



*Minutes*

**Statewide Administration Assembly**

Thursday, April 21, 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**

The meeting came to order at 10:00 a.m.

Members:

Tom Langdon, President (2014-2016)

Monique Musick, Vice President (2015-2017)

Britton Anderson (2014-2016)

Derek Ward as proxy for 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)

Tina Holland, Second Alternate (2015-2016)

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests:

Ardith Lynch, Interim Chief Human Resource Officer

Members Absent:

Dale Denny (2015-2017)

Dana Platta, First Alternate (2015-2016)

**2. Safety Minute**

**3. Adopt Agenda**

Before the meeting, Morgan noted that Ardith would join the group at 10:10 and, as such, would likely speak before the Staff Alliance update.

Britton moved to adopt with the change in order, Lisa seconded. There were no objections. The agenda adopted.

**4. Approve Minutes**

4.1. March 10 and April 4 Minutes

Monique moved to approve March 10 minutes, and Linda seconded. There were none opposed. The minutes were approved as presented.

Monique moved to approve the April 4 minutes, and Arthur seconded. There were none opposed. The minutes were approved as presented.

**5. President's Report**

Tom reported that during his conversation with President Johnsen, he asked whether the new CHRO was public yet. The president responded that it is public that Keli Hite-McGee has accepted the position, however, the official announcement won't go out until closer to her start date in June. Tom also discussed the Transformation feedback and the president's announcement on April 14. As a follow up to the Transformation decisions the president will hold a Q&A session on Monday, April 25.

**6. Public and Guest Comments**

6.1. Leadership Development

Ardith reviewed the leadership development program President Johnsen has created. There will be two groups selected to participate in Fairbanks. A link for applying will be made available shortly—will be in the April Statewide Voice. Employees will need to get their supervisor's approval because it will require nine days to complete (three different 3-day modules). The leadership program is not tied to supervisory training but focuses more on how to be a good leader. See attached information sheet.

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

Compensation committee – discussion about requesting step changes again once increases are implemented again.

Revisions to furlough regulation – will request notification when plans are released

Revisions to extended temp sick leave – will be discussed at May Alliance meeting

**8. Human Resources Issues**

- 8.1. CHRO Recruitment Update – Tom mentioned the new CHRO—Keli Hite-McGee—during his remarks at the start of the meeting.
- 8.2. Staff Health Care Committee – discussion on out-of-network cost changes (request from 125% to 200% - will go into effect July 1). Tom attended a Faculty governance meeting and the UAF chancellor noted there are discussions taking place to persuade the Cancer Center to go back in-network.
- 8.3. Joint Health Care Committee

**9. Committee Updates**

- 9.1. Employee Awards Committee – Lisa
  - 9.1.1. Volunteers needed for set-up and break-down
  - 9.1.2. Awards and programs have been received, working on the schedule of events.
  - 9.1.3. Door prizes – will be set up at the back
  - 9.1.4. Will have a dress rehearsal from 1-1:30 on Monday
- 9.2. Nominations Committee – Tina
  - On track for the revised timeline. Website will be up with candidates by April 29.
  - Voting will start on May 9, close on May 23. Results posted the week of May 28.

**10. Budget Update – Alesia**

The university is still waiting to hear more from the Conference Committee—who said last week they were going to select the House budget of \$300M – a \$58M cut from last year’s UA budget. There is still a chance the budget might increase some but then again there is also still a shared cut that the university may have to take part in. Alesia also mentioned HB 379 – a bill to restrict State employee pay increases (noted as ‘merit increases’ in the bill). Although the bill does not directly affect UA employees, if the university chooses to continue with compensation increase and this bill passes, it may create negative perceptions of UA in the community at large.

**11. New Business**

- 11.1. Bylaw revision – Discussion/No Action Attachment 3

Alesia led a discussion on the pros and cons to: extending the term from two years to three; institute a break in service; reduce membership from 9 to 11; more robust member orientation; planning calendar; guidelines for SAA events/activities.

Some ideas discussion:

  - Mandatory service?
  - As part of Page Up orientation?
  - Succession planning

Alesia agreed to draft proposed changes to share with the group in advance of their next meeting. SAA Bylaws state revisions must be distributed two weeks in advance of the meeting at which they will be considered.

11.2. Annual Events Planning

11.2.1. 2016 Retreat Date – Morgan will send a poll to SAA members and nominees next week for June 15, 16, 22, and 23.

**12. Continuing Business**

12.1. Fringe Benefits (Perks) Central Site – Members discussed having an SW perks and agreed to use the CMU site as a template/starting point. How best to advertise it—include a link in SW Voice? Link on HR Benefits page? Send suggestions to Morgan and Tom.

12.2. Formal Request Regarding Step Increases – SAA will send the final motion with narrative and justification to Staff Alliance.

**13. Anchorage Issues**

Cathy Earp – There was some confusion at the Anchorage office about when employees are eligible for longevity awards – they would appreciate clarification. Buffy noted that Dana Platta had developed a Q&A on that—she said she would see if she can distribute it.

**14. Fairbanks Issues**

Monique noted that President Johnsen sent a memo to the UA community and the System Governance Council that mid-year FY17 tuition increases are being considered, as well as an FY18 tuition increase. VP White also recently distributed a letter to the president of NWCCU regarding UA pursuing single accreditation.

Tom gave his congratulations to Buffy Kuiper for winning the SW Staff Make Students Count award.

Tina noted there were a couple construction projects coming up at the Butrovich Building this summer—the first is the roof replacement (watch out—it will smell) and then a valve replacement project (mostly done in the evenings).

Lisa noted she remembered Bear Edson giving an update at the annual retreat and that would be nice to continue.

Tina noted she will be rolling out new Butrovich Building Emergency Action plan without having to meet with their supervisors to complete the training.

- 15. Agenda items for next meeting**  
Alesia will work on the bylaws revision.
- 16. Closing Comments**  
None given.
- 17. Adjourn**  
Britton moved to adjourn. The meeting adjourned at 11:45 a.m.

#### OTHER RESOURCES

SAA Constitution and Bylaws

<http://alaska.edu/files/governance/SAAConBylaws9-11-14.pdf>

SAA Annual Events Calendar

<http://alaska.edu/files/governance/SAA-annual-events-calendar.pdf>

System Governance Calendar

<http://alaska.edu/governance/directorycalendar/>