



**Statewide Administration Assembly**  
***Minutes***

**Thursday, September 24, 2015**

10:00 a.m. – 12:00 p.m.

Via Google Hangout / Audio only call-in: 1-855-280-1855

Anchorage – Bragaw 205 / Fairbanks – Butrovich 109

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

Members Present:

Tom Langdon, President (2014-2016)  
Monique Musick, Vice President (2013-2016)  
Britton Anderson (2014-2016)  
Dale Denny (2015-2017)  
Linda Hall (2014-2016)  
Arthur Hussey (2015-2017)  
Alesia Kruckenberg (2015-2017)  
Buffy Kuiper (2014-2016)  
Dana Platta, First Alternate (2015-2016)  
Lisa Sporleder (Incoming) (2015-2016)

Members Absent:

Sam Phillips, Secretary (2015-2017)  
Tanya Coty (Resigned) (2014-2016)  
Kathleen Miner (Resigned) Anchorage (2014-2016)

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests:

James R. Johnsen, President, University of Alaska

**2. Safety Minute**

Although SAA is meeting in a different room, the exits for the building are the same and occupants are still asked to gather at UAMON in the event of an evacuation.

**3. Adopt Agenda**

Monique moved to adopt the agenda with the below additions, it was seconded by Dana, and approved without objection.

- SAA Thanksgiving Potluck – added as 10.6
- hosting a family for Christmas – added as 10.7

**4. Approve Minutes**

4.1. August Minutes

[Attachment 1](#)

No amendments offered. Motion to approve made by Britton, seconded by Linda. Passed without objection.

**5. President's Report**

Tom noted he had met with CHRO Seastedt to discuss employee reviews. As of today, 97 percent of employees have had reviews completed (last three percent are employees no longer with UA). The group discussed how effective the reviews were in communicating supervisor views to employees and if there was a way to ensure reviews support the employee and their department, and are not just another task to complete over the course of the year. Dana suggested a survey (or something similar) to see how employees felt about their review, as well as how supervisors felt about the reviews they gave.

**6. Guest Remarks: President Johnsen (10:30 – 11:00)**

6.1 Initial Feedback from President Johnsen to SAA

President Johnsen noted that he met in August with chancellors, provosts, and six regents to work on budget strategy. The take away from their meeting was to only include what UA needs in the operational budget—which means benefit and salary increases and fixed cost increases, but also ensures we can maintain Title IX compliance (this request can be reversed if Title IX later is funded by the Legislature). Requests for operating budget also include funding for ISER and ACEP. The capital budget request will try to address UA's lengthy list of deferred maintenance as well as finishing the UAF engineering facility. UA will work to promote the Fairbanks engineering building in the Anchorage area to get industry and legislative behind completion.

The president cautioned that even with a more modest request, he is doubtful everything will be funded and noted he was also looking at ways to find reductions, rather than across the board cuts. To that effect, he is starting a contingency budget process to identify ways to reduce costs. The main four areas for review are: distance education, developmental education, general education requirements, and teacher education. The Board has discussed P3s (private-public partnerships) and encourages use of them. One example of a possible P3 is privatized parking (which looked more viable for the Anchorage campus).

6.2 Transformation Team Update

After meeting with the Transformation Team, President Johnsen decided to delay the original timeline by a few months. He feels the team has good ideas but wants time to study the issues and ensure they are executed well. He plans to distribute the new timeline and initial report to all SW employees the week of Sept. 28. Employees will have three or four weeks to submit comments online. VPs and SAA (via Tom) will have the opportunity to present to the Transformation Team. By the end of December, the president will make his decisions. It is his hope that this additional consultation phase will allow for adequate input from affected parties.

The president reported UA was hiring a consulting firm ([Sibson Higher Education](#)) to help review Transformation Team recommendations. The data gathered by the consultants will help provide details to make informed decisions, as well as to help UA develop a phased implementation. The current goal is to complete implementation by the end of June 2016. The first meeting with Sibson will focus on creating prioritization and identifying next steps. After updating the Board on the new timeline, President Johnsen concluded what the Regents want most is openness and inclusion (while saving money), and they want to know frontline people are included in the process.

President Johnsen noted he wants to support leadership development as much as possible. One idea he posed was to select cohorts of 20 UA employees and have them go through a program that includes basic development (Meyers-Briggs, etc.) but then also works on areas specific to UA—finance, strategy, higher education, etc.

President Johnsen concluded with an update regarding the use of the President's Residence following his decision to not use the facility as his home. He asked SAA to give thought to on how to utilize the space—entertaining, community events, fundraising, meetings, etc.

#### **7. Staff Alliance Update – Monique Musick, Tom Langdon**

- R04.06.130 – Leave share revisions – HR is gathering final input from legal, chancellors, and governance before submitting the regulation revisions to the president for approval; the revised regulation will allow for the use of leave share for bereavement leave.
- Common Calendar Task Force – The task force will present final recommendations on Oct. 1 to President Johnsen. They have identified eight elements to coordinate in 2016—six are ready for implementation and two are still being negotiated (fee payment and course blocks). Spring Break is also aligned for Spring 2016. At the September 2015 meeting, the Board's policy on Academic Calendar (P10.04.100) was revised to no longer contain reference to course blocks or credit hours.
- Staff Health Care Committee representatives – Morgan will provide the names of SAA representatives (Lisa, Linda, Arthur as alternate) to SHCC Chair Gwenna Richardson.
- Compensation Working Group – The group decided to wait until after the November budget meeting to see the baseline numbers before making recommendations on compensation.
- Core Values – no update

- Staff Alliance blog – Originally set up in WordPress, the blog is currently attached to Monique’s email. She is having trouble transferring it but now plans to export the blog out of WordPress and recreate as a Google site on alaska.edu.
- Presidential bonus – Monique noted she was working on an article for the SW Voice on the proposed bonus (article was subsequently delayed). **Feedback regarding the bonus is requested by Oct. 9.**

**8. Public and Guest Comments (11:20)**

Hearing none, Tom moved to next agenda item.

**9. Human Resources Issues**

- 9.1. Staff Health Care Committee – Morgan will provide names to Gwenna for SAA reps.
- 9.2. Joint Health Care Committee – No update at present because the meeting will take place later in the day (Sept. 24).
- 9.3. Fringe Benefits Central Site – It was reported that UA Benefits Director Erika Van Flein has noted some concerns about fringe benefits not being bona fide UA benefits, however, that does not preclude SAA from finding a home for the site with other departments. It was suggested to use the word *perks* to avoid confusion with UA benefits, and there was overall support for this term.
- 9.4. Proposed changes to R04.06.130 (revisions to bereavement leave) – see above update
- 9.5. Page Up – new recruitment/onboarding/evaluation module – SAA will ask Heather Arana report in at the October meeting.
- 9.6. Annual Leave Cash Out Program – Alesia reported she had confirmed that executives used to be able to cash out leave but can’t now. Britton noted he had heard generally that employees wanted back the ability to cash out leave. Linda raised the issue of leave accrual rates following a 30+ day break in service. Tom will check with CHRO Seastedt regarding these issues.

**10. New Business**

- 10.1 Proxy Wording in Bylaws – **Sam Phillips – postponed**
- 10.2 Personal Holiday: Exempt Staff – moved to Compensation committee
- 10.3 Compensation and/or Alternatives – moved to Compensation committee
- 10.4 FY17 Budget Process – **Alesia Kruckenburg**  
In addition to what President Johnsen discussed, Alesia brought up the possibility of moving to the State’s health plan. She noted that a number of UA facilities are deteriorating and there haven’t been decisions on how to repair them (some possible options discussed were private donors or bonding the construction).
- 10.5 Title IX Policy Change – **Monique Musick**  
Monique reported the Regents approved a revision to Policy 01.02.020. Nondiscrimination and Title IX Compliance at the September Board meeting that addressed recent Title IX concerns. The revision also added gender identity to areas of nondiscrimination and provides that chancellors (who are now listed as the primary responsibility for creating an educational and workplace environment free from discrimination and intimidation based on sex) will report twice a year to the BOR.

10.6 Thanksgiving Potluck

Date is set for the Friday before Thanksgiving (Nov. 20). SAA will need to identify a chair at the next meeting. In the meantime, Monique will create a website for dish sign-up.

Alesia agreed to draft emails to help get the volunteer sign-up started.

10.7 Hosting a family at Christmas – Although there was general agreement that SAA will host a family this year, they agreed to appoint a chair and continue the discussion at the Oct. 15 meeting.

**11. Continuing Business**

11.1 Trying to identify three BIG issues following President Johnsen's charge

11.1.1 Leadership Development / Mentorship

11.1.2 Discussion

Suggestions that came out of the discussion include: staff morale, supervisor training, employee experience, transparency and accountability

**12. Anchorage Issues**

None given.

**13. Fairbanks Issues**

13.1 Emergency Preparedness Planning – postponed

**14. Agenda items for next meeting**

14.1 Proxy Wording in SAA Bylaws – Sam Phillips

14.2 Thanksgiving Potluck – appoint a chair to lead committee

14.3 Host a Family at Christmas – appoint a chair to lead committee

14.4 Emergency Preparedness Planning

14.5 Use of the President's Residence

14.6 Page Up presentation by Heather Arana

14.7 Continued discussion of big three issues for SAA to address

14.8 SAA response to Transformation Team recommendations

**15. Closing Comments**

Britton noted he liked the time stamps to hold each section to a specific time.

**16. Adjourn**

Motion to adjourn made by Britton, seconded by Buffy.

Meeting adjourned at 12:20 p.m.

*Minutes taken by Morgan Dufseth, System Governance, Executive Officer*