



UNIVERSITY  
of ALASKA  
*Many Traditions One Alaska*

*Minutes*

**Statewide Administration Assembly**

Thursday, January 10, 2019

10:00 a.m. – 12:00 p.m.

Butrovich 204 / Bragaw 210

1-866-832-7806, PIN 4236369

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

Members:

Josh Watts, (2018-2020); SAA President (2018-2019)

Monique Musick (2017-2019); SAA Vice President (2018-2019)

Josiah Borkovec (2017-2019)

Elaine Main (2017-2019)

Jennifer Ostrom (2018-2020)

Derek Ward (2017-2019)

Laycie Schnekenburger (2018-2020)

Caitlin Lipka (2018-2019)

Linda Hall, Second Alternate (2018-2019)

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests

Keli Hite McGee, Chief Human Resources Officer

**2. Safety Minute**

During extended periods of extreme cold, make sure to plug in your vehicle.

**3. Adopt Agenda**

Linda moved to adopt the agenda, seconded. No objections or amendments. The agenda was adopted as presented.

**4. Approve December 6 Minutes**

Reference 1

Caitlin moved to approve as presented, seconded. No objections or revisions. The minutes were approved as presented.

**5. Public and Guest Comments**

**5.1. CHRO McGee – HR Issues**

*Compensation Review* – SW HR is working to complete the review of staff and faculty compensation; they are currently going through staff positions one by one; the Gallagher consultant is also reviewing the staff position; review of benefits is complete and the president is asking for the floor of the UA pension to be moved up from \$43,000 in a tiered approach (first \$50k, then \$60k, then finally \$70k); also reviewing equity among staff and faculty positions; members discussed updating position descriptions and how supervisors can help with making changes so that HR isn't the only option for updates

*Leadership development* – members discussed leadership development and career plans; SW HR plans to send out a list; also working on developing a PhD program in Leadership

*Learning management system* – CHRO McGee noted they did not get an accurate assessment of how much Skillsoft was used prior to ending the contract; however, the new system in place now is pretty cool and feeds into the employee assessment program; the first priority when transitioning to the new system was the required training; HRIS is now working to populate additional training modules (departments can currently request them directly, however, fees for new modules may come out of department budgets—but once they are added any department can take advantage of the training)

*Performance review* – SW HR has solicited feedback on the review program; descriptions of job duties have been replaced by competencies; SW HR will be sending out reminders to supervisors and employees in the new future; July 1 will populate with fiscal year reporting

*Onboarding process improvement* – Changes to the onboarding process has been delayed some due to the Banner 9 transition; SAA reps asked if the new onboarding process will include identity management; short answer—only if IT can fix the security processes

*Longevity recognition* – Representatives asked if breaks in service be counted as part of staff longevity (i.e. adding all the separate times an employee has worked for UA). CHRO McGee noted she can look into to see if there were barriers to changing this.

*Culture of Respect* – UA is working to find ways to create an organizational culture to avoid bigger issues; there is a workshop next week and then focus groups at each campus in March; also pulling data from each HR office on rates of sick leave usage, number of employee investigations, and other markers and plan to review those in May.

## **6. Reports, Updates, and Information**

### **6.1. President's Report – Josh**

Josh noted he has not met with the president since October. Asked if members had any specific issues, topics or questions they would like him to ask. He'll meet with VP Layer next week.

### **6.2. Staff Alliance Update**

Monique had a question about air flight insurance—if UA's insurance covers it or if employees should get additional coverage/price difference/availability/etc.

### **6.3. Human Resources Update**

[Reference 2](#)

### **6.4. Ad Hoc Committee on Bonus Process**

Reference 3

Has not met since last meeting. They plan to update the draft forms and share with the SW HR A-Team for comment and suggestions.

## **7. Ongoing Business**

### **7.1. Longevity and Outstanding Awards**

Reference 4

The committee is meeting this afternoon. Possible dates for event: April 23/24/25  
Elaine will work with the President's Office on selecting a date in April.

## **8. New Business**

### **8.1.1. System-wide newsletter – Monique Musick**

Monique noted she is working to develop a system-wide newsletter that will go to all employees, however, still wants to find a way to share internal SW news (new hires, local events, etc.). Still needs to identify a delivery system. Might be able to house SW updates on the SW Staff Resources website (<https://www.alaska.edu/sws>).

### **8.1.2. Staff Alliance website updates**

Morgan noted she will send out an email soliciting suggestions for updates to the SAA website when it is transferred to the OUCampus platform.

## **9. Local Issues**

### **9.1. Anchorage**

None given.

9.2. Fairbanks

- ★ State of the University address will be held in Fairbanks in February (date and location TBD). Working to determine if the address will be more for external stakeholders or for the internal UA community.
- ★ Reminder that W2s will go out no later than Jan. 31.
- ★ Legislative session starts next week and the Capitol Report will start going out.
- ★ BOR meeting on Jan. 18 to discuss budget.

**10. Agenda items for February 7 meeting**

Invite new CITO Mark Condruk

Invite AVP Miles Baker for legislative update

**11. Closing Comments**

**12. Adjourn**

The meeting adjourned at 11:33 a.m.

OTHER RESOURCES

SAA Constitution and Bylaws

[http://alaska.edu/files/governance/SAA-Constitution--Bylaws\\_Final-Approved-May-2017.pdf](http://alaska.edu/files/governance/SAA-Constitution--Bylaws_Final-Approved-May-2017.pdf)

SAA Annual Events Calendar

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

System Governance Calendar

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