

# **Statewide Administration Assembly FY18 Year End Report**

## ***Meetings***

SAA held 11 regular meetings in FY18, not including the June 29 annual meeting. Regular meetings were held on the second Thursday of the month from 10 a.m. to 12 p.m. Representatives will decide the FY19 meeting schedule at their annual meeting in June. Meetings were held in the Butrovich and Bragaw buildings via video, and also included an audio-only option. The new meeting schedule will be available online [HERE](#).

## ***Events***

SAA helped plan a number of events over the course of FY18, including several holiday celebrations, a food and toy drive, lunch'n'learns for staff development, and a quarterly book club. A list of SAA events can be viewed online [HERE](#).

## ***Officers***

FY18 officers were: Shiva Hullavarad, President; Elaine Main, Vice President; and Sheri Billiot, Secretary. New officers will be elected at the annual meeting in June 2018.

## ***Representatives***

SAA held its annual election in April. Six regular and two alternate seats were up for election. Five SW staff members were elected to their first term on the Assembly and three returning representatives were re-elected. Information about representatives can be viewed online [HERE](#).

## ***Morale Committee***

SAA formed a morale committee in FY17 and continued it in FY18. Eric Johnson served as chair. The committee worked to address low morale at SW by creating new professional development and networking opportunities, namely the lunch'n'learn series and the quarterly book club. Five lunch'n'learns were held in FY18, and there are plans to continue the series into FY19.

## ***FY18 Goals***

- Succession/transition planning
- Increased communication to constituents – send out monthly highlights again
- Explain SAA/demonstrate our value
- Safety training for SW employees
- Year-end report on SAA activities
- Year-End-Report to SW employees
- Continue executive forums
- Incorporate suggestions from morale survey
- Increased collaboration between departments, campuses, and governance groups

## ***Monthly Highlights***

### *July 2017*

1. SAA heard updates from Director of Compensation Tara Ferguson regarding changes to the annual leave cash-in program, the annual leave accrual cap, furlough, personal holidays, a new employee assistance program, and recent labor negotiations. Detailed HR updates are available in the [meeting minutes](#).
2. Representatives volunteered to serve on Staff Alliance committees for FY18: Staff Health Care, Compensation, and Morale.
3. SAA representatives reviewed their FY18 goals and set action items for each. Goals include increased staff engagement, transition planning for SAA, additional (optional) safety training for employees, supporting collaboration between departments and campuses, recording activities through a year-end report, and finding ways to increase staff morale.
4. SAA is collecting feedback on Strategic Pathways Phase 3 Options. SW employees can share their feedback in a Google Doc monitored by SAA. Feedback to SAA on Phase 3 options will be collected until Aug. 4, and then it will be shared with the Staff Alliance at their Aug. 11 retreat.
5. SAA is considering forming a Safety Committee to address personal, physical, cyber and environmental safety issues/risks. They will continue the discussion at their Aug. 10 meeting.

### *August 2017*

1. Jeannette Okinczyc gave a presentation to SAA representatives on how to stay safe online. The presentation can be viewed [HERE](#).
2. Representatives discussed the possibility of creating a break/recreation room in Butrovich. They formed an ad hoc committee to look into the idea further.
3. SAA representatives continued their discussion of safety training (CPR, AED) for SW employees. They will continue to work with Chief Risk Officer Tim Edwards and will notify SW staff when they can sign up for the training.
4. SAA created a Safety Committee to address personal, physical, cyber and environmental safety issues/risk. They are developing their charge and goals, and will report back to SAA at its September 12 meeting.
5. SAA is continuing to collect feedback on Strategic Pathways Phase 3 options. SW employees can share their feedback in a [Google Doc](#) monitored by SAA.
6. SAA approved their FY18 event calendar. It can be viewed online [HERE](#).

### *September 2017*

1. SAA President Shiva Hullavarad provided an update on system-level discussions ongoing with President Johnsen and the Staff Alliance including enrollment, employment, unionization and preparations for Indigenous Peoples' Day.
2. Members discussed the potential for the Butrovich break room, shared concerns and discussed details that will need addressed before further action. The break room committee will meet to discuss further.
3. The Safety Committee will meet with Chief Risk Officer Tim Edwards to flesh out SAA's goals and objectives toward increasing safety and safety awareness at SW.
4. Members reviewed a Lunch N' Learn schedule and Eric agreed to advertise the Sept. 22 event.

5. New address for Butrovich is 2025 Yukon Drive. Delivery service shouldn't be interrupted since we have the same UPS and FedEx drivers.

#### *October 2017*

1. Sara Rodewald gave an update on the HealthyRoads wellness program at UA and noted there were some changes this year. Specifically, if an employee or spouse met three of the five requirements last year, they only have to fill out a personal health assessment this year to receive the rebate. More information is available on the HealthyRoads [website](#).
2. Representatives continued to discuss the possibility of creating a break/recreation room in Butrovich.
3. SAA representatives continued their discussion of safety training (CPR, AED) for SW employees. They will continue to work with CRO Tim Edwards and will notify SW staff when they can sign up for the training.
4. The 2017 Thanksgiving Potluck will be held on Friday, Nov. 17. A sign-up sheet for dishes will be distributed in the coming weeks. [Add this event to your calendar](#).
5. SAA has again enrolled in the Adopt A Family program for the holiday season. More information will be available at the Thanksgiving Potluck.
6. Representatives also heard updates on restructuring the annual leave cash-in, which should be completed later this fall.

#### *November 2017*

1. SAA representatives continued to discuss the possibility of creating a break/recreation room in Butrovich.
2. SAA representatives continued their discussion of safety training (CPR, AED) for SW employees. They will continue to work with CRO Tim Edwards and will notify SW staff when they can sign up for the training.
3. SAA members coordinated the 2017 Thanksgiving Potluck, held on Friday, Nov. 17. As in years past, the potluck was well-attended and there were many tasty dishes to choose from. Special thanks to Shiva for the double serving of curry!
4. SW Anchorage held its Thanksgiving Potluck on Nov. 14 and it was a resounding success. Thank you to everyone who attended and to those who brought dishes, everything was delicious!
5. SAA has again enrolled in the Adopt A Family program for the holiday season. Butrovich staff can select a gift to donate by stopping by the tree outside of OIT.
6. SAA representatives in Anchorage are organizing a toy and food drive to benefit vulnerable women. Bragaw employees can check in with Elaine and Danielle for more information.

#### *December 2017*

1. Alesia Kruckenberg, Director of SW Budget & Planning, provided an update regarding the University's FY19 budget request. It is expected that Governor Walker will make an announcement regarding the University's FY19 budget request tomorrow, Friday, December 15.
2. Matt Cooper provided an update regarding the space planning efforts in Butrovich and reported no moves are planned at this time. He also provided an update regarding the possibility of creating a break/recreation room in Butrovich.

3. SAA representatives continued their discussion of safety training (CPR, AED) for SW employees. Look for more information regarding safety training in the months to come.
4. SAA representatives continued the discussion of collaborating with the Faculty Alliance to create a "UA Challenge" to help increase enrollment at the University.
5. SAA "wrapped" up the Adopt-A-Family gift drive on Friday, December 15 with a gift wrapping and dessert soiree, and delivered a car load of donated gifts to Love Inc.
6. Shiva Hullavarad, SAA President, will be leaving SW to take a faculty position with the UAF School of Management. He will be missed, however, he has promised to keep in touch!

#### *January 2018*

1. Sara Rodewald provided an update on the HealthyRoads program and the requirements for receiving the annual wellness rebate. More information can be found on the UA Wellness [website](#).
2. Fairbanks SAA representatives received AED/CPR training on Friday, January 26. Safety training opportunities for Butrovich and Bragaw will be scheduled in the coming months.
3. SAA representatives heard HR updates from the Staff Alliance meeting. The Joint Health Care Committee approved a change to the payroll deduction for employee health plans allowing the deduction to end sooner than originally planned. Dependent benefit payments are not affected by this change.
4. SAA representatives discussed the upcoming upgrade to Banner 9. More information about the upgrade can be found on the OIT Banner 9x project [website](#).
5. SAA is preparing to open nominations for the 2017 Outstanding Employee and Department awards. Start thinking about a co-worker or department that helped make your year better.
6. SAA representatives are planning new Lunch 'n' Learn sessions for spring. If you have any ideas for an interesting session, please share it with Eric Johnson ([enjohanson@alaska.edu](mailto:enjohanson@alaska.edu)).
7. In membership news, Arthur Hussey has joined SAA as the second alternate, and Shiva Hullavarad will continue as SAA president through June.

#### *February 2018*

1. Interim Vice President for Academic and Student Affairs Paul Layer was introduced and answered questions from representatives. VP Layer serves as the 'cognizant chancellor' for SW and, as such, will respond to any requests, proposals, or suggestions from SAA representatives. He's also a pretty easy guy to talk to – stop into Butro 2021 to say hello.
2. SAA representatives continued to discuss the possibility of creating a break/recreation room in Butrovich.
3. SAA representatives continued their discussion of safety training (CPR, AED) for SW employees. They will continue to work with CRO Tim Edwards and will notify SW staff when they can sign up for the training.
4. SAA agreed to hold a food drive throughout the month of March to benefit the Fairbanks Community Food Bank. Keep an eye out for more information.
5. The nomination period is open for SW's Outstanding Employee and Department awards. Use this [form](#) to nominate a co-worker today!
6. Representatives also heard updates from the UA Staff Alliance, to include changes to the new hire process, FML process updates, Open Enrollment is moving to UAOnline, the equity in pay

and market salary study will likely be complete near the end of FY18, and the Staff Makes Students Count nomination period is open. Visit the [SMSC website](#) for more information.

### *March 2018*

1. Sara Rodewald provided an update on the HealthyRoads program. April 30th is the deadline to complete the requirements of the Wellness Program to get the FY19 rebate.
2. Changes to the Employee Tuition Waiver program that take effect in Summer 2018 include the elimination of the 6 month waiting period for new employees to use the tuition waiver, and the elimination of Satisfactory Academic Progress (SAP) requirements.
3. SAA representatives heard updates from the Staff Alliance meeting. Student salaries that are under the State of Alaska minimum wage will be brought up to the State of Alaska minimum wage. The JHCC voted to keep the health care benefit rates the same for FY19. The Staff Alliance Compensation Committee met to decide upon recommendations for FY19 staff compensation.
4. SAA representatives heard updates from the SAA safety committee. Exit signs in Butrovich were upgraded to be two sided, and the Butrovich emergency action plan is being reviewed and updated.
5. SAA representatives continued their discussion regarding the location and intended uses of a Butrovich recreation room.
6. SAA representatives are planning new Lunch 'n' Learn sessions for Spring. If you have any ideas for an interesting session, please share it with Eric Johnson ([enjohnson@alaska.edu](mailto:enjohnson@alaska.edu)).
7. Please join SAA on Wednesday, April 18, 2018 from 2 p.m. to 3 p.m. for the SW Employee Recognition ceremony. The ceremony will be held in BOB 205 in Anchorage, and in Butro 109 in Fairbanks.

### *April 2018*

1. Michelle Rizk, Vice President for University Relations, shared legislative updates.
  - The Board of Regents FY19 University of Alaska budget request was for \$341M. The Governor's FY19 budget request was \$317M. The House passed a budget that added \$19M to the Governor's request; the Senate passed a budget with \$5.5M more than the Governor's request. The budget will now go to conference committee where the House and Senate will negotiate the final version.
  - A pool of \$1M has been set aside for automation projects. The Business Council will make decisions on how the funding is to be allocated.
  - It appears that the Economic Recovery Act isn't going to pass, which would have awarded UA close to \$70M.
  - The Education Tax Credit is set to sunset on December 31, 2018, however, there has been work to extend the credit to 2023. That bill has been passed by the Senate, and is now being reviewed by the House.
2. SAA representatives heard updates from the Staff Alliance meeting. The Alliance passed a resolution on staff governance involvement in executive recruitments, and continues to review such issues as non-exempt employee layoff notices and a process for staff emeritus recognition.

3. The SAA Recreation Room Committee continues to work towards establishing a break room for Butrovich. Butrovich staff are invited to take part in a survey to determine best use of the room: <https://goo.gl/forms/tf617zamLcQA7Xz11>
4. The SAA Safety Committee will be scheduling AED/CPR training for employees in the Butrovich building. The training dates will be communicated once they are finalized.
5. The SAA Morale Committee is continuing work on the Lunch'n'Learn series, and is forming a book club. Sign up for the book club here: <https://goo.gl/forms/kVc7Nh9zINc5VvXC2>
6. SAA hosted a food drive in March that resulted in 90 pounds of food being donated to the Food Bank. Thank you for donating and helping make a difference in the community!
7. On April 18, 2018, SAA and the President's Office hosted the Statewide Staff Longevity and Outstanding Awards. The ceremony recognized employees who completed 5, 10, 15, 20, and 30 years of service during 2017 as well as employees who were selected for the 2017 Outstanding Department and Employee Peer awards.

#### *May 2018*

1. Sara Rodewald, HealthyRoads Onsite Manager, provided a review of the program's privacy policy and an overview of how UA employees' biometric data is shared. In short, HealthyRoads only shares aggregate data and never anything that could identify an employee individually.
2. SAA representatives continued to discuss the possibility of creating a break/recreation room in Butrovich and reviewed the results of an April 27 survey of Butrovich employees.
3. The Morale Committee continues to hold regular Lunch'N'Learns on topics ranging from records management to personal online safety.
4. The SAA Book Club held its kickoff meeting on May 11. Members discussed "Made to Stick" by Chip and Dan Heath, a book about how to craft effective messages. The book club will meet monthly through August. A new book will be selected for the fall series (feel free to offer suggestions if you know of a good business-related book).
5. The SAA election concluded on May 15. Thank you to everyone who voted in this year's election. Newly elected representatives include: Arthur Hussey, JP Landry, Jennifer Ostrom, Laycie Schneckenger, Monica Terrones, and Josh Watts. Alternates for 2018-19 are Caitlin Lipka and Tabitha Hutchings.
6. Representatives began planning for their annual meeting in June. The annual meeting is an opportunity to onboard new representatives, hear updates from senior staff, and develop goals for the coming year.