

# UNIVERSITY *of* ALASKA

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## Statewide Administration Assembly

### Minutes

Wednesday, September 12, 2012 10:00 a.m.-12:00 p.m.

Fairbanks location: 109 Butrovich

Anchorage location: 210 Bragaw Office Building (BOB)

Meeting will be conducted via audio and video conference.

Call-in 1-800-893-8850. Participant PIN: 6484987

- Public participation is welcome.
- Please do not disrupt proceedings when the meeting is in progress.
- Times may be adjusted at the will of the group.

#### 1. Call to order and roll call

##### Members Present

Monique Musick, President (2011-2013)

Dana Platta, Vice President (2012-2014)

Heather Arana, Secretary (2012-2014)

Dory Straight (2011-2013)

Linda Hall (2011-2013)

Daniel Hostetler, Anchorage (2011-2013)

Jeff Holloway (2012-2014)

Ivan Leibbrandt (2012-2014)

Kathleen Miner, Anchorage (2012-2014)

##### Others

Dana Thomas, Vice President of Academic Affairs

Donald Smith, Chief Human Resources Office

Chaz St. George, Strategic Direction Coordinator

Paula Donson, Associate Vice President for

Academic Affairs & Strategic Direction

#### 2. Safety Minute

#### 3. Adopt Agenda

MOTION: passed

“The Statewide Administration Assembly moves to adopt the agenda as amended for the September 12, 2012 meeting. This action is effective September 12, 2012.”

#### 4. Approve August 15, 2012 Minutes

MOTION: passed

“The Statewide Administration Assembly moves to adopt the minutes as amended for the August 15, 2012 meeting. This action is effective September 12, 2012.”

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

##### 5.1 Staff Alliance Update

Staff Alliance met September 11. Juella Sparks met with President Gamble, in light of budget reductions she has put forth 3.5% salary increase, in lieu of 5.5% initial suggestion.

## 5.2 Work-Life Survey Results (Staff Alliance)

800 respondents. Juella Sparks compiling responses, redacting names, verifying IP addresses (IP addresses not restricted to 1 response, as Facilities Services employees share computers)  
Survey results to be published with launch of Staff Alliance Blog

## 5.3 Governance Office Transitions

2 approved position descriptions - Governance Executive Officer (Grade 79 @ 12 month) and Coordinator (Grade 76 @ 10 months). Considering handling both searches simultaneously, meeting with search committee 9/13 to discuss pros-cons

Doesn't preclude part-time student hire dependent on budgetary considerations

Redistributed work (travel being handled by provost office, paid for by governance, Saichi Oba's office handling travel for student alliance)

Responsibilities of Governance Office: Serving governance well, summarizing data for president, maintaining web pages, listening to governance and administration

## 5.4 SAA Communications

Getting the minutes and Highlights

The Voice and Highlights connection has changes, Statewide Voice has a new look

Will begin to post Highlights on bulletin board in September

Facilities services request – unlock suggestion box

6. Public and Guest Comments – There were no public or guest comments.

## 7. New Business

### 7.1 Bylaw Changes

Postponing until October meeting

### 7.2 SDI Update – *Dana Thomas, Paula Dodson, Chaz St. George*

The current status in the overall process was discussed, the identification of the five main themes.

Next will be to drill down further to prioritize and determine the next steps. Referred to the SDI web site for details (<http://www.alaska.edu/shapingalaskasfuture/updates/2012/september-10-2012/>).

July 23rd meeting's momentum is still going strong with University-wide leadership, ready for SDI, ready to get going, ideas phenomenal, MAU and governance from all MAUs.

### 7.3 Service Awards

Will need to meet with the president and get web pages and everything ready

### 7.4 Statewide Staff Campaign – *Dory Straight*

Dory reviewed approach that has been taken in past and the need to revise both the approach and timeframe with the limited resources that are available Please submit ideas via email

to [foundation@alaska.edu](mailto:foundation@alaska.edu) or Dory's email.

### 7.5 Staff Development

Monique meeting with Anne Sakumoto and Juella Sparks for staff development on a general systemwide level, as well as development specific to statewide staff. Monique will share at next meeting.

SkillSoft is good, but our workloads are such that even those on-line trainings can be too much for our schedules.

Overall goal of morale, how do we reward and motivate staff. More opportunities for development and rewards associated with that.

## 8. Human Resources Issues – *Donald Smith*

### 8.1 Tuition Waivers

Copy of tuition waiver policy forthcoming, administrative details still need to be worked out regarding eligibility based on GPA. Difficulties with GPA based, but working with Student sector to facilitate. In place for BOR meeting later this month.

### 8.2 Health Care Task Force

A dozen plus items as recommendations to bring forth to JHCC, Sept. 20  
Includes opt-out removal (except for situations where dependent or spouse work for UA)  
Removing the 500 plan  
JHCC will be charged to move plan suggestions forward  
Our costs are on par and our benefits are above par for similar institutions both public and private  
Would take a change in the state constitution to allow us into the State of Alaska plan

### 8.3 Performance Evaluations (Appraisals)

Draft is being looked at and it will be formally presented to governance groups for review in the not too distant future.

HR wants to roll out to SW first, before rolling out to all MAUs. Small scale prior to full roll-out. No time line as of yet, but very important, because it ties into policy and regulation, so there will be appraisals.

Important communication for supervisor and employees to set goals and objectives for the upcoming year and just basic documentation for what has occurred throughout the year.

### 8.4 Other - Becky Conner new to PPA as Payroll/Benefits Tech

### 8.5 Staff Health Care Committee

FSA /HSA evaluations in the upcoming Statewide Voice – readership is ramping up to governance leaderships and chancellors

Meeting minutes from SHCC reviewed

Review plan participant changes for FY13

- 500 plan reduced by 25% (now only 140)
- 750 red 23%
- HDHC up 31%
- Opt out up to 12% from 10%

Motion to also approve Staff Alliance recommendation for patient advocacy consultant services – Motion Passed (6 in favor – 1 opposed)

Ask Erika Van Flein to report quarterly as to how they are meeting with projections

### 8.6 Joint Health Care Committee

Meeting on Sept. 20

## 9. Holidays

### 9.1 Thanksgiving Potluck

November 16, Dory to handle room reservations, Ivan to get 3 tables, all will scout for more, Monique to set-up food survey

### 9.2 Holiday Potluck

December 14, Dory to handle room reservations, Heather to coordinate

### 9.3 Adopt-a-family

Request via Highlights - give a call out to volunteers or departments

9.4 Food and mug drive

Lisa Sporleder will continue to chair the drive

10. Butrovich Building Issues

10.1 Update on Mother's Room and Signage

Mother's Room is available for use

Monique to follow up with Elaine as to if/why the door still needs to be locked.

10.2 SAA Bulletin Board

Highlights will be posted on the SAA bulletin board in the east end of the downstairs hallway

10.3 Pergola Proposal

Shelved until next meeting

10.4 New Building Coordinator

Jennifer Young no longer a statewide employee. Elaine Main has taken over the position.

11. Bragaw Building Issues

There were no Bragaw Office Building issues.

Kathleen to talk to Erika about coordinating food drive for local food bank and potlucks

12. Agenda items for October 10, 2012 meeting

- Bylaws
- Budget from BOR

13. Closing Comments – There were no additional comments.

14. Adjourn