

UNIVERSITY *of* ALASKA

Statewide Administration Assembly

Minutes

Wednesday, November 14, 2012 10:00 a.m.-noon

Fairbanks location: 212A Butrovich

Anchorage location: 205 Bragaw Office Building (BOB)

Meeting conducted via audio conference.

1. Call to order and roll call

2012-2013 Members:

~~Monique Musick, President (2011-2013)~~
(Absent)

Dana Platta, Vice President (2012-2014)

Heather Arana, Secretary (2012-2014)

~~Linda Hall (2011-2013)~~ (Absent)

Jeff Holloway (2012-2014)

Daniel Hostetler, Anchorage (2011-2013)

Ivan Leibbrandt (2012-2014)

Dory Straight (2011-2013)

~~Alex Taylor (2011-2013)~~ (Absent)

~~Briana Walters (2011-2013)~~ (Absent)

~~Kathleen Miner, Anchorage (2012-2014)~~ (Absent)

~~Michael Scott, Alternate (2012-2013)~~ (Absent)

~~Amy O'Sullivan, Alternate (2012-2013)~~ (Absent)

Guests:

Sharon Gramstad, Analyst Programmer

Connie Hooper, Capital & Plant Fund Analyst

Michelle Rizk, Associate Vice President, Budget

Anne Sakumoto, Director, Faculty/Staff

Training & Development

Michelle Wood, Fund Accountant

Karesa Kramer, Proxy for Linda Hall

Carolyn Weaver, HR User Services Manager

2. Safety Minute

3. Adopt Agenda

MOTION: passed

“The Statewide Administration Assembly moves to adopt the agenda as amended for the November 14, 2012 meeting. This action is effective November 14, 2012.”

4. Approve Minutes

Approval of the September 12th Minutes will be tabled until next month

5. President's Report

5.1 Staff Alliance update

- Reviewed testimony presented to BOR. Juella received comment from BOR regarding The Alliance Blog. President Gamble liked the blog. Comment from a Regent that they didn't feel they should interact with staff, but through the president.
- Redacted Work-Life survey results to President, Donald Smith, Dana Thomas, and Paula Donson

- President has Performance Evaluation Form for review, with HR's edits.
- Alliance to tackle update of Greivance Handbook, last update 1996. Gwenna Richardson working on flow chart. Juella working with Paula Harrison in LER. Supervisory handbook idea being floated.
- Retreat in March, in Anchorage, creating agenda. Grievance Process review to be discussed then.
- SHCC hot topics, Opt-out. SHCC to meet on November 27th. Donald Smith has 20 days from November 7th to sign off on proposed items.
- Employee Compensation Task Force, Chair had to step down. Looking for a replacement, Juella Sparks to handle in the interim.
- Student Services, Fall enrollment is down. Survey to identify why shows that heat and food needs have pushed education costs to be unattainable for now.
- Examples of how staff ties into the different themes should be sent to Juella Sparks. Responses then to be posted to the blog.

5.2 Work life survey results—Staff Alliance Blog

- Initial results redacted and posted to the blog. Questions being broken down into categories and summarized, and Action Points being developed for Campus, Employees, and Governance. A summarization of what processes has already been initiated will be included as well. As each question/category is completed it will be posted to the blog.

5.3 Governance office transitions – *Dana Platta*

- Committee make up:
 - Dana Platta – Chair
 - Tonya Coty – Dana Thomas' Executive Assistant
 - Gwenna Richardson – Staff Alliance Representation
 - Dan Monteith – Faculty Senate Representation
 - Jarmin Cramlich – Student Coalition Representation
 - Kenny Campbell – Alumni Representation
- Positions defined by Dana Thomas, reviewed and edited by committee, positions posted.
- Executive Officer, Grade 79, 7 applicants for Executive Officer position, 4 interviewed, 2 top candidates reviewed, reference checks performed, recommendation sent to Dana Thomas. Governance was included in reference check for both candidates
- Coordinator, Grade 76, 10 month contract. 3 applicants, interviews occurring now.
- Student employee possible future recruitment, up to Executive Officer.

5.4 SDI Themes

- Examples of how staff ties into the different themes should be sent to Monique, who will compile and sent to Juella. See attachment 5.4

6. Public And Guest Comments

- None

7. New Business

7.1 President's Coffee

- In discussing feedback from the October 18th Coffee with the President, two items came up in which the wording needed clarification.
 - Statement that Health Care Task Force was defined by staff would have more accurately been worded that Staff Alliance had recommended the formation of the Health Care Task Force, but the members of the task force were chosen by the administration.
 - Statement that staff asked for performance evaluations to be used, was in reference to Staff Governance asking to be involved in the review process if a performance evaluation form was developed.
 - Suggestion that in future coffees, it would be nice to have an audio link available for employees who are not located in Anchorage or Fairbanks.

7.2 FY14 Budget –*Michelle Rizke*

- Operating and Capital Budget went to the BOR.
 - Operating budget Request included: Negotiated increases for faculty, 3.25% increase for staff, L6070 increase (still under negotiation), Operating costs, high demand program requests (tied into SDI themes in request), R&D and IP.
 - Capital Budget Request: Deferred maintenance, completion funds for Engineering buildings at UAA and UAF, Research for energy development, Chinook salmon, resource maps, and oil spill response.
 - SDI theme feedback request from Paula Donson distributed to team, themes still flexible.
 - Requested additional money to pay down deferred maintenance backlog, to include UAF powerplant design and planning phase.
 - Request for funds for University Building Fund creation, to avoid deferred maintenance, and future operating costs can go into this fund.

8. Continuing Business

8.1 Service Awards

- Anne to work with Ivan on timeline and potential new process of Longevity Awards
- Donald requested that Anne review Governance proposed tie
 - Greater emphasis on employees with 25, or more, years of service.
 - Lower levels of service to be handled at department level
- Anne’s research recommendations indicated that service recognition at the lower year thresholds is so common that the IRS has taxability guidelines starting as low as 2 years.
 - Donald has heard her arguments and she has been directed to move forward with reduction in recognition program.
- Feedback from governance
 - Universal feedback from employees to governance, employees would feel slighted if recognition of 5, 10, 15, and 20 years were removed, or reduced.
 - Actual cost of awards is de minimis, but elimination would be devastating to morale.
 - Ceremony is integral part of the recognition process.
 - If recognition to move to the department level, consistency in award delivery would be reduced.
 - Last year’s suggestion from the Administration that 20 years, and below, receive a recognition certificate was argued against.

- Governance requests that annual recognition remain at the 5 year level, with the same token of award.
 - Anne to meet with Ivan, Heather and Linda later, and take feedback back to Donald Smith
- 8.2 Compensation Working Group
- Peter Sommers stepping down, Juella Sparks to step in.
 - Looking at out-of-the-box approach to staff compensation
 - Ideas will be posted to the Staff Alliance blog to continue the conversation
9. Human Resources Issues
- 9.1 FY14 Compensation Increase
- 3.25% request sent to legislature
- 9.2 Tuition Waivers
- Form verbiage with General Counsel
 - Governance has not seen latest revision
 - Implementation not decided definitively
 - Staff Alliance at October meeting with President Gamble recommended implementation of Fall 2013, and that GPA requirement not be used until the following semester.
- 9.3 Health Care
- Health Care Task Force recommendations report reviewed by JHCC and SHCC.
 - Staff Health Care Committee to review JHCC motions at their November meeting.
 - Joint Health Care Committee motions to be signed off on by Donald Smith within 20 days from November 7th.
- 9.4 Performance Appraisals
- Performance Form with the President, with HR edits.
 - Donald Smith intends to run a beta test of Performance Evaluation in SWOHR.
 - Request that governance be able to review Performance Evaluation prior to use.
- 9.5 Web Time Entry Exempt Pilot
- Pilot forthcoming starting 2013, implementation complete for Exempt employees in March 2013
- 9.6 Other
- Training update
 - Non-credit course list posted by the end of the month
 - Anne recommends taking advantage of nearby MAU programs and offerings
 - SkillSoft 7.2 upgrade in November, with expansion to Social Media capabilities
 - Learning Management System (LMS) by Cornerstone, partnering with Ellucian to link to Banner.
 - Anne is compiling a report of SkillSoft usage for Vice Chancellors.
10. Holidays
- 10.1 Fairbanks Thanksgiving potluck – November 19 – *Dory Straight*
- 10.2 Holiday potluck –December 14 – *Heather Arana*
- 10.3 Adopt-a-family – *Heather Arana*
- 10.4 Food and mug drive – *Lisa Sporleder leading*

11. Butrovich Building Issues

11.1 Butrovich Gardens

- Lack of participation and support by staff, and harvesting done by those outside the building, the handful of gardeners who dedicated considerable time to the garden in front of the Butrovich building do not intend to commit to a vegetable garden next year.
- Potential for a flower garden, depending on the work Facilities Services has planned, may be more in line with the level of overall commitment from building employees.

12. Anchorage Building Issues

- None

13. Agenda items for next meeting December 12, 2012

14. Closing Comments

15. Adjourn