



Annual Meeting Minutes
Statewide Administration Assembly
Thursday, June 22, 2017
9:00 a.m. – 3:15 p.m.
Fairbanks, Alaska
Butrovich 109

1. Call to Order and Roll Call

The meeting came to order at 9:05 a.m.

Members:

Sheri Billiot (2016-2018)
Alison Hayden (2016-2018) *absent*
Shiva Hullavarad (2017-2019)
Eric Johnson (2016-2018)
Tom Langdon (2016-2018)
Elain Main (2017-2019)
Monique Musick (2017-2019)
Buffy Kuiper (2016-2018)
Danielle Nelson (2016-2018)
Sarah Villalon (2017-2019)
Derek Ward (2017-2019)
Josiah Borkovec, First Alternate (2017-2018)
Laycie Schnekenburger, Second Alternate (2017-2018)

Outgoing Members:

Arthur Hussey (2015-2017)
Alesia Kruckenberg (2015-2017)
Josh Watts, Second Alternate (2016-2017) *absent*

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests (will join the meeting at scheduled times)

Heather Arana, HR Analyst
Tara Ferguson, Director of Compensation
Myron Dosch, Chief Financial Officer
Mary Gower, Chief Title IX Officer

Keli Hite McGee, Chief Human Resource Officer

2. Safety Minute

3. Adopt Retreat Agenda

Sheri moved to adopt the agenda, and was seconded by Laycie. Morgan noted that due to the Board meeting and budget issues, the order of speakers would likely change. She also noted President Johnsen will not be able to attend and that Myron would provide a budget update in the afternoon. There were no objections to the agenda as presented.

4. Governance Orientation – Morgan Dufseth

Morgan provided an orientation presentation on parliamentary procedure, SAA rules, System Governance, and governance resources.

4.1. Robert's Rules

4.2. SAA Constitution and Bylaws

[Reference 1](#)

4.3. System Governance at UA

[Reference 2](#)

4.4. Governance Resources

5. Tara Ferguson, Compensation Director

Tara provided a review of the president's [compensation decision](#) from May 26. She also noted the president is asking the Board to increase the annual leave cap from 240 to 320. HR will also change the leave roll from February to the end/start of the fiscal year (i.e. any leave over the cap will be lost starting on July 1, 2018; employees over 240 hours this year will not lose any accrued leave). Tara noted that the compensation committee should focus on a recommendation similar to this year with non-monetary requests. Prior to October for monetary requests. Following a question from an SAA rep, Tara noted that paid volunteer leave could possibly be enacted but it would need to be intra-university only (i.e. SW staff volunteering for UAF projects) and would need to be called work-share or something other than volunteering.

6. Heather Arana, HR Analyst

Heather provided a review of the new PageUp performance evaluation tool. Heather also discussed a new training tool that will be rolled out in the next year. She will continue to meet with SAA throughout the year to provide additional updates on these tools as they become available.

7. Keli Hite McGee, CHRO – Speed of Trust

Keli gave led a discussion on the Speed of Trust by Stephen Covey. She noted that she is looking into broader training in this area and would like to continue this discussion with SAA, and perhaps schedule a half-day training for the group.

8. Mary Gower – Title IX Updates

Mary provided a recap of benchmarks from the Office of Civil Rights (OCR) voluntary resolution agreement. In 2016, UA received 18-pages of directives for university compliance – specifically sexual misconduct – from OCR. The first deadline was May 1, which entailed drafting new policy and regulation for Title IX issues, review of prior cases for identification of university shortfalls and non-compliance, and then readdressing those cases to rectify the outcomes. Her office is also working on updating UA’s non-discrimination notice, and only having one across the university. They also recently held training for residence life staff, EEO staff, investigatory staff, etc., and are developing an 8-hour training about how the university handles cases and other information about sexual misconduct for other staff/faculty. Mary recommended having staff view short segments and then discuss, rather than attempting the whole portion at once.

The next major deadline is in September and addresses four key elements: (1) Title IX coordinator requirements and revising written and online publications to match OCR recommendations; (2) approve non-discrimination clause and clarify/communicate who to report sexual misconduct and harassment to; (3) updating Residence Life protocol; and (4) creating student committees for Title IX. There is also December deadline regarding the 2014-15 and 2015-16 cases OCR would like re-evaluated to ensure compliance with current standards.

Mary noted the biggest impact on staff is that UA has designated staff as a “responsible employee” which requires us to supply information to someone if they disclose misconduct or harassment to you. Mary noted President Gamble has sent a memo outlining UA employees’ responsibility in 2015 (attached); the memo should now also be a part of the onboarding packet new employees receive at orientation. Mary also noted that Title IX training through Haven is currently online for employees and can be accessed through UAOnline.

9. WORKING LUNCH

9.1. President’s End-of-Year Report

Eric reflected on his year as SAA president and the valuable experience he gained through the process. He noted he felt it would be useful to continue monthly highlights, as well as the year-end report. Eric reviewed SAA’s FY17 goals and noted he would like to continue working on streamlining and documenting the annual transition process, and to continue efforts to engage SW employees.

9.2. End-of-Year Committee Reports

9.2.1. Awards Committee

Alesia noted the committee handled both outstanding employees and longevity. She noted in previous years the outstanding awards included categories for non-exempt and exempt, however, this year there were no nominations for non-exempt employees and so only a 'Staff' award was awarded. Alesia also noted she had created a Google folder with documents pertinent to the award process. Morgan has ownership of the folder and will share it with the next committee chair. Alesia encouraged the next committee to create a timeline and stick to it so that deadlines did not sneak up or pass by without realizing it. Eric noted he appreciated the emphasis on documenting the process, but also noted the process should allow for new ideas and options.

9.2.2. Nominations Committee

Danielle noted they held a successful election earlier this year. Sixteen candidates accepted a nomination, however, there were just as many who turned it down. Most noted they declined due to increased work duties. Committee members noted they had some difficulty convincing staff to accept, however, other reps noted it was a very competitive ballot this year. There was a suggestion to reach out to supervisors to encourage them to allow their employees to participate. Buffy suggested creating a Google folder to document the nomination process, and Morgan agreed to work on that.

9.2.3. Morale Committee

Tom noted they met twice this year, and helped provide information to the Staff Alliance morale committee. The group also brainstormed ideas to improve morale at SW, including a lunch'n'learn, a book club, increased employee recognition, and a systemwide morale survey. There were suggestions to create a safety committee, and look into providing CPR training to SW staff.

9.3. 2017-18 Goals and Metrics

- Succession/transition planning/committee documentation
- Staff outreach – continued monthly highlights but also share agenda and invite staff to each meeting
- Explain SAA/demonstrate value (to help with recruitment)
- Safety training program
- Year-end report on SAA activities Continuing the executive forum
- Capitalize on morale suggestions—implement committee ideas
- Increasing collaboration—between units, departments, campuses, governance groups—and perhaps host a joint function or encourage cross-attendance at meetings

10. CFO Myron Dosch

Myron provided an update on budget, the morning's Board of Regents meeting, Strategic Pathways, and the VPAAR transition.

The Legislature's Conference Committee agreed to an operating budget of \$317 for FY18 for UA, a reduction of \$8M from last year. The conference committee still needs to address the university's capital budget request.

UA leaders are working on a contingency budget. The plan provided to the Board is attached to these minutes.

Myron also noted the president is intending to recruit for the VPAAR position but isn't yet sure how that recruitment will be carried out (e.g. search firm, expedited recruitment, internal hire, etc.).

11. SAA Business Meeting

11.1. Approval of May 17 Minutes

[Reference 3](#)

Shiva moved to approve the minutes, and Laycie seconded. There were no objections or amendments.

11.2. 2017-18 Meeting Schedule

After a brief discussion about availability, Buffy moved to hold FY18 SAA meetings on 2nd Thursdays from 10 a.m. to 12 p.m., and Monique seconded. There were no objections. Morgan noted she will send out invitations to representatives for FY18, and will determine if there are any conflicts with other important meetings (e.g. BOR).

11.3. Officer Elections

11.3.1. President

Shiva, Tom, Buffy, and Sheri were nominated. Only Shiva accepted the nomination. By acclamation, Shiva was elected FY18 SAA president.

11.3.2. Vice President

Elaine was nominated and accepted the nomination. There were no other nominees. Without objection, Elaine was elected FY18 SAA vice president.

11.3.3. Secretary

Eric and Sheri were both nominated and both accepted the nomination for SAA secretary. Voting took place by paper ballot. By a vote of 6-5, Sheri was elected FY18 SAA secretary.

11.4. Committee Appointments

11.4.1. Awards Committee

Elaine volunteered to chair the awards committee. Sheri, Danielle, Buffy volunteered to serve on the committee.

11.4.2. Nominations Committee

Monique volunteered to chair, and Danielle and Buffy will assist

11.4.3. Morale Committee

Eric volunteered to chair the committee, and Tom, Josiah, Derek, Laycie, and Sarah will assist.

- 12. Agenda items for next meeting 3:00 p.m. – 3:05 p.m.**
Community/safety committee
FY18 Goals
Furlough—Tara—about what was learned. (E.g. employees are eligible for unemployment)
Lunch n learn
Action Items, status updates (internal communication improvement)
Annual events—summer event
Statewide development and appreciation day (how to include Anchorage)
Foundation would like SAA thoughts on SAA partnered fundraiser for a pergola \$1,300 to repurpose (ideas discussed where a scholarship and a leadership program)
- 13. Closing Comments 3:10 p.m. – 3:15 p.m.**
- 14. Adjourn 3:15 p.m.**
Buffy moved to adjourn, seconded by Laycie. The meeting adjourned at 3:10 p.m.

OTHER RESOURCES

SAA Constitution and Bylaws

http://alaska.edu/files/governance/SAA-Constitution--Bylaws_Final-Approved-May-2017.pdf

SAA Annual Events Calendar

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

System Governance Calendar

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