

# UNIVERSITY *of* ALASKA

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## Statewide Administration Assembly

### **Minutes**

**Wednesday, April 17, 2013**

10:00 a.m.-Noon

Fairbanks location: 204 Butrovich Building

Anchorage location: 205 Bragaw Office Building (BOB)

Via video conference

Call-in 1-800-893-8850. Participant PIN: 6484987

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

##### 2012-2013 Members Present:

Monique Musick, President (2011-2013)

Dana Platta, Vice President (2012-2014)

Heather Arana, Secretary (2012-2014)

Linda Hall (2011-2013)

Jeff Holloway (2012-2014)

Daniel Hostetler, Anchorage (2011-2013)

Ivan Leibbrandt (2012-2014)

Dory Straight (2011-2013)

Kathleen Miner, Anchorage (2012-2014)

Debra Rimer, Alternate (2012-2013)

##### Staff Present:

Joseph Altman, Coordinator, System Governance

##### Guests Present:

Tina Holland

Erika Van Flein

David Bantz

#### **2. Safety Minute**

#### **3. Adopt Agenda**

Adopted

#### **4. Approve Minutes**

**4.1 March 13, 2013**

**Attachment 4.1**

Amended 9.1 The nomination committee changed. Dory Straight was replaced by Dana Platta - March minutes were approved.

**4.2 October, 2012**

**Attachment 4.2**

October minutes were approved

**4.3 November, 2012**

**Attachment 4.3**

November minutes were approved.

**5. President's Report**

**5.1 Staff Alliance Retreat**

The annual retreat was held in Anchorage. President Gamble talked to the group, and spoke about bullying in the work place. A training program is being considered for UA employees defining what bullying in the work place is and how to avoid it.

Grievance policy – Juella has been meeting with Mike O'Brien to discuss making changes to the old grievance handbook for staff. Brad Lobland, Juella, and Mike O'Brien are working with others on the project.

Budgets – Chancellor Case at UAA and Provost Henrichs at UAF sent out letters to their staff and faculty indicating that challenging times are coming. The message is to expect a tight budget next year.

UAF – The administrative program review will be completed this year. The concerns are to prevent strategic reductions from becoming staff layoffs.

The recommendations from the Compensation Working Group have been submitted to President Gamble and Michelle Rizk. There are no indications that anything is totally out of line. Michelle Rizk will attend the May Staff Alliance meeting to discuss this in greater detail.

The ITEC (Information Technology Executive Committee) meeting was tumultuous. The committee oversees and identifies priority IT projects and funds them with money contributed from the different MAUs. One major project has been the pre-grant effort for electronic faculty administration that has been underway for four years. They are about ready to launch it and they are looking for additional funds for the post-grant. There was a bit of a lively discussion as to whether the funding should come from ITEC or should be considered an ongoing project that should be funded elsewhere. The discussion will be continued at the next ITEC meeting as no resolution was achieved.

UAF update – Pat Pitney recently had a town hall meeting for faculty on the effect of the budget on faculty. The slides showed faculty salary increases over the years. The information was interesting. The faculty unions have seen a 38% increase during the same period that staff has had 24.6%, and the administration has had 3%. Being aware of when town hall style meetings are held, is helpful to get information and perspective.

Staff Appreciation Days are coming for all MAUs.

The Coalition of Student Leaders will be collecting student input on the differential tuition proposed by the UAF School of Management. It was discussed at great length during the April Board of Regents meeting, but a BOR decision has been deferred until June.

Faculty are reviewing policy defining misconduct. They also discussed offering credit for MOOCs, (Massive Online Open Courses), but felt it's too difficult to assess whether learning objectives were met.

## **5.2 SDI Update**

SDI was moved into the third phase—more at the campus level. Dana Thomas is meeting with the deans and directors from all the schools, who will then meet with SDI consultant McTaggart. Each campus is being asked to come up with specific desired outcomes that they would like to see happen under this initiative. The regents have highlighted their priorities as far as certificate and degree attainment, eLearning, and other priorities.

## **5.3 Legislative Report**

System Governance Council met on Monday. There was an update from Michelle Rizk on the legislative report. A final capitol report is due from Chris Christensen shortly. The session is now ended, and the result was about \$1.5M more than the governor had proposed but not the whole \$6.2M that was requested. Salaries are funded and \$1M was received for operating and repair expenses, including the Life Science building. A 3.25% salary increase was approved for staff. In the capitol budget, \$30M of the \$108M requested was funded. The deferred maintenance fund of \$37M was reduced to \$30M. Alaska Center for Energy and Power received \$2.5M. We are receiving a single appropriation for the first time since 2009, as opposed to each MAU getting its own distribution, which allows for more flexibility. Oil tax reduction will impact future budgets.

## **5.4 Constitution and Bylaws**

### **Attachment 5.4**

Official second read: everyone has had a chance to look over document. The changes clarify that the committee reports to the Vice President of Academic Affairs as opposed

to the Vice President of University Relations. There were grammar issues and random capitalizations edits as well. There was a motion to accept changes and the motion was approved.

## **6. Public and Guest Comments**

None.

## **7. New Business**

### **7.1 Face-to-Face Meeting**

June the annual face-to-face meeting with old and new members. Plans are needed to arrange transportation for Anchorage members. There was a request for an experienced person to help Joseph and Monique plan the event. Dana Platta volunteered. Information is forthcoming. There will be an informal discussion on particulars to come.

### **7.2 Staff Campaign**

Donations are encouraged. Pamphlets contain a payroll deduction form.

## **8. Continuing Business**

### **8.1 Open Enrollment Update**

Erika Van Flein was the guest speaker. Everyone should have packets by now in the mail. There are extra at HR. The forms are color coded for ease of use. Brief overview of which forms are for which plans. New Health Savings Account available. Flexible Spending Accounts now limited to \$2500. New 24 hour nurse line. Summary of Benefits and Coverage overview, compares three plans. Examples in the summary are mandated by law and are used throughout the country for ease of comparison. Some text errors in book. Dental services were incorrect; a corrected version has been posted on the website.

Communication Meetings being held and the dates and times are posted on the website.

Everyone is encouraged to turn in a form even if they are not changing, to ensure proper dependent coverage. If in 500 plan, will be moved to 750 plan as 500 plan is going away. Wellness plan evaluation and vendor selection is currently incomplete.

### **8.2 Staff Make Students Count**

The two nominations at Statewide, final candidate should be reported to Joseph by the end of the day.

### **8.3 SAA Elections**

New candidates have been elected, however we do not have official results at this meeting. The results will be sent out as an attachment after the meeting. From memory, Monique Musick, Alex Amegashie, Dory Straight, Tina Holland are the four elected

candidates from Statewide, with alternates Tanya Coty and Linda Hall. In Anchorage, Chrystal Warmoth was elected, and the write-in candidate Tina Skinchat could work as an Anchorage alternate. All of the winners will be notified.

#### **8.4 By Laws Revision**

By Laws were discussed above, in section 5.4.

#### **8.5 Policy and Regulation Review**

We are still working on this; there are no committees or specific action toward participating at this time, but we are simply remaining informed. If anyone notices that changes need to be made, please notify Dana Thomas.

### **9. Human Resources Issues**

#### **9.1 Health Care**

##### **9.1.1 Staff Health Care Committee**

The March meeting was cancelled for lack of quorum. SHCC will be meeting on the 23<sup>rd</sup> of April.

##### **9.1.2 Joint Health Care Committee**

The March meeting was cancelled for lack of quorum. JHCC will be meeting on Friday.

#### **9.2 Other**

No more has been determined on performance appraisals. Monique will be keeping the committee aware of decisions made by Staff Alliance. In the last meeting, we were informed by Michelle Rizk that the discussion on performance evaluations had reached President Gamble. The upcoming “Coffee with the President” may be an opportunity to ask about progress on this matter.

### **10. Butrovich Building Issues**

On campus, the construction season continues. All parking lots at Statewide will be closed with the one exception of the far lot facing the museum. That lot will remain a restricted lot. There are 47 spaces in that section; 6 must remain ADA spots. There are three visitor spots, two spots for Facilities vehicles, two spots for motorcycles. That leaves approximately 33 spaces that will be available to the 200 people who work in the building. Dr. Roy has asked Monique to help plan who will park where. Among the suggestions were first come, first served – whoever gets to the lot first may park. However, there is a safety concern in this type of free-for-all. Passes being distributed by department was also suggested, but inherent biases are a concern, as well as how the passes will be distributed among larger department populations. A lottery was also suggested, and was the solution that had the strongest support. The committee has been tasked with making a recommendation; the floor was opened for discussion.

The suggestion of the lottery has support; but who will enforce it, and how? How long is the

term? Whichever recommendation is made, it must be enforceable. What provision do we make for visitors who won't understand the lottery system? How can we get cars in and out safely? There are no turnaround spots, and congestion will be a problem. The June meeting of the Board of Regents will be in Butrovich; therefore, outside groups should be limited at this time. What about the extra time spent waiting for the shuttle? Will the extra time be absorbed by the department or do people have to use their Annual Leave? How will shuttles be running at this time? Are they on a schedule or will they be by request only? Monique will send a note to Michelle to see if an email can be sent explaining where the administration stands on this issue.

Monique will set up a group that will involve Tina and Elaine Main to address these concerns.

The pergola project should be underway this summer.

#### **11. Anchorage Building Issues**

There are no issues at this time.

#### **12. Agenda items for next meeting**

Most of the continuing business will be pulled off of the agenda for the next meeting; however, compensation proposals, constitution and bylaws, legislation, performance evaluations, and policy and regulation will stay. The ongoing parking situation and SDI should also remain on agenda. Strategies and planning on upcoming year's budget in regard to compensation and spending will be added to the agenda.

#### **13. Closing Comments**

Governance is working to get caught up on communication, as well as getting all of the website information up to date.

#### **14. Adjourn**

The meeting was adjourned at 11:45am AKDT.