



UNIVERSITY
of ALASKA
Many Traditions One Alaska

Minutes

Statewide Administration Assembly

Monday, March 8th, 2021

10:00 am - 12:00 pm

[Zoom Recording and Transcript](#) (Passcode: &0Yi+?u2)

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 (2020-2022)
Derek Ward (2019-2021)

Alternates:

Leyalle Harris (2020-2021)

Staff:

Debbie Carlson

Guests:

Michelle Pope, HR Director of Operations

1. Call to Order and Roll Call
 - a. Review and Adopt Agenda - moved by Monique and seconded by Linda
 - b. [Approve February Minutes](#) - moved by Monique seconded by Charla

2. Guests
 - a. Michelle Pope: [Post-COVID Workplace Taskforce](#)
 - i. Nycolett Rabley, Senior HR business partner for the Fairbanks Campus & Co-project manager for the post-COVID workplace project - President Pitney has charged the taskforce with coming up with a plan and timeline for detailing what the UA workplace will look like going forward. The work team will be reviewing policies & regulations as well as what the potential risks might be. The team wants to make sure that there is involvement with the governance groups and approval from key leadership.

- ii. Michelle Pope, HR Director of Operations - The document linked in the agenda is an overview of the post-COVID workplace project. It talks about how this project is organized. There are three teams on this project (project team, technical expertise resources team, and transition monitoring team). Feedback from staff, faculty, and students would come through the transition monitoring team and they will be reviewing communications that go out. For this team, it is requested that SAA has one or two representatives participate and provide names to Michelle by March 19th.
- iii. Charla & Lauren will serve on the group and Linda will serve as an alternate.
- iv. There are a number of representatives missing, so Lauren will send out an email to see if anyone else would like to serve on the group.
- v. There is no timeline for the project yet, but chances are it will need to be in place for fall semester.
- vi. The communication plan and scope have not been finalized yet, but bi-weekly updates will go out to executives. Monique will be working on this and taking the lead on making sure things get communicated.

3. Reports

a. President's report

- i. Lauren and Linda met with Paul on February 11th
 - Paul mentioned Kelly James has been hired for the executive assistant position in his office.
 - They discussed the group title change from SAA to SOSOC. Paul was supportive.
- ii. Debbie mentioned that they are getting approval to make an offer for the executive assistant position in HR.

b. Staff Alliance report

- i. SA last met February 19th
- ii. It was mentioned that Eric Lingle had been nominated to serve on the Post COVID Taskforce as the staff governance representative and Lauren & Matthew shared the new structure that Michelle had proposed.
- iii. Matthew met with President Pitney and they discussed the governance support resolutions that had been passed. President Pitney suggested that governance groups give the proposed structure six months or a year before revisiting it. Disappointment in this response was expressed.
- iv. There was a report from the compensation committee.
- v. Discussed the Morale Survey and coming up with uniform questions.
- vi. Eric Lingle, the Rep on the COVID task force, mentioned that the UAF Staff Council would be sending out a COVID survey which they did last week. The survey asked employees what they would like to see in a post-COVID work environment.

4. Ongoing Business

a. Recognition and Longevity Event

- i. Friday May 21st at 11:00am - Date has been confirmed with President Pitney.
- ii. Currently working on getting the budget request into the President for approval.
- iii. The event will be put on virtually, similar to last year.
- iv. Email Harmonie or any of the committee members if you have any suggestions or would like to join the committee.

b. Elections

- i. Determine how many seats are open, send out call for nominations
 - 6 spots + 2 alternates will be open for elections this year
 - Discussed how many members should be from each geographical location.
- ii. Timeline? - Nominations & website updates need to be done by May so that we can bring on new folks in June.
- iii. Debbie - Kelly James will be the main website editor and other operational duties while the HR EA will mainly coordination & operation duties backup.
- iv. Please nominate people that you think would be great for SAA.

c. Administrator position review updates - Monique

- i. The review committee will be sending out a six question survey regarding the relationship between the universities and the system office to 60 or 70 identified individuals.
- ii. The group will start talking about the functions of the positions being reviewed.
- iii. David Biscoe has been attending the group meetings. SAA should extend an invitation for our April meeting.

d. Foundation transition update

- i. [Draft email](#) - Lauren drafted the email in order to request an update on the transition since there has not been any information given since October. There were no concerns about sending the email.

5. New Business

a. Elect new secretary for remainder of FY21 - Harmonie volunteered and there were no objections.

b. [Motion to rename Statewide Administration Assembly to System Office Staff Council](#)

- i. Voting on this motion will be at the April meeting.
- ii. For reference, voting on constitutional amendments requires discussion at the meeting proceeding the vote.
- iii. This topic and upcoming vote will be included in the SAA highlights so that staff members are aware and can weigh in.

c. Morale Survey

- i. [Feedback on common questions](#)
 - We did not send out the morale survey last year.
 - Please take a look at the questions and provide any feedback (Changes? Additional questions?)
 - The morale committee is meeting next week.
 - Do we have access to the governance survey monkey account?
- ii. Timeline?
 - The plan is to have the surveys closed by mid-April to have results at the June BOR meeting.
- iii. [UAS COVID survey questions](#)
 - Make sure that the Post-COVID workplace transformation team has similar COVID questions.
 - Any COVID questions related to morale should be moved to the morale survey.
 - SAA will not send out a COVID survey.

6. Staff Alliance Committees

- a. Staff Health Care Committee - Linda
 - i. The group met and discussed premiums. They recommended that premiums stay the same for FY22, but do an analysis for 3-5 years so that there isn't a huge jump in FY23.
 - ii. It is unsure what the roll forward will be for FY22.
 - iii. The employee is supposed to pay 18% of the total cost. The roll forward is the amount the employees overpaid due to under usage/low costs.
 - iv. There are less employees paying premiums and health costs are going up. UA as a whole is at or below the median cost in the U.S.
- b. Compensation Committee - Elizabeth
 - i. [Memo from Staff Alliance](#)
 - This memo went to the President last week.
 - The group only met 3 or 4 times and decided to just send the whole list of alternative compensation ideas.
 - The compensation committee is not planning on meeting anymore this fiscal year.
- c. Morale Committee - Lauren, Leyalle
 - i. The committee went over the survey questions and is meeting again tomorrow.
- d. Ad-hoc Committee on Shared Governance - Lauren
 - i. Reviewing & potentially making policy change recommendations regarding shared governance structure.
 - ii. The committee wrote a why statement that was shared by Matthew at the February BOR meeting.

7. General Updates and Reminders

- a. Staff Makes Students Count award nominations are open

- i. The award is available to each campus, but there were no nominations from the system office last year.
 - ii. Employees don't have to work directly with students to be eligible.
 - b. BOR meeting recap
 - i. Everyone is encouraged to watch and listen specifically to the SA chair report
 - ii. The next meeting is in June.
 - c. Results of Valentine's day virtual drives:
 - i. \$460 raised for food banks! (\$215 in Anchorage, \$245 in Fairbanks)
 - ii. [Lots of thank yous!](#)
 - d. UA Systemwide Fundraising Campaign - Virtual Launch March 25th
 - i. There should be more communications to staff
 - ii. At the March 19th meeting there will be a presentation by Megan Ribbe.
- 8. Local Issues
 - a. Regardless of your age, all employees are eligible to get the COVID-19 vaccination.
 - b. IT's John Boucher has agreed to stay on until June 2022.
- 9. Department Issues, Updates and Kudos
- 10. Agenda items for April meeting
 - a. Invite David Bishco for an update
 - b. Ongoing updates - Morale survey, longevity event planning
- 11. Closing Comments
- 12. Adjourn - Linda moved to adjourn, Elizabeth seconded the motion

OTHER RESOURCES

SAA Constitution and Bylaws

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