

Minutes

Statewide Administration Assembly

Monday, December 14, 2020

10:00 am - 12:00 pm

Link to meeting recording:

https://alaska.zoom.us/rec/share/P2M3TQ4kVsSQxUFmCETeKnnN1j6cTuBGRT9diizZ2RfDLaZhWxoyGLcaVqJFo7M.8l1sAqDRG8i_Ao92?startTime=1607972641000

Access password: \$AF&5U=j

Representatives:

Lauren Hartman (2019-2021), FY21 President

Linda Hall (2019-2021), FY21 Vice President

Charla Bodle (2020-2022)

Kelley Lassey (2020-2022)

Elizabeth Lilly (2019-2021)

John McGee (2019-2021)

Rita Murphy (2020-2022)

Monique Musick (2019-2021)

Chelsey Okonek (2020-2022)

Harmonie Peters (2020-2021)

Derek Ward (2019-2021)

Alternates:

Ayden Harris (2020-2021), FY21 Secretary

Leyalle Harris (2020-2021)

1. Call to Order and Roll Call
 - a. Review and Adopt Agenda
 - i. Linda and Rita motion and second agenda
 - b. Approve [November Minutes](#)
 - i. Minutes motion to approve and seconded
2. Public Comments
 - a. Debbie Carlson as support for SAA at the moment.
 - i. Debbie - we are currently recruiting for a permanent position that will also serve as the support role for SAA.
 - ii. New position will serve in the front service area of HR. Expected hiring date unknown, but hoping for Jan.
3. Reports
 - a. President's Report
 - i. Updates:
 1. Digital transformation - started by Pres. Johnsen, M. Kondrak. With President Pitney, is this still on the table?

- a. Process has been completed, John Boucher is working on providing a shorter summary
- b. Longevity awards
- c. Governance support
- d. Staff workloads - most are working on tasks that are outside their PDs. We need to evaluate workloads, as many are getting burnt out and morale is super low.
- e. Paul brought up what is SAA's main goal at SW? VP would like us to evaluate and figure out what the role of the group is.
- f. HR and Procurement as cost centers proposed. Are there any other departments that will be considered for this?
 - i. VP Layer does not have an update on this at this time, but hopefully we will have some details soon. Perhaps we can get Steve Patin in on a meeting for some clarification/details.
 - ii. David Bishko is looking at SW structure - consultant hired by President to do an independent review of SW and to help with advocacy.
- g. With recharges like OIT, we don't have a system wide OIT support structure. UAF and SW are on the same system, but UAA and UAS are not. Looking at models at similar institutions.
- h. Announcement - new State Relations director (no longer an executive). Downscaling org chart, reducing the number of Exec officers with the review of every hire. This is a good example of how this will be happening in the future. Every position that is now rehired will be examined to see if the position title needs to be changed. (AVP vs Exec vs Director). Announcement will go out as soon as greenlit.
- i. Replacement for Saichi
- j.

4. Staff Alliance Report

- i. Met last Wednesday
 - 1. Staff Alliance discussed staff workload.
 - a. Mathew Mund to draft a resolution. Has pushed this in the past and has discussed it with leadership in the past.
 - b. It's important for morale and retention that staff are not continuing this level of work indefinitely.
 - c. UAS SA - had a conversation with Chancellor Carey. Carey mentioned that if President Pitney wants stability, staff cannot be cut any further. Ideally, we can get this same commitment from other leadership.

- d. Campus councils will review the resolution before this is sent out.
- e. Open for discussion - Any thoughts on Staff overwork?
 - i. When people are overwhelmed, small stressors can become large ones and become a large problem. It's a common concern
 - ii. Need to have our supervisors and above tell staff what we can let go of and what we don't need to focus on. Eventually we will hit a point where nothing can be done.
 - iii. We have a management system that we may be able to use. We can work this into performance reviews between managers and employees. Can we build this into our performance evals? This way we can list tasks that are done, but not necessarily the best use of time for employees. This may give employees another avenue if they are not comfortable with having his discussion.
 - 1. Each of the things need to be looked at at the department level, but also at the audience level in case there is something that is critical but may not seem so.
 - iv. Performance evals is a good tool, like Monique said it will be documented. Another thought I had would be something similar to the email that Patin sent out. Something to empower supervisors to talk with Staff about evaluating their workloads and removing tasks for workload.
 - v. We have a UA process and the evaluation process. Reach out to Steve Patin.
 - 1. The easiest way may be adding this to the training, so I will get this idea out and we will start looking at this.
 - 2. It will be most impactful if we go through our internal governance circles. That way SA can take this back to local councils. Then, if we can circle this and get some feedback, we can move forward. Raising interest among governance groups as a priority.

5. New Business

a. Governance Support

- i. [Staff Alliance position](#)

1. Posted position. In meeting with Paul, he said that Debbie will provide support. Morgan's position will not be rehired, as it is no longer a full time position. Paul has mentioned that he is shifting this to HR.
2. In SA meeting, Mathew sent this position description out. Lauren was unaware.
3. Position lists only SA, not SAA.
4. This is really more than one position. We have to figure out how this will be broken down and distributed. We are discussing this as we move forward with the recruitment. Paul and Steve have not clearly ironed it out at this time, but is working on it.
 - a. Need dedication to the office. I was unaware that there were two positions. I sent an email of activities that that position supports that I felt need clarification. There is a long list of reports, elections, etc., that is supported.
 - b. Governance websites
 - i. Ayden has been tasked with transferring the OU campus websites
 - ii. Monique met with Steve and Paul last week. Once they clarified there are two positions, one of the things that will be lost in continuity. If we don't have the same person going to all these meetings, how are we getting cross communication?
 - iii. Single point of contact - in my role at PA, I want to email one person and know that everyone will get that announcement. BOR documents - equal support for each group.
 1. They took a lot of notes, and will evaluate the feedback to see what can be altered.
 - iv. Governance used to have an officer, coordinator and student employee. These positions have been absorbed into one position. A coordinator may be needed. I brought these concerns up in the meeting.
 - v. Pat Ivy, former head of governance, had a role on the president's cabinet. Having that insight was great, and it
 - c. Lauren had drafted a similar email, and it's good to know that Monique has already done this. Lauren requested a copy of the email, Monique will forward. (Thank you for sending these points to Paul and Steve!)
 - d. Not having support hindered groups ability to work and function.

- e. Monique - UAA and UAF have governance offices. UAS does not.
 - i. These offices do a lot of work in the background to support elections, awards, ceremonies, etc.
 - ii. SAA cannot run their own elections. We need separation, and we need help.
 - iii. Paul said that he was printing out the email and using it as a guide so they could talk through the points. The plan is to move forward, and with a plan to address these concerns with a follow up to see if its working. That is the only official reply we have at this time.
- f. UAA - New interim Chancellor Bruce Schultz
- g. UAA was much more aggressive in cutting staff.
- h. Linda -
 - i. Looking at 33 positions at SW.

6. Ongoing Business

a. SW Administrator Position Review

- i. Staff Representatives: Monique Musick (SW), Tania Rowe (UAA), Gwenna Richardson (UAS), Michael Szidloski II (UAF)
- ii. [List of positions](#)
- iii. [List of SW offices](#)
 - 1. Two documents from Tania Rowe from SA
 - a. Monique - second document came from my office. Earlier this summer it was through to be a way to introduce offices at longevity awards. First meeting was a roundtable, SOW, and discussing what information will be needed and goals. It was a general discussion with a follow up meeting scheduled for Thursday, 12/17. We are planning to get our first level of work done at this meeting.
 - b. Gathering a lot of data, with some kept private (executives and salaries, these are public, but not planning to “advertise” this information).
 - c. Lauren - one note, this does not include any foundation positions.
 - d. Monique - I expect we will have more to report at the next meeting.
 - 2. Questions?
 - a. None presented

b. Foundation Transition

- i. Update - Linda and Lauren met with Tod, new Foundation president. Meeting was to bring Tod up to speed on SAA, our goals and functions.

Tod has scheduled some all staff listening sessions with consultant Denise McMillian.

- ii. The Foundation Board of Directors met last week. They have created an ad hoc committee. There is no update on this committee yet. The Chair of the Board of Directors extended the invitation to others.
- iii. Lauren would like to ask for an additional staff member to be a part of the committee so staff has a presence. Stan is an executive, and it would be better to have a staff member present to represent staff concerns.
- iv. Staff concern among Foundation staff about representation, as well as transition.
 - 1. Different messages are going out (Foundation as part or separate from UA system.)
 - 2. Concern over benefits
 - 3. It would be a shame if the Foundation was no longer a part of SAA and of shared governance.
 - 4. Lauren will likely be inviting Denise McMillan to a future SAA meeting.
- v. Questions?
 - 1. Several. The inconsistent messaging about benefits, supports, and being a part of the UA system or separate. Is the plan to keep Foundation with the system, or separate. This affects shared governance.
 - a. If a group is making their own policies, they have until the end of the fiscal year, and it's a heavy lift. I have no idea how they would get this done before the end of fiscal year.
 - 2. For foundation staff to stay in PERS and healthcare, we have to have written buy in from the state of AK. The University, by being part of the state, does not pay Social security. If we are no longer part of the U system, we have to start paying into taxes. We need to have that written communication on whether we are now required to pay this, or if we are still exempt from this.
 - a. Talking to Diane Slusher, even if we are separate, the foundation financials need to be folded into the University. I have no idea how this would move forward. There are more questions than answers.
 - 3. The President said at Foundation meeting - Foundation financials are still part of the University, but it won't be using any state funding, so it won't be subject to cuts from the government as they are self funded.
 - a. They put us in an enterprise org, so we already pay for everything out of the foundation.
- c. SW Recognition Awards virtual event - Thank you!
 - i. Awards committee: Lauren, Ayden, Linda, Monique, Charla, Leyalle, Harmonie

1. These awards are being sent out by Ayden this week. Pending two last confirmations for mailing.
 - ii. Outstanding awards committee: Adyen, Linda, Chelsey, Elizabeth
 1. These awards are ready at Atta-boy for pick up.
 - iii. Documentation of this year's process. It was difficult to put together the event with lack of information and loss of institutional knowledge. Hopefully we will have this on a regular schedule in the spring.
 1. Ayden can fill in some of the details on this!
 2. Planning for the next event will be discussed in January.
 - a. Any comments or suggestions for next event to keep in mind?
 - i. Monique - the slideshow and everything looked great.
 - ii. Lauren will be sending out a copy of the PP to Monique.
 - iii. Leyalle - two of our employees were awarded, and it was really nice. Our employees had a great time and enjoyed seeing their "cheering section" in the chat.
- d. Adopt-a-Family
- i. Lauren, Ayden, Chelsey
 1. Fairbanks - Adopt a family moving forward, Leyalle volunteered to assist with getting last minute items.
 - a. Another gift drive went out at the same time, this may have caused some confusion.
 - i. Denali center did not have as many participants. It was primarily just a few folks working on this. In the future, try and get these going at the same time.
 2. Anchorage - Lauren and Chelsey working on this. Lauren has most of the stuff and will run by the office to get the last minute items. Chelsey did not have anything dropped off, but can go shopping if needed. Deadline for Anchorage is 15th
- e. COVID Statewide Staff Survey
- i. [Draft survey questions](#)
 1. There are all sorts of questions using the other campuses as examples. Please feel free to mark up the questions and alter as needed.
 2. Purpose - get an idea of how people are doing during this time, and if there is anything we need to look into for staff support. Post covid WFH
 - a. Monique - Question 4
 - i. We wouldn't be able to offer all potentially needed items. Don't want to imply we can meet needs that we cannot.

3. Feedback?
 - a. Could be useful, can bring out an opportunity for folks to let leadership know about their struggles or challenges.
 4. We can send this out this week. In January, we will need a couple of volunteers to summarize results and responses.
 - a. UAS had a good example from their survey
 - i. (insert link for this)
 - ii. Volunteers - Elizabeth
 - b. Format?
 - i. Drafted in survey monkey. Leyalle suggests Jot form, can create report for you.
- f. SAA Morale committee?
- i. Do we want to form a morale committee separate of the SA committee.
 1. Lauren will put out a call to gauge interest. Will put out another call in January for this.
 2. Access to similar past surveys?
 - a. We have some past SAA ones, and some past surveys from other Campuses. What Lauren knows about it already in the SAA folder. If Debbie or the new position that will take these as access to other folders we do not, there may be additional past examples.
 - b. Current SAA folder only has information from the last year. Lack of information slows down the process.
 - c. Pat Ivy had a separate server with 30 years of data. We should try and track down these.
- g. Staff Alliance committees - With changes these committees are not formed yet. We are working on organizing these and hopefully they will meet in Jan.
- i. Compensation Committee
 1. Discuss staff compensation and also non monetary compensation in lieu of raises
 2. Elizabeth has volunteered
 - ii. Morale Committee
 1. Surveys and other actions in this direction
 2. Leyalle volunteered
 - iii. Staff Health Care Committee
 1. Work with decision making body on health care and policies.
 2. Linda has volunteered
 - iv. Ad-hoc Committee on Shared Governance
 1. Came out of a discussion from AAUP (American Association of University Professors). Faculty Governance, nationwide.
 2. Staff governance does not have this same structure or a body like AAUP. It varies between Universities.
 - a. We wanted to discuss what other Universities do, look at their processes and find examples of positive processes.

- b. We are looking at the overall structure of staff governance and how it could potentially be improved.
 - v. Members can volunteer for one of these groups.
 - h. Meeting schedule for rest of year
 - i. We already have a schedule for the rest of the year, but since we had to reschedule the meetings, Lauren wanted to check with staff to see if this time still works. The only conflict is that UA System Executive council meeting.
7. General Updates and Reminders
 - a. COVID-19 updates
 - i. Email on changes to quarantine, vaccines
 - 1. State change.
 - ii. [Extended COVID-19 sick leave through June 30th](#)
 - 1. Notice went out a few weeks ago.
 - b. Home test kits now available for biometric screening
 - i. Goes toward points for wellness rebate.
 - c. [HR Training Schedule](#)
 - i. Kelley is managing these training sessions. Thank you, Kelley!
8. Local Issues
 - a. Anchorage
 - b. Fairbanks
 - c. Any items?
 - i. None presented
9. Department Issues, Updates and Kudos
 - a. If there are any updates (new hires, departures, issues, comments, celebratory news, etc).
 - i. Leyalle - Portfolio hit 10 billion, a huge success. We also started a new initiative for anyone that has an Alaska 529 portfolio in the lower 48 - about 15,000 potential students.
 - ii. OIT - Jon Boucher was originally on for 4 months, but will now be staying on until June. No word on a permanent position at this time.
 - iii. HR is working on a compensation study for IT professionals to see how we can better align the IT pay structure with National trends.
 - iv. Harmonie - FY22 budget came out on Friday. Our capital requests were not included, but everything else in the budget was.
 - 1. Email from President Pitney
 - v. Kelley - One of the training options we have is our informal topic series that has not gotten a lot of interest. Every month we have a topic that we are focusing on. We review an article and discuss, lunch hour once a month. If anyone is interested, we get about 10-12 people in this one.
 - 1. Are these advertised?

- a. Yes, they are. They are also located on the HR training page (linked above)

10. Agenda items for January meeting

- a. Questions for Steve Patin

11. Closing Comments

- a. Lauren will check with Steve Patin, Dennis McMillian and Jon Boucher about attending future meetings.
 - i. Additional requests?
 - 1. None suggested.

12. Adjourn

- a. Motion to adjourn by Linda and Elizabeth

OTHER RESOURCES

SAA Constitution and Bylaws

http://alaska.edu/files/governance/SAA-Constitution--Bylaws_Final-Approved-May-2017.pdf