



*Minutes*

**Statewide Administration Assembly**

Thursday, November 19, 2015

10:00 a.m. – 12:00 p.m.

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

The meeting came to order at 10:05 a.m.

Members Present:

Tom Langdon, President (2014-2016)  
Monique Musick, Vice President (2013-2016)  
Sam Phillips, Secretary (2015-2017)  
Britton Anderson (2014-2016)  
Linda Hall (2014-2016)  
Arthur Hussey (2015-2017)  
Alesia Kruckenberg (2015-2017)  
Buffy Kuiper (2014-2016)  
Lisa Sporleder (2015-2016)  
Chrystal Warmoth (2015-2016)  
Dana Platta, First Alternate (2015-2016)  
Tina Holland, Second Alternate (2015-2016)

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests:

Tanya Hollis, Cost Analysis, Director  
Ardith Lynch, Acting Chief Human Resources Officer  
Tara Ferguson, Compensation Director  
Lisa Molinar, Payroll Benefit Account and International Compliance, Director  
Kate Wattum, Assistant Director, Public Affairs

Members Absent:

Dale Denny (2015-2017)

**2. Safety Minute**

**3. Adopt Agenda**

Monique moved to adopt the agenda and Britton seconded. None were opposed. The agenda was adopted as presented. Subsequently, items were moved around on the agenda to accommodate the guests' schedules.

**4. Approve Minutes**

4.1. October Minutes

[Attachment 1](#)

Unintentionally skipped—will be approved at the December meeting.

**5. President's Report**

Met with the president directly after the all-hands meeting on Monday, Nov. 16. The president was sympathetic to SAA's request to be involved in new leadership recruitment.

**6. Staff Alliance Update – Monique Musick, Tom Langdon**

- 6.1. Dan White attended the Nov. 10 Staff Alliance meeting and agreed to start meeting regularly with the SA chair, Faye Gallant.
- 6.2. SA also discussed compensation increases for FY17 with Michelle Rizk. The increase will be a challenge but is still part of the budget request, however, the regents still want to create equity with union employees who have a negotiated increase. SA has asked to be informed for contingency budget and any cuts that come out of it. Governor's budget due Dec. 15. President Johnsen and Michelle met with Governor Walker on Nov. 18; Michelle will give an update at the next SA meeting.
- 6.3. The Staff Health Care Committee is meeting on Nov. 20. One topic being discussed is employees being caught off guard by the change in out-of-network billing.
- 6.4. The core values committee needs to define process in order to move forward.
- 6.5. The governance process improvement will meet next week.
- 6.6. Looking at a way to boost morale across the state.
- 6.7. Change in grievance process—now a review process—but so far no one has requested a review (or grievance) yet.
- 6.8. System Governance Council met on Oct. 28. A lot of discussion on what the Council should address, as well as alumni's role in shared governance. Will meet next on Nov. 30 and will elect a new chair.
- 6.9. Common Calendar – everything is aligned for AY2016-17 except fee payment. No longer really focusing on course block alignment.
- 6.10. Page Up HR implementation – after start of spring semester.

- 6.11. SA is revising bylaws and held first read at Nov. 10 meeting. Changes to officers and allows proxy voting.

## 7. **Public and Guest Comments**

### 7.1. ~~Regulation update and~~ CHRO search – **Ardith Lynch**

Ardith noted she will review the regulation with Staff Alliance as it was their motion that initiated the changes.

HR is hoping to conduct a speedy recruitment for the new CHRO. The position description has been developed and waiting for president's approval. HR would like to invite an SAA rep to serve on the CHRO search committee. The search committee will take a fairly large commitment of time. It will be a five person search committee and members will help with screening/interview questions, holding interviews, and making the selection. There will likely be several meetings outside of interviews to discuss candidates. They are looking to make a selection by end of January, however, there might be a delay for candidate visits. Lisa, Tom, and Alesia said they would like to volunteer. HR will let SAA know who they choose to have serve on the committee.

### 7.2. Benefit Rates – **Lisa Molinar and Tanya Hollis**

Lisa and Tanya addressed SA questions about benefit rates. They explained there were two sets of rates – staff and recovery (sick leave). Most rates are projected based on history; if not on historical cost then wage-based driven (as wage-rate fluctuates it affects the staff benefit rate); pool/wage-base – as those shift, so does the rate. They noted there was a lot of precise analysis that goes into determining the rate. When asked what employees can do to help mitigate these costs they responded that healthy populations cost less so overall healthy lifestyle/habits would be the most helpful to UA.

### 7.3. Emergency Preparedness Planning – **Kate Wattum**

Kate reviewed plans for the active shooter drill with SAA members. The drill will take place on Dec. 8 in the Butrovich building and will start at 10am. Employees should run, hide, or fight – employees will need to determine for themselves. The drill is more for employee education rather than first-responder training. The planning group has been planning for scenarios in which the exercise goes beyond its parameters or is changed by outside involvement; also testing how to let employees know the exercise is over. A series of training opportunities for employees in early December (Dec. 1-4 in Butro 109). There will also be an after action table-top exercise to discuss how to get back to work after a violent event.

## 8. **Human Resources Issues**

- 8.1. Staff Health Care Committee – The committee is meeting Nov. 20.
- 8.2. Joint Health Care Committee – met in Anchorage on Nov. 11-13; review of annual costs (v. projections); see [article in SW Voice](#) for additional information.

## **9. New Business**

- 9.1. Meeting Conflicts – February and March 2016  
February meeting to Feb. 11 – Britton moved, Linda seconded. None opposed.  
March meeting March 10 – Monique moved, Lisa seconded. None opposed.
- 9.2. Proxy Wording in Bylaws – **Sam Phillips**  
Sam noted he did not support the use of proxies nor could he find support for using proxies in an elective body in parliamentary literature. Robert’s Rules also advises against the use of proxies.  
  
Sam proposed a motion to make changes to the bylaws that would eliminate the use of proxies, however, there was no second. As such, the motion was not put to a vote.
- 9.3. Use of the University House  
The president is hosting an open house/holiday event at the house in December. The University House is also available for other events. The house is now equipped with wi-fi and video/audio equipment.

## **10. Continuing Business**

- 10.1. Thanksgiving Potluck – Please help with set-up tomorrow.
- 10.2. Hosting a family at Christmas – Alesia Kruckenberg and Buffy Kuiper  
Will have ornaments with gift requests ready for the tree outside of OIT.
- 10.3. Three BIG issues for SAA to take on – Tom discussed with President Johnsen
  - a. Leadership development/mentorship – Sounds like President Johnsen has something in mind but needs to see what will happen with the budget
  - b. Morale and Supervisor Equity – Same as above.
  - c. Transparency and Accountability – President Johnsen pointed to Transformation Team and hiring committees – he is committed to creating a transparent process.
- 10.4. Fringe Benefits (Perks) Central Site – Suggestion to house it as part of the classifieds section of the Statewide Voice, a monthly publication out of SW Public Affairs.

## **11. Anchorage Issues**

None given.

**12. Fairbanks Issues**

12.1. Active Shooter discussion provided under guest comments.

**13. Agenda items for next meeting (December 17)**

**14. Closing Comments**

Tina – Thanked everyone for the amazing turnout for emergency action plan training.

**15. Adjourn – meeting adjourned at 12:10 p.m.**