



Minutes

Statewide Administration Assembly

Wednesday, April 19, 2017

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

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) *joined at 10: 45 a.m.*

Arthur Hussey (2015-2017) *joined at 11 a.m.*

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

Heather Arana, HR Analyst

Matt Cooper, Associate General Counsel

Keli Hite McGee, Chief Human Resources Officer

Dawn Lighthall, Butrovich Building Coordinator

Members Absent:

Josh Watts, Second Alternate (2016-2017)

2. Safety Minute

3. Adopt Agenda

Laycie moved to adopt, and Sheri seconded. There were no objections. The agenda was approved as presented.

4. Approve Minutes

4.1. March 15 Minutes

[Reference 1](#)

Dale moved to approve, and Laycie seconded. There were no objections. The minutes were approved as presented.

5. Public and Guest Comments

5.1. Keli Hite McGee – CHRO McGee provided an update on training at UA. One more meeting to make final edits to performance management tool before rolling it out. This enhancement will change the way we track and monitor performance to sharing expectations, collaboration, and tools for supervisors to help employees achieve the outcomes by removing barriers. Keli noted she is working with the Human Resources Council to develop an implementation and training timeline for the performance management tool. Alesia asked if we should use the old tool this year since the deadline for evaluations this year; Keli noted that would be fine if individual departments want to. The new tool will not be mandatory once a year—it can be used as often as the employee and supervisor deemed effective. Keli and the three HR directors have completed training for providing the Speed of Trust training. Will also look into offering training to the community to earn revenue for the University. Ultimately, leadership track and then professional excellence track will be developed.

5.2. Matt Cooper – As space manager for Butrovich, Matt noted he has discussed a possible breakroom for employees several times with Eric. There are a couple issues that have to be addressed first—(1) fireproofing in the President’s Suite and General Counsel are being relocated, and (2) UAF has departments looking at space in Butrovich. Matt noted he is not sure yet which departments may move top the building. There is a good deal of empty space in Butrovich at the moment and Matt noted he would like to wait to identify a break room until the UAF space needs are addressed.

Matt noted the Bylaws (formerly Constitution and Bylaws) were sent to him for review. He noted there were definitely some changes he supports, such as removing proxies and strengthening the role of alternates. He noted Regents’ Policy states the cognizant chancellor approves the constitution; he noted he did

not think they would need to change the policy since it doesn't say bylaws. Also, requesting the change of cognizant chancellor to the VPAAR (from VPUR) is not problematic. Matt noted he did have one question about membership and who is not allowed to be a member, specifically, executive and students are listed but he was unsure about senior administrators. Heather Arana noted all senior administrators fall under the umbrella of executives. Other than that and a few minor technical changes, Matt noted he had no concerns. He will share his changes with Buffy for incorporation into the approved draft.

- 5.3. Heather Arana – Criteria for Longevity Awards – Heather noted there had been a request from a former employee that they still receive their longevity award. Heather noted a [guide for gifts](#) states the University can only give awards to current employees and that it must be five years from the last event when they were recognized. At UA SW, award ceremonies are held in the spring. In order to give a non-employee an award, they would be taxed for it. Ultimately, the UA longevity awards are celebrating that an employee has reached a milestone AND is still employed at the University. Perhaps, there is an alternative that could be developed for employees who separate in between milestones such as a letter of appreciation from the president. Heather also noted retirement and resignations are treated very differently and have different tax implications.

6. Reports, Updates, and Information

6.1. President's Report – Eric

Eric reported he met with President Johnsen on Monday and they discussed current environment at UA and how faculty perceive current efforts to review and reorganize the University. They also discussed the potential budget cuts if the legislature passes the Senate's budget. The Board seems to be asking for lowering costs through efficiencies, however, when presented with options don't want to make the tough choices on what to eliminate or reduce (e.g. Athletics). The president had put out a RFI on a cost analysis of Strategic Pathways, but did not get any takers. Eric noted it was difficult to compare data between campuses because they use different processes and standards for their data and its collection.

6.2. Staff Alliance Update – Eric and Chrystal

Eric noted the bulk of the meeting was taken up with passing three resolutions on changes to leave accrual in furlough regulation, support for a faculty and staff regent, and formation of an ad hoc committee to create a formal process for staff emeritus. They can be viewed online at <http://alaska.edu/governance/staff-alliance/>.

6.3. Nominations Committee

Nominations are closed and candidates are being solicited for a bio and photo. The timeline may be pushed back so that voting starts on April 26.

7. Ongoing Business

7.1. Proposed Revisions to Constitution and Bylaws

[Reference 2](#)

Monique moved to adopt as revised with minor editorial changes, seconded by Laycie.

There was a brief discussion of how to track or log future revisions; Morgan noted a revision log could be added to the end of the document when the next changes are made. Chrystal proposed adding that employees must still be an employee at the time of the longevity ceremony (adding current before employee). Monique also suggested changing the award language to show awards are given for the previous calendar year (not the current calendar year). There were no objections to either amendment.

The motion carried unanimously. Buffy noted she will incorporate and share the suggestions Matt Cooper recommended, and then forward to Morgan for her to submit to the VPAAR for approval.

7.2. Resolution on Annual Leave Cash-In

[Reference 3](#)

Eric noted he had received a response from HR regarding annual leave cash-in usage. After changes to the program, there was an over \$400,000 reduction in the cost of the program. Before the leave cash-in was restricted the estimated cost was \$1,047,216 and was reduced to \$432,000. Members discussed the impact of the cost of the program in the current budget environment. There was also discussion of making the program available only in years when there was no cost-of-living increase.

Monique moved to adopt the amendments proposed by Tom (the first pointing out there would be no COLA this year and the second changing the therefore clause to a direct request for reinstatement of the program rather than a request to consider the reinstatement), and was seconded by Ali. There were no objections.

Monique moved to approve the amended resolution, and was seconded by Arthur. The motion carried 9-2.

7.3. Butrovich Break Room – see above update from Matt Cooper

- 7.4. Longevity Ceremony – Last Chance Check-In
Aleisa provided a brief update on the longevity ceremony and reminded members to bring a treat to share at the event.

8. New Business

- 8.1. Response to Faculty Alliance Resolution 2017-07 Reference 4
Alesia noted the tone of the resolution could be turned down a little. Examples include “cherry-picked” and “an argument from ignorance” and that they came off as harsh. Members agreed to change those phrases. There was also substantial discussion of the fifth whereas clause.

Laycie moved to continue editing on line and approve via email; seconded by Arthur. There were no objections and the motion carried.

- 8.2. Criteria for Longevity Awards – see above discussion with Heather Arana

9. Local Issues

- 9.1. Anchorage
None given.

- 9.2. Fairbanks

9.2.1. Summer Construction Updates – All of General Counsel, the President’s Office, and Sherman Carter Conference Room will undergo fireproofing. The work will start May 20, the week before Memorial Day. The President and his staff will move June 5, after the Board meeting. It is predicted the project will be completed by July 12.

10. Agenda items for next meeting

- 10.1. Introduce new members (if available to attend)
10.2. Annual meeting date and location
10.3. Agenda items for annual meeting – guests, topics, presentations, etc.

11. Closing Comments

Monique noted UA had entered into a voluntary resolution agreement with the Office of Civil Rights (OCR), and there are significant deadlines coming up in May. The policies and regulations related to Title IX are being revised and will be reviewed at the June Board meeting. The tight timeline is due to OCR’s pressure and may create some challenges to governance feedback.

Monique also asked that any department needing to print materials that are required to have UA's non-discrimination notice on it to hold off on printing until the changes to the notice have been finalized.

12. Adjourn

Tom moved to adjourn, and was seconded by Laycie. There were no objections. The meeting adjourned at 12:32 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/>