[redacted]

[redacted]

8:45 - 11:00 AM

[redacted]

I. CALL TO ORDER & ROLL CALL

A. Call to Order

- The meeting was called to order by President Faye Gallant at 8:46 AM.

B. Roll Call

Present:

- Margo will be talking about the PageUp recruitment implementation, which is going to have a performance management component. Performance evaluations will be loaded into PageUp and supervisors will complete them online. Currently, we have a couple different forms and some departments are using their own forms. The
- PageUp will also allow for self-evaluations, which we will work into this new evaluation. Brad thinks it is important for all employees to complete these and to provide them to their supervisor.
- In order to get a good draft of performance evaluation, we are moving away from our employee
- Once a few additional people have reviewed the new evaluation form, Brad will be sending it out for review
- Right now we do not have the ability to track performance evaluations. PageUp does provide a way of tracking these things.
- Challenges regarding self-evaluations were discussed.
- [illegible] complete the reviews. As long as the employee has the self-evaluation in writing, at least you know you put eva
- They will ha[illegible]
- [illegible] supervisors individually to let them know that there is value in evaluations and this is how we can help with completing them.
- [illegible] have a full-time [illegible] are because a lot of people just don't have the time.
- [illegible] supervisors because of the efficiencies and the new page system will be much more useful for capabilities built into the system. This includes the ability to track an employee's performance, progress and goals. It will also [illegible] which we now see no reason to prevent completes with performance efforts.
- [illegible] create an online system and a lot of efficiencies and allow supervisors to track employees, but we also [illegible]
- Training [illegible]
- [illegible] PageUp system will bring all of the resources necessary for setting goals, giving feedback, [illegible]
- Increased workload is not a reason to update a position description. It is not about the volume of work, it is [illegible] you might [illegible] things that are in your position description that would not change the rate. If staff have questions on this, they can contact their HR consultant.
- We have done things certain ways for many years that we need a new mindset to prepare for the new system. They come with a lot of systems. The company that we're working with has been in business for many years best practices from many of the other universities they have worked with that we consider our peers.
- PageUp represents a new way of handling things for recruitment, performance management and as a training module. We still have to setup a position descriptions, but the experience for the applicant is improved. We can even utilize social media. PageUp also has an onboarding portal.
- [illegible] PageUp system will [illegible] in the screening process, many of the screens are [illegible] less paper. Right now, people have to print forms.
- This will be a dynamic system that allows us to make changes. This is not possible in the current system.
- [illegible] some people in various units to help test the system. If you are interested in assisting, they will be as with testing PageUp, contact Human Resources.
- There will be a large communication process for rolling out PageUp and all of its associated mechanisms.

weeklong meeting there. Diana Campbell came in on the snow day and arranged for the meeting to be moved to UAF for the day. In the room

Building, which is named f

XI. CHANCELLOR'S REMARKS

- Three months h Core Cabinet asked him what they would needed to get from him This resulted in a cam in addressed. Interim Chancellor Powers asked Cabinet what he could do in his time here to advance some of these projects that began under Brian Rogers, who was an incredible leader.
- Last Saturday ' time at UAF. He intends to keep these issues in front of faculty, staff, and leadership with specific metrics to measure progress during this period. In the future there will be a scorecard that interim Chancellor Powers can use to report back on.
- The following is a rough draft that Interim Chancellor Powers will review as he gets his feet wet. He asked that I provide an update on (Project Lead), following the project name
  1) To be fully compliant with Title IX as a university (Interim Chancellor Powers)
     a. You will first start to hear this morning the new initiative, The Green Dot Program, [illegible] is impressive and will be important to this organization. This is largely driven to the student population, if we can take this on as a community focus, this could be a great thing for the university.
  2) State funding advocacy (Mike Sfraga, Vice Chancellor, USA)
  3) Larry Hinzman, Interim Vice Chancellor, Research)
  4) Secure funding for Engineering Building (Kari Burrell, Vice Chanc
  5) FY17 budget development,)
  6) Arctic initiatives. International to continue to position UA as an arctic leader (Mike Sfraga, Vice Chancellor, USA)
  7) Arctic Research initiatives including Arctic Science Summit Week (Larry Hinzman, Interim Vice Chancellor, Research)
  8) Arctic Initiatives relative to Artic Indigenous people - headed by (Evon Peter, Vice Chancellor, Rural, Community and Native Education)Private Donor development - this is one area that our former Brian Rogers headed up an effort in 7 years that raised over 100 million dollars.
  9) Fill key leadership positions - including chancellor (Interim Chancellor Powers) (Kari Burrell, Vice Chancellor Admin, Services, and Ex-Officio

- [illegible] rights.
- Going back 10 – 15 years there were times when grievance [illegible]
- [illegible] with this issue for further discussion.
- [illegible] wly with their work on this grievance process [illegible] review, that this might be something Staff Affairs is interested in taking up this issue from a UAF spective to look at the following areas:
  - What we used to have
  - What is currently in place
  - What we have now
  - What we would like to have.
- [illegible] forwarded to Staff Alliance for consideration. It may be useful to have this addressed at UAF to see what is happening on the ground level.

XII. NEW BUSINESS

A. [illegible]

- Russ has an informal poll. Staff Council meetings will be extended by one hour to 1:15 PM, based on the meeting time now and from 11:15 AM, for the next few months.

B. UA Statewide Transformation

i. **Attachment 265-9: Preliminary Recommendations from the Statewide Transformation Team (9/29/2015)**
[illegible]
www.alaska.edu/ua/statewidetransformationteam/feedback-form

- The UA Statewide Transformation Team Preliminary Report is attached in its entirety. The agenda also has the link for submitting feedback.

[illegible] here is a quick turnaround for [illegible] feedback to President Johnsen.

ANNOUNCEMENTS

A. [illegible] Consultant, Wed., Oct. 14

- [illegible]-in number available for people who cannot attend in person. The number will be emailed to Staff Council members later today.

B. Round Table Discussion

- [illegible] you have something to report that needs to go on the record, please indicate this before round table discussion begins.

XIV. [illegible]

A. Performance Evaluation Joint Campaign Ad Hoc Committee

– Did not meet. [illegible]

B. [illegible]

Elections Committee report Oct. 2015

Submitted by Brandi Marrero, Chair

I have agreed to chair the election committee at our meeting on Friday 9/18. We anticipate opening the nominations on Monday October 5th – Friday October 16th. Once nominations are in I will assist Nicole (if needed) with putting candidate statements and election forms on Phil's website and the program manning, and TKI by unit for rolling out the electronic nominations based on the program written for past elections. After nominations are col
debrief and prepare for the voting period.

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UAF Staff Council
Staff Affairs Committee
09/21/2015

Call to Order: 3:00 pm Rasmusen Kayak Room

Current/Ongoing Business:

Leave Share Resolution

Sustainability in Dining Committee Report Oct. 2015

Staff Council Rep: Mathew Mund

Committee Report:

Overall the committee is starting anew with the new dinning contractor.

Master Planning Committee
Report for Staff Council Meeting #265
October 2015

Brad Krick, Representative; Alternate Not Filled

MPC met on September 24. The group discussed:

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Rural Affairs Committee Notes – Oct. 2015

Agenda Items

Sikuliaq: While the crew is at sea, communication is limited. Back and now crew are paying out of pocket receiving timely reimbursement.

for food, equipment,

Are there ways that we can facilitate better communication to improve processes?

potential impact on Rural Campuses.

Transforming the University of Alaska's Statewide Office

Statewide Transformation Team Report
Submitted to
President Jim Johnsen

September 2015

Team members:

Bruce Schultz, UAA Vice Chancellor of Student Affairs
Rashmi Prasad, UAA Dean College of Business and Public Policy
Nettie LaBelle-Hamer, UAF Associate Vice Chancellor for Research, Director Alaska Satellite Facility
Julie Queen, UAF Director Office of Management and Budget
Michael Ciri, UAS Vice Chancellor for Administrative Services
Maren Haavig, UAS Assistant Professor of Accounting, Past Faculty President
Carla Beam, UA Vice President University Relations, President UA Foundation
Michelle Rizk, UA Chief Strategy, Planning and Budget Officer

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Appendices

I. The Case for Change

The University of Alaska's Statewide (SW) office exists to provide leadership, broad policy and strategic direction, and a certain level of support to the three universities in its system. An effective SW entity will be lean, smart, and value-driven in its service. It will demonstrate clarity with regards to its purpose and system-level strategic direction, foster collaborative decision-making, and help to ensure resources invested in the system are strategically applied.

In March 2015, President Gamble established a SW Transformation Team (SWTT) to review the SW office programs and services and make recommendations to ensure SW work is tied to its essential purpose, efficient use of resources, and effective in delivering results. (See Appendix.)

This report identifies SW's essential roles, provides a broad analysis of structural, cultural and management issues that will be important for UA's new president and his leadership teams to consider, and it makes recommendations for specific changes to functional areas.

The recommendations involve a mix of reductions in functions or positions, changes in the work being done, and changes in work effectiveness. Some observations are focused on specific cultural improvements and customer service. The size and work of SW staff has evolved over time. Healthy levels of state funding and ongoing institutional growth, among other conditions, have led it to where it is today.

It is important to note that this review was not commissioned primarily as a budget exercise. The current fiscal climate; the changing education environment in Alaska and nationally; and changing expectations of students, policy makers, and the public made it imperative to transform SW to deliver a strong and sustainable set of core services and functions in support of the entire UA system. That said, certain efficiencies will generate budget impacts at SW and at the universities.

II. Purpose and Scope of Work

The team identified four essential roles for SW and distinguished areas of accountability that are the responsibility of the system's three universities.

The four essential roles of SW are:

1. External Relationships: serving as Board of Regents (BOR) support and a single system voice when needed

2. Compliance: providing legal interpretation and system-level risk assessment

3. Steward of Shared Strategic Resources: overseeing assets such as non-educational lands, the UA network, and the consolidated endowment

4. Leadership, Governance and Strategic Vision: establishing system-level strategic direction, fostering collaboration to achieve UA mission, and leadership to address conflicting objectives

4 $

The universities are responsible for:

1. Direct services to UA components (st

Requirements for Success:
The team recommends consideration of the following requirements for success as transformation options are implemented:

1. Any reorganized and remaining SW functions need to reflect a culture change in addition to any structural changes
   a. shift from a model of control to one of facilitation and support
   b.

Overarching Recommendations for FA:

a. Examine current level of risk for some specific reporting functions and related staffing including effort/time dedicated to some tasks -- determine if SW is over-resourcing some functions (or under-resourcing).
b. Refine FA work to align with governance/policy role of SW, moving operational functions to the universities or other SW offices where operational functions overlap.
c. Eliminate duplication of technology system management and functions by centralizing and coordinating these functions within SW OIT. Extend access and responsibility for management of operational finance technology systems, permissions, and enhancements/projects to the universities.
d. Move policy functions of Risk Services (e.g. insurance, claims) into FA. Move operational risk functions to the universities. (See further information in General Counsel and Risk Services section.)
e. Consider moving Human Resources policy functions under FA after streamlining to focus on policy level issues. (See additional recommendations in Human Resources section.)
f. Evaluate the number of senior leadership positions.

Records and Information Management

a.

Recommendations for Consideration:

a. Maintain leadership of educational policy issues at SW. Assess where it is best located.
b. Transition K-12 Outreach to the universities. Streamline where appropriate.
c. Move workforce development programs to the universities.
d. Maintain system-level workforce development lationships (e.g. Alaska Workforce Investment Board) at SW to ensure alignment with Shap

5. Human Resources (HR)

Essential Roles: Compliance, Steward of Shared Resources, Leadership, Governance and Strategic Vision

Summary: Consider moving under FA or, if maintained as a standalone function, streamline. Maintain policy level functions at SW. Move operational functions to universities.

Overarching Recommendations for HR:

a. Consider moving under FA as this is an administrative function.
b. If moved, consider appropriate level for current Chief Human Resource Officer (CHRO) position. If not moved, streamline with a policy-level focus.
c. Maintain those functions that are policy-related or require consistency across the system (e.g. labor negotiations, job family structure/market analysis, compensation, health benefits).
d. Universities can provide operational HR services for SW staff located in their operating areas.

Recommendations for Consideration by HR Division/Department:

HR Systems

a. Maintain a role as custodian of UA HR institutional data definitions; however, discussion is needed regarding who holds responsibility for data integrity and data definitions – is it at SW, the universities, or shared in an equal partnership?
b. Transition enterprise management operations to OIT and project management and system enhancements access/controls to the universities with SW HR serving as a collaborative partner rather than a system or data owner.
c. Move Banner/other HR system security and access management to the universities and OIT. Coordination and collaboration among the three universities and SW should be used to manage this.

Employee and Student Payroll

a. Move to universities or consider outsourcing.
b. Move UA tax accounting for out-of-state and international students and employees to FA.

Compensation/Classification and Recruitment

a. Maintain oversight role for classification and compensation at SW, but work to improve transparency to foster equity and consistency across the system.
b. Regularly review compensation across job families and between universities including criteria for determining placing executive and senior administrative staff, and conduct market analyses on a scheduled interval, providing this information to the President and the universities.
c. Consider collaborative hiring – involve university staff on hiring committees for SW positions, this may increase awareness of services and needs across university boundaries and build relationships.
d. Move recruitment functions to universities with each university providing recruitment support to SW departments in their geographic area.

Benefits Management, Plan Design and Communication

a. Maintain health insurance, wellness program, benefit accounting, supplemental benefits design/procurement, and retirement compliance at SW, but consider moving to FA.
b. If maintained in a standalone HR department, look for opportunities to streamline.

Labor Relations

a. Retain at SW, but look for opportunities to secure input from universities in labor relations and agreement implementation.
b. Consider moving under GC if HR is moved to FA.

Training and Development

a. Eliminate function from SW and partner with universities for needed training.
b. If system standardization is required for particular curriculum, use staff at a lead university to develop. Agreement will be needed among universities to adhere to this standard and track employee training in a consistent (preferably automated) manner.

6. Strategy, Planning and Budget (SPB)

Essential Roles: External Relationships, Compliance, Steward of Shared Resources, Leadership, Governance and Strategic Vision

Summary: Evaluate operational and external reporting functions that could be moved to universities and continue to explore ways to provide service/share staff with University Relations office for advocacy efforts and other communications related to long term plans and budgetary information.

Recommendations for Consideration:

a. Eliminate Shaping Alaska's Future Office and reassign work to Strategy, Planning and Budget Office, University Relations and President's Office.
b. Support University Relations on Federal relations efforts and ensure Federal and State relations are aligned and taking advantage of leveraging opportunities.
c. Consider reducing State Relations position to a six to nine month contract.
d. Consider refilling vacant Chief Facilities Officer position, as this position is critical to coordinating and advising on system-wide facilities services needs/projects and is supported by the universities.

7. University Relations (UR) and UA Foundation

Essential Roles: External Relationships, Steward of Shared Resources, Leadership, Governance and Strategic Vision

Summary: Realignment of certain functions under UR and expectations of the Foundation to assist in coordinating a system-level fundraising effort to support a recommendation of system fundraising

Recommendations for Consideration:

a. Move AVP State Relations under the Office of Strategy, Planning and Budget (SPB)
b. Eliminate the Squire Patton Boggs Federal relations contract.
c. Create and fill a new AVP Public Affairs and/or Federal Relations position. Note: Upon retirement of VP UR, this position to report to the UA President.
d. Eliminate VP UR position (will occur year and with retirement of incumbent).
e. Eliminate UR administrative support position.
f. Align efforts and explore ways to work together with SPB and AAR in supporting State and Federal relations efforts.
g. Reassign Shaping Alaska's Future Office work to Public Affairs (see further information in Strategy Planning and Budget section).

8. Office of Information Technology (OIT) and Enterprise System Management
Essential Roles: Compliance, Steward of Shared Resources

Summary: IT functions should be evaluated with the overall objective of being policy-centered and focused on creating economies of scale (maintaining the WAN, core administrative enterprise systems such as Banner, along with the underlying databases). Further discussion and work is needed to implement a consistent strategy for enterprise system management which will help to resolve issues that arise in nearly every functional area.

Recommendations for Consideration:

a. Maintenance and upgrade functions for Banner should be centralized under OIT and moved out of other SW functional areas. Evaluate if significant portions of the workload can be outsourced or moved to the universities.
b. Coordination of data definitions and data quality standards should be managed by their respective s su

Subject: [SW Staff] Team to Review Statewide Programs and Services
From: uasw-l@lists.alaska.edu
Date: 3/23/2015 8:15 AM
To: uasw-l@lists.uaf.edu
CC:

Memorandum

To: Staff

From: Patrick K. Gamble

Subject: SW Transformation Team Formed

Date: March 23, 2015

The University of Alaska system regularly reviews its programs, services and processes to ensure they are t
to mission, efficient in use of resources, and effective in delivering results. Prioritization efforts, program
reviews, the annual budget process and Shaping Alaska's Future are all key drivers of the continuous
improvement needed to meet the higher education needs of Alaska. With the fast pace of change in higher
education and the state's deepening fiscal crisis, UA's three universities have accelerated the pace of progra
reviews to ensure the budget reduction decisions they make are aligned with the system goal to maintain as

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UA Foundation
Approx. 24 FTEs, incl. in total above
Development

SW Transformation Process Outline

As of 9/29/15