



Agenda
Statewide Administration Assembly
Tuesday, September 20, 2016
10:00 a.m. – 12:00 p.m.

Audio only call-in: 1-866-832-7806, PIN 4236369
Fairbanks – Butrovich 109
Anchorage – Bragaw 210

1. Call to Order and Roll Call

Members:

Eric Johnson, President (2016-2018)
Chrystal Warmoth, Vice President (2016-2017)
Buffy Kuiper, Secretary (2016-2018)
Sheri Billiot (2016-2018)
Dale Denny (2015-2017)
Alison Hayden (2016-2018)
Arthur Hussey (2015-2017)
Alesia Kruckenberg (2015-2017)
Tom Langdon (2016-2018)
Monique Musick (2015-2017)
Danielle Nelson (2016-2018)
Laycie Schnekenburger, First Alternate (2016-2017)
Josh Watts, Second Alternate (2016-2017)

Staff:

Morgan Dufseth, Executive Officer, System Governance

2. Safety Minute

3. Adopt Agenda

4. Approve Minutes

4.1. August 17 Minutes – [Reference 1](#)

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|------------|--|-------------------------|
| 5. | Reports, Updates, and Information | |
| 5.1. | Public and Guest Comments | 10:05 a.m. – 10:10 a.m. |
| 5.2. | President’s Report – Eric | 10:10 a.m. – 10:15 a.m. |
| 5.3. | Staff Alliance Update – Eric & Chrystal | 10:15 a.m. – 10:25 a.m. |
| 5.4. | Strategic Pathways Update – Monique | 10:25 a.m. – 10:40 a.m. |
| 5.5. | BOR Public Testimony Changes – Monique | 10:40 a.m. – 10:50 a.m. |
| 5.6. | Bylaw Review Committee | 10:50 a.m. – 11:10 a.m. |
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| 6. | Ongoing Business | 11:10 a.m. – 11:30 a.m. |
| 6.1. | SAA Events – Assign Event Leads – Reference 2 | |
| 6.2. | Coffee with the President – Volunteers for today | |
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| 7. | New Business | 11:30 a.m. – 11:45 a.m. |
| 7.1. | Butro Break Room | |
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| 8. | Local Issues | |
| 8.1. | Anchorage | 11:45 a.m. – 11:50 a.m. |
| 8.2. | Fairbanks | 11:50 a.m. – 11:55 a.m. |
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| 9. | Agenda items for next meeting | 11:55 a.m. – 12:00 p.m. |
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| 10. | Closing Comments | |
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| 11. | Adjourn | |

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/>



Minutes

Statewide Administration Assembly

Wednesday, August 17, 2016

10:00 a.m. – 12:00 p.m.

Audio only call-in: 1-866-832-7806, PIN 4236369

Fairbanks – Butrovich 109

Anchorage – Bragaw 205

1. Call to Order and Roll Call

The meeting came to order at 10:04 a.m.

Members:

Eric Johnson, President (2016-2018)

Chrystal Warmoth, Vice President (2016-2017)

Lael Oldmixon for Buffy Kuiper, Secretary (2016-2018)

Sheri Billiot (2016-2018)

Lisa Sporleder for Dale Denny (2015-2017)

Alison Hayden (2016-2018)

Aly Englert for Arthur Hussey (2015-2017)

Tom Langdon (2016-2018)

Monique Musick (2015-2017)

Danielle Nelson (2016-2018)

Laycie Schnekenburger, First Alternate (2016-2017)

Josh Watts, Second Alternate (2016-2017)

Staff:

Morgan Dufseth, Executive Officer, System Governance

Members Absent:

Alesia Kruckenberg (2015-2017) *excused*

2. Safety Minute

3. Adopt Agenda

Sheri moved to adopt the agenda as presented, seconded by Monique. There were no objections and the agenda was adopted as presented.

4. Approve Minutes

4.1. July 20 Minutes – [Reference 1](#)

One edit noted: Change Aug. 19 to Aug. 23 in 5.8.

Lisa moved to approve with the noted change, and Monique seconded. The minutes were approved with amendment.

5. Reports, Updates, and Information

5.1. Public and Guest Comments

None given.

5.2. Update from CHRO Hite McGee

CHRO Hite McGee was unable to attend.

5.3. President's Report – Eric

Eric noted the [single accreditation report](#) drafted by Dana Thomas has been published and is being reviewed by the UA community. Eric also noted he discussed data driven funding with President Johnsen, which would help better inform UA's funding requests to the state. They also discussed Coffee with the President and President Johnsen was amenable to planning something in the very near future.

5.4. Staff Alliance Update – Eric & Chrystal

Staff Alliance held their retreat in late July and met with President Johnsen, VP White, CHRO Hite McGee and Director of Benefits Erika Van Flein. Erika reviewed current health care benefits, including Patient Care and Best Doctors, as well as recent changes to UA's health care plan. Chrystal also noted the Alliance had discussed the changes to public testimony at the BOR and inquired about the possibility of tracking how many staff members participate.

5.5. Strategic Pathways Update – Tom & Monique

Review teams are reporting their finding to UA leadership today. Reports are available [online](#) and feedback forms will be made available for each team/review area. Forums will be held at each campus in September and UA Public Affairs will collect questions ahead of time. Recommendations will be presented to the BOR at their September meeting, followed by an extensive feedback period, and then a decision will be made by the Regents at their November meeting. Tom noted the options/recommendations presented could be mixed and matched in different pairings of the president's choosing, and that there were broad and far reaching recommendations. It should also be noted the groups were tasked with providing

options and not ranked recommendations, per se, and the groups were not charge with coming to agreement.

5.6. BOR Public Testimony Changes – Monique

There will no longer be time for public testimony during *full* board meetings. Public testimony has now been moved to a call-in line that is accessible anywhere across the state. The audio will be streamed off of KUAC (radio, online, and audio-only TV) for people to listen to the testimony. Committee meetings will now be the week before full board meetings, and the public testimony will be even earlier than that—essentially, the Monday or Tuesday in the week before the committee meetings on Thursday and Friday. In addition, there will be an evening forum held the first night of the full board meeting, to allow for local community interaction. Additional information on all of these public testimony opportunities is available [online](#).

6. **Ongoing Business**

6.1. SAA Events – [Reference 2](#)

Members discussed the proposed list of events. Eric noted a summer picnic had been proposed and there was general support for it from the President's Office. Alison moved to approve the summer picnic as an SAA event, and Laycie seconded. There were no objections. Members discussed the close proximity of the Thanksgiving Potluck and the winter break event. There were suggestions to have a smaller event in December—perhaps dessert and coffee in the afternoon. It was also agreed that there needs to be better communication to staff on the events and as much advance notice as possible. Monique moved to approve the event list as presented, Alison seconded. There were no objections. Motion carried and all proposed events were approved for FY17.

ACTION: Morgan will finalize the list, post it online, and distribute it to SW executives.

6.2. SW Online Forum – [Test Site](#)

Members discussed the test site and submission form. Sheri suggested changing the form so that users don't have log into Google to submit a question/comment. There was discussion over the purpose of the forum and what problem/issue it will address for SW staff (i.e. Is it about staff talking to each other? Or just a SW version of the UAF Grapevine?). It was also suggested that making the form non-anonymous (making users log-in with UA credentials) would compel people to be civil. Other platform suggestions: Google Group, SW Wiki, Reddit, Yik Yak

ACTION: Continue to work on refining the goals of the forum to help get members on the same page.

- 6.3. Proposed Meeting Date Change – Move 10/19 to 10/12
Sheri moved to change the October meeting to 10/12, seconded by Monique. No objections. Meeting date was approved. Eric also noted he would like to move the September meeting to Tuesday, September 20. Monique moved and Alison seconded. No objections. Motion passed.
ACTION: Morgan will send updated invitations to SAA members and will update the System Governance [calendar](#) to reflect these changes.

7. New Business

- 7.1. Coffee with the President – Members suggested holding the Q&A forum prior to the September BOR meeting.
ACTION: Morgan will work with Dianne to find a date that works for President Johnsen, and will also reserve Butro 109, order catering, and work with SAA members to coordinate communication to SW staff and solicit questions ahead of time.
- 7.2. Bylaw Review Committee – Morgan reviewed the idea with members and noted they would like to add members to the committee that already includes Buffy and Arthur. Chrystal volunteered to serve on the committee.
ACTION: The Bylaw Review Committee will meet and begin to review SAA bylaws, and will work with Morgan and Eric to bring the proposed changes before the entire group for discussion and approval at an upcoming meeting.
- 7.3. SHCC and Compensation SAA Representatives
SHCC reps: Alison volunteered to serve as the alternate
Compensation reps: Sheri volunteered to serve as the alternate; Tom said he would do it if no one else could
ACTION: SAA will send notice to the list serv soliciting additional appointments from members not in attendance.

Monique noted a compensation issue the committee may want to examine further: furloughed non-exempt employees will only accrue leave based on the hours they work, whereas exempt employees leave accrual will not be affected by furlough.
- 7.4. Summer Picnic Committee – Sheri and Eric will assist Morgan with picnic details

8. Local Issues

8.1. Anchorage

No issues to report.

8.2. Fairbanks

There was a suggestion for increased communication to areas affected by staff relocation due to the recent ceiling work.

Announcement that Dawn Lighthall is the new building coordinator.

9. Agenda items for next meeting

Requested HR updates on FY16 performance reviews and how layoff/hire pools

Proposed employee break room in Butro

10. Closing Comments

Recent announcement that Myron Dosch will be the new CFO, which indefinitely postpones the VP Finance/Admin search.

Morgan presented Monique with a plaque in appreciation for her service as the chair of the System Governance Council during FY16.

11. Adjourn

Lisa moved to adjourn, and Alison seconded. The meeting adjourned at 11:52 a.m.

Annual On-site Meeting

Description	The annual on-site meeting allows for new member orientation, interaction with UA executives, goal setting, and information sharing.
Timeframe	June, after the SAA elections have been finalized
Location	Fairbanks – Butro 109 or University House
Resources	Travel for Anchorage members; catering for breakfast, lunch, snack
Budget	SAA/System Governance
Organizer	Executive Officer

Summer Picnic

Description	A summer event for employees.
Timeframe	Sometime between May and September
Location	Fairbanks – Butro 109 or University House
Resources	Catering and entertainment/games
Budget	SAA/System Governance
Organizer	SAA committee, Executive Officer, and President’s Office

Thanksgiving Potluck

Description	Thanksgiving celebration potluck. All SW employees are invited to attend and welcome to bring a dish to share.
Timeframe	Friday before the Thanksgiving holiday
Location	Fairbanks – Butro 109; Anchorage – Bragaw 205
Resources	SAA provides paper plates, cups, napkins, flatware, and table cloths; President’s Office has also offered to provide the main dishes
Budget	Combination of SAA & President’s Office funding
Organizer	SAA members – SAA arranges a dish sign-up list and distributes it to staff; also responsible for the set-up and break-down of the event—to include decorations, tables and chairs, power strips/warming stations, entertainment, etc.

Adopt-a-Family	
Description	SAA sponsors two or three families (names supplied by Love, Inc.) each year and solicits gifts from UA staff.
Timeframe	Starts the day of the Thanksgiving potluck and concludes the week before winter break at UA
Location	Fairbanks and Anchorage (coordinated separately at each site)
Resources	System Governance has a stockpile of wrapping paper and ribbon for wrapping presents. No other resources are allocated to this event.
Budget	n/a
Organizer	A committee of SAA members is formed to address this task. It is up to the committee to decide each year how they want to solicit donations and communicate with staff at UA. A family of four will typically have 20-30 gifts, so this is a larger undertaking than it may appear.

Canned Food and Mug Drive	
Description	SAA holds an annual food drive during November and December.
Timeframe	Starts the day of the Thanksgiving potluck and concludes the week before winter break at UA
Location	Fairbanks
Resources	System Governance has several boxes that are placed around the building during the drive to collect cans and boxes. SAA members take the donated food to the Food Bank.
Budget	n/a
Organizer	A committee of SAA members is formed to address this task. It is up to the committee to decide each year how they want to solicit donations and communicate with staff at UA.

Christmas Event	
Description	In previous years, UA has held a department decoration contest and/or another potluck. Other options include a cookie exchange or dessert party (SAA can provide coffee and hot cocoa).
Timeframe	The week before winter break
Location	Fairbanks – Butro 109; Anchorage – Bragaw 205; does not have to be simultaneous
Resources	SAA provides paper plates, cups, napkins, flatware, and table cloths
Budget	n/a
Organizer	A committee of SAA members is formed to address this task.

Valentine's Day Event	
Description	Anchorage employees have noted they would like to try a mid-winter event, rather than another potluck before the winter break
Timeframe	The week of Valentine's Day
Location	Anchorage
Resources	SAA provides paper plates, cups, napkins, flatware, and table cloths
Budget	n/a
Organizer	Anchorage SAA members and Anchorage staff

Outstanding Employee & Department Awards	
Description	SAA solicits, on behalf of the UA president, nominations for outstanding employees (exempt, non-exempt, and student) and department. Nominations are submitted via Google Form and are reviewed by the awards committee. There has been discussion to have the awards committee provide a recommendation that is then reviewed by SAA as a whole, before sending the recommendation to the UA president for final approval.
Timeframe	Nomination period: January-February; award ceremony: April
Location	Fairbanks – Butro 109; Anchorage – Bragaw 205 (simulcast)
Resources	See Longevity awards
Budget	President's Discretionary – System Governance submits an estimate budget to the president for approval before proceeding with any purchases.
Organizer	SAA Awards Committee

Longevity Awards	
Description	Longevity awards are presented to employees reaching 5, 10, 15, 20, 25, 30, and 35-year milestones. Awards are presented at a spring ceremony hosted by SAA and the UA president.
Timeframe	UA HR typically sends a list of employee names to System Governance in late December/early January. The award ceremony typically takes place in April.
Location	Fairbanks – Butro 109; Anchorage – Bragaw 205 (simulcast)
Resources	SAA members provide treats—cookies, veggies, crackers and cheese, etc. There is also typically some form of entertainment—varies by year. SAA is also responsible for the set-up and break-down of the event—to include award display, decorations, tables/chairs, power strips/warming stations, entertainment, etc.
Budget	President's Discretionary – System Governance submits an estimate budget to the president for approval before proceeding with any purchases.
Organizer	SAA Awards Committee – The committee orders longevity awards for 5, 10, and 15-year employees—typically from Atta-a-Boy Trophy in North Pole; small acrylic nameplates are ordered for the 20-year+ employees. SAA also develops and prints the award program—includes short bios on all employees receiving an award, as well as thanks to local sponsors.