenda Henderson	X	Marilyn Borell
X	Craig Mead*	X	Melanie Hagen
X	Fannie Slaten**	X	Sandra Barclay**
X	Harry Need	X	Sarah Hill
E	Janette Thornton		Thia Falcone
E	Jennifer DePesa	X	Kristen Warren
X	Jennifer Schultz	X	Lara Madden
X	Judi Spry*		Anchorage Rep (vacant)

Assembly Reps * Alternate Assembly Reps **

- III. Approval of Agenda (pgs. 1-2)
Approved
- IV. Approval of Summary
 - A. December Summary (pgs. 3-6)
Approved
- V. Reports
 - A. President – *Megan Carlson*(pg. 7)
This is a great time to boost legislative efforts. Encouraged to call and/or write our legislatures.
Non Retention resolution to recommend fixing inconsistencies in practice.
Governance leaders discussing the idea of a day of service. Give people ideas of ways to serve.

B. Staff Alliance – *Megan Carlson*
Included in President's Report.

C. UAA Assembly – *Megan Carlson*
Included in President's Report.

D. Diversity Action Council- *Judi Spry (pgs.8-9)*
Round table with Linda Lazzell and Chancellor Ulmer.
Like to see line item made in budget for diversity.
Marva Watson accepted position to move from Interim Director of Campus
Diversity & Compliance Director to regular position.

E. Campus Safety Committee- *Marilyn Borell*
Met Dec. 12th.
Will report next month.

F. Sustainability Council- *Kathy Smith (pg.10)*
Paula Williams is new director of Sustainability.
Will meet once a month this year, then 3 to 4 times a year after planning is done.

G. Student Success Task Force- *Lois Hall*
Last meeting canceled, next meeting coming up soon.
Success stories to be posted on UAA Website under A to Z, Student Success task
force.

H. Staff Health Care Committee- *Megan Carlson*
Will give update when meet again.

I. PBAC Strategic Opportunity Fund Subcommittee- *Melodee Monson*
Proposals due February 13th. The subcommittee will make recommendations to
PBAC on March 6th.

J. Child Care Task Force- *Sandi Barclay*
Met last month. Another meeting next week.
First meeting was a meet and greet. Toured Tanaina, looked at old surveys.
Issues are cost of daycare vs. the quality, limited available space, funding
Looking to partner with other institutions.
More information at next meeting.

K. UAA Faculty/Staff Association- *Kim Stanford*
Leo Von Schaben, transportation commissioner for the state. Talked about ENGR
programs.
Planning for large turnover in the coming years.
If you want to send postcards, Steve Rollins will send you a card.

During Kim's advocacy update, Harry Need announced a mayoral speed dating event on March 4th, which is intended to provide an opportunity for young professionals to meet with the mayoral candidates and talk about issues important to them.

VI. Old Business

A. Communication Committee Survey Discussion- *Sandi Barclay, Lisa Sparrell, Marilyn Borell.*

A discussion has been going on via Blackboard.

Council looked at questions and made recommendations.

More work to be done, plan to bring to next meeting for final discussions.

B. Events and Service Committee- *this item not discussed*

- Results of Chili Feed
- Spring Service Project

C. Vacancies (1 remaining Anchorage seat)- *this item not discussed*

VII. New Business

A. Human Resources Training Update- *Dawn Evans*

Training and Development Coordinator worked in HR since 2001.

Offering 29 classes this semester.

Leadership training offered in 8 modules, which can be taken separately or together.

Bill Spindle supported a one-time budget allocation for Microsoft Office (Word, Excel) training.

Other types of training include termination, sexual harassment prevention and respectful workplaces.

SkillSoft: Online learning 24-7 training.

Will come to departments for individual sessions. Will travel to community campuses for training, if the campus pays the travel expenses.

There was mention of needing Blackboard training for staff.

B. Community Celebration- *Sandy Powley*

Bridgett Dooley co-chair. Still looking for another co-chair.

Meeting Friday at 12:00 noon @ULB in the conference room.

People have volunteered for committees already.

Hoping to include service in the Community Celebration.

Sustainability and health fair went well last year, hoping to do again.

Community campuses to be able to attend planning committee meetings via audioconference.

Set a date for Wed, May 13th. (Note: after this meeting, the date was moved to May 14th.) Faculty are off contract that week.

Professional development needs to be in the day.

C. Staff Make Students Count (*pg. 11*)- *this item not discussed*

VIII. Information Items

1. Community Celebration Planning Meeting, February 13th 12-1 ULB 104
2. Advocacy Update <http://www.alaska.edu/state/briefingpapers/>
 - Budget Process (*pgs. 12-13*)
3. Non-retention Resolution (*pg. 14*)
4. Accreditation

IX. Adjourn

Adjourned @ 10:05.

<i>Name</i>	<i>Location</i>	<i>Phone</i>	<i>Fax</i>	<i>E-mail</i>	<i>Term</i>
Megan Carlson, President*	Academic Affairs	786-1054	786-1426	anmac3@uaa.alaska.edu	07-09
Melodee Monson, Vice President	Human Services Dept	786-6453	786-6436	melodee@uaa.alaska.edu	07-09
Kathy Smith, Secretary **	School of Nursing	786-4802	786-4559	ankhs@uaa.alaska.edu	07-09
Brenda Henderson	Communication	786-4397	786-4190	anbsh@uaa.alaska.edu	07-09
Craig Mead*	Enrollment Services	786-1545	786-4888	ancim@uaa.alaska.edu	08-10
Fannie Slaten **	Business Administration	786-4133	786-4115	anfs@uaa.alaska.edu	07-09
Harry Need	University Advancement	786-1010	786-1957	harry@uaa.alaska.edu	08-10
Janette Thornton	College of Education	786-1933	786-1931	jthornton@uaa.alaska.edu	07-09
Jennifer DePasa	Enrollment Services	786-1561	786-4888	anjlk2@uaa.alaska.edu	07-09
Jennifer Schultz	College of Education	786-4481	N/A	anjss3@uaa.alaska.edu	08-10
Judi Spry*	Residence Life	751-7444	751-7446	anjls5@uaa.alaska.edu	07-09
Kim Heidemann	Mathematical Sciences	786-1744	786-6162	anklh3@uaa.alaska.edu	08-10
Kim Stanford*	Theatre & Dance	786-1683	786-1799	ankjs@uaa.alaska.edu	07-09
Lara Madden	CBPP	786-4100	786-4119	anlm1@cbpp.uaa.alaska.edu	08-10
Lisa Sparrell*	Prince William Sound	834-1660	834-1691	lsparrell@pwsc.edu	07-09
Lois Hall *	Learning Resources Center	786-6833	786-6835	anlwh@uaa.alaska.edu	08-10
Marilyn Borell	CAS	786-1387	786-4630	anmnb@uaa.alaska.edu	08-10
Melanie Hagen	Kenai	262-0307	262-0301	inmah@uaa.alaska.edu	07-09
Sandra Barclay **	Ctr. For Human Development	264-6243	264-6203	ansed@uaa.alaska.edu	07-09
Thia Falcone	Kodiak	486-1213	486-1250	tfalcone@kodiak.alaska.edu	07-09
Sarah Hill	Office of the Registrar	786-1209	786-1537	anseh@uaa.alaska.edu	08-10
Kristen Warren	Athletics	786-1233	786-1142	Kristin@uaa.alaska.edu	08-10
Bette Belanger	Workforce Dvlp/Comm Ed.	745-9718	745-9303	bbelanger@matsu.alaska.edu	08-10
Vacant	Anchorage Campus				08-10

* University Assembly Representative **University Assembly Alternate

Scheduled Meeting Dates 8:30 – 10:00 a.m.	
2008	2009
September 4	February 12
October 2	March 5
November 6	April 2
December 4	May 7

<i>Governance Office</i>	<i>Phone</i>	<i>Fax</i>	<i>E-mail</i>
Christine Tullius, Governance Coordinator	786-1994	786-6123	ancmt3@uaa.alaska.edu
Vicky Warren, Administrative Assistant	786-1945	786-6123	aygov@uaa.alaska.edu

DRAFT 2: COMPENSATION TASK FORCE RECOMMENDATIONS

Background

In 2008, the University was advised that the legislature would only fund across the board pay adjustments for staff; it would no longer fund the cost of the annual step increases provided for in University Regulation. The Compensation Task Force was formed to review the impact of this change and to recommend appropriate changes to compensation practice and regulation. It was further requested that the Task Force attempt to identify cost saving or cost neutral options to help offset any costs associated with their recommendations.

The Task Force convened July 2008. The membership was representative of governance, administrative management and human resources representatives throughout the UA system (see attachment). Initially, the Task Force was briefed on the legislative perspective and background by Pat Pitney, Vice President for Statewide Planning & Budget, and Pete Kelly, Director of UA State Relations. Statewide Human Resources provided information and data on both current UA staff compensation practices and structure, and compensation practices at other higher education and state institutions and agencies.

Issues

Compression and Internal Alignment: If increases are limited to across the board (ATB) adjustments, over time, pay will be clustered at the bottom of the scale.

Recognition and Retention: Employees perceive step increases as a form of recognition for performance. If steps are discontinued this will affect morale.

In-grade Adjustments: Current in-grade adjustments are considered exceptional and have been an addition to regular step movement. If in-grade adjustments are continued as exceptional only, it will likely result in a lack of consistent application across all positions.

Performance Management: Regulation has allowed withholding of step increases based on performance. While current Regulations require annual performance evaluations, this does not occur in practice.

Cost Savings/Cost Neutrality: Current salary savings from vacancies, new hires at lower rates and leave without pay are balanced by the cost of reclassifications and in grade adjustments. Therefore a new source of savings would need to be identified.

Administrative Impact/Cost: Need to minimize impact of changes to compensation process and structure on the ongoing cost and efficiency of payroll and administrative operations.

Values

The Task Force identified the following primary values which inform their analysis and recommendations:

- Internal Equity
- Market/External Competitiveness
- Longevity
- Performance Management
- Performance Recognition
- Retention

Recommendations

The following recommendations are founded on three essential building blocks:

- Continuing annual across the board pay increases.
- Mandated performance management system.
- Regular market review and adjustment for staff positions.

DRAFT 2: COMPENSATION TASK FORCE RECOMMENDATIONS (p. 2)

These critical elements are necessary to the successful implementation and application of the following recommendations:

- Provide annual ATB adjustments, as funded by the legislature, and based on cost of living and other appropriate factors.
- Establish a regular process of market review and adjustment for staff positions.
- Establish a mandated performance management system to promote communication, career development, and to support performance based adjustments.
- Implement a performance based salary adjustment process, based on the above performance management system.
- With each ATB increase, add a new starting rate 2% below the beginning of the new salary range. The provides two benefits:
 - Helps address compression by providing a lower first step for new hires.
 - Yields cost savings to support other recommendations.
- Incorporate the current Transition Steps (T3 and T4) into the regular salary range. While originally created as transition steps for the job family, they have become incorporated into regular use, with 25% of hires (12% of total staff) on these steps.
- Establish a generic 1% salary grid in Banner. This provides:
 - Consistent and equitable base for implementing the recommended salary range changes.
 - Consistent and flexible structure for recommended performance adjustment process.
 - Cost savings from consistent alignment of ranges and ability to fine tune adjustments within 1%.
 - Flexibility to accommodate future grid modifications more efficiently and economically.

Compensation Task Force Membership

Megan Carlson, UAA, Asst to Asst Provost for Academic Affairs, UAA Staff Council

Janet Daley, UAF/GI, Business Manager

Jason Davis, Statewide, Lead Desktop Sys Admin, Statewide Assembly

John Duhamel, UAF, Acting Human Resources Director

Julie Larweth, Statewide, OIT Executive Officer

Kirk McAllister, UAS, Human Resources Specialist

Gwenna Richardson, UAS, Human Resources Technician, UAS Staff Council

Juella Sparks, UAF, Communications Manager, UAF Staff Council

James Yauney, UAA, Human Resources Consultant

HR Support to Task Force:

Jeannine Senechal, SW Human Resources, Director of Compensation

Will Daniels, SW Human Resources, Compensation Analyst

Tara Ferguson, SW Human Resources, HR Analyst

Cabinet Strategic Guidance (<http://www.uaa.alaska.edu/pbac/operating-budget-process.cfm>)

February 16, 2009

TO: Vice Chancellors, Deans and Community Campus Directors

FROM: Mike Driscoll, Provost
Bill Spindle, Vice Chancellor, Administrative Services

SUBJECT: Strategic Guidance and FY10 Operating Budget Development Process

A. Introduction.

The purpose of this memorandum is to provide the principles, assumptions, guidelines, and timelines for the FY10 operating budget development process. The process, which is similar to that used the last three years, was developed by the Planning and Budget Advisory Council (PBAC) and approved by Chancellor Ulmer. The criteria for evaluation of requests are directly aligned to the UAA 2017 and UA 2009 strategic plans. Also, similar to last year, in recognition of the significant work needed to prepare PBAC and FY11 budget requests, the two processes have been combined. **Requests not funded for FY10 will automatically be considered for inclusion in UAA's FY11 request.**

New to this year's process is a request to provide information on past allocations of internal, legislative, or Statewide award of funding for FYs 07-09. **Attachment VI** provides a template and instructions for completion of the form. **Attachment VII** (a separate Excel file with multiple worksheets) provides the historical details to support this effort. This information is to be submitted with increment requests addressed above.

The major budget units that will be required to submit FY10 operating budget requests include Community Campuses, administrative divisions headed by a Vice Chancellor, Provost's Office (including Honors, IT, and Institutional Effectiveness and Engagement), the Consortium Library, College of Arts and Sciences, College of Health and Social Welfare, College of Education, College of Business and Public Policy, Community and Technical College, and the School of Engineering.

In view of the uncertain and potentially challenging fiscal environment into which we are now moving, we ask each major budget unit to think carefully about the process and the criteria to be used in the event of a requirement to make significant and sustained reductions in its operating budget over the near to mid-term planning horizon (2-5 years). Should this requirement arise, a separate protocol will be established to manage it.

B. Strategic Guidance.

Attachment I contains the UAA Cabinet's Strategic Guidance for this year's planning and budgeting cycle.

C. Guidelines and Timelines for Developing Requests with Supporting Documents

Attachment II outlines specific guidelines and timelines for developing, submitting and presenting your FY10 operating budget needs. The **deadline** for submitting FY10 requests to the Office of Budget (Joan Harings) is **Thursday, April 9, 2009.**

Attachment III contains the dates and times for each major budget unit to make presentations of its requests to PBAC.

Attachment IV contains the FY09 Base Budget detail.

Attachment V is the form in which requests for FY10 budget increments are to be submitted.

Attachment VI is the form to be used in evaluating FY07-09 allocations.

Attachment VII (Separate Excel File with multiple worksheets) provides the history of FY07-09 allocations and reductions.

Cabinet Strategic Guidance (p. 2) (<http://www.uaa.alaska.edu/pbac/operating-budget-process.cfm>)

This budget development process will be guided and managed by the UAA Office of Budget and Finance, principally by Joan Harings. This office will also be responsible for summarizing and analyzing all submissions and developing recommendations for consideration by PBAC. As such, any questions and requests for clarification, technical assistance, or consultation should be directed to Joan.

D. Other Principles, Assumptions, and Considerations.

In addition to the items identified above, UAA will

1. continue the practice of using a separate allocation process for the Community Campuses. (Note: UAA receives separate line-item allocation for each community campus.)
2. continue the practice of allowing all major budget units to carry forward all prior or current fiscal year balances to next fiscal year. However, in order to allow flexibility for university-wide priorities, a portion of carry-forward balances may be reallocated at the Chancellor's or President's discretion.
3. maintain the 80/20 tuition revenue sharing practice of the last three years. Schools and colleges will retain 100% of the tuition revenue increases over the average of FYs 07, 08, and 09, after adjusting for mandated tuition rate increases.
4. cover personal services consistent with mandates, obligations and directives approved by the Board of Regents.
5. cover extraordinary and uncontrollable increases in fixed costs such as increases in utility rates, debt service, etc.
6. comply with Presidential directives to maintain 2% of UAA's unrestricted revenues. (Note: Any of this unallocated base funding is available for allocation for one-time uses but is not available for base-budget allocations.)
7. continue funding the Strategic Opportunity Fund to be used for the purpose of making strategic investments in selected high priority areas and to take advantage of new opportunities that would improve UAA's competitive advantage.

Attachments

Cc: Chancellor Fran Ulmer
Members of PBAC
Budget Director Joan Harings