

ATTACHMENT #2  
UAF STAFF COUNCIL #200  
September 9, 2009  
SUBMITTED BY STAFF AFFAIRS

**Staff Affairs Committee  
Meeting Minutes  
April 29, 2009**

Roll Call - Present: Mary Sue Dates, Brad Havel, Debra Hao, Heather Leavengood, Jenny Day, Kayt Sunwood, Marianne Freelong, Pips Veazey, Julie Carpenter, Jennifer Elhard

Absent:  
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## **Merit-Based Performance Wage Increase**

a.

**Staff Affairs Committee  
Meeting Minutes  
May 27, 2009**

Roll Call - Present: Brad Havel, Debra Hao, Heather Leavengood, Kayt Sunwood, Marianne Freelong, Pips Veazey, Carol Shafford, Jennifer Stewart (?), Julie Carpenter, Juella Sparks

**I. Approval of Agenda**

- a. The meeting was called to order at 2:00 p.m. The Agenda was approved.

**II Approval of 4/29/09 Meeting Minutes:**

- a. The Meeting Minutes were approved

**III Open Forum**

**Staff Compensation**

- a. Increase of 4.5% for FY10. Not official until the BOR meets in June. Haven't heard what the salary increase will be for FY11.
- b. Look at University of Hawaii as a model for staff compensation. Everyone comes in at a new-hire grade. In-grade adjustments are about 2% if you progress in your job. Adjustments are not guaranteed; a person has to grow in their job position. Pay range at University of Hawaii is based on career groups, and within each group there are bands.
- c. Need to look at staff compensation at other universities.

**Health Benefits / Associated Costs**

- b. Hand off to HR before July.
- c. Need Roxen training.

**Grievance Procedure**

- a. Who will act as a mediator between staff and HR? How can this be accomplished if unions are involved? How does a trained mediator balance their job and the needs of the staff? Is there currently a place to meet?
- b. There is a list of people at the University who are mediators.

**New Business**

- a. Staff Affairs should meet throughout the summer; once a month.
- b. Certified Public Manager – Provides you with a certain level of supervisory certification. TVC has its own set of classes now for Certified Public Manager available through UAF. Courses are available through UAA. Refer to at



**Staff Affairs Committee  
Meeting Minutes  
September 4, 2009**

**Roll Call**

*Present* - Mary Sue Dates, Debra Hao, Heather Leavengood, Kayt Sunwood, Marianne Freelong, Pips Veazey, Juella Sparks, Jennifer Elhard *Not Present* - Brad Havel, Jenny Day, Julie Carpenter, Carol Shafford, Donna Resnick, Nici Murawsky

**I. Approval of Agenda**

- a. The meeting was called to order at 10:00 a.m. The Agenda was approved.

**II Open Forum:**

**Staff Compensation**

- a. FY11 3.0% staff compensation increase will be addressed during the BOR meeting, September 24-25, 2009 in Juneau. There will be a final vote in October. Staff compensation for FY09 and FY10 was 4.5%.
- b. UA-Statewide no longer has regulation for grid or step increases, and is not required to reinstate it this time. They are also not taking any steps to implement a merit-bases increase system.
- c. The University has consistently been below the current cost of living adjustment (COLA). Last year the COLA was 4.6%. Our staff compensation increase was only 4.5% which didn't even cover the COLA. We've essentially given up a cost of living adjustment with the current system.
- d. There have been three different task forces since 2000 to address staff compensation issues; however, multiple roadblocks have been thrown in the way to prevent anything from happening.
- e. What are some actions that Staff Affairs can take to make UAF staff aware of these concerns, and what is the best way to present our concerns to the Board of Regents?
  1. Staff Affairs needs to present their concerns to Martin Klein, Marie Russell and Nicole. Ask Martin to announce the concern from Staff Affairs to Staff Alliance during meeting of September 8.
  2. Staff Council needs to vote on whether or not they should provide a statement to the Board of Regents.
  3. Staff Affairs to ask Staff Council during meeting on September 9<sup>th</sup> if they can issue an information sheet to staff campus-wide. The information sheet should explain simply what's happening with staff compensation, 3% increase and how it's going to affect everyone. Provide contact information on the sheet where staff members can provide comments. Provide the information in an easy to understand format.
  4. Both items need to be done in time to provide the information to the Board of Regents on September 24-25.
- f. Need to find out what compensation the unions are getting in their contracts this year.

**Mediation Program**

- a. Need to provide a clear path for people to take when they need mediation. Mary Sue has asked Martin to confirm with the Chancellor whether this will be addressed in his

convocation as it is her understanding that Earlina Bowden has the program ready to move ahead.

### **Staff Handbook**

- a. A draft of the handbook is currently available online at <http://www.uaf.edu/ces/reporting/handbook.html>, however it is still not located on the Human Resources home page.
- b. Have sent a message to Kris Racina asking why there has been a delay in placing the link on the home page and will it be placed there. It should have been done by now.
- c. Need to review the table of contents to see if it still has all of the relevant information we still want to include.

### **Health Benefits / Associated Costs**

- a. The 4.5% salary increase won't cover the increase in health benefit fees, and the proposed 3.0% salary increase definitely won't. In addition to the increase in health benefit fees, there might also be a decrease in the actual benefits we receive.
- b. Mary Sue Dates met with Mike Humphrey, Director of Benefits, to have him explain where the health benefit costs are going, however, he did not provide her with the information she requested.
- c. Questions: