

UNIVERSITY *of* ALASKA

Statewide Administration Assembly

Minutes

Wednesday, July 10, 2013

Butrovich Room 204

Meeting via video conferencing

1. Call to Order and Roll Call

Members:

Heather Arana, President (Resigned) (2012-2014)

Monique Musick, Vice President (2013-2015)

Tina Holland, Secretary (2013-2015)

Tanya Coty (2013-2014)

Jeff Holloway (2012-2014)

Kathleen Miner, Anchorage (2012-2014)

Dana Platta (2012-2014)

Dory Straight, President (Incoming) (2013-2015)

Chrystal Warmoth, Anchorage (2013-2015)

Linda Hall, Alternate, tied – decision pending (2013-2014)

Debra Rimer, Second alternate (2013 – 2014)

Staff:

LaNora Tolman, Executive Officer, System Governance

Guests:

Chas St. George, Strategic Direction Coordinator

Dana Thomas, Vice President Academic Affairs

DeShana York, Title?

SAA presidency clarification discussion – Heather Arana, president resigns due to potential conflict of interest resulting from her new position in Human Resources. Heather expressed her desire that “staff be represented in an equitable manner.” Dory Straight had the second most votes at the last meeting, so a motion was made for her to assume the role as SAA president in the place of Heather.

Motion:

Monique moved for Dory Straight to become the new SAA President.

Linda seconded the motion. There was unanimous approval for Dory as the new SAA President.

Heather yielded the facilitation of the meeting to Dory.

2. Safety Minute

No Notes

3. Adopt Agenda

(Amendments proposed – SDI update to be under “9. Continuing Business”/ Go over alternates under “5. President’s Report”/Change “12. Butrovich Building Issues” to “12. Fairbanks Building Issues”)

Monique moved to adopt the agenda. Tina seconded the motion.

No Vote

Monique moved to adopt amended agenda. Tanya seconded to adopt as amended.

There was unanimous approval to adopt the agenda as amended.

4. Approve Minutes

Due to the length and quantity of proposed additional amendments of minutes from the annual SAA meeting, approval of the minutes were tabled until members forward the proposed changes to LaNora for consolidation. SAA members are to review the consolidated amended minutes for approval at the next meeting.

Action Item (AI): SAA members – Submit proposed meeting minute amendments to LaNora for consolidation and addition to the draft meeting minutes June 12, 2013.

AI: LaNora – Consolidate submitted meeting minute amendments and send out to the SAA members for review prior to next SAA meeting

Motion: Linda moved to table approving the meeting minutes until next meeting.

Dana P. seconded. There was unanimous approval to table the approval of June’s minutes until next meeting.

5. President’s Report

5.1 Alternate Member Issue –SAA does not currently have the correct number of voting members. Last year’s election resulted in one member short of the required number. (Terms of office – Election of five members to in odd years and six in even years. In 2012, the election of five members occurred and the same took place in 2013 and resulted in 10 voting members instead of 11 voting members.) To rectify this deficiency, SAA moved Tanya Coty from the alternate pool to take the place of Ivan Leibbrandt for the remainder of his one-year term. We had a tie for the first alternate position between Britton Anderson and Linda Hall. After consulting with them, Dory will announce who is selected. The other remains as the first alternate. Debra Rimer agreed to serve as the second alternate to ensure the total of 2 alternates and 11 voting members for this year. The tie outcome was tabled until consultation with the alternates occurs.

Bylaw change discussion – Monique and Dory explained the bylaw change process. Decision is still pending on whether action will be taken to address the issue to have a tiebreaker in the bylaws for future elections or leave the decision between the two tied members.

AI: LaNora to do research on other governance processes regarding ties at elections.

AI: Dory to consult Britton and Linda and report to SAA with the final decision for member and alternate member.

5.2 Engagement Survey Results

Engagement survey discussion – One or two years ago goals were set by SAA. One goal addressed the workplace morale. The survey was intended to be used as a tool to possibly provide data with regards to the SAA “workplace morale” goal. Discussion was tabled until the next meeting to determine action to be taken regarding the engagement survey. Some discussion continued regarding the possible existence of actionable items because of the responses and the possible addition of questions related to supervisory training and employee evaluations received. A common theme of dissatisfaction regarding employee management and a perceived need for manager/management training was identified from this and previous other surveys. Possible other additions to the survey with regard to these themes were discussed. (What type of supervisory training is needed and has your supervisor evaluated you?)

5.2.1 Dana Thomas’ Response

It was suggested that SAA should rework the survey due to perceived deficiencies with the survey that potentially biased the survey. The commonly accepted Likert Scale was proposed as an alternative to the one used in the original survey to allow employees the opportunity to choose from a broader range of choices. (Very engaged – engaged - neutral - not engaged - very disengaged) The participation rate was also discussed. It appears that there was approximately 21% participation from those that received the survey compared to a 25% national average. It is estimated that approximately 300 employees were sent the survey.

Other surveys sent to employees – Staff Alliance sent out a work/life satisfaction survey out system wide and results yet unreleased. SAA needs to analyze the results of the Performance Evaluation Survey sent out.

Metrics/Goals – It was proposed that the goal(s) mentioned earlier in the discussion should be formalized and added as an agenda item for the next meeting. It was further identified that the SAA goals should include the following, as they are the major roles of Governance:

- Make recommendations to administration
- Provide feedback to administration

Management Training – It was proposed that SAA could put together a list of recommendations of the things that should be addressed with training to provide to Anne Sakumoto who is currently working on “Supervisor training”. It was further proposed that there should be metrics to determine if Supervisors are “living up to the training they are receiving”.

5.3 Smoke-Free/Tobacco-Free Campus Discussion(SF/TF)

Administration requests feedback from SAA about SF/TF campus. Topics discussed - enforcement, campus definition, designated smoking areas/sheltered areas and potential impacts to tenants on UA owned property and to non-UA occupants in shared buildings. It was suggested that SAA contact other smoke-free/tobacco-free campuses for lessons learned.

SAA will seek feedback from staff after releasing the SAA Highlights.

AI: Monique or designee will add a comment box to the Highlights for staff feedback.

6. Staff Alliance Update

Alex Amegashie appointed as second designee by Dory. Staff Alliance’s next meeting is their annual retreat on August 7 & 8.

7. Public and Guest Comments

A recommendation was made for SAA to get the update from Staff Alliance regarding the smoke-free/tobacco-free campus issue to ensure that they hear from all of the other units including the students, since they brought up this issue to the Board of Regents.

8. New Business

8.1 Performance Evaluation (PE)

Performance evaluation discussion – There were 21 responses from staff regarding the proposed performance evaluation. Multiple solicitations were sent out for staff feedback. Two subcommittees were suggested for evaluation of the form and for the process. One combined committee was established to review the form and process. The PE committee has been tasked to review the survey responses as part of the review. It was further discussed that the sub-committee should provide their updates to the Governance Office for inclusion on the website. Sub-committee determined that they will use email and face-to-face meetings to review form and process. Sub-committee is to have the first meeting in July.

Committee:

Jeff Holloway, Chair

Dana Platta

Tanya Coty

Tina Holland

DeShana York, (Supervisor and Non-SAA Member)

Pending, (Subject matter expert)

AI: Unknown - SAA to ask Anne Sakumoto to join the performance evaluation committee

AI: Unknown – Sub-committee to request OIT performance evaluation from Laura Frisone

AI: Tina – Add web link to Highlights for sub-committee update

9. Continuing Business

SDI Update – Find the chancellor's presentations to the Board of Regents on SDI posted to the SDI web site: www.alaska.edu/shapingalaskasfuture.

Brendan Kelly, Assistant Director for Polar Science in the Executive Office of the United States was interviewed by UA. Mr. Kelley discussed the importance of undergraduate research, the role of the University of Alaska and that role in the building of the next generation of scientists. He also addressed the National strategy for the Arctic Region. His strategy addresses every theme of SDI.

Staff role of SDI discussion – UA's role in SDI is clearing the path for progress by simplifying processes transparency collaboration. Leadership has been identifying and going through SDI effect statements. There are two types of effect statements being reviewed, problem statements and issue statements. The goal is to enter this fall with a clear idea of where UA needs to focus their efforts.

It was suggested that the role of staff in SDI is related to the accountability theme. Tasks may include the following:

- Reporting to legislature (What do we report?)
- Efficiency of processes (Example, moving from paper timesheets to electronic timesheets)
- Policy (Feedback)

- Empowering people (Example, changes as a result of revising policy and regulations)
- Encouraging collaboration (Overcoming common challenges system wide)

10. Events: Schedule and Appointment Fairbanks and Anchorage Chairs and Members Committees

- 10.1 Thanksgiving potluck – Heather, Monique, and Debra (No Chair) (Lisa will provide a turkey)
- AI: Kathleen - Provide feedback on if Anchorage will be organizing a Thanksgiving potluck for the Anchorage location
- 10.2 Christmas potluck – Heather, Doty and Debra (No Chair)
Anchorage – Kathleen and Chrystal (Both to Chair)
- 10.3 Adopt-a-Family (or alternative) – Tanya and Heather (No Chair)
Anchorage/Adopt a Veteran - Chrystal – Adopt a Veteran may be the organization that they will work with during Christmas
- AI: Unknown - Contact Michelle Wood for information regarding the Pioneer Home elders for gift giving
- 10.4 Food Drive – Lisa, Monique, and Tanya (No Chair) Anchorage – Kathleen and Crystal (No Chair)
- 10.5 Service Awards/Outstanding Employee – Dana, Heather, Linda, Tina, and Dory (Lisa will do the booklet) (Need a non-SAA member) (No Chair)
- 10.6 Staff Make Students Count – Monique, Dana, Tina, and Linda (April BOR meeting presentation)
- 10.7 Staff Health Care Committee – Linda, Heather, Tanya as alternate
- 10.8 System Governance Council – Dory

Monique moved to table items 11. – 13. of the July 10, 2013 agenda with the exclusion of 12.1 Construction. Jeff seconded the motion to table items. Unanimous approval to table items 11-3 with the exclusion of 12.1.

11. Human Resources Issues

Tabled

12. Butrovich Building Issues

12.1 Emergency Exits out of the Butrovich building have changed and are expected to change in the next week due to the concrete pour. Notification will be sent out to building occupants regarding changes.

Tabled (12.2 and 12.3)

13. Anchorage Building Issues

Tabled

14. Agenda items for next meeting

- Approval of June 12, 2013 Meeting Minutes
- Formal discussion on SAA goals/metrics
- Engagement Survey
- Smoke Free/Tobacco Free Campus Discussion
- Staff Alliance Update
- Performance Evaluation
 - Sub-committee report
- Service Awards/Outstanding Employee (submission deadline)
- Items 11 – 13 of July 10, 2013 Agenda (Human Resources Issues, Butrovich/Fairbanks Building Issues, and Anchorage Building Issues)

15. Closing Comments

Proposed Invitations:

Michelle to speak on the draft budget that should be released in August
Erica to provide a Health insurance update

Tabled Items:

- June 12, 2013 Meeting Minutes
- Regular member selection tabled until Britton and Linda may be consulted regarding preference in service. Dory to inform SAA via email of final decision
- Agenda items 11. – 13.

16. Adjourned

Linda motioned to adjourn. Dana P. seconded.

The meeting adjourned with unanimous approval at 12:05 p.m.