



Minutes

Statewide Administration Assembly

Wednesday, October 12, 2016

10:00 a.m. – 12:00 p.m.

Audio only call-in: 1-866-832-7806, PIN 4236369

Fairbanks – Butrovich 204

Anchorage – Bragaw 205

1. Call to Order and Roll Call

The meeting came to order at 10:05 a.m.

Members:

Eric Johnson, President (2016-2018)

Chrystal Warmoth, Vice President (2016-2017)

Buffy Kuiper, Secretary (2016-2018) *joined at 10:40 a.m.*

Sheri Billiot (2016-2018)

Dale Denny (2015-2017)

Alison Hayden (2016-2018)

Arthur Hussey (2015-2017)

Tom Langdon (2016-2018)

Monique Musick (2015-2017)

Danielle Nelson (2016-2018)

Laycie Schnekenburger, First Alternate (2016-2017)

Staff:

Morgan Dufseth, Executive Officer, System Governance

Members Absent:

Alesia Kruckenberg (2015-2017) *excused*

Josh Watts, Second Alternate (2016-2017)

2. Safety Minute

3. Adopt Agenda

Monique moved to adopt the agenda as presented, and Arthur seconded. There were no objections. The agenda was adopted as presented.

4. Approve Minutes

4.1. September 20 Minutes

Alison moved to approve the minutes, and Sheri seconded. There were no objections. The minutes were approved as presented.

5. Reports, Updates, and Information

5.1. Public and Guest Comments

None given.

5.2. President's Report – Eric

Eric noted he did not meet with President Johnsen, but will meet with him next week. Eric also mentioned the Regents had given some additional direction regarding Strategic Pathways at their September meeting in Juneau. Their approved directions can be reviewed online [HERE](#).

5.3. Staff Alliance Update – Eric

Alliance members met with UA HR and reviewed a draft performance evaluation, and received updates on furlough units at UAF (no other campus took part in furloughs); overall, there were less than five units affected, and in those cases they were mostly mandatory with one instance of a voluntary furlough. Alliance members also received an update from the JHCC, who is encouraging staff to use Teledoc more. Alliance members also discussed morale across UA and encouraged local staff councils to pursue a morale or engagement survey (see UAA Morale Survey).

5.4. Strategic Pathways Update – Team Members

Teams met last week for their initial kick-off meetings; they will meet via phone this month, and then will meet in-person in early November. Arthur (Health) noted it was upbeat meeting; the Health team wasn't asked to focus on decreasing size but rather increasing capacity and programs. Alison's team (Student Affairs) was presented with a reduction/streamlining goal, which was somewhat awkward at first but once the group started discussing options it became more positive overall. Tom noted that President Johnsen had removed the charge to create 20% reductions/saving from the groups because it seemed to be negatively affecting the ideas and group options. Alison has questions about hierarchy and reporting—in the case of lead campuses—do the satellites report to the main campus or to their local leadership? Monique noted it would still be through local leadership, who would collaborate with the main campus. Monique noted implementation reports

are due Oct. 15 for Phase I objectives. It should be noted, the implementation teams were staffed differently than the review teams.

5.5. Bylaw Review Committee – Buffy

The committee is meeting tomorrow and will address consistency with terms within the document. When asked for suggestions, none were given.

6. Ongoing Business

6.1. Butrovich Break Room

Eric provided an update on a possible breakroom in the Butrovich Building, noting he spoke with Matt Cooper, associate general counsel and the new Butrovich space czar. There has been a rumor that UAF OGCA might move into Butro, however, it does not look they will move into the basement (where Risk is currently located). Matt is going to assess meeting space in Butrovich and will be reviewing current space use, and will report back to Eric on available space and cost per square foot to convert to a break room. Eric noted he would still like to determine the purpose/best use of the break room. Buffy noted the initial purpose was just a place have lunch or to go in the winter when it was too cold to go outside—a central place where you don't have to reserve the room, also ideas about networking—running into and meeting fellow colleagues. Additional updates will be provided as new information is made available.

6.2. Event Updates – Upcoming: Thanksgiving Potluck, Adopt-a-Family, & Toys for Tots

Monique noted she will make the Thanksgiving flyer later this month and get it sent out right after Halloween. The potluck will be on Nov. 18 in Fairbanks.

Morgan has reserved Butro 109 all day for set-up and break-down of the event.

Chrystal had questions about the Christmas Party—sponsored by the president?

Eric noted he will discuss options with President Johnsen at their meeting next week. Anchorage will hold their event Monday, December 5, 2016.

Adopt-a-Family – Sheri has requested family by from Love, Inc. by Nov. 16. She has asked for placement with two families, but said UA could also accommodate a family and a group home if that was what was needed most.

7. New Business

7.1. Revised Performance Evaluation Form

HR plans to include the new evaluation form in PageUp and its performance management module; the plan is to roll it out this November. The form does not link specifically to the employee's position description, but focuses on competencies instead. The plan is to incorporate 360 evaluation eventually but, due to increased cost, that option will be phased in at a later date. Alison noted she found the guidelines to be a little confusing, especially where it seems like there

should be descriptions of the behaviors; there also seems to overlap within the descriptions—the behavior bullets don’t seem to match with the additional qualities listed below. Arthur noted he would prefer to have a separate comment section for each competency. Members noted they would prefer clarification on job description or expectations. It was also suggested there be a question or section asking about updating the PD, which could open the discussion for current duties v. expectations v. department need. Another suggestion was to encourage digital signature/acknowledgement to alleviate a paper burden. Members suggested sending it out to the general employee public for feedback via Google form. Morgan noted she would check with UA HR on timeline.

7.2. Canned Food Drive – Move to February 2017

Dale and Lisa found out the Food Bank needs donations more in February than at Christmas. Bins will be out in February for collections. They would like to keep the mug drive at Christmas. Buffy suggested a pound goal to help motivate the building to donate, however, no decision was made. The student pantry donations will continue to be ongoing throughout the year.

7.3. Morale Survey

Overall, members seem interested in having a similar survey at SW. However, they agreed they will want to decide what they will do with the results. There was discussion about using it as a baseline to measure increases in morale, following efforts to boost morale. Arthur suggested finding a consistent time, maybe twice a year, asking the same questions, in order to identify long-term trends, and keeping the number of questions to a minimum. Members also discussed the driver of low morale job security (insecurity? lack of control?). Eric agreed to discuss with President Johnsen. Tom noted he would like to be involved. Buffy, Danielle and Eric (and maybe Alison) will also help. Morgan will use either Google Forms or Survey Monkey to draft a mock version of the survey to share with the committee.

8. Local Issues

8.1. Anchorage

None given.

8.2. Fairbanks

Monique noted there was a Sam’s Club education rebate – for UA staff/faculty/staff – upon initial sign-up or renewal, there is a \$15-25 to Sam’s Club (depending on membership level).

9. Agenda items for next meeting

Breakroom update

Morale Survey

Thanksgiving Potluck, Adopt-a-Family and Toys-for-Tots

Performance Evaluation Feedback
Reminder for BOR Public Testimony – Oct. 3

10. Closing Comments

None given.

11. Adjourn

Monique moved to adjourn, and Buffy seconded. The meeting adjourned 11:45 p.m.

OTHER RESOURCES

SAA Constitution and Bylaws

<http://alaska.edu/files/governance/SAAConBylaws9-11-14.pdf>

SAA Annual Events Calendar

<http://alaska.edu/files/governance/SAA-annual-events-calendar.pdf>

System Governance Calendar

<http://alaska.edu/governance/directorycalendar/>