



# **Statewide Administration Assembly**

## **Minutes**

**Wednesday, April 9, 2014**

10:00 a.m. – Noon

Fairbanks: Butrovich 204

Anchorage: BOB 205

Meeting conducted via video conferencing

1-800-893-8850 PIN# 6484987

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

Monique called the meeting to order at 10:02 a.m.

#### Members:

Dory Straight, President (2013-2015) Karesa Kramer as Proxy

Monique Musick, Vice President (2013-2015)

Tina Holland, Secretary (2013-2015)

Alex Amegashie (2013-2015)

Heather Arana (2012-2014)

Tanya Coty (2013-2014)

Linda Hall (2013-2014)

Jeff Holloway (2012-2014) Absent

Kathleen Miner, Anchorage (2012-2014) Absent

Dana Platta, (2012-2014) Lisa Sporleder as Proxy

Chrystal Warmoth, Anchorage (2013-2015)

Britton Anderson, First Alternate (2013-2014)

Debra Rimer, Second Alternate (2013-2014)

#### Staff:

Joseph Altman, Coordinator, System Governance

LaNora Tolman, Executive Officer, System Governance

#### Guests:

Patrick Gamble, President, University of Alaska

Erik Seastedt, Chief Human Resources Officer, Statewide

Guy Lee, Computer Operator

### **Approval of agenda**

Motion: To adopt the amended agenda for April 9, 2014

Vote: Motion carried

Resolved: Agenda for April 9, 2014 approved with the following modifications:

Under “Shaping Alaska’s Future” change feedback to effect and issue statements and draft metrics.

Add website and staff outreach to section 11 numbering those 11.2 and 11.3.

Change filtered water fountains to water stations.

Under section “New Business” add communications standing committee and summer construction.

In section 14 add tobacco free campus.

Under section 15 add master garden and pergola.

In the Human Resources section under “other” add paychecks.

### **Approval of minutes**

Motion: To approve the amended minutes for March 12, 2014

Vote: Motion carried

Resolved: Minutes for March 12, 2014 approved with the following modifications:

In the section “Staff Health Care Committee” add pharmacy after &1700.00.

In the “Staff Service Awards” section add with between SAA and feedback.

### **President’s Report – Monique Musick**

Monique Musick provided testimony to the Board of Regents at the Kodiak meeting for Carey Brown, Staff Alliance Chair.

The Board of Regents approved the Effect and Issue Statements. Faculty was charged with developing a common calendar and common general education requirements for English and Math courses including, course numbering and descriptions.

Staff are encouraged to volunteer to work on issues identified in the Effect and Issue Statements.

Employees may visit the Staff Alliance Blog to see the highlights of Monique’s testimony.

UA is in the process of implementing a hotline for UA employees. UAF has approved the use of a separate student hotline.

Employees are encourage to check UA’s Legislative update site often for information on testimony opportunities due to limited notification deadlines.

President Gamble will host a Spring Conversation session on April 28<sup>th</sup>. Employees may send questions to Kate Ripley at [klripley@alaska.edu](mailto:klripley@alaska.edu) for inclusion in the session. Dr. Dana Thomas will be conducting the interview with Kate Ripley as the moderator.

### **President Gamble’s Report**

Budget updates from the Senate Finance Committee included funding approved for the following projects:

UAA New Engineering Building – Remaining funds needed for construction completion

UAA Old Engineering Building Renovations - \$15 to \$17 million

UAA Parking Building – \$28 million

UAA Deferred Maintenance - \$12 million

UAF Power Plant – \$70 million debt service (\$4 million will be paid back through cost savings on the more efficient plant)

UAF Engineering New Building - \$5 million and an additional receipt authority approved to raise an additional \$5 million

UAF Deferred Maintenance - \$0

UAS Deferred Maintenance - \$4 million

UAS Mining and Workforce Development - \$120,000

There is additional language in the bill requiring UA to increase tuition or levy a fee of \$2 million to be passed on to the students. UA will be working on this issue to determine how they will manage it. A 2% increase in tuition would potentially cover this requirement.

Operating expenses were requested in the amount of \$1.1 million dollars, but was denied. The Legislature in turn has required UA to use \$1.1 million of their travel budget to pay for the operating expenses. UA was already planning to use part of the travel budget to offset other expenses. UA may see significant cuts to the travel budget for FY15.

President Gamble is to meet with Representative Stoltz to discuss capital budget issues and a potential (internal) University building fund to pay for new buildings and/or repairs.

The focus in FY15 will be addressing efficiencies for reduction. FY 16 is uncertain, but it could potentially be another tight budget year.

The President noted that employees should be recognized on a more frequent basis throughout the year. He is proposing some positive changes to Staff Awards including expanding awards and an additional award. The proposed changes are still in draft.

### **Staff Alliance Report**

UAS has had their wellness sessions with the new vendor. The wellness sessions will begin at the rural campuses.

UAA is working on accreditation. UAA is also entertaining the idea of staff reviews of the Deans. This would work similarly to the 360 reviews done with executive staff.

UAF is looking into the Bullying Training.

The compensation working group is working on rewriting their previously composed proposals to address issues identified after the draft was released.

The effects of out of state tuition on recruitment was explored by the tuition task force. Communication protocols were also discussed at Staff Alliance.

Staff Alliance is proposing to add new officers to the assembly. Changes will need to be made to both the constitution and bylaws.

### **Public and Guest Comments**

Guy Lee provided public/guest testimony during the Human Resources Issues discussion. Mr. Lee does not support the discontinuation of mailing employee paychecks and considers it a hardship. He provided testimony asking administration to reconsider the new practice and to provide more communication.

### **Budget and Legislative Report**

Provided by President Gamble.

### **Human Resources Issues – Erik Seastedt**

#### **Performance Appraisal Form**

- Final changes are being made for an end of April/first of May roll-out
- Form will be released as a Word document instead of a fillable PDF
- Supervisors will receive a process email prior to roll-out
- July 1, 2014 is the completion deadline for this review cycle
- Training on the Appraisal Form was recorded and will be posted to the HR website

#### **Staff Health Care Committee**

Will meet at the end of April. They will discuss the requirement criteria for the health care rebate. This year there is a health survey and biometric requirement to receive the rebate. It is anticipated that the requirements will incrementally increase in the coming years, but the criteria are still in development. The rebate is available at this time for the employee and their covered significant other.

#### **Joint Health Care Committee**

Will meet on April 18. Health and wellness factors will be discussed at this meeting also.

#### **Other**

Dr. Terrance Cole will provide a session for employees on the history of UA. All employees are encouraged to attend.

AI: Monique to send out forwarded email to SAA from Anne Sakumoto.

Paychecks are no longer mailed directly to employees; they are now sent to the time keeping location of the employee (department).

Communication on the changes was discussed. HR identified several methods to inform employees of the changes.

AI: Lisa and Monique to solicit feedback from employees regarding the mailed paychecks.

AI: Monique to talk with Staff Alliance regarding using the blog to solicit feedback from employees on mailed paychecks.

### **Shaping Alaska's Future – Monique Musick**

The effects statements have been approved, but the metrics are still in draft. Currently there is a metric for every issue. Themed metrics are being discussed as an alternative.

AI: SAA to review the matrix regarding the metrics

AI: Monique is to send out the metrics document to SAA for review

Monique is developing a feedback form for staff to provide feedback on activities that they need or may offer to achieve pertinent effect statements

### **Staff Make Students Count**

On track for the award presentation at the June meeting

### **Election**

The SAA election website has been updated with the current information regarding elections.

Nominations close on the 13<sup>th</sup>.

### **Handling Change Discussion**

Tabled (until next month)

### **Code of Ethics**

A draft has been submitted by Monique to SAA for review based on core values of integrity, respect, service and innovation. The Summit Team is working on a code that includes integrity, service, innovation, excellence and intelligence. SAA will continue to review the draft and provide feedback that will be forwarded to Staff Alliance for further action.

AI: SAA to email feedback to Monique on the code of ethics/core values by May 1<sup>st</sup>.

AI: Tina send out action items to SAA via LaNora/Joseph.

UA currently has a set of values developed by the Board of Regents (UALEADS). SAA will have discussions regarding how the code of ethics/core values may affect the current values.

### **Water Stations**

A water station task force was developed to do further research and provide recommendations to SAA.

Task Force Members:

Britton Anderson (Chair)

Debra Rimer

Monique Musick

Tanya Coty  
Karesa Kramer

### **New Business**

Communications Standing Committee Tabled (until next month)

Summer Construction

See the email from Facility Services or visit the Facility Services website.

### **Anchorage Issues**

Tobacco Free Campus

UAA has a pending vote on a tobacco free campus. It is still unsure how a tobacco free campus will impact the Statewide Bragaw Building. There are still talks for tobacco free campuses system wide.

### **Fairbanks Issues**

Master Garden

There will not be a Master Garden this summer. SAA will continue to have discussions regarding a garden next year.

Pergola

Scheduled to be constructed this summer. SAA will consult with Bear to find out what impacts if any are expected as a result of the planned construction.

### **Agenda items for the March meeting**

Add:

- Paychecks under Human Resource Issues
- Summer Construction
- Invite someone to speak on University Bonds (Dr. Roy? Scott Taylor?)
- Retreat Planning and Logistics
- Summer Hours under Human Resource Issues

AI: SAA to send feedback to Tanya by email regarding summer hours

AI: Tina to send out an email requesting feedback for summer hours

AI: LaNora to remove the meeting room from agenda. Add the official room to the website

Motion: To adjourn

Vote: Motion carried

**The meeting adjourned at 12:15 p.m.**

*Minutes taken by Tina Holland*