



*Minutes*

**Statewide Administration Assembly**

Thursday, July 13, 2017

10:00 a.m. – 12:00 p.m.

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

Fairbanks – Butrovich 212b

Anchorage – Bragaw 210

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

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

Representatives:

Shiva Hullavarad (2017-2019), SAA President 2017-2018

Elaine Main (2017-2019), SAA Vice President 2017-2018

Josiah Borkovec (2017-2019)

Eric Johnson (2016-2018)

Tom Langdon (2016-2018)

Monique Musick (2017-2019)

Danielle Nelson (2016-2018)

Derek Ward (2017-2019)

Josh Watts, Second Alternate (2017-2018)

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests:

Tara Ferguson, Director of Compensation

Representatives Absent:

Sheri Billiot (2016-2018), SAA Secretary 2017-2018

Alison Hayden (2016-2018)

Buffy Kuiper (2016-2018)

Laycie Schneckeburger, First Alternate (2017-2018)

**2. Safety Minute**

**3. Adopt Agenda**

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

**4. Approve Minutes**

4.1. June 22 Retreat Minutes

[Reference 1](#)

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

**5. Public and Guest Comments**

None given.

**6. Reports, Updates, and Information**

6.1. Human Resources Update – Tara Ferguson

Annual cash-in: The leave roll has been moved from February to coincide with the fiscal year. Effective July 1, 2017, accrued leave will roll and the cap will increase from 240 to 320, however, when an employee terminates they will only be eligible to receive up to 240 hours leave from the university. The cash-in program was expanded to all employees, however, will not become effective until October 1, 2017. The new rules are still being developed but it is anticipated they will include a requirement to have used 80 hours of leave in the previous year, still have 40 hours remaining, and then staff can cash-in up to 40 hours of leave.

Furlough: Although a state budget impasse furlough was not implemented this year, HR learned a lot from the possibility. SW and campus HRs formed a council to address issues. Regarding unemployment, employees could be eligible, and would have to go through the same process as all unemployed Alaskans. Of course, that is still pursuant to the unemployment office being open during a state budget shutdown. Tara also reviewed how a furlough due to a state budget impasse differs from voluntary, intermittent furlough used by some universities departments to meet budget shortfalls. During voluntary, intermittent furlough, leave is still accrued because the employee is still in paid status for part of the pay period; in a full furlough due to a state shutdown, the employee is not in paid status for any part of the pay period and, as such, does not accrue leave. For the recent exercise, HR worked to identify tiers of employees based on how essential they were to the operation of the university (needed full-time, three-quarter time, part-time, non-essential, etc.). Monique noted it might help quell the fears of staff if they knew ahead of time of they were considered an essential employee and what

their status would be during a state budget furlough. Tara noted they will continue to work on this issue even though the threat of furlough has been lifted for FY18.

**Personal Holiday:** Following the president's decision to expand this benefit to all staff, the FY18 personal holiday will go into effect on July 11. All employees, now including exempt employees, will receive an 8 hour personal holiday that can be used for any reason.

**Staff Benefits:** Tara reported there is a new employee assistance program that includes more services than the EAP previous vendor. The new service includes legal services, child care assistance, and discounted taxi service after a night out, and many more. Tara also noted that if enough employees opt in for paperless billing through Premera, the university will receive a discount. Employees can also sign up for free identity theft protection and tracking service from Experian through Premera.

**Labor Relations:** UNAC 3-year CBA has been negotiated (after going to mediation). There are no across the board increases for faculty, however, there is a "me too" clause for the second and third years if staff receive a compensation increase. Tara noted SW Labor Relations will start negotiations with UAFT, however, they are currently working through a ruling that would require UAFT and UNAC to merge. SW is also working on negotiations with the firefighters union and hope to have that concluded in the near future. Local 6070 and Adjunct Unions also negotiated agreements for FY18.

## 6.2. President's Report – Shiva

Shiva noted he was excited to serve as president for this year, and noted he has not yet met with President Johnsen. Morgan noted she will arrange a meeting between Shiva and Johnsen in early August.

## 6.3. Staff Alliance Update – Shiva and Elaine

- The Staff Alliance met this Tuesday, July 11, from 10 a.m. to 11:30 a.m.
- Six new members were introduced: Brenda Levesque (UAA co-president), Kiwana Sutton (UAS VP), Kara Axx (UAF President), Sue Mitchell (UAF VP), plus the new SAA members--Shiva Hullavarad and Elaine Main. Returning members are Kolene James (UAS president) and Ryan Hill (UAA co-president).
- Members decided on their retreat date: August 11. The retreat will be held in Fairbanks and the Staff Alliance will meet with President Johnsen and other UA leaders to help understand the current challenges facing the university.

- The CHRO gave an update on the new performance appraisal tool, training at UA, and recruitments for the VP for Academic and Student Affairs (formerly Academic Affairs and Research) and the UAA chancellor.
- Reviewed external councils and agreed, due to the recent re-organization of system-wide councils, they would need clarification from the president on whether there will continue to be a Staff Alliance representative on the Student Services and IT councils.
- Members reviewed a memo on shared governance that the FY17 Alliance sent to the Board of Regents. The memo notes there is some distrust of the Board and administration, especially concerning how seriously they consider governance feedback prior to major decisions being made.
- Members discussed how best to solicit feedback on Strategic Pathways Phase 3 options. Feedback is due to the President prior to the Sept. BOR meeting. Members agreed to work with their local staff council to have feedback available by their Aug. 11 retreat date.
- Members reviewed chair duties, which will expand significantly in FY18. The chair will now be expected to attend both days of Board of Regents' meetings, attend 4-hour monthly Summit Team meetings by video, and attend two full-day in-person Summit Team meetings. This is in addition to meeting monthly with President Johnsen, drafting governance reports for the Board agenda, and attending System Governance Council meetings. Alliance members discussed potentially having the chair delegate some of the duties to the vice chair to help lighten the work load.
- Alliance members discussed the staff and faculty regent initiative that was introduced in FY17 and how best to support the initiative in FY18.

6.3.1. Staff Health Care Committee – Elaine volunteered to serve on the committee. Morgan will solicit absent members to see if any are interested in serving.

6.3.2. Compensation Committee – Eric and Josh volunteered to serve.

6.3.3. Morale Committee – Monique and Josiah volunteered to serve.

## 7. Ongoing Business

### 7.1. FY18 Goals Planning

- Goal: Succession/transition planning/committee documentation  
Discussion: continue with using Google folders to document and share information from committees and previous projects; Eric noted it would be useful to have lists of previous representatives, including officers  
**Action: Morgan will draft a list of previous SAA representatives**

**Action: Morgan will create an SAA folder in Google Drive with internal documents and will share with SAA representatives**

- Goal: Staff outreach/engagement  
Discussion: continue monthly highlights but also share agenda and invite staff to each meeting  
**Action: Highlights will be shared with SW employees no more than one week after the SAA meeting**  
**Action: Morgan will share the agenda by email with SW employees prior to SAA meetings**
- Goal: Explain SAA/demonstrate value (to help with recruitment)  
Discussion: Try to highlight when SAA has made an impact (i.e. wait until after something has been accomplished to communicate with staff)  
**Action: SAA will work with Public Affairs to share positive stories about governance work**
- Goal: Safety training  
Discussion: CPR/AED training for staff, \$27 per person for training, excess of that goes to instructor; Josh offered to teach the course; there are some consumable (covers for dummies); Red Cross also sells kits as take-aways; overall a six hour training  
**Action: Morgan will talk to Keli to see if this is something we could incorporate into staff appreciation day**  
**Action: Josh and Monique will look into costs of a training course**  
**Action: Morgan will arrange a meeting with CRO Tim Edwards next week when he is in Fairbanks with Shiva and Monique**
- Goal: Year-end report on SAA activities  
Discussion: SAA agreed to continue this coming year; Eric noted he hadn't been able to finish a direct message to SW employees, and perhaps will try to link it to SW Voice issues  
**Action: Eric will submit his final statement to the SW Voice by July 24**
- Goal: Continuing the executive forum  
Discussion: Representatives noted they preferred the Q&A format that included the president's direct reports  
**Action: Morgan will work with the President's Office on dates for future forums**

- Goal: Capitalize on morale suggestions  
Discussion: try to implement Lunch'n'Learn and book club this summer/fall  
**Action: Eric will check with Gwen on when she could hold the first session**  
**Action: Morgan will work with Public Affairs on a book program to see if there could be any overlap with leadership books**
- Goal: Increasing collaboration  
Discussion: SAA would like to see increased collaboration between departments, campuses, governance groups and noted it might be worthwhile to host a joint function or encourage cross-attendance at meetings  
**Action: Eric and Shiva will meet with the Faculty Alliance during their August retreat and discuss ways to encourage more communication and collaboration between staff and faculty**

- 7.2. Foundation funds raised by SAA  
Discussion: Morgan noted the UA Foundation was asking for input from SAA on how to use funds originally raised through the SW Staff Campaign in support of an outdoor structure at Butrovich. The funds raised never reached the necessary amount for the original purpose. Although the Foundation is asking for input, SAA does not have the final say in how the funds are used. Suggestions from SAA included a SW lending library or a bench/picnic table for the Bragaw building.  
**Action: Morgan will pass the suggestions on to the Foundation and see if there is anything else SAA should do to follow up.**

## 8. New Business

- 8.1. Community/Safety Committee  
Discussion: Representatives discussed the possibility of creating a committee to address safety issues at SW – physical, cyber, environmental  
**Action: Morgan will add Safety Committee to next month's agenda and will invite Jeanette Okinczyc to attend Aug. 10 meeting**
- 8.2. SAA Events Calendar Reference 2
- 8.2.1. Lunch'n'Learn  
**Action: Morgan and Eric will follow up with Gwen Gruenig on a possible future lunch'n'learn event**

8.2.2. Summer Picnic and Staff Appreciation Day

**Action: Morgan will arrange a meeting with Keli, Shiva and Elaine to discuss further planning**

8.3. Feedback on Strategic Pathways Phase 3 [Reference 3](#)

SAA will share the Google doc with SW employees and solicit their feedback. Monique noted the forums will be scheduled for this fall, one faculty and students have come back to the university. All feedback will be gathered prior to the September Board of Regents' meeting, and then possibly again before the November Board meeting.

**Action: Share the feedback form with SW staff. Deadline for feedback: Aug. 4**

8.4. September & November Meeting Times – Currently conflicts with BOR

8.4.1. Sept. 12 – Josiah moved to change the meeting to Sept. 12, and was seconded by Josh. No objections.

**Action: Morgan will send a new meeting invite to representatives for Sept. 12.**

8.4.2. Nov. 3 or 7 – Monique moved to change the meeting to Nov. 7, seconded by Josh. No objections.

**Action: Morgan will send a new meeting invite to representatives for Nov. 7.**

**9. Local Issues**

9.1. Anchorage

No new issues, other than the ones discussed at the meeting.

9.2. Fairbanks

Eric asked about an update on the recent IT outage. Derek noted an accident occurred on June 27 during routine maintenance, resulting in a short that destroyed a number of breakers and circuits. It took UA several days to recover from the outage. Lasting impacts include damage to our server. As of now, most functions have been restored to regular function. There has not been a full debrief conducted by OIT but one will be done in the near future. SAA thanks OIT for all their hard work getting systems back up and running.

**10. Agenda items for Aug. 10 meeting**

Jeanette Okinczyc and IT security

Community/safety committee

Safety training

Lunch'n'learn

Approve FY18 events calendar

11. **Closing Comments** 11:55 a.m. – 12:00 p.m.  
Danielle and Eric noted they won't be able to attend the August meeting.
12. **Adjourn**  
The meeting adjourned at 11:59 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/>