

UNIVERSITY *of* ALASKA

Statewide Administration Assembly

Statewide Administration Assembly Minutes

Wednesday, November 13, 2013

10:00 a.m.-Noon

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)

Tina Holland (2013-2015)

Tanya Coty (2013-2014)

Linda Hall (2013-2014)

Jeff Holloway (2012-2014)

Dana Platta, (2012-2014)

Chrystal Warmoth, Anchorage (2013-2015)

Britton Anderson, First Alternate (2013-2014)

Debra Rimer, Second Alternate (2013-2014)

Staff:

Joseph Altman, Coordinator, System Governance

Guests:

Michelle Rizk, Associate Vice President, Budget

Chas St. George, Strategic Direction Coordinator

Erik Seastedt, Chief Human Resource Officer

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.

Britton moved to approve the October minutes. Tanya seconded. The minutes were approved.

President's Report

The employee tuition waiver benefit was a “hot topic” that was brought up at the last Board of Regent's meeting.

The student pantry boxes located downstairs in the Butrovich building was part of a UAF initiative to provide food for students in need.

The SAA food drive was going on in conjunction with the Student Pantry initiative.

SAA will provide feedback to the President regarding the Smoke Free/Tobacco Free Campus issue. The recommendation from SAA will be to allow each college chancellor to make the determination for their campuses. SAA will also forward the Statewide resolution to Staff Alliance.

Action Item (AI): Monique – Send SAA resolution on Smoke Free/Tobacco Free Campus to Staff Alliance

Staff Alliance Update

Monique updated SAA on the Staff Alliance Meeting. See the Staff Alliance Minutes.

www.alaska.edu/governance/

Monique moved for to SAA contribute \$50.00 annually to the joint Governance Survey Monkey Account. Linda seconded the motion. There was unanimous approval.

Public and Guest Comments

James Gentry, Senior Manager Technical Services OIT – Provided feedback on the employee tuition waiver benefit from a manager's perspective.

Lisa Sporleder, Analyst Technician OIT – Brought up concerns regarding communication to building occupants on outreach programs occurring in the Butrovich building. It is unclear as to who is responsible for these programs. It was recommended that SAA serve as a liaison and provide additional information to the staff regarding these programs.

Action Item (AI): Jeff – Contact Wood Center regarding labeling of pantry boxes.

Action Item (AI): Dory – Email employees clarifying the current outreach initiatives and relocate the boxes.

Budget Report – Michelle Rizk, Associate Vice President, Budget

The tuition increase was approved as presented at the Board of Regent's meeting. The 2015 budget was approved by the Board of Regents as presented. There was a 2% salary increase proposed including an additional day off for staff.

Since the budget was approved, UA will be working with the Governor's Office to see what will be proposed on his budget.

The last steps will be working with the legislators to see what will be approved for UA.

UA started working on the advocacy materials.

The State Relations website had an opt-in listserve providing updates and information on testimony opportunities.

Action Item (AI): Monique – Send out State Relations website URL to SAA.

Human Resources Issues – Erik Seastedt, Chief Human Resource Officer

The Human Resource office will be sending out a Survey Monkey to find out how staff feels about the Employee Tuition Waiver benefit. All Staff are encouraged to complete the survey. Discussion took place about the benefits to the university when employees use their tuition waiver benefit. The Staff Alliance representatives will be testifying before the Board of Regents at the next meeting regarding the Employee Tuition Waiver benefit on behalf of all staff. They will receive all of the staff feedback regarding this issue prior to their testimony.

Action Item (AI): SAA to forward all feedback on the Employee Tuition Waiver benefit to Dory to be forwarded to Carey at Staff Alliance.

There were many stories shared where staff felt the tuition waiver benefit was important and essential to their continued employment with the University of Alaska.

There was discussion regarding the salary increase and compression in the salary grid.

The training HR provided was discussed. Currently there are HR groups at the campuses including Statewide that are providing training to staff. HR is focused on developing training content that is consistent and applicable through the system. Supervisory training is a top priority.

The Staff Health Care Committee has a list of vendors who provide services to the Staff Benefits Plan.

Action Item (AI): Monique to share the minutes from the Staff Health Care Committee with SAA.

The Staff Health Care Committee will not meet in November. The next meeting will be in December.

Shaping Alaska's Future – Chas St. George, Strategic Direction Coordinator

A draft copy of the effect statements were sent out to the governance groups for their feedback. The first deadline for feedback is Monday, November 18. It is anticipated by executive management that the Governance groups will need additional time to provide feedback, so they will have another opportunity to provide feedback on the next draft.

It was recommended to identify tasks already in place and affecting change..

Continuing Business

Staff Service Awards Update:

Committee will meet to coordinate dates and review materials.

Holiday Potlucks – Committee:

Food drive, mug drive and SAA sponsored food baskets will all be held simultaneously between the Thanksgiving Potluck and the December Holiday Potluck. The Thanksgiving Potluck will be held on November, 22 and the December Holiday Potluck will be held December 20.

Action Item (AI): Monique to make and send out the Thanksgiving and other holiday activities flyer.

Action Item (AI): Dory to send out email to staff regarding the food drive, mug drive and basket competition.

Action Item (AI): Dory send out email to staff with clarification of the Food Bank and Student Panty boxes.

Code of Ethics:

Staff Alliance is in a discovery phase to see what other universities have in place.

Chapter 4 review:

No Report

Action Item: Dory to create a feedback form and add to the SAA website to compile feedback.
Dory to work with Britton on form creation.

SAA Goals and Metrics:

Employee morale tasks

1. Design of website for point of reference

Action Item (AI): Monique to send Heather the UAF HR contacts pamphlet for review and update to include SW information

2. Filtered water fountains

It was determined, the project for filtered water fountains is cost prohibitive due to extensive work needed for the project. An alternative, like building wide water coolers, may need to be explored. A survey was recommended to find out the what departments/individuals are purchasing water from a vendor for delivery.

Action Item (AI): Dory to solicit feedback to departments regarding water cooler usage and cost.

3. Taskforce to review UA work-life study

Staff Alliance has the results of the Work/Life Study conducted. SAA would like to use it for determining and prioritizing morale tasks per our goal and metrics.

4. Decide dates for building activities

Tabled until after the New Year

Items 1 and 2 of the morale tasks will be addressed before the holiday and items 3 and 4 will be addressed until after the New Year.

New Business

Other:

Questions were raised wondering if the Board of Regents were briefed on governance procedures, and how to improve communication between governance and the regents. It was recommended that SAA talk with Brandi Berg about having a governance representative meet with the regents during their orientation and/or to find out what information they receive about Governance during the orientation.

Action Item (AI): Joseph to talk with LaNora regarding communication and the Regent Orientation

Action Item (AI): Governance Office to take concerns to Brandi and Dana

Fairbanks Issues

Action Item (AI): Tina contact Dana with the Service Award Committee Contacts

Anchorage Issues

None

A memo is forthcoming regarding inclement weather by the President's Office.

Agenda items for next meeting

Keep

Goal and Metrics

Staff Service Awards

Code of Ethics

Chapter 4 Feedback

Joint Health Care and Staff Health Care Updates

Tuition Waiver

Salary Grid/Increase

Shaping Alaska's Future

Closing Comments

Spend extra time getting home during the inclement weather and be sure to wear your foot traction devices.

Adjourn

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

Minutes taken by Tina Holland