



Statewide Administration Assembly Minutes

Wednesday, June 11, 2014

Annual Meeting

9:00 a.m. – 4:00 p.m.

Fairbanks: Butrovich 204

Call to Order and Roll Call

Dory called the meeting to order at 9:10 a.m.

2013-2014 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)
Kathleen Miner, Anchorage (2012-2014)
Dana Platta, (2012-2014)

2014-2015 Members-Elect Present:

Tom Langdon, Fairbanks (2014-2016)
Buffy Kuiper, Fairbanks (2014-2016)
Christi Eickholt, First Alternate (2014-2015)
Karesa Kramer, Second Alternate (2014-2015)

Staff Present:

Joseph Altman, Coordinator, System Governance
LaNora Tolman, Executive Officer, System Governance

Guests Present:

Dana Thomas, Vice President for Academic Affairs and Research
Nikki Pittman, Chief Audit Executive, Audit and Counseling Services
Michelle Rizk, Associate Vice President, Budget
Ashok Roy, VP Finance and Administration/CFO
Erik Seastedt, Chief Human Resources Officer
Nancy Spink, Chief Risk Officer

Guests on audio: Linda Stanley

Safety minutes

Dory explained the emergency exits

Agenda approval

Focused on onboarding more than business as usual.

Linda motioned to adopt. Tanya seconded. None opposed. Agenda was approved.

May 14 Minutes were shared but will be approved at the next meeting in July.

President's Report

Dory acknowledged those who served last year and welcomed new members.

Motion: Linda motioned to give new members voting rights and Kathleen seconded. New members allowed to vote in the elections.

Guest Speakers

Dana Thomas – Vice President of Academic Affairs

He talked about governance and his experience with governance. He stated he would protect the role of governance and encouraged the staff to read the BOR policy and regulations regarding shared governance, along with SAA constitution and bylaws. Thomas said that he will share an article on shared governance with the group. He explained the liaison position of the Governance Office. LaNora's evaluation is under way and invited committee member to provide input on it. He explained the 20% travel budget cut for this next year.

Action Item - LaNora will send the article on the role of shared governance.

Dory stated Chas St. George could not make it to the meeting but the *Shaping Alaska's Future* website is up and running and encouraged everyone to look it over.

Nikki Pittman-Chief Internal Executive, Internal Audit

Nikki explained the role of her office and the types of audits that they conduct. Normally, General Council requests an audit. There are regulated standards they follow. They are reviewed against the standards periodically. An external Quality Assurance review is held every five years. A variety of people across the system are involved with the audits. Nikki reports about 4 to 5 times a year to the BOR Audit Committee, while also reporting to the Chief Financial Officer.

There is an implementation team for hotline, which goes live on June 30. Employees or students can go online or call a toll free number to make a report. They may report on issues like athletics, accounting and fiscal, risk and safety. All hotline issues come to Nikki first and then she would coordinate with the appropriate department to handle the issue.

Michelle Rizk – Associate Vice President, Statewide Budget Office

Michelle Rizk's explained her role in the budget development process, which includes the budgets of the various universities. The Budget Office is the liaison between the university and the state. The first discussion on the FY16 budget will occur on Thursday, August 7, 2014. When developing the budget, they look at cost savings and revenue areas. She encouraged the staff to

send any suggestion on cutting cost to her. She will share it with the right people. She shared the *Shaping Alaska's Future* brochure and encouraged the staff to look at it and see how they could get more involved in it. The Budget Office is looking at ways to align the budget with SAF. Michelle said she is available and wants to be a resource for the staff.

Nancy Spink – Chief Risk Officer, Risk Services

Nancy handed out a sheet titled “Risk Leadership and Shaping Alaska’s Future.”

Her office focuses on emergency management, health safety & environment and insurance management. She asked the staff to be the risk champions and to use the Risk Planning Guide. Programs can look at the objectives and choose activities to meet the objectives with risk control in mind.

Ashok Roy – Chief Financial Officer

Finance is the lifeblood of any institution. The main responsibilities of his office include: College Savings 529 plans, external audits, record management, UA budget planning, financial systems, debt function (to look at the debt ratio which has an effect on credit rating), maintaining good institutional infrastructure, manage accounts according to good accounting practices (GAP), and buying facilities. Financial Systems role with SAA is to show accountability for the regulations on following BOR policies regarding these tasks.

Erik Seastedt – Chief Human Resources Officer, System Human Resource Office

His position coordinates a lot of the efforts related to HR like benefits, treatment and payment of employees, job equality, and compensation and enhance benefits. With budget reduction, looking at how to retain people while saving dollars. Training and development is part of HR - maintaining how people should be treated. Will be working with Public Affairs to try and communicate better. Maintains databases for all the universities. Payroll is a large part of what HR does. The recent policy of not mailing paychecks is saving \$27,000 a year, by encouraging direct deposit. Estimates state that it costs \$3 a paycheck/per person to send them through the mail. Labor Relations is integrating more with HR.

End of year reports

Staff Health Care Committee (SHCC) – Linda

Spent last meeting going over implementation of the FY15 items. Healthyroads is doing a good job so far. Next year you will need to do biometrics and have goals (TBD) to receive the \$600 rebate. An example of a goal may be walking three times a week.

The SHCC committee consists of people from each university and Statewide. Monique Musick and Gwenna Richardson were the representatives to the Join Health Care Committee (JHCC) through Human Resources which represents the faculty unions and other employees across the system.

Code of Ethics

Monique Musick asked to carry this over to next year’s agenda. This will be discussed under the Goals section.

Water Station

No report at this time.

Onboarding with Governance – LaNora Tolman

LaNora talked about the function of the System Governance Office and the role of SAA within the system.

Staff went around the table introducing each other.

FY15 Calendar

Alex motioned to adopt the calendar. Linda seconded. None opposed. Calendar adopted.

Election of Officers

Officers were elected by closed ballot.

FY15 SAA Officers

President – Dory Straight

Vice President – Monique Musick

Secretary – Tina Holland

Break for Lunch 11:30 – 12:30

Goals and Metrics Updates

Current goals update

Check recording for list:

Code of Ethics

SAA brochure

Morale in the building – HR morale officers: Tanya Coty and Cara Eckman

Erik Seastedt asked for help on morale and would like to see SAA be involved with:

- Onboarding new employees especially with personal issues like where to eat, run from moose etc.

- Training in the building, sponsoring brown bag lunches for “how to” minutes, etc.

- Getting people together who have common interests - they can use a room at Butro

- Start a store (happy lights, shirts, hats, sweaters etc.) Santa’s Stiches has the UA logo on file.

Suggestions:

- Survey with employees to see who would contribute to a fund for coffee fund, etc.

- Sell food once a month with an SAA message to give

Communication among staff was discussed as it pertained to the letter from HR on the furlough policy. Dory suggested having a communication committee whose responsibility would be to communicate important information.

SAA Committees for FY15

Current Affairs Committee

Tom, Chair

Dory

Alex

-To gather employees to a meeting/coffee time with a particular administrator to discuss important issues e.g. Dana Thomas on the furlough policy

Staff Affairs Committee

Christi, Chair

Buffy

Kathleen

For outreach in updating employees on important issues and to boost morale

-Bake potato Friday (can highlight a particular department and have them tell who they are and what they do

Code of Ethics Committee

Monique, Chair

Tom

Buffy

Events Committee

Linda, Chair

Kathleen

Tanya

Karesa

Chrystal

(over the ad hoc committees)

- Holiday Potluck
- Adopt-a-family
- Food Drive
- Staff Awards Ceremony Committee
- Staff Make Students Count

Staff Health Care Committee

Monique

Linda

Alternate:

Water Station Committee

Britton, Chair

Tanya

Karesa

Monique

Agenda items for next month

Constitution and Bylaws changes due to System Governance Council restructure

UAF Resolutions

Staff Affairs will report on a plan to meet with staff regarding the furlough policy

Hotline update

Guests: Dana Thomas, Erik Seastedt

Adjourned

Linda motioned to adjourn and Tom seconded. The meeting adjourned at 2:22 p.m.

Minutes taken by LaNora Tolman, Executive Officer, System Governance