



*Agenda*  
**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**

Members:

Eric Johnson, President (2016-2018)  
Chrystal Warmoth, Vice President (2016-2017)  
Buffy Kuiper, Secretary (2016-2018)  
Sheri Billiot (2016-2018)  
Dale Denny (2015-2017)  
Alison Hayden (2016-2018)  
Arthur Hussey (2015-2017)  
Alesia Kruckenberg (2015-2017)  
Tom Langdon (2016-2018)  
Monique Musick (2015-2017)  
Danielle Nelson (2016-2018)  
Laycie Schnekenburger, First Alternate (2016-2017)  
Josh Watts, Second Alternate (2016-2017)

Staff:

Morgan Dufseth, Executive Officer, System Governance

**2. Safety Minute**

**3. Adopt Agenda**

**4. Approve Minutes**

4.1. September 20 Minutes – Reference 1

- 5. Reports, Updates, and Information**
  - 5.1. Public and Guest Comments 10:05 a.m. – 10:10 a.m.
  - 5.2. President’s Report – Eric 10:10 a.m. – 10:25 a.m.
  - 5.3. Staff Alliance Update – Eric 10:25 a.m. – 10:40 a.m.
  - 5.4. Strategic Pathways Update – Team Members 10:40 a.m. – 10:55 a.m.
  - 5.5. Bylaw Review Committee – Buffy 10:55 a.m. – 11:05 a.m.
- 6. Ongoing Business** 11:05 a.m. – 11:25 a.m.
  - 6.1. Butrovich Break Room
  - 6.2. Event Updates – upcoming: Thanksgiving Potluck, Adopt-a-Family, & Toys for Tots
- 7. New Business** 11:25 a.m. – 11:45 a.m.
  - 7.1. Revised Performance Evaluation Form – Reference 2
  - 7.2. Canned Food Drive – Move to February 2017
  - 7.3. Morale Survey – Reference 3
- 8. Local Issues**
  - 8.1. Anchorage 11:45 a.m. – 11:50 a.m.
  - 8.2. Fairbanks 11:50 a.m. – 11:55 a.m.
- 9. Agenda items for next meeting** 11:55 a.m. – 12:00 p.m.
- 10. Closing Comments**
- 11. Adjourn**

#### 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/>



*Minutes*

**Statewide Administration Assembly**

Tuesday, September 20, 2016

10:00 a.m. – 12:00 p.m.

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

Fairbanks – Butrovich 109

Anchorage – Bragaw 210

**1. Call to Order and Roll Call**

After technical difficulties, the meeting came to order at 10:20 a.m.

Members:

Eric Johnson, President (2016-2018)

Chrystal Warmoth, Vice President (2016-2017)

Sheri Billiot (2016-2018)

Dale Denny (2015-2017)

Alison Hayden (2016-2018)

Alesia Kruckenberg (2015-2017)

Monique Musick (2015-2017)

Danielle Nelson (2016-2018)

Laycie Schnekenburger, First Alternate (2016-2017)

Josh Watts, Second Alternate (2016-2017)

Staff:

Morgan Dufseth, Executive Officer, System Governance

Members Absent:

Buffy Kuiper, Secretary (2016-2018)

Arthur Hussey (2015-2017)

Tom Langdon (2016-2018)

**2. Safety Minute**

**3. Adopt Agenda**

Alesia moved to adopt, Josh seconded. None were opposed. The agenda was approved as presented.

**4. Approve Minutes**

4.1. August 17 Minutes – [Reference 1](#)

Monique moved to approve the minutes, Sheri seconded. There were no objections and the minutes were approved.

**5. Reports, Updates, and Information**

5.1. Public and Guest Comments

None given.

5.2. President's Report

Eric noted that the regents, during their recent Board meeting, voted to not eliminate athletics at UA or to continue to pursue single accreditation. There will likely be more released on Strategic Pathways initiatives after the next meeting.

5.3. Staff Alliance Update – Eric & Chrystal

Monique noted there had been a work around regarding leave accrual for furloughed employees. Phase II for SP is starting to get underway—invitations are being sent to staff members to serve on the review teams. Eric noted the Alliance members were planning on discussing the UA wellness program at their next meeting. Members want to discern if the program is about assessment—are they just collecting information about us—or actual employee wellness (encouraging behavior that is to the benefit of the employee). Also want to figure out why employees don't want to participate and forgo the monetary incentive.

5.4. Strategic Pathways Update – Monique

The SP website is being updated and will have the team members listed once they are confirmed. Public Affairs will have a post-regents' meeting release and power point on the recent decisions to better explain which directions they would like the university to move.

5.5. BOR Public Testimony Changes – Monique

Monique noted the Board tried the new process for the first time two weeks ago. There were some lags in the calls, and the line was switched to music a couple of times during the course of the night. Overall, there was good participation across the state and there were no major technical challenges.

5.6. Bylaw Review Committee

The SAA bylaw review committee has met twice and plan to share more at an upcoming meeting. The committee is chaired by Buffy, and consists of Eric, Alison, Arthur, Alesia, and Chrystal.

## **6. Ongoing Business**

### **6.1. SAA Events – Assign Event Leads**

The following event leads were chosen for FY17 SAA events:

Thanksgiving Potluck – Monique

Adopt-a-Family – Sheri

Toys for Tots – Danielle

Canned Food and Mug Drive – Eric, Dale and Lisa Sporleder

Christmas – Buffy

Valentine's Day (Anchorage) – Chrystal and Danielle

Outstanding Employee & Department Awards – Alesia (with help from Eric)

Longevity Awards – Alesia (with help from Alison)

### **6.2. Coffee with the President**

Members discussed the upcoming event and agreed to help set up the room when the meeting concluded.

## **7. New Business**

### **7.1. Butrovich Break Room**

Buffy brought this issue to SAA for review; it had been suggested by a non-SAA employee. Members engaged in a discussion of cost/budget, need, and potential function. There were suggestions to look into area currently occupied by Risk Services, since they are moving to Anchorage. Overall, members agreed they need to define use—is it for eating or for relaxing or working out? There was also a brief discussion of the OIT snack system—someone buys it up front at Sam's and then people pay as they take. Anchorage members noted they were looking at a walkway between two buildings to convert it into a break space; also have an empty conference room in the building they might be able to use.

Eric will work on the budget, and possibly a survey/poll of employees and their interest in the idea. Morgan will work with the Butrovich building coordinator to locate which rooms could possibly be used, and find out how much it would cost to repurpose the space. The final step would be to send out a survey to staff to gauge employee interest.

## **8. Local Issues**

### **8.1. Anchorage**

None given.

### **8.2. Fairbanks**

None given.

**9. Agenda items for next meeting**

JHCC and SHCC updates  
Bylaw Review  
Breakroom  
Compensation Committee

**10. Closing Comments**

Monique asked if there was governance representation on any system-wide councils. At present the answer is no. However, HR has noted they would consider a member of governance on the revamped Human Resources Council; Morgan has sent names to CHRO Hite McGee and is waiting to hear back from her.

**11. Adjourn**

Alesia moved to adjourn, Sheri seconded. The meeting was adjourned at 11:30 a.m.

**OTHER RESOURCES**

SAA Constitution and Bylaws

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

SAA Annual Events Calendar

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System Governance Calendar

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## UA Performance Evaluation

Reference 2

Name:		Date:	
Classification:		Department:	
UA ID:		Supervisor:	
PCN:			

**Instructions:** Consider employee's performance during the entire review period and rate competencies. Use the Comments section to provide additional feedback on performance. Use the Goals and Training & Development sections to identify objectives, and set performance expectations for the upcoming performance period. Review position description with employee and update if necessary.

Competencies:	Exceeds Expectations	Meets Expectations	Needs Improvement (Action Plan Required)
<b>Quality</b> Work product shows attention to detail, accuracy, follow-through and thoroughness.			
<b>Quantity</b> Consistently prioritizes and manages assigned workload. The work produced corresponds with the amount of work required for completion.			
<b>Initiative</b> Tendency to go above and beyond requirements. Anticipates and recognizes potential problems. Is able to make independent decisions.			
<b>Collaboration</b> Interacts effectively with a diverse group of individuals and work styles to accomplish business objectives.			
<b>Communication</b> Ability to convey ideas clearly and effectively verbally, non-verbally and in writing. Ability to listen to others and engage in productive exchanges.			
<b>Leadership (Supervisors only)</b> Manage safety and fiscal responsibility. Support, motivate and develop employee(s) to successfully accomplish mission, vision and goals.			

<b>Comments:</b> Overall performance rating, accomplishments, areas for growth and/or improvement.	
<b>Goals:</b>	
<b>Training &amp; Development:</b>	
<b>Action Plan:</b> Required for "NI" ratings. Use guidance document for detail.	

# University of Alaska – Staff Performance Evaluation Guidance Document

[Review Types](#) – [Processes](#) – [Ratings](#) - [Competencies](#) – [Comments](#) - [Goals](#) – [Action Plan](#) - [Training & Development](#)

## Review Types

Staff – Annual Review  
Staff – 6-month Review  
Staff – Special Circumstances

Supervisor – Annual Review  
Supervisor – 6-month Review  
Supervisor – Special Circumstances

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## PROCESSES

The review period covers each fiscal year, July 1<sup>st</sup> through June 30<sup>th</sup>. A performance review must be completed at a minimum of every year, with a rolling 12-month look back period ending on June 30<sup>th</sup> of each year. Performance reviews should be given consistently to facilitate consistent communication as well as accurate review tracking.

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## OVERALL RATING DEFINITIONS

1. **Exceeds Expectations:** Consistently demonstrates highly commendable performance in the execution of the majority of critical job responsibilities and objectives; makes exceptional contributions to a unit/department/division by demonstrating initiative, flexibility, and creativity in addressing issues and/or developing systems, procedures, or enhancements for greater efficiencies and effectiveness; possesses superb skills and knowledge; is a solution-oriented team player who maintains and promotes excellent working relationships.
  2. **Meets Expectations:** Consistently demonstrates proficiency and is fully competent in the execution of the majority of critical job responsibilities and objectives; makes important contributions to the overall functioning of a unit/department/division by demonstrating solid performance with respect to productivity and quality of work and possesses strong skills and knowledge; is a strong team player who maintains and promotes good working relationships.
  3. **Needs Improvement:** Overall performance needs development to ensure consistent execution of all job responsibilities and objectives; demonstrates success in some areas but guidance/direction/monitoring in other areas has been needed; performance competencies addressed need further development and/or consistent application.
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## COMPETENCIES

The performance evaluation form has the employee and the supervisor rating the employee's performance in conducting their day-to-day business. The following set of definitions explains the meaning associated with each of the competencies. Using these definitions as a guide to rate will help focus and standardize rating consistency.

1. **Quality:** Work product shows attention to detail, accuracy, follow-through and thoroughness.

### Behaviors:

- Job duties
- Expertise
- Technique
- Accuracy



**Decision-Making:** Makes decisions that improve the organization's performance; gathers information related to problems; analyzes opportunities accurately; makes recommendations that add value.

**Resourcefulness:** Works hard to get things done faster, cheaper, and more safely. Not satisfied with maintaining the status quo. A "go-to" person.

2. **Quantity:** Consistently prioritizes and manages assigned workload. The work produced corresponds with the amount of work required for completion.

**Behaviors:**

- Ethics
- Dependability
- Follows instructions
- Punctuality
- Follow-through
- Safety

**Problem-Solving:** Identifies and solves problems resourcefully; plans, assigns, and schedules workload to meet objectives; understands factors within the work environment; appropriately adjusts performance to meet goals.

**Dependability:** Demonstrates good attendance, punctuality, attentiveness. Follows instructions; follows up on tasks and assignments; accepts accountability.

**Empathy:** Thorough, timely, fair and understanding when dealing with subordinates', peers', and or superiors' challenges and difficulties; recommends and supports the development and alternative courses of action to improve productivity and teamwork for self and others.

**Meets Goals:** Knows and comprehends the University's Strategic Direction, department goals, safety program practices, environmental responsibilities, and the importance of customer service.

3. **Initiative:** Tendency to go above and beyond requirements. Anticipates and recognizes potential problems. Is able to make independent decisions.

**Behaviors:**

- Independence
- Foresight
- Decision making

**Judgment and Decision-making:** Seeks out sources of facts and collects points of view; uses all available data before decision-making; searches out and uses good examples; demonstrates good choices; makes decisions that improve the organization and are in best interest of students.

4. **Collaboration:** Interacts effectively with a diverse group of individuals and work styles to accomplish business objectives.

**Behaviors:**

- Teamwork
- Supports diversity
- Relationship building
- Admits to, and learns from, mistakes

**Teamwork:** Shares information; works cooperatively in groups; supports and builds consensus; focuses on group results; offers skills/abilities for the good of the team. Demonstrates a good work ethic; accepts responsibility for ensuring team success.

**Builds and Enhances Relationships:** Creates and strengthens relationships with co-workers, customers, and external parties; negotiates effectively; handles work problems without alienating people; tries to understand others; cooperates with others.

**Agility:** Internalizes new information quickly; learns new work eagerly; grasps business concepts well. Reacts well in adverse situations.

**Perseverance:** Shows determination in the face of obstacles; works diligently within difficult situations to reach successful outcomes.

5. **Communication:** The ability to convey ideas clearly and effectively verbally, non-verbally and in writing. Ability exchange of thoughts, messages, or information with others

**Behaviors:**

- Clear, accurate, and appropriate communication
- Pleasant, professional demeanor
- Conflict Resolution
- Receptive to feedback
- Uses discretion regarding sensitive or confidential issues
- Effective relations with all stakeholders

**Skill and Clarity:** Expresses ideas clearly, both written and oral; succinctly explains concepts to others; provides balanced feedback; demonstrates sensitivity to the communication needs of others; listens well.

**Interpersonal Characteristics:** Works for and with others without creating problems; handles confrontations diplomatically; demonstrates respect, patience, and shows an appreciation of others' varied skills and abilities, acknowledges own mistakes.

**Teamwork:** Shares information; works cooperatively in groups; supports and builds consensus; focuses on group results; offers skills/abilities for the good of the team. Demonstrates a good work ethic; accepts responsibility for ensuring team success.

**Builds and Enhances Relationships:** Creates and strengthens relationships with co-workers, customers, and external parties; negotiates effectively; handles work problems without alienating people; tries to understand others; cooperates with others.

**Straightforwardness and Composure:** Steadfast; assesses the facts; forthright, able to recover quickly from challenging situations; maintains self-control at all times.

6. **Leadership (Supervisors only):** Manage safety and fiscal responsibility. Support, motivate and develop employee(s) to successfully accomplish the mission, vision, and goals.

**Behaviors:**

- Standards
- Encouragement
- Group work quality
- Responsiveness
- Change agent
- Impartiality
- Teamwork

**Planning:** Establishes goals, processes, and procedures; makes credible plans; organized. Evaluates possible events, outcomes and consequences.

**Execution:** Assumes ownership and accountability when responsible for a task or project. Gets the job done right, on time, on a budget.

**Organization:** Uses time and resources efficiently; adheres to plans and schedules; accepts challenges beyond the normal work scope.

**Innovation:** Looks beyond existing ways of doing things for solutions; takes risks in search of continuous improvement; anticipates future events; capable of non-traditional thinking.

**Style:** A participative consensus-builder. Uses effective listening and communication skills to engage others; builds consensus; influences others in decision-making. Stimulates others to work together toward common goals. Pleasant disposition. Understands the importance of service to others and puts it into practice.

**Safety:** Demonstrates and expands the culture of safety, safety awareness; promotes safe work habits by example; assumes safety as a professional responsibility. Understands local safety practices and protocols.

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## COMMENTS

Comments should be provided with an overall performance rating, citing examples of the employee's accomplishments and, if necessary, areas for growth and/or improvement.

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## GOALS

The Goals tab requires a minimum of one objective for the review period, though additional goals can be added. Your goals should align with the UA Mission Statement, UA Values, campus and departmental mission, vision and values. Professional development goals should also be included in this section.

### UA Mission Statement

*"The University of Alaska inspires learning, and advances and disseminates knowledge through teaching, research, and public service, emphasizing the North and its diverse peoples."*  
Regents' Policy 01.01.01

### UA Values

Unity in promoting communication and collaboration.

Accountability to our students, faculty, staff, alumni, and the diverse peoples of Alaska.

Leadership for Alaska's people and institutions.

Excellence in our programs and services.

Accessibility for all Alaskans.

Dedication to serving community needs.

Stewardship of our resources.

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## ACTION PLAN

When an "NI" rating is given, documentation of previous counseling sessions or disciplinary action between the supervisor and employee must be needed to support this rating. A plan of Action will need to be created and discussed with the employee during the meeting and before completion.

### Basics of an action plan:

- Issue
- Timeline for improvement or correction
- How progress will be measured
- Frequency and mechanism for supervisor's feedback (i.e.: Weekly, bi-weekly, monthly)

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## TRAINING & DEVELOPMENT

This tab allows you to track your learning objectives (mandatory employee training, certifications and professional development) and if necessary, what needs improvement. If interested in creating a career development plan, and there is an opportunity to do so in your department, it can be noted in this section and discussed with your Human Resources Office, per BOR P&R: 04.03.034.

# Staff Morale Survey Results

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PRESENTED BY: STAFF COUNCIL

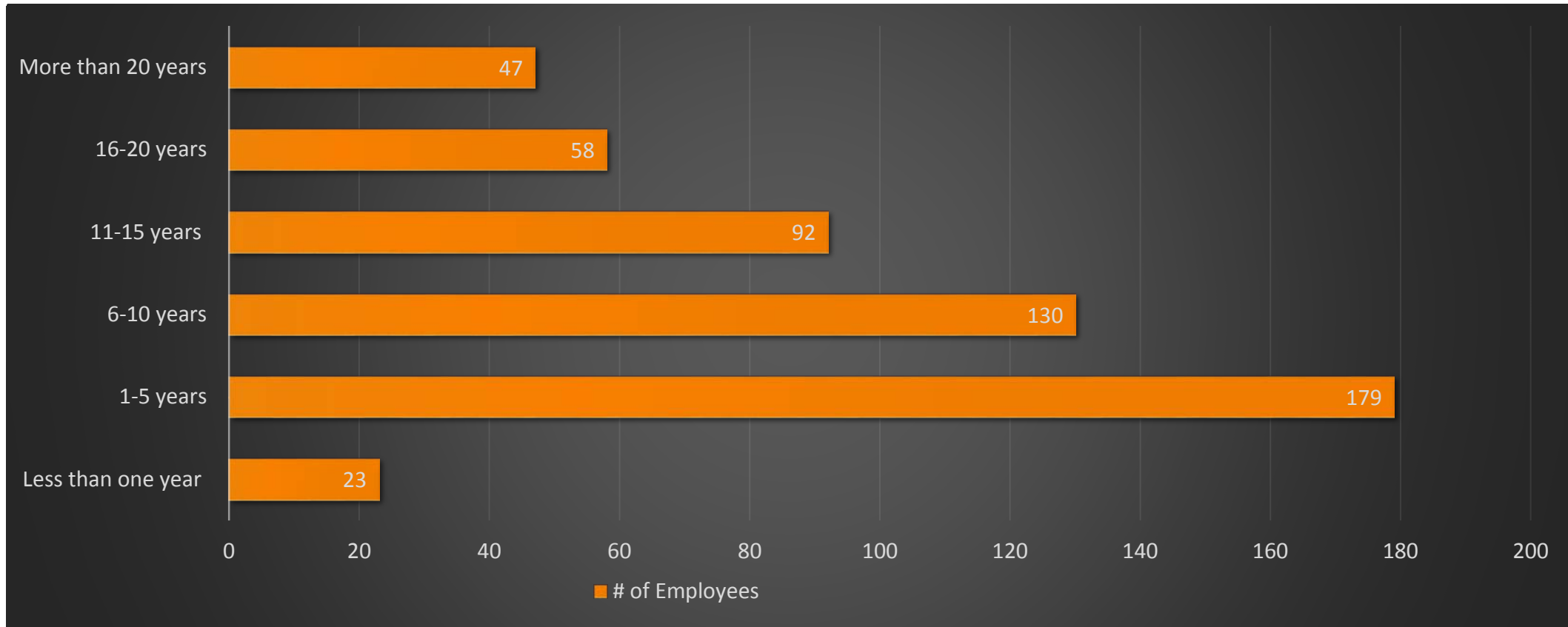
WEDNESDAY, SEPTEMBER 28, 2016

# Survey Overview

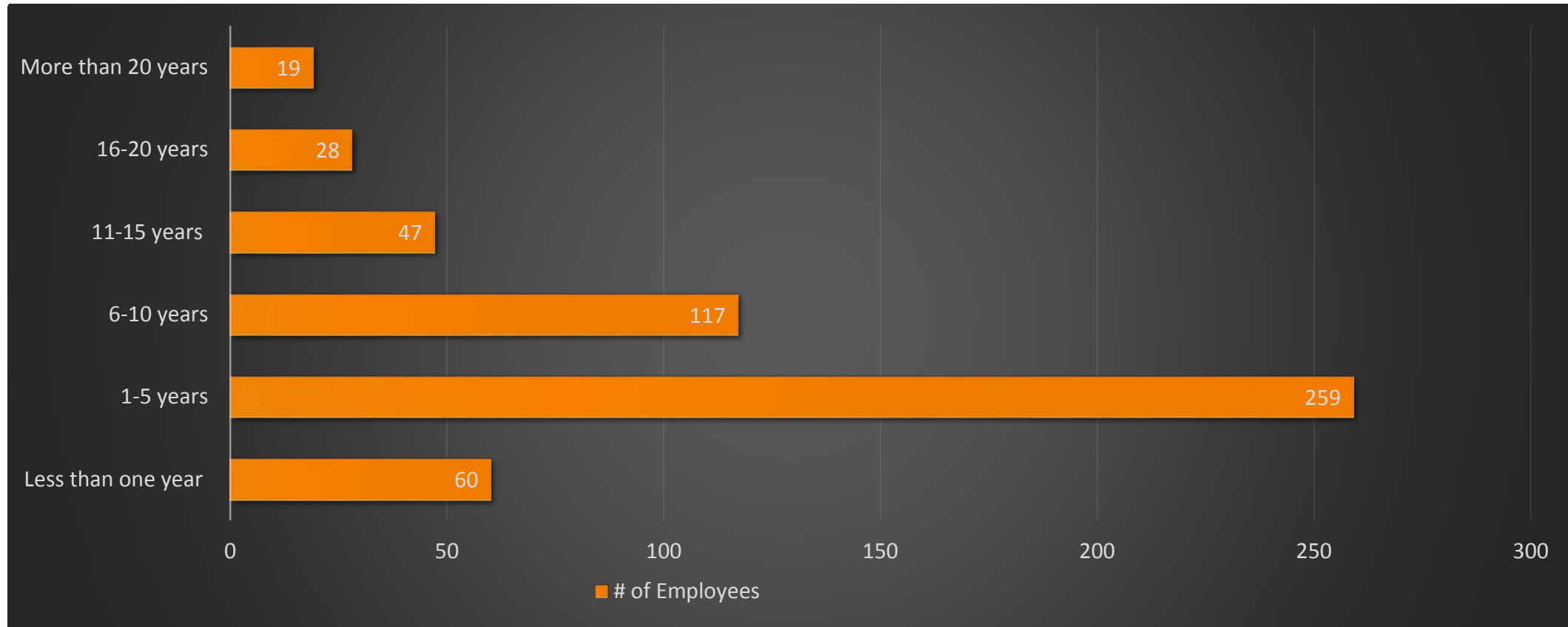
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- The survey was sent to all staff members at UAA, including the community campuses
  - 1,255 according to Human Resource Services as of September 26, 2016
- Approximately 509 staff members completed the survey
- Response rate: 40.5%
- The survey was created and administered by Staff Council

# How long have you been a staff member at UAA?

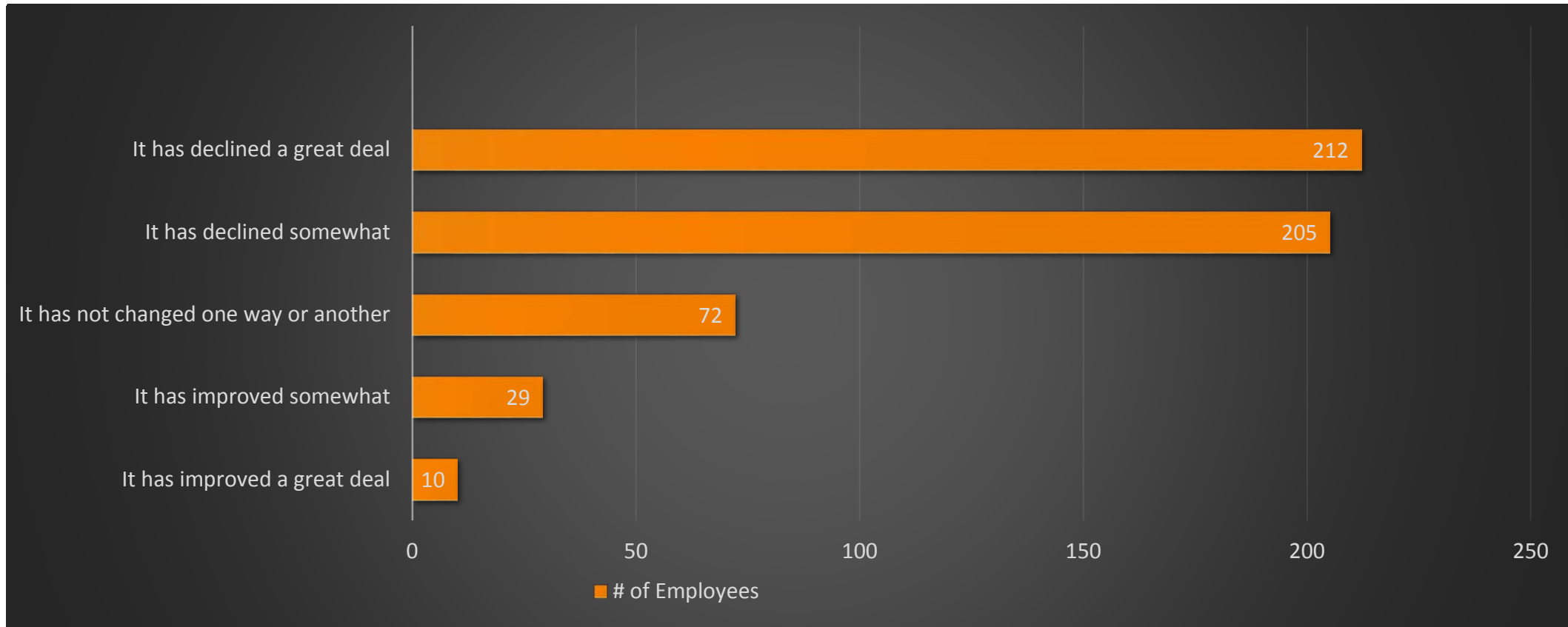


# How long have you been in your current position?





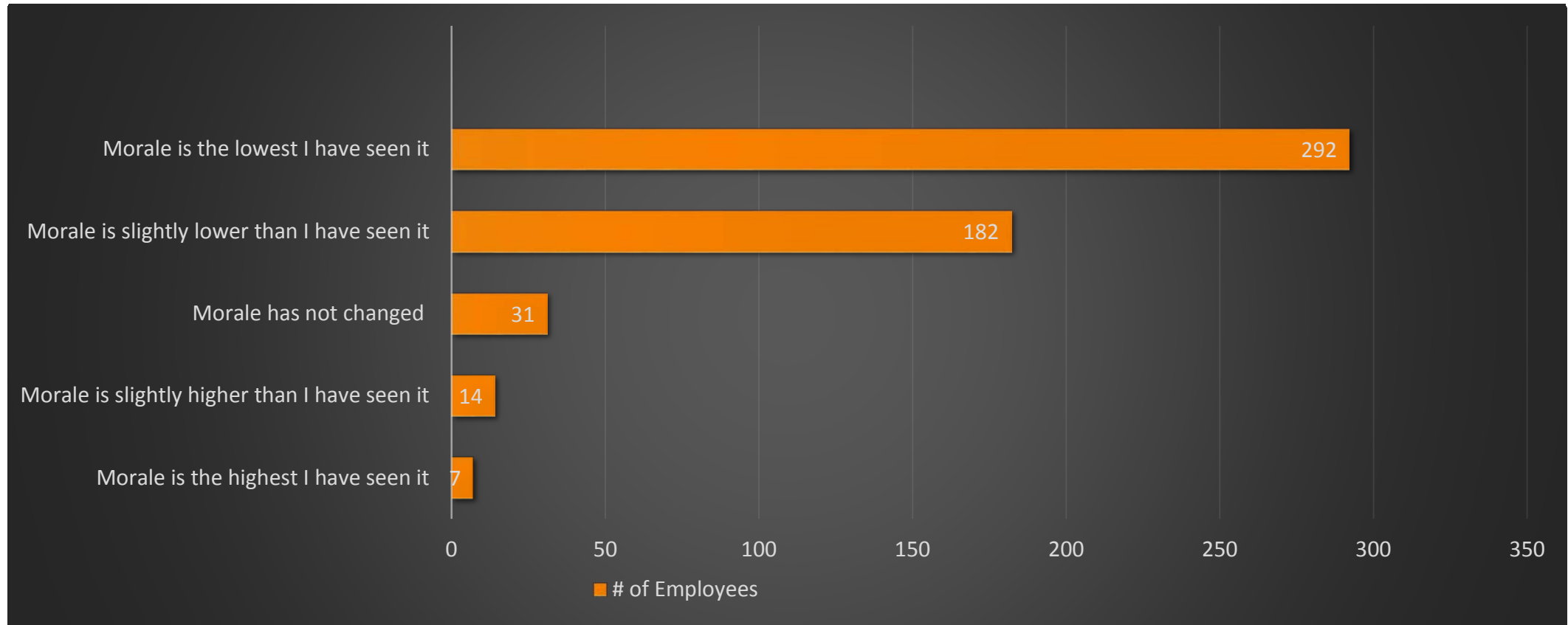
# In the past two years, how has your morale as a UAA staff member changed?





79% of respondents stated that morale has decreased in the last two years

# Over the course of your employment at UAA, how do you compare morale now to morale in the past?





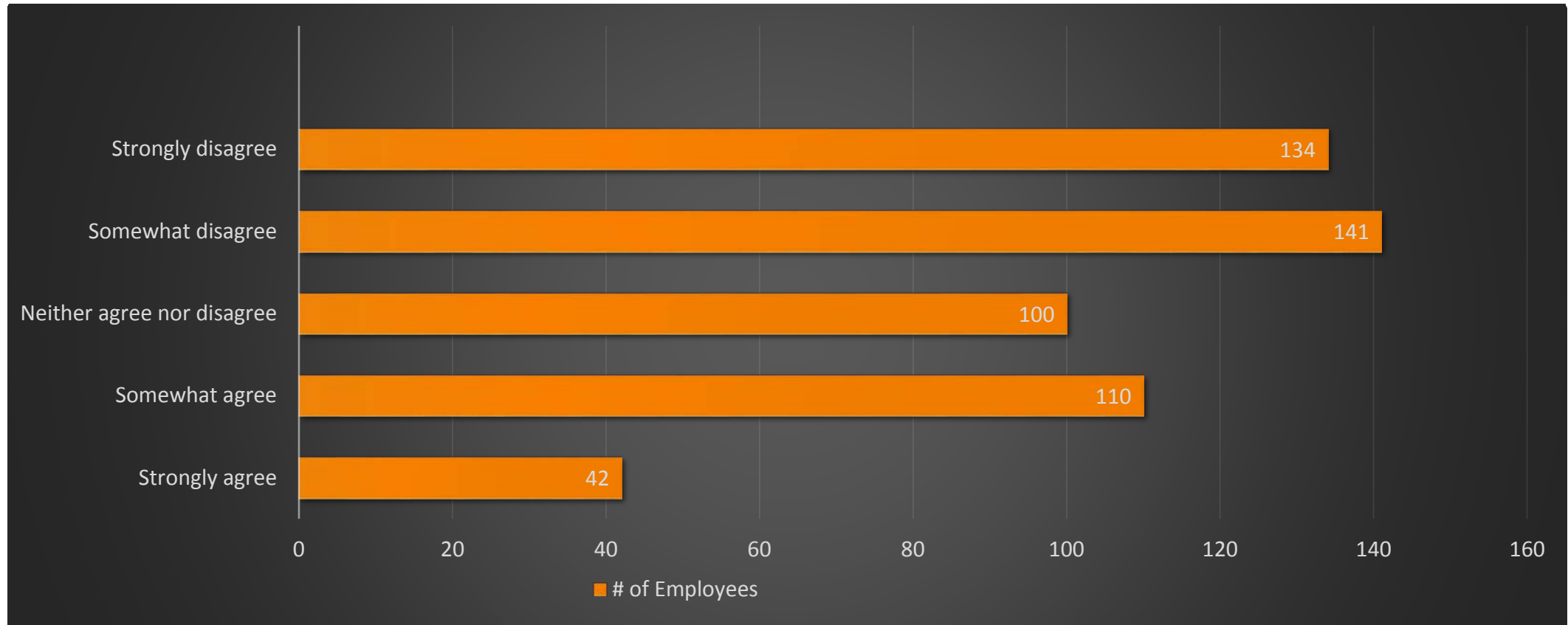
More than half (55%) of the respondents stated that morale is the lowest they have ever seen it during their employment.

# What are the major factors that have led to a decline in your morale?

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- Uncertainty about the **the future of UAA** and the **budget cuts**
- Witnessing **high turnover rates** in departments, being asked to do **more with less**, and departments being **understaffed** while being asked to create new initiatives
- **Lack of leadership** in the University, **lack of communication** from leadership about changes, not getting **staff input** about changes, and problems with **supervisors** (i.e. not addressing poor performance, playing favorites, not appreciating staff members, etc.)
- **Job security** and and uncertainty about the future of their employment with the University

# I feel positive about the security of my job as a UAA staff member.

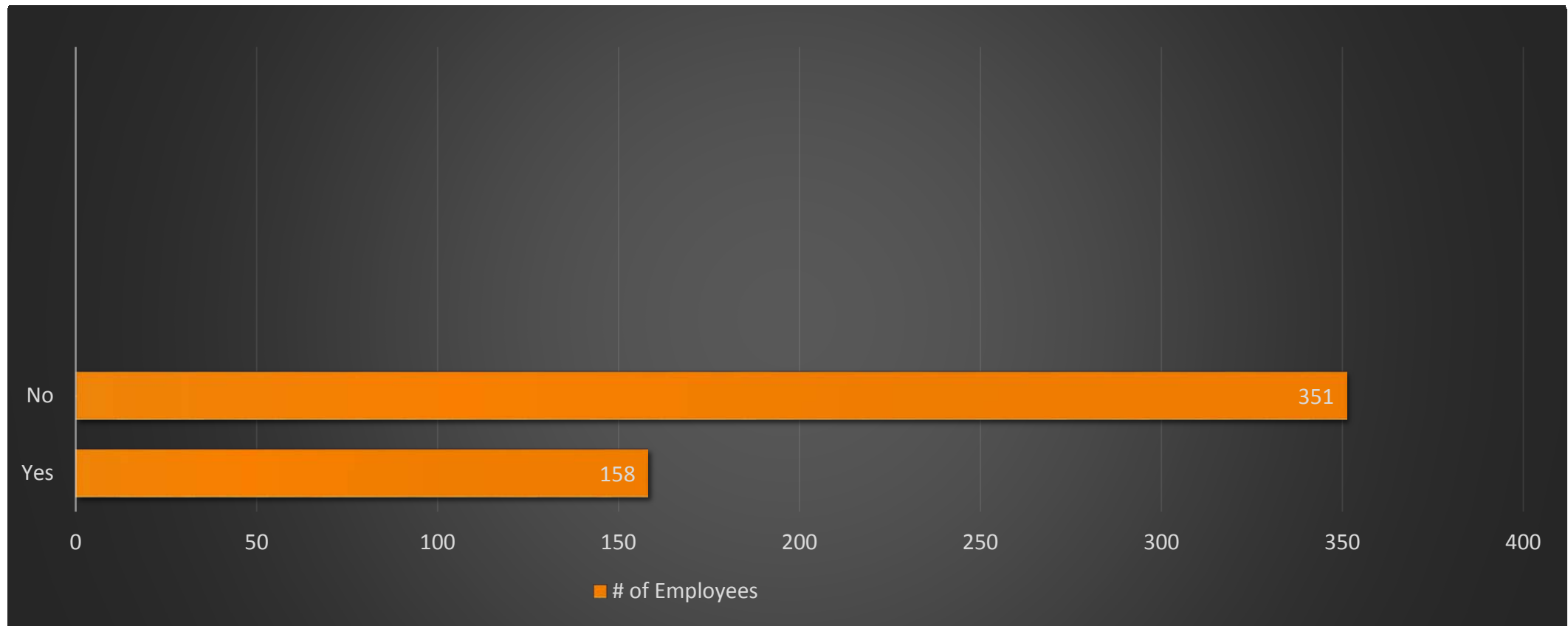




52.2% of respondents do not feel secure about their job.

# I am actively looking for employment outside UAA.

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31% of respondents are actively seeking employment outside of UAA.

# What are the top three reasons you are seeking employment outside UAA?

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- **Job security**/stability or lack thereof
- Lack of “real” **leadership** through these economic times
- Higher “unreasonable” **work load and expectations from supervisors** are the same as when there were 2-3 people sharing the workload.

# What do you think could be done to improve morale among UAA staff?

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- Open, honest, timely, and **transparent communication** from UAA and UA leadership and among the campuses
- **Recognition** for staff (respect, value, appreciation, recognition of hard workers & longevity, staff involvement in decisions, flex schedules)
- **Improvement** for position stability/job security, **improve leadership at all levels**, improve trainings, improve and remove processes and improve implementation of processes, improve health benefits



# Final Thoughts

Thank you!

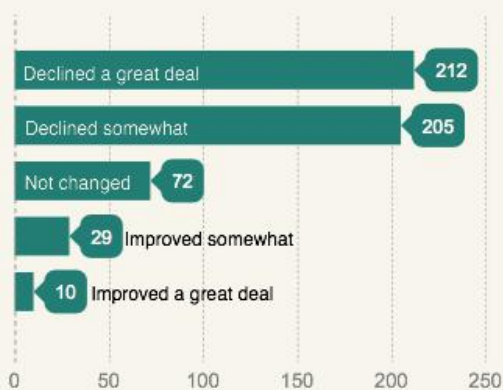
# STAFF MORALE SURVEY

University of Alaska Anchorage

Administered by Staff Council to 1,255 staff members at UAA with approximately 509 completed submissions (40.5% response rate)

## Full Council of Deans & Directors Meeting

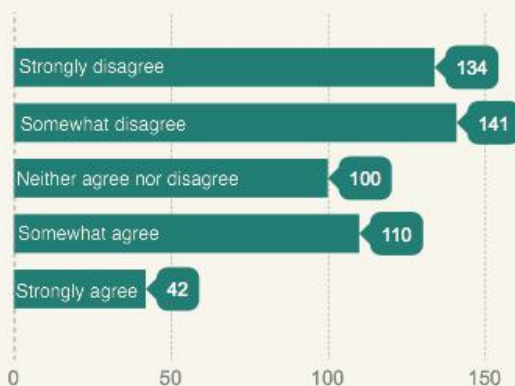
### How has your morale changed in the past 2 years?



### How does morale compare now to the past?



### I feel positive about my job security



### How can we improve morale?

Open, honest, timely, and transparent communications from UAA and UA leadership and among the campuses

Recognition for staff (respect, value, appreciation, recognition of hard workers & longevity, staff involvement in decisions, flex schedules)

Improvement for position stability/job security, improve leadership at all levels, improve trainings, improve and remove processes and improve implementation of processes, improve health benefits

Presented on September 28, 2016 - Admin 204