

# UNIVERSITY *of* ALASKA

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## Statewide Administration Assembly

### **Minutes**

**Wednesday, October 9, 2013**

10:00 a.m.-Noon

Via Video Conference

Fairbanks location: Butrovich 212B

Anchorage location: BOB 205

#### **Call to Order and Roll Call**

##### Members:

Dory Straight, President (2013–2015)

Monique Musick, Vice President (2013-2015)

Alex Amegashie (2013-2015)

Heather Arana (2012-2014)

Tanya Coty (2013-2014)

Linda Hall (2013-2014)

Jeff Holloway (2012-2014)

Kathleen Miner, Anchorage (2012-2014)

Dana Platta, (2012-2014)

Chrystal Warmoth, Anchorage (2013-2015)

Britton Anderson, First Alternate (2013-2014)

Debra Rimer, Second Alternate (2013-2014) (Proxy for Tina Holland)

##### Staff:

Joseph Altman, Coordinator, System Governance

##### Guests:

Michelle Rizk, Associate Vice President, Budget

Chas St. George, Strategic Direction Coordinator

Paula Donson, Associate Vice President of Academic Affairs and Strategic Direction

Erik Seastedt, Chief Human Resource Officer

Robert McMaster, Senior Property Manager

#### **Call to Order and Roll Call**

The meeting was called to order by the chair with a quorum present.

#### **Agenda and Minutes**

Monique moved to adopt the agenda. Linda seconded. The agenda was approved.

There were two sets of minutes before the assembly for the August 8 and September 11 meetings. Britton moved to approve the August minutes. Dana seconded. August 8 minutes approved.

Tanya motioned to approve the September minutes with the proposed changes. Linda seconds. September 11 minutes approved.

### **President's Report**

Dory updated the group about the System Governance Council meeting. There was a request for feedback regarding the differential tuition and network fee.

Monique gave a follow up report on the School of Management's "special/super" tuition proposal. The president has the authority to make the final decision on this type of increase. The tuition increase is not meant to be a system wide increase; however, it is likely that new policy will be proposed outlining the criteria necessary for this type of "special" increase to be instituted in other areas.

### **Staff Alliance Update**

Monique updated SAA on the Staff Alliance Meeting. See the Staff Alliance Minutes. [www.alaska.edu/governance/](http://www.alaska.edu/governance/)

### **Budget Report** – Michelle Rizk, Associate Vice President, Budget

In September, the preliminary 2015 budget was presented to the UA Board of Regents there was a 2% salary increase proposed including an additional day off for staff. The compensation committee has been tasked to provide feedback on the additional day off proposal. There are talks on how this leave will be administered.

There are approximately 3 million additional dollars being sought for programs. These projects are weighed against "Shaping Alaska's Future" priorities before bringing them to the board.

Regarding capital expenditures, deferred maintenance continues to be a priority followed by the new construction projects. Key projects are the UAF Power Plant and the Engineering buildings. UA will not continue to ask for additional funds for deferred maintenance, as it has in for previous fiscal years.

The tuition proposal for 2015 is a \$6.00 increase for lower division and a \$12.00 increase for non-residents and graduate students. This proposal is scheduled to be reviewed by the board at the November meeting.

### **Human Resources Issues** – Erik Seastedt, Chief Human Resource Officer

The Human Resource office will be working with the different campuses to see where potential partnering opportunities exist. They will continue moving forward with current initiatives that are in progress. Onboarding and Supervisory training was also discussed. There are approximately 1200 supervisors identified throughout the system. Consistency and partnering were common themes brought up during the discussion.

The Staff Health Care Committee has appointed Monique Musick as the new chair. She will also hold a seat on the Joint Health Care Committee, as part of her service on the Staff Health Care Committee. The Staff Health Care Committee will meet with Erika Van Flein for an orientation on the benefits available, RFP proposal updates, and the vendors associated.

In November there will be a two day health care meeting and vendor summit.

The wellness website has been updated to show the services still available to UA benefits eligible employees until the court settlement has been finalized between WIN and UA. [www.alaska.edu/benefits/wellness-programs/](http://www.alaska.edu/benefits/wellness-programs/)

**Shaping Alaska's Future** – Chas St. George, Strategic Direction and Paula Donson, Associate Vice President of Academic Affairs and Strategic Direction

Paula provided an update on the activities for Shaping Alaska's Future. On October 30 UA will hold a meeting and training facilitated by the Center for Creative Leadership with UA leaders that have been a part of the leadership development initiative. On October 31 Terry McTaggart will join President Gamble and Dana Thomas, Vice President for Academic Affairs to go over the effect statements that have been developed by the SDI process.

A working document will be developed by the chancellors for each of the campuses that include activities that link to the effect statements identified.

A website is being developed to track the progress of the effect statements. Until the website is up and operational, updates on Shaping Alaska's Future may be found at [www.alaska.edu/shapingalaskasfuture/updates/](http://www.alaska.edu/shapingalaskasfuture/updates/)

Staff interested in joining working groups that are addressing specific issues identified may volunteer to be on those committees. The website will provide an area to provide feedback and volunteer for working groups.

The governance representative at the October 31 meeting will be Carey Brown, Staff Alliance Chair.

### **Performance Evaluation Update**

Jeff moved to draft a memo to President Gamble and attach the performance evaluation feedback.. Monique and Jeff amended the motion to include endorsing the recommendations outlined in the performance evaluation subcommittee report and to send it out by October 11. Linda and Monique seconded the motion. The motion was passed unanimously.

## **Smoke-Free/Tobacco-Free Campuses Update**

A preliminary memo was drafted by Dory. The assembly proposed changes to the draft memo to be made prior to forwarding it to Staff Alliance.

Dana moved for SAA to adopt the opposition statement for a Smoke-Free/Tobacco Free Campus. (SAA to take the position against a Smoke-Free/Tobacco-Free Campus) Britton seconded the motion. The motion was approved by the assembly.

There was a recommendation that employees receive more education on what a Smoke-Free/Tobacco-Free Campus will mean and how it will affect them.

Action Item (AI): Heather to give Dana the procedures/checklist for the Service and Outstanding Employee Awards (Done)

## **Anchorage Issues – Robert McMaster, Senior Property Manager**

The Bragaw Office Complex was discussed. The background and future plans were explained. UA during their lease of the Bragaw Office Complex, put in substantial upgrade and improvements with the intent of the building being a long term investment. UA has since purchased the complex and will occupy parts of the complex while leasing out other parts. This arrangement is to meet UA anticipated needs and provide a return on investment. Future capital improvements were budgeted and financing made available during the acquisition of the complex to cover those projects.

## **Code of Ethics**

SAA created a sub-committee to proactively work on a staff driven code of ethics/code of conduct. Once recommendations are compiled they will go to Staff Alliance and shown to other governance groups.

Sub-committee members:

Monique Musick

Jeff Holloway

Alex Amegashie

Debra Rimer

## **Chapter 4 Review**

SAA will research the UA Board of Regents' Policy and University Regulations 04.01 Uniform Personnel System, 04.02 General Personnel Policies/Regulations, 04.03 Recruiting and Staffing, 04.05 Salary Administration, 04.06 Benefits and Leave, 04.07 Employee Relations, 04.08 Dispute and

Grievance Resolution, 04.09 Financial Exigency, 04.10 Ethics and Conduct to provide feedback to key areas.

Assignments for review:

Monique - 04.10 Ethics and Conduct

Dana - 04.06 Benefits and Leave

Britton - 04.08 Dispute and Grievance Resolution

Chrystal - 04.01 Uniform Personnel System

Dory - 04.03 Recruiting and Staffing

Linda - 04.02 General Personnel Policies/Regulations

Jeff - 04.07 Employee Relations

Alex - 04.09 Financial Exigency

Debra - 04.05 Salary Administration

Draft policy and regulations may be found on the Academic Affairs website.

<http://www.alaska.edu/research/sac/policy-revisions/>

Current approved policy and regulations may be found on the UA Board of Regents' website.

<http://www.alaska.edu/bor/policy-regulations/>

The HR Office is likely to reinstitute the Human Resource Committee (HRC).

Employee morale tasks:

- design of website for point of reference
- filtered water fountains
- taskforce to review UA work-life study
- decide dates for building activities

The employee morale tasks were tabled until the next meeting in November.

New Business and Fairbanks issues were tabled until the next meeting.

#### **Agenda items for next meeting**

- code of ethics/code of conduct to future agendas
- tabled item Employee morale tasks

#### **Adjourn**

Britton motioned to adjourn the meeting. Linda seconded. The meeting was adjourned.

*Minutes prepared by Tina Holland, secretary with edits by LaNora Tolman, Executive Officer,  
System Governance*