



*Minutes*

**Statewide Administration Assembly**

Wednesday, November 16, 2016

10:00 a.m. – 12:00 p.m.

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

Fairbanks – Butrovich 204

Anchorage – Bragaw 210

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

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

Members:

Eric Johnson, President (2016-2018)

Chrystal Warmoth, Vice President (2016-2017)

Sheri Billiot (2016-2018)

Dale Denny (2015-2017)

Alison Hayden (2016-2018)

Alesia Kruckenberg (2015-2017)

Tom Langdon (2016-2018)

Monique Musick (2015-2017)

Danielle Nelson (2016-2018)

Laycie Schnekenburger, First Alternate (2016-2017)

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests:

Cara Carlson, Interior Alaska Center for Non-Violent Living

Amy Hartley, UAF Communications and Events Specialist and United Way co-chair

Brad Lobland, UAF HR Director and United Way co-chair

Max Roberts, Allstate Insurance

Sara Rodewald, HealthyRoads, Dedicated On-Site Program Manager

Scooter Welch, Resource Center for Parents and Children

Bill Wright, Executive Director, United Way of the Tanana Valley

### Members Absent

Buffey Kuiper, Secretary (2016-2018)

Arthur Hussey (2015-2017)

Josh Watts, Second Alternate (2016-2017)

## **2. Safety Minute**

## **3. Adopt Agenda**

Monique moved to adopt the agenda, and Alesia seconded. There were no amendments or objections. The agenda was adopted as presented.

## **4. Approve Minutes**

### **4.1. October 12 Minutes – Reference 1**

Sheri moved to approve, and Monique seconded. There were no amendments or objections, and the minutes were approved as presented.

## **5. Reports, Updates, and Information**

### **5.1. Public and Guest Comments**

None given.

### **5.2. United Way Presentation**

Brad Lobland and Amy Hartley gave a brief presentation to SAA representatives, outlining the local agencies supported by United Way through their giving campaign. Other UAF co-chairs are Doug Schrage and Teresa Thompson (not present). Members of the community, including Bill Wright, Scooter Welch – RCPC, Cara Carlson – Center for Nonviolent Living, and Max Roberts also spoke about the ways United Way benefits local non-profits. United Way giving forms were distributed to SAA representatives and they were encouraged to share the information with their constituents.

Following the presentation, Laycie noted the online form for payroll deduction does not have a true verifiable digital signature and that UA payroll departments shouldn't accept them. She suggests printing off the form, signing it, and submitting to local payroll; or using the paper form.

### **5.3. Wellness Presentation – Sara Rodewald**

Sara gave a presentation on HealthyRoads and noted upcoming deadlines. She also noted a change to next year's program—if a person's biometrics falls within a certain range they would not be required to do anything but complete the PHA the following year.

5.4. President's Report – Eric

Eric met with President Johnsen the previous week. He informed the president that SAA would distribute a morale survey to SW employees. They also discussed a change in culture at UA; Eric noted he had heard about frustrations regarding autonomy among the universities, and that there should be more coordination. President Johnsen noted he had met with Abel Bult-Ito and discussed his proposal to drastically reduce SW.

5.5. Staff Alliance Update – Eric

Eric noted the Compensation committee met twice and have started to discuss non-monetary compensation ideas in light of the assumption there will be no salary increase in FY18. The SHCC is still working on a poster campaign to communication UA health benefits to employees. The JHCC will hold their in-person meeting in Anchorage on Nov. 18. The SHCC will meet next on Nov. 22. Morgan also noted the Alliance had agreed to move up the nomination period for the Staff Make Students Count award to Dec. 1 to Jan. 13. This will allow for the award presentation to be held at the March BOR meeting. This change comes after the February and April Board meetings were combined.

5.6. Bylaw Review Committee

Committee members gave a brief update on progress. They are aiming for an initial review at the December SAA meeting.

**6. Ongoing Business**

6.1. Butrovich Break Room

Eric started discussions with Matt Cooper and it appears likely there will be space available in Butrovich to repurpose as a break room. However, Matt noted he wanted to wait to find out if any UAF departments would be moving to Butrovich. Matt did want to know minimum square footage and main use for the space. Monique and Eric will work on a Google Doc to workshop specs for the space. Eric suggests representatives ask their constituents what they would like the space to be used for.

6.2. Event Updates

*Thanksgiving Potluck:* Monique noted should would ask volunteers to start setting up at 10am on Friday, and then have food set-up at 11am.

*Adopt-a-Family:* Sheri noted she is still waiting for information from Love INC. and that she hoped to have the ornaments ready for people to select at the potluck. Several representatives offered to help her with the ornaments.

*Toys for Tots:* Chrystal and Danielle noted they have started campaign and they are on track for their deadline.

*Anchorage Holiday Party:* Chrystal and Danielle noted the party had been moved to Dec. 8 and that President Johnsen would no longer be able to attend due to travel conflicts.

6.3. **Morale Survey**

Members discussed initial survey results, timeline, and analysis. Morgan noted the survey has received over 100 responses since Tuesday. Eric noted they will send out a reminder on Monday, Nov. 21, and will let employees know the survey will be open until 5pm Nov. 28. After the survey closes, Eric and Tom will work on analyzing the results before sharing widely.

**7. New Business**

7.1. **On-site Childcare – Sheri**

Sheri introduced the issue and noted a constituent suggested to her that UA provide childcare during intermittent times when regular childcare is interrupted – inclement weather days, parent-teacher conferences, etc. Sheri noted she thinks this might be better to bring up with UAF Staff Council. Members agreed this idea probably wasn't feasible for SAA to take on.

7.2. **December meeting**

Morgan suggested moving the December meeting from Dec. 21 to Dec. 14 to ensure adequate participation since the week of Dec. 19 was part of the soft closure at UA.

Monique moved to change the meeting to Dec. 14, and Sheri seconded. There were no objections and the motion carried. Morgan will send an updated calendar invite to representatives, and will update the online calendar and SAA website.

**8. Local Issues**

8.1. **Anchorage**

None given.

8.2. **Fairbanks**

8.2.1. **Parking lot plug-ins**

Eric noted the plug-ins have a breaker that may need to be pressed before the plug-in would work. He also noted the plug-ins were on a cycle. Tom suggests sending out the information Eric shared, along with the plug-in map to the Butrovich list serv.

**9. Agenda items for next meeting**

SMSC award committee

Outstanding Employee and Longevity Awards

Break room

Survey results

Holiday party – submit to voice

**10. Closing Comments**

**11. Adjourn**

Alesia moved to adjourn. The meeting adjourned at 12:06 p.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/>