

Minutes

Statewide Administration Assembly

Monday, April 12th, 2021

10:00 am - 12:00 pm

Zoom link: alaska.zoom.us/j/86937362979

Cloud Recording Link:

<https://alaska.zoom.us/rec/share/8ciPhWAO9glknmAL3QLMK4uHJoQiiYsnza3kTSojNMZxzkeA1-nHTDqbl1c4sLE.lpR3mJksLdEE4c9f>

Passcode: HMZPUE&9

Representatives:

Lauren Hartman (2019-2021), FY21 President

Linda Hall (2019-2021), FY21 Vice President

Harmonie Peters (2020-2022), Secretary

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)

Derek Ward (2019-2021)

Alternates:

Leyalle Harris (2020-2021)

Guests:

David Bishko, [Business Strategist](#)

Stefanie Gorder, [HR Executive Assistant](#)

Staff:

Debbie Carlson

Stefanie Gorder

1. Call to Order and Roll Call
 - a. Review and Adopt Agenda
 - i. Monique moved to adopt, Linda seconded
 - b. [Approve Minutes](#)
 - i. Linda moved to approve, Derek seconded

2. Guests
 - a. David Bishko, [Business Strategist](#)
 - i. Joined the System Office in October as a Business Strategist to guide the University Administrative transition into the future.

- ii. The first task was to get a good picture of administrative cost transparency due to internal mixed messages.
 - 1. UA is unique compared to any other university in the country
 - a. Low population density state, high research costs, high cost of living
 - b. Other states have separate institutions for community campuses
 - 2. Expenditures do significantly exceed peers (10 low-density states) by student even after adjustments
 - 3. Costs have remained consistent %
 - 4. Very high fixed costs (costs not driven by enrollment)
 - 5. Biggest challenge is the decline in enrollment
 - a. Nationwide, this is a problem, but UA is declining significantly more than the rest of the country
 - 6. There is a lot of sensitivity around this topic
 - 7. A major theme that was heard during interviews was that administrative costs have increased over time (data does not agree with this opinion)
- iii. Interviewed about 50 UA leaders and pulled IPEDS data.
 - 1. There is an overall misunderstanding/lack of understanding of what the System Offices or Campuses actually do. The university is very siloed, but not for lack of effort.
 - 2. Faculty feel like they are getting the short end of the stick and they have very strong opinions about administration being too big.
 - 3. People were on edge because of changes that happened under President Johnsen (HR Transition), but have respect and high hopes for President Pitney.
- iv. Initially the effort was focused on the entire UA system as a whole.
- v. Other projects include UA Goals, pain points (ex. Banner), etc.
- vi. The second effort was comparing the System Office compared to every other system office that reports to IPEDS and Universities to their self identified peers.
 - 1. The System Office had no low-hanging fruit or items that stood out compared to other system offices.
- vii. A 120 page document has been pulled together, but further discussion is needed to know what will be shared.
- viii. Universities are currently formulating enrollment targets.
- b. Stefanie Gorder, [HR Executive Assistant](#)
 - i. The Governance position, under HR, has been hired.
 - ii. Please continue to send SAA support work to Debbie and cc Stefanie for now.

3. Reports

- a. President's report

- i. Met with Paul Layer - March 17th
 - 1. Supportive of our activities, but nothing new came up.
 - ii. Met with Michelle Rizk and Dennis McMillian on Foundation transition
 - 1. There hadn't been an update until this meeting. It was communicated that staff were frustrated with the lack of communication.
 - 2. The result of the review done was that the MOU states that UA is a co-employer with the Foundation which essentially means that nothing will change for employees, but their budget will no longer be reported to the state.
 - b. Staff Alliance report
 - i. Next meeting this Friday April 16th
 - ii. <https://www.hedsconsortium.org/heds-diversity-equity-campus-climate-survey/#1482250042102-6ad2c886-d1fd>
 - 1. UAF is doing a climate survey. This link is to the website of the company they are using. They also mentioned that systemwide HR is interested in potentially doing this for the entire university.
 - iii. UAF staff council passed a resolution asking that HR consider making [UAF's recognition policy](#) (show extra appreciation to staff through bonuses or leave, etc.) a system policy. HR wants to leave it up to each unit.
 - iv. UAA Chancellor search is still ongoing. This week there will be sessions with each candidate.
 - v. It has been recommended that Banner be moved to the cloud and a final decision was to be made by March 31st.
 - vi. HR exit survey data has been requested.
4. Ongoing Business
 - a. [Motion to rename Statewide Administration Assembly to System Office Staff Council](#) - Monique moved the motion, Linda seconded
 - i. 6 yays, 0 nays; the motion is approved
 - ii. Monique will work with OIT to migrate the website to a new URL
 - iii. Staff Alliance's constitution may need to be updated
 - b. Morale Survey
 - i. [Review questions](#)
 - ii. It is supposed to be a yearly survey coordinated with the campuses
 - iii. Lauren is aiming to send out the survey by tomorrow the 13th, close next Friday the 23rd.
 - iv. The remote work survey will be sent out around the 19th, so there will be a bit of an overlap.
 - v. Question 18 needs a little clarification: remove "in the workplace"
 - vi. Let Lauren know if there are any questions or edits to the questions by the end of today.
 - c. Recognition and Longevity Event - Harmonie

- i. Friday May 21st at 11:00am
 - ii. Outstanding Employee Award nominations close Wednesday
 - iii. Need volunteers for Outstanding Employee Awards
 - 1. Lauren will send out an email to solicit volunteers
 - d. SAA Elections
 - i. Timeline: Nominations close April 16th, elections open May 3rd-21st, have new members confirmed by May 28th
 - ii. Please encourage staff to participate, and nominate your team members
 - iii. Need volunteers to confirm nominees
 - e. Staff Make Students Count
 - i. Thoughts on future changes to this award, per email from Mathew Mund?
 - 1. There was a thought that a new award should be created to go to non-student facing staff awards and reiterate that the Staff Make Students Count award is not exclusively for staff that have direct contact with students.
 - ii. We had one system office nomination. Linda and Harmonie reviewed the nomination and forwarded it to the Staff Council.
 - f. Administrator position review updates - Monique
 - i. Campuses are focusing on associate dean positions, rural campuses are served appropriately, athletics be eliminated, and all areas of research are served.
 - ii. The group was educated on what the system office does and the group would like to recommend that SO further defines this and update the mission.
 - iii. Starting this week (Wednesday) there will be work on matching up PDs and reviewing the survey responses.
 - g. Post-COVID Transition Monitoring Team - Lauren, Charla
 - i. New website: <https://alaska.edu/hr/remote-work/>
 - ii. Feedback received so far
 - iii. Upcoming survey - work situation preferences in a post-COVID world
 - 1. Less about how do you feel and more about what do you need
 - iv. The technical team has been working on security risk and legal and regulatory constraints.
 - v. There are already some policies in place that just need to be communicated.
 - vi. 87% of feedback has been remote work positive (continue remote work in some capacity)
 - vii. This project team is more long term guidance verses short term transitions
5. New Business
 - a. New email (don't start using yet, will discuss)
UA-SOGOV-SystemOfficeStaffCouncil@alaska.edu
 - b. Stefanie Gorder hired - there will be a transition of duties from Debbie to Stefanie

6. Staff Alliance Committees

- a. Staff Health Care Committee - Linda
 - i. Hasn't met
- b. Compensation Committee - Elizabeth
 - i. [Memo from Staff Alliance](#), no response yet
- c. Morale Committee - Lauren, Leyalle
 - i. Morale survey questions
- d. Ad-hoc Committee on Shared Governance - Lauren
 - i. Formed a couple months ago to review structure and function. The group has been looking at how other universities's governance work.
 - ii. There hasn't been a product yet, but discussions are progressing. Everyone is invited to the weekly meetings. Let Lauren know if you are interested.

7. General Updates and Reminders

- a. Open Enrollment April 15th - May 5th
- b. [Alaska Native Success Initiative](#)
- c. [UA Systemwide Fundraising Campaign](#) - Launched March 25th
 - i. There is now an official website and branding through FY24
- d. [Upcoming Spring HR Topic Series](#)
 - i. April 16th - Why Procrastination Is About Managing Emotions And Not Time
 - ii. May 14th - How To Overcome Your Brain's Negativity Bias
 - iii. Ongoing supervisor training
- e. [UAF Free Weekly Online Meditation](#) - everyday at 1:10pm
- f. OIT [Security Awareness Training](#) - there are 5 10 minute courses and a drawing that will be drawn May 1st
- g. May 15th -22nd the Butrovich building will be closed. On those two Saturdays Banner and other enterprise systems will be down.

8. Local Issues

9. Department Issues, Updates and Kudos

10. Agenda items for May meeting

- a. Send out a reminder for representative nominations
- b. It will be the last meeting before the new council cycle

11. Closing Comments

12. Adjourn

OTHER RESOURCES

[SAA Constitution and Bylaws](#)