

SAA Meeting Minutes

Wednesday, August 14, 2013

1. Call to Order and Roll Call

Meeting called to order 10:05 Monique to officiate

Members:

Monique Musick, Vice President (2013-2015)
Tina Holland, Secretary (2013-2015)
Alex Amegashie (2013-2015)
Tanya Coty (2013-2015)
Linda Hall, (2013-2014)
Kathleen Miner, Anchorage (2012-2014)
Dana Platta (2012-2014)
Chrystal Warmoth, Anchorage (2013-2015)
Britton Anderson, Alternate, First Alternate (2013-2014)

Staff:

Joseph Altman, Coordinator, System Governance

Guests:

Michelle Rizk, Associate Vice President of Budget
Chas St. George, Strategic Direction Coordinator
Paula Donson, Associate Vice President of Academic Affairs and Strategic Direction
Erika Van Flein, Director, Benefits
Tina Holland, Deputy Director HSE

2. Safety Minute

No Notes

3. Adopt Agenda

Move item 12.1 to 7.2

Motion: Linda Hall moves to approve the Agenda

Britton Anderson seconds motion

Unanimous approval to approve Agenda (revised)

4. Approve Minutes

Motion: Linda Hall moves to approve the meeting minutes as submitted for June 12, 2013 and July 10, 2013

Tanya Coty seconds motion

Unanimous approval to approve the meeting minutes as submitted for June 12, 2013 and July 10, 2013

5. President's Report

5.1 SAA Voting Members

Alternate to member clarification discussion – Succession and terms were discussed. There was uncertainty regarding the determination of the actual term duration for the voting members that succeeded from alternate positions regular member positions and whether we would only be voting on 6 members next year or 7. Members were left undecided on consensus when provided the explanation of the terms and future election protocol.

AI: Monique to check the bylaws regarding the “final” determination of the succession and terms of the voting members. Reconfirm at next meeting

5.2 Staff Alliance Meeting Update

Retreat meeting was held on August 7th and 8th. Topics discussed were as follows:

- The role of Governance
- Staff Make Students Count (Changing deadlines)
- Smoke Free/Tobacco Free Campus Initiative
- Performance Evaluation
- Blog Update (retreat details will be submitted and feedback is requested)
- Compensation working group (A committee has been put together to discuss proposals presented. A second group will be formed to discuss future (next 2 to 3 years) potential proposals
- Presentations provided by:
 - Michelle Rizk – Budget
 - Erika Van Flein – Benefits
 - Tara Ferguson – HR
 - Anne Sakumoto – Training
 - President Gamble – President's Update
 - Dana Thomas –

There are 6 new members on Staff Alliance, so they spent much of their time at the retreat going over major issues the group will face.

6. Public and Guest Comments

Exclusion zones in the construction areas – Employees have been entering exclusion zones. Construction looks as though it is completed, but work continues. Hazards will be introduced in areas thought to be completed. Project completion was extended for the front of the building until September 10. Alternate Emergency Action Procedures are in effect until construction completion or September 10, whichever is later.

7. New Business

7.1 Budget – Michelle Rizk

Michelle Rizk Budget Presentation – First budget meeting was August 8th. Priorities were presented by the MAU's for FY14. Budget documents may be found at http://www.alaska.edu/swbir/budget/budget_planning/meetingsfy15maumtgs/index.xml. The Governor's guidance documents have been received and the next steps going forward include the following:

- Prioritize requests

- Forward a preliminary budget to Board
- Board discussions
- Board approved budget sent to the Governor's office
- Governor's approved budget will go to the Legislature

FY15 Staff compensation increase is still in discussion and has not been determined. This amount is an annual discussion and a recommendation from the Compensation Sub-Committee is still pending.

The Governor's guidelines call for a flat budget, so it is unlikely that there will be additional funding beyond projects that are considered critical.

Michelle would like to provide an update at the SAA October meeting.

7.2 SDI – Paula Donson and Chas St. George

Paula Donson and Chas St. George – Large meetings planned on October 30th and October 31 focused on the SDI mission and promises made to the Board of Regents. One meeting is a special session on strategic leadership. This session will be conducted by the Center for Creative Leadership. This training will cover elements for effective change management. A 360 feedback assessment will be completed prior to the meeting. Approximately 105 leaders will be assessed. This assessment will give them feedback on 16 leadership competencies encompassing 3 sets of performance behaviors. (1) How they get work done (production/moving forward with deliverables/successful completion of projects) 2) How they form people in a coalition (synergy/teamwork/team spirit/coalesce people to get a task done) 3) Interpersonal skills (positive interaction with people/hold composure/balance in work and life/sensitive to over work in others/engage employees in needs and interests)) The last meeting will be held to allow Leaders to network and have discussions regarding planning for execution of SDI. This meeting will cover priority setting, important initiatives, effects that are most important for UA to follow up, determine if issues only impact one MAU or do they cross multiple areas or need work teams developed to address. They will also look at broad processes that are in use at UA or may need to be developed. Terry McTaggart will be leading the discussion on how to move forward with the new initiatives during the last meeting.

SDI is now in phase III, the action phase, from October to April initiatives will be rolled out based on determinations made during the October meetings. Employees may be able to volunteer for Initiatives and/or may be called upon to participate with some. April will be the beginning of the first monitoring session, which will again be led by Terry McTaggart. Mr. McTaggart will be visiting campuses and gathering data on the initiatives, changes, and progress. UA will also be compiling metric data during this time. A report will be generated by Mr. McTaggart to be provided to the Board of Regents around September regarding the status of phase III of SDI.

A website will be developed that allows employees to get information on the current initiatives, allow them to request to join the teams, and/or invest in them. A request for information on what innovations are happening in the working environment (at Statewide) was presented by Chas St. George, so it may be included on the website.

AI: SAA – Send out request for information to employees regarding innovations happening in the work environment to be included on the (SDI) website.

AI: Paula – Provide SAA with the 16 Leadership Competencies

7.3 Benefits - Erika Van Flein

Staff Health Care Committee and Joint Health Care Committee canceled the last 2 meetings due to a lack of quorum. There is no update.

The wellness request for proposal had a notice of intent to award issued to a company called Healthyroads. WIN for Alaska the previous vendor filed a protest, so UA has been working with the procurement department to work on resolution of the protest. Employees are encouraged to look at the Healthyroads website to become familiar with the offerings in the interim.

It is anticipated that the onsite services will continue with some expanded services provided by Healthyroads in areas like coaching and their comprehensive website.

The wellness program will continue to be offered to employees enrolled in the Health Care Program. The new program will be also open to spouses and partners.

The contract with Epic has been finalized. This company provides a hearing aid benefit to UA.

8. Continuing Business

8.1 SAA Goals and Metrics

Some goals brought up were improving employee morale, outreach and education, and career development planning. Other goals discussed were to help promote and share information for ourselves and for our constituents and to ensure sub-committees have objectives. The metric discussion begged the questions how we will measure our impact. How do we gauge engagement? Do we continue to use surveys to solicit feedback?

The responses to the current engagement survey were also discussed. There was a large amount of feedback regarding relationships with supervisors in addition to employee engagement.

A special meeting was proposed to discuss SAA goals and metrics. It is proposed for September. A Google Doc/Spreadsheet was suggested that compiles goals and metrics.

AI: Tina - compile information on leading and lagging metrics for group prior to the September meeting.

AI: Monique - put together the Google Doc/spreadsheet and share with the group

The discussion was tabled until the special meeting.

8.2 Performance Evaluation

The committee has met a couple of times since July and has been reviewing the feedback provided by employees. The feedback was grouped into themes that are being discussed and analyzed. The committee also discussed what the expectation was for deliverable from the committee. It was recommended during the regular SAA meeting that the committee provide a rough draft of the official SAA recommendation to be discussed and finalized by the larger group. The next meeting was not set due to key members being out of the office.

8.3 Smoke-Free/Tobacco-Free Campuses

Discussion of the feedback survey found some inconsistencies, so more feedback will be solicited. It was suggested that we work with the Coalition of Students. The other MAUs will also be soliciting feedback. Research on what other campuses and Universities have done was also recommended.

8.4 Staff Make Students Count and Staff Service Awards – set deadlines

The June Board meeting tends to be busy and award winners may be shuffled around and/or be asked to wait for Executive or special session. The April meeting that was the proposed alternative turned out to be the meeting that is normally held at the outlying campuses, so it would not be cost effective to have it at that meeting. It is unclear if a decision was made regarding changing or moving the award presentation. The February meeting for this year would not allow enough time for the selection process.

The Staff Service Awards went well last year and the nomination process may be offered earlier to allow employees more time before the holidays for nominations.

AI: Staff Service Awards Committee (Dana, Heather, Linda, Tina and Dory) – Propose deadlines/timeline for next meeting.

AI: Monique – work with LaNora and others to finalize when the Staff Make Students Count will be held and report back for the next meeting.

AI: Monique – provide SAA with the final determination regarding the BOR meeting that the award will be presented.

It was recommended that the sub-committee work with the Student Coalition on soliciting nominations, making announcements, and getting students excited.

It was also recommended that Sponsorship could be found to sponsor travel costs for award winners if the presentation was moved to the rural site BOR meeting.

9. Fairbanks Issues

9.1 Construction

There was discussion on communication and signage for the current projects. It was stated that if employees have any questions about open pathways or exclusion areas to contact Risk Services for clarification and/or a walk through to identify the existing hazards and approved pathways.

9.2 Pergola

No Report

9.3 Other Fairbanks Issues

No Report

10. Anchorage Issues

10.1 There has been construction in Anchorage. They have been installing new water pipes, which has led to some closed roads. Next summer it is anticipated that a new parking lot will be installed, as UA has purchased the Bragaw Building.

Robert McMaster has been working with Anchorage on this project.

AI: Chrystal – send Tina Robert’s contact information.

11. Human Resources Issues

11.1 Benefits - Erika Van Flein moved to 7.3

12. SDI

12.1 SDI Update – Chas St. George moved to 7.2

13. Agenda items for next meeting

Add holiday activities

Add Parliamentary Procedures

Add working groups

No deletions

Move Human Resources and SDI before Continuing Business

Invite Michelle Rizk

14. Closing Comments

An official offer has been extended to Erik Seastedt for the Chief Human Resource Officer position.

AI: Monique to send out resume of Erik Seastedt to SAA group.

Outstanding action items from last meeting:

- Dory provided feedback on the SAA alternate member decision
- Monique added the comment box to the “Highlights” for the Smoke-Free/Tobacco-Free Campus survey

A condensed agenda was proposed. (Consent agenda)

Tina offered to loan out “Robert’s Rules of Order In Brief” books to members of SAA.

AI: Tina - send Anchorage the copied versions of the Parliamentary Procedures.

15. Adjourn

Adjourned at 11:53

Motion: Linda Hall moves to adjourn meeting

Britton Anderson seconds motion

Unanimous approval to adjourn meeting