



*Agenda*  
**Statewide Administration Assembly**  
Thursday, February 25, 2016  
10:00 a.m. – 12:00 p.m.

Via Google Hangout  
Audio only call-in: 1-855-280-1855  
Fairbanks – Butrovich 212A

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

Members:

Tom Langdon, President (2014-2016)  
Monique Musick, Vice President (2014-2016)  
Britton Anderson (2014-2016)  
Dale Denny (2015-2017)  
Linda Hall (2014-2016)  
Arthur Hussey (2015-2017)  
Alesia Kruckenberg (2015-2017)  
Buffy Kuiper (2014-2016)  
Danielle Nelson (2015-2016)  
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

**2. Safety Minute**

**3. Adopt Agenda**

**4. Approve Minutes**

4.1. January 21, 2016 Minutes

[Attachment 1](#)

**5. President's Report**

**10:05 a.m. – 10:15 a.m.**

- |            |  |                                 |
|------------|--|---------------------------------|
| <b>6.</b>  | <b>Staff Alliance Update – Monique and Tom</b>     | <b>10:15 a.m. – 10:30 a.m.</b>  |
| <b>7.</b>  | <b>Public and Guest Comments</b>                   | <b>10:30a.m. – 10:35 a.m.</b>   |
| <b>8.</b>  | <b>Human Resources Issues</b>                      | <b>10:35 a.m. – 10:45 a.m.</b>  |
|            | 8.1. CHRO Recruitment Update – Alesia              |                                 |
|            | 8.2. Staff Health Care Committee                   |                                 |
|            | 8.3. Joint Health Care Committee                   |                                 |
| <b>9.</b>  | <b>Committee Updates</b>                           | <b>10:45 a.m. – 11:10 a.m.</b>  |
|            | 9.1. Employee Awards Committee                     |                                 |
|            | 9.2. Nomination/Election Committee                 |                                 |
|            | 9.3. SMSC Committee                                |                                 |
| <b>10.</b> | <b>Budget Update - Alesia</b>                      | <b>11:10 a.m. – 11:15 a.m.</b>  |
| <b>11.</b> | <b>Transformation Team Update – Alesia and Tom</b> | <b>11: 15 a.m. – 11:25 a.m.</b> |
| <b>12.</b> | <b>New Business</b>                                | <b>11:25a.m. – 11:35 a.m.</b>   |
|            | 12.1. Draft key events calendar                    |                                 |
| <b>13.</b> | <b>Continuing Business</b>                         | <b>11:35 a.m. – 11:45 a.m.</b>  |
|            | 13.1. Three BIG issues for SAA to take on          |                                 |
|            | a. Leadership development/mentorship               |                                 |
|            | b. Morale and Supervisor Equity                    |                                 |
|            | c. Transparency and Accountability                 |                                 |
|            | 13.2. Fringe Benefits (Perks) Central Site         |                                 |
| <b>14.</b> | <b>Anchorage Issues</b>                            | <b>11:45 a.m. – 11:50 a.m.</b>  |
| <b>15.</b> | <b>Fairbanks Issues</b>                            | <b>11:50 a.m. – 11:55 a.m.</b>  |
| <b>16.</b> | <b>Agenda items for next meeting</b>               | <b>11:55 a.m. – 12:00 p.m.</b>  |
| <b>17.</b> | <b>Closing Comments</b>                            |                                 |
| <b>18.</b> | <b>Adjourn</b>                                     |                                 |



*Minutes*

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

Members Present:

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Monique Musick, Vice President (2014-2016)

Dale Denny (2015-2017)

Linda Hall (2014-2016)

Arthur Hussey (2015-2017)

Alesia Kruckenberg (2015-2017)

Buffy Kuiper (2014-2016)

Danielle Nelson (2015-2016)

Lisa Sporleder (2015-2016)

Dana Platta, First Alternate (2015-2016)

Tina Holland, Second Alternate (2015-2016)

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests:

Janelle Merrifield, OIT Travel Coordinator

Members Absent (both excused):

Britton Anderson (2014-2016)

Chrystal Warmoth (2015-2016)

**2. Safety Minute**

**3. Adopt Agenda**

Linda moved to approve, Dana seconded. None opposed.

**4. Approve Minutes**

4.1. December 2015 Minutes

[Attachment 1](#)

Monique motioned to accept the minutes; Linda seconded. None opposed.

**5. President's Report**

**10:05 a.m. – 10:15 a.m.**

Tom noted that President Johnsen gave a state of the university address on Jan. 12 ([transcript](#) and [video](#)) and also gave an interview Jan. 20<sup>th</sup> of "Talk of Alaska" on KUAC. Transformation Team committee team leaders met with the Steering Team and clarified expectations and goals. Next committee meetings are on Jan. 28 and 29.

Tom led a discussion on improving Staff Alliance communication. One suggestion was to begin posting SAA highlights again; other suggestions included: additional agenda distribution (to SW employees) and lunch with chairs/department representatives.

Another suggestion to improve SAA planning was to develop an annual calendar and keep standing key dates on agenda as a reminder to members.

Compensation committee – The committee discussed bonuses at UA, which peaked in 2009 but have gotten smaller in recent years. UAF has a clear process on giving bonuses but UAA, UAS, and SW do not. Members also discussed the possibility of changing the increase request (currently 2.2%) and whether it could be converted to a step increase, rather than just increasing the grid.

Tom also noted UA was planning on updating TOAD – they are working now on how to notify users and address their saved queries.

**6. Staff Alliance Update – Monique and Tom**

**10:15 a.m. – 10:25 a.m.**

Next meeting in February

**7. Public and Guest Comments**

**10:25 a.m. – 10:30 a.m.**

None given.

**8. Human Resources Issues**

**10:30 a.m. – 10:40 a.m.**

8.1. CHRO Recruitment Update – Alesia – The search committee decided to extend the solicitation period for applications to Jan. 20. Several new applicants passed the initial screening and are being forwarded to secondary screening. Overall, the initial group of applicants was okay but didn't provide three strong choices.

8.2. Staff Health Care Committee – Has not met since last SAA meeting.

8.3. Joint Health Care Committee – Will be meeting on Jan. 27

**9. New Business 10:40 a.m. – 11:30 a.m.**

- 9.1. Travel and Hiring Freeze – SAA members engaged in a discussion about previously arranged travel combined with annual leave. Initially approved but then denied and told leave was also denied – Tom will work the issue through his chain of command but wanted to bring the issue to SAA in case he can't resolve it. (The issue was subsequently resolved between the employee and their supervisor.)
- 9.2. Capitol Report – The Capitol Report was distributed to SAA members via email prior to the meeting. Tom asked that all SAA members share the report with their constituents and encourage them to testify or contact their legislators. The [UA State Relations](#) page has advocacy talking points and other tips for being an effective advocate for the university.
- 9.3. Longevity, peer, and outstanding employee awards
  - 9.3.1. Employee Awards Committee – Lisa, Monique, Buffy, Arthur, Danielle
  - 9.3.2. SAA members decided on April 25 at 2pm
  - 9.3.3. All SAA members were asked to help solicit door prizes
- 9.4. 2016 SAA Election timeline – Nominations in March, voting in April,
  - 9.4.1. Nominations Committee – Tina, Lisa, Arthur, Buffy
- 9.5. Staff Make Students Count
  - 9.5.1. SMSC Committee – Monique, Linda, Alesia

**10. Continuing Business 11:30 a.m. – 11:45 a.m.**

- 10.1. Three BIG issues for SAA to take on
  - a. Leadership development/mentorship – This topic is on hold while President Johnsen addresses other issues, but cohort of employees is still a priority.
  - b. Morale and Supervisor Equity – Hiring freeze may make this an even greater challenge
  - c. Transparency and Accountability – Decided to send out SAA highlights
- 10.2. Fringe Benefits (Perks) Central Site – no discussion

**11. Anchorage Issues 11:45 a.m. – 11:50 a.m.**  
No issues.

**12. Fairbanks Issues 11:50 a.m. – 11:55 a.m.**  
SAA key date calendar – The executive officer will develop for review at the next meeting

**13. Agenda items for next meeting 11:55 a.m. – 12:00 p.m.**  
Update from Michelle on budget

Transformation Team updates  
SAA key date calendar

**14. Closing Comments**

None given.

**15. Adjourn**

Linda moved to adjourn, seconded by Tina. Meeting adjourned at 12:11 p.m.

Statewide Administration Assembly  
Key Events Calendar

**September**

Regular business meeting  
Beginning of academic year

**October**

Thanksgiving Potluck

- Select committee
- Develop sign-up sheet
- Reserve Butro 109
- Send out announcement

**November**

Thanksgiving Potluck

- Communication to SW employees
- Event volunteers

Adopt-a-Family and Food Drive

- Select committee
- Communication to SW employees

**December**

Adopt-a-Family and Food Drive

- Collect donations
- Wrap presents
- Deliver to charities

**January**

Longevity and Outstanding Employee Awards

- committee begins to meet
- ask for longevity list from Human Resources
- prepare budget and get approved by President's Office
- determine ceremony date (ask President's Office for options)

SAA Elections

- committee begins to meet
- determine the number of seats up for election

**February**

Longevity and Outstanding Employee Awards

- Continued planning and prep

SAA Elections

- Solicit nominations for open seats

**March**

Longevity and Outstanding Employee Awards

- Continued planning and prep

SAA Elections

- Collect information from nominated employees

**April**

Longevity and Outstanding Employee Awards

- Final ceremony prep
- Ensure awards, plaques, and door prizes are collected

Chair recognition

- SAA should pass a resolution of appreciation

SAA Elections

- Hold election / SW voting

**May**

Regular business meeting  
Commencement at universities

**June**

Annual retreat and welcome new members  
Officer elections

**July**

NO MEETING

**August**

First meeting of new fiscal year