

# UNIVERSITY *of* ALASKA

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## Statewide Administration Assembly

### **Minutes**

**Wednesday, December 11, 2013**

10:00 a.m. – Noon

Fairbanks: Butrovich 212B

Anchorage: BOB 205

Meeting conducted via video conferencing

1-800-893-8850 PIN# 6484987

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

Dory called the meeting to order at 10:03 a.m.

#### Members Present:

Dory Straight, President (2013-2015)

Monique Musick, Vice President (2013-2015)

Tina Holland, Secretary (2013-2015)

Alex Amegashie (2013-2015)

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)

#### Staff Present:

Joseph Altman, Coordinator, System Governance

LaNora Tolman, Executive Officer, System Governance

#### Guests Present:

Chas St. George, Strategic Direction Coordinator

Eric Seastedt, Chief Human Resources Office

### **Safety Minute**

Dory went over safety for the Fairbanks building.

### **Adopt Agenda**

Linda motioned to adopt the agenda and Alex seconded. The agenda was adopted

### **Approve Minutes**

No minutes available.

Action Items: Both November and December minutes will be approved at the January 2014 meeting.

### **President's Report**

Recommendations will come out after the WIN for Alaska's hearing. The goal is to have the Healthy Roads website up by Jan. 1, on campus access by February 1, and by July 1 there should be full access.

There was discussion about the email from the administration forwarding Obama's plan to Make College More Affordable and the Fact Sheet from the White House, and how to keep the morale up.

It was stated there are many resources for balancing life and work through ComPsych not just mental health care. Staff were encouraged to use those resources. Training for cultural change was also suggested to move from the past to the modern day.

### **Staff Alliance Update – Alex**

The main topic of discussion was the tuition waiver benefit proposed reduction by Regent Fisher. Staff Alliance wrote a motion to oppose the cut. In addition, a resolution was written to suggest giving each university the decision regarding the Smoke Free/Tobacco Free Campus issue. Staff discussed the health issues and JHCC. Shaping Alaska's Future was discussed. The first draft was going around and the second draft was coming out soon. Carey Brown, SA chair, will tell BOR on Dec. 12 about the sentiments of the staff regarding the tuition waiver benefit and the smoke free/tobacco free issues.

### **Human Resources Issues – Eric Seastedt**

Staff Performance Evaluation – The president suggested to include a cover sheet with explanations before the performance evaluation form rolls out. Administration is deciding when a due date should be set for evaluations. They are working on a place in Banner to input the evaluation information and to have an automatic email to go back to the supervisor and to send an alert when it is due again. It will probably fall to the payroll employees to execute it in Banner. Staff expressed concerns to Eric with the wording of the document "truly amazing" etc. Because of the terms used, the staff believed the form would not sell to the university as a whole because it appears too emotional and lacked the professional touch. Eric stated the form is completed "as is" and it will be used by Statewide. UAF, UAA and UAS have the option to use it if they so choose. Eric will send it out around the beginning of the year to start using it.

Compensation/Step increase –Eric stated the form would not be implemented for more compensation or a step increase. The staff discussed the issues with compensation and lack of step increases. Eric agreed the structure needed to be reviewed.

### **Joint and Staff Health Care Committees**

Monique stated she was finishing her notes to post to the Staff Alliance blog “Ally”. Pharmacy vendors change and each vendor handles drugs differently. The university sets up co-pay tiers but has no influence over the drug charges. People want on-location pharmacy purchases, but the 90-day re-occurring drugs mail order is much cheaper. ComPsych had many resources and life support tools staff need to utilize.

### **Shaping Alaska’s Future – Chas St. George**

Chancellors submitted their recommendations for edits. The document will be submitted to the governance groups for further feedback. Staff were asked to provide suggestions to LaNora and she will submit them to Vice President Thomas. The administration will be meeting with the Alaska Native Studies group next week.

### **Tuition Waiver Benefit**

Regents meet Dec. 12. Staff were encouraged to give feedback to Dory and she would pass it on to Carey Brown, Staff Alliance chair, to share at the board meeting. It was suggested for staff to show up and be in the room during the conversation at the board meeting in support of the tuition waiver benefit.

### **Staff Service Awards**

Committee members consist of Heather Arana, Linda Hall, Dory Straight, Tina Holland, Kathleen Miner, Chrystal Warmoth and Dana Platta. Dana was waiting to get her list first and she will set up a meeting later in the week.

### **Holiday Potlucks**

Monique put out flyers and set up the online form. Dory asked Debra to send out a memo to staff if decorations are needed and for staff to help with the decorating.

### **Code of Ethics**

It was suggested, and agreed, for other staff councils to be part of SAA’s sub-committee on the Code of Ethics.

Action Item: Monique will extend an invitation at the next System Governance Council meeting.

### **Chapter Four Feedback**

No feedback occurred. Suggestions will be submitted to Morgan in the Academic Affairs office. Policy has to be approved by the board and regulations have to be approved by the president.

Action Item: Staff were encouraged to submit the feedback by the Feb. meeting.

## **SAA Goals and Metrics**

Action Item: Dory will send out a survey by Feb. about incorporating filtered water fountains.

Design of website for point of reference will probably occur in March or April. There has been positive feedback from staff about creating a database to show employees where they can go and talk to when an issue arises e.g. EEO, governance, etc.

Action Item: Monique asked the group to test the ComPsych page to test it and see if it really works and if access is easy and useful.

Tanya and Cara were appointed as “building morale builders” by the president - an example was the holiday decorating contest. Monique suggested an art search in the building to get people out of their offices and to move around in other areas.

## **Anchorage and Fairbanks Issues**

Butrovich and Bragaw exit plans are now finished and up online

Group home and adopt-a-family gifts - Tanya will send out a notice next week about the event. She will deliver the items herself.

## **Agenda items for the January meeting**

Invite Erika to talk about healthcare co-pay, Michelle Rizk on budget, and Chris Christensen on state relations issues.

Tuition Waiver

Potluck update

Code of Conduct

Chapter 4 Feedback

## **Adjourn**

Alex moved to adjourn and Linda seconded. The meeting adjourned at 12:03 p.m.

*Minutes taken by LaNora Tolman, Executive Officer, System Governance*