

## **SAA Minutes**

Wednesday, September 11, 2013

### **1. Call to Order and Roll Call**

Meeting called to order 10:05 Monique to officiate  
Quorum Present

#### Members:

Dory Straight, President (2013–2015)  
Tina Holland, Secretary (2013-2015)  
Alex Amegashie (2013-2015)  
Heather Arana (2012-2014)  
Tanya Coty (2013-2015)  
Linda Hall, (2013-2014)  
Jeff Holloway (2012-2014)  
Kathleen Miner, Anchorage (2012-2014)  
Dana Platta (2012-2014)  
Chrystal Warmoth, Anchorage (2013-2015)  
Debra Rimer, Alternate, Second Alternate (2013-2014)

#### Staff:

Joseph Altman, Coordinator, System Governance  
Areal Swortfiguer, Student Employee, System Governance

#### Guests:

Michelle Rizk, Associate Vice President of Budget  
Chas St. George, Strategic Direction Coordinator  
Erika Van Flein, Director, Benefits  
Anne Sakumoto, Director, Faculty/Staff Training & Development  
Tina Holland, Deputy Director, HSE

### **2. Safety Minute**

No Notes

### **3. Adopt Agenda**

Motion: Linda moves to approve the Agenda  
Dana seconds motion to approve the Agenda  
Unanimous approval to approve Agenda

### **4. Approve Minutes**

Minutes will be sent out via the Governance Office on the website for review.

Al: Tina – to send out August 14 meeting minutes to LaNora and Joseph to be posted on the website for review.

## **5. President's Report**

### **5.1 Workplace Bullying Awareness Training**

Fairbanks has been offered the Bullying Awareness Training and all employees are encouraged to attend. Anchorage has not received the training yet, but they should be receiving it soon. Logistics for rooms in the Bragaw building have delayed the training.

Rhonda Ooms, Labor and Employee Relations Coordinator will be present to answer questions during the training.

The current plan is to have additional sessions offered with consideration of scheduling availability of the Labor and Employee Relations employees. Tracking of the training is also anticipated.

It was recommended that the training be noted as mandatory instead of highly suggested if the intent is to have all employees attend.

### **5.2 Pergola**

President Gamble has offered to cover shortages for the proposed pergola project.

### **5.3 Longevity Award**

There will be no changes to the Service and Longevity awards this year. The Service awards and the Longevity awards will be combined and will be presented as they have been in the past. Awards for five year, ten year, and fifteen year will be presented as a group.

### **5.4 Anchorage**

The "Adopt a Veteran" project has been delayed. The Anchorage committee has been experiencing difficulties finding an organization that can facilitate this project.

### **5.5 Fairbanks**

Due to the time sensitive nature of the application for the "Adopt a Family" program it was determined that the committee needed to start immediately on the application and to submit it prior to the deadline.

AI: Tanya – to fill out the application and submit it prior to the deadline.

AI: Joseph – to find some room in the Governance closet for the "Adopt a Family" gifts.

### **5.5 Smoke-Free/Tobacco-Free (SF/TF) Campus**

UAA has been approached by students to move to a Smoke-Free/Tobacco-Free Campus. Students went to the Board of Regents in April to testify for a SF/TF campus. In June another UAA Student group testified to the Board against a SF/TF campus. The original group with the aid of some Faculty has gone to Chancellor Case to request that UAA become SF/TF. The goal is to have the Anchorage campus SF/TF by 2014 and the rural campuses SF/TF by 2016.

President Gamble has asked SAA to provide feedback on the University SF/TF proposal.

### **5.6 WIN Protest**

WIN For Alaska has filed a protest regarding the RFP that resulted in an award to Healthy Roads. The procurement office reviewed the evaluation procedures and did not find any wrong doing on behalf of the University, so it was decided UA will go forward with the award of contract to Health Roads. WIN for Alaska has filed an injunction with Alaska Supreme Court to stop the contract award. A final determination is pending.

#### 5.7 Compensation Group

A proposal has been submitted to President Gamble regarding potential employee compensation increase in the range of 2 to 3.5%.

Staff Alliance will form another committee to provide projections focused on longer range planning (2 – 3 years).

#### 5.9 Performance Evaluation

Staff Alliance has a blog started to share information on the committee activities. Employees are encouraged to visit the blog link on the Homepage to provide feedback.

<http://www.alaska.edu/governance/staff-alliance/>

AI: Alex – Share Staff Alliance home page link for the blog with SAA members.

### 6. Staff Alliance Update

Succession planning was discussed at the Staff Alliance Retreat. It was suggested at the retreat that formal recruitment should happen at the department level.

Supervisor/Leadership training was also discussed. It is hoped that it will come out soon.

The committee is looking into increasing diversity within the UA system. The efforts are focused on diversity of ethnicity. One goal is to have the University population resemble the community better.

There is no current chair for the Staff Alliance Committee. Monique is the acting chair for the committee. It is believed that this is partial due to the fact that there are six out of eight members that are new to the committee. They have discussed changing the bylaws to stagger the elections of members, so there will be a mix of new members and seasoned members.

### 7. Public and Guest Comments

Anne Sakumoto, Director, Faculty/Staff Training & Development

The new Bullying Awareness Training is being offered. Other sessions will be offered to those who were unable to make it during the current sessions. Employees who take the training are encouraged to provide feedback by evaluation after taking the session. The sessions will be tracked.

This training is likely to be part of the Supervisor Training that is in development as well as being offered to all other employees.

Logistics have been challenging. Finding time on qualified trainer' schedule and rooms have been difficult.

On Monday, September, 16 the new Chief Human Resource Officer (CHRO) will be in the office.

Tina Holland, Deputy Director, HSE

The Health Safety and Environmental (HSE) department within Risk Services has been working on an RFP to provide online regulatory safety training. Due to circumstances beyond their control the RFP process was delayed and will not be completed until the 2014 calendar year. Despite the delay regulatory safety training for 2013 must still be completed by December 31<sup>st</sup>. HSE will be offering options for Statewide employees to complete their training in October, November and December. There are 4 trainings at this time that Statewide employees are required to take. More information will be available soon regarding the training offerings.

## **8. Human Resources Issues**

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

There is still no chair for the Staff Health Care Committee. The next meeting may result in a committee chair election. The Staff Health Care Committee is a sub-committee of the Staff Alliance Committee. The committee has not met since June 2013. They normally meet once a month. They did not meet last month, as the Joint Health Care Committee did not meet. The Staff Health Care Committee has been tasked with looking at other Universities to see what their health care is like and how it relates to what UA has. The committee has not met since they were tasked.

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

No Report

### **8.3 Other**

It was discussed that new Statewide (SW) employees who receive their New Employee Orientation from UAA and UAF do not get Statewide specific information. It was suggested that during the orientation SW employees should be made aware of who advocates for them or at least receive a current SW organizational chart including contact information. It was also suggested that they should receive SW pertinent safety training requirements and information on how and where to report an injury. It was proposed that we should discuss this item with the new CHRO.

AI: Dory – Invite the new CHRO to the next SAA meeting and provide the talking points in advance.

## **9. Shaping Alaska's Future – Chas St. George**

No Report

## **10. Continuing Business**

### **10.1 Parliamentary Procedures**

It is the intention of SAA to follow the procedures in small boards located on pages 487 and 488 of "Robert's Rules of Order" full version 11<sup>th</sup> edition and on page 158 in the "Robert's Rules of Order In Brief" 2<sup>nd</sup> edition.

### **10.2 SAA Goals and Metrics**

AI: Dory – send out link to spreadsheet to SAA members for feedback in Monique's stead

AI: SAA members – provide feedback on SAA goal and metrics

AI: Tina – send Dory the 8/14 outstanding Action Items for Goals and Metrics

AI: Joseph – schedule SAA Goals and Metrics special meeting (send out a doodle poll)

### 10.3 Performance Evaluation Update

A comprehensive review of the evaluation form and process was completed by the committee after reviewing the form and feedback survey results. Preliminary findings and recommendations have been drafted. The committee is working on finalizing the draft and discussing one last issue (peer review process). The committee is working on providing something to SAA at the next meeting.

The committee is a representative group including others outside of SAA.

Areas discussed were wording, overlap, definitions, areas that are not applicable to employee job, scoring, diversity and ethics.

AI: Joseph – send Anchorage SAA members a copy of the ethics form.

AI: Debra – stand in as proxy for Tina during the October 9, 2013 SAA meeting

### 10.4 Smoke-Free/Tobacco-Free Campuses

Discussion on the current proposed initiative reviewed potential issues brought up at the last meeting. Discussion also identified potential deficiencies in the feedback survey that may lead to a bias in the results. The survey did not allow for any responses other than a yes or no and did not include the possibility of a potential alternative (designated areas) to a SF/TF campus, which many of the comments recommended. It was proposed that a newly revised survey should be developed and feedback to be solicited.

Enforcement was discussed and how other Universities have handled enforcing SF/TF campuses. Tenant impact was another topic that was discussed. There was some concern that State Law related to smoking distances from entry ways and air intakes are not being effectively enforced, so the question was begged how UA would be able to effectively enforce additional policies. It was recommended that if SF/TF policies go into place system wide that SAA should recommend Administration should poll UA tenants.

AI: Dory – revise the SAA smoke-free/tobacco-free survey and solicit Statewide employees to submit responses.

AI: Dory – form a draft SAA response to provide to Staff Alliance before their next meeting.

### 10.5 Staff Make Students Count and Staff Service Awards – set deadlines

The awards process needs to begin in October. The awards presentation will not change this year.

AI: Dory – find out President Gamble's availability for awards

Dana has agreed to be the Staff Service Awards Chair.

## **11. New Business**

None

## **12. Fairbanks Issues**

### **9.1 Construction**

There is only one active project going at this time, which is a road to the back dock on the south end of the building. Employees will continue to be in alternate evacuation procedures until the official end of project has been forwarded to the HSE department. HSE is waiting to hear back that the electricians have completed their work.

### **9.2 Pergola**

SAA needs to have a vote regarding changing the pavilion project to a pergola project, so Foundation may ask donors who provided funds for a pavilion to be used for a pergola instead.

President Gamble would like to know how Statewide employees intend to use the pergola area, so he may understand the funding need, as he has offered to cover the monetary gap to the estimated \$7000.00 project. There is currently approximately \$2500.00 in outside funds for this project.

Motion: Linda moves that the pavilion project be renamed to the pergola project

Dana seconds the motion

Unanimous approval to rename the pavilion project to the pergola project

### **9.3 Other Fairbanks Issues**

None

## **13. Anchorage Issues**

No Report

## **14. Agenda items for next meeting**

Human Resources Issues – New Employee Orientation

Human Resources Issues – Chief Human Resource Officer

Budget – Michelle Rizk (8.)

SF/TF

Performance Evaluation

Service Awards

Construction Update

## **15. Closing Comments**

None

## **16. Adjourn**

Meeting adjourned at 12:00

Motion: Linda moves to adjourn the meeting

Debra seconds the motion

Unanimously approved to adjourn the meeting