



*Minutes*

**Statewide Administration Assembly**

Thursday, August 10, 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:

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

Eric Johnson (2016-2018)

Monique Musick (2017-2019)

Buffy Kuiper (2016-2018)

Derek Ward (2017-2019)

Laycie Schnekenburger, First Alternate (2017-2018)

Josh Watts, Second Alternate (2017-2018)

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests:

Jeannette Okinczyc, Information Security Officer

Members Absent:

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

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

Josiah Borkovec (2017-2019)

Alison Hayden (2016-2018)

Tom Langdon (2016-2018)

Danielle Nelson (2016-2018)

**2. Safety Minute**

**3. Adopt Agenda**

Monique moved to adopt as amended, and was seconded by Eric. There were no objections.

4. **Approve Minutes**
  - 4.1. July 13 Minutes [Reference 1](#)  
Monique moved to approve as presented, and was seconded by Eric. There were no objections.
  
5. **Public and Guest Comments** 10:05 a.m. – 10:20 a.m.
  - 5.1. Jeannette Okinczyc provided a presentation on how to be safe while online. The presentation is available to view [HERESAA](#).
  
6. **Reports, Updates, and Information**
  - 6.1. President’s Report – Shiva 10:20 a.m. – 10:30 a.m.  
Shiva reported he met with President Johnsen earlier in the week. They focused their discussion on an idea from President Johnsen to create a recreation room in the Butrovich Building. SAA representatives noted  
**ACTION: Shiva noted he wanted SAA to create a proposal to share with the president. Shiva noted he would like to form a rec room committee—Eric noted he could work on it since he was a part of the breakroom idea and Buffy and Laycie agreed to assist; Josh and Derek will also help. Shiva asked the group to work on identifying a space for the room, the cost of equipment, and a timeline for implementing.**
  - 6.2. Staff Alliance Update – Shiva 10:30 a.m. – 10:45 a.m.  
Morgan gave a brief review of the [Staff Alliance retreat agenda](#), and invited SAA members to attend the retreat in Butro 109 on Friday, Aug. 11.
  
7. **Ongoing Business** 10:45 a.m. – 11:15 a.m.
  - 7.1. Safety Training – Shiva gave an update on the meeting with Chief Risk Officer Tim Edwards. Tim was very supportive of providing CPR training for SW employees. He also noted that AED training was mandatory because the machines are in the building.  
**ACTION: Morgan will check on a follow up meeting with the CRO.**
  - 7.2. SAA Safety Committee  
The group approved forming a safety committee.  
**ACTION: Josh agreed to chair it, Buffy and Monique agreed to assist as well.**
  - 7.3. Foundation funds raised by SAA – Input on how to repurpose funds – The picnic table won’t work for the Bragaw Building in Anchorage so the group explored other options for how to use the donated funds.  
**ACTION: Morgan will check with Scott to see if the funds can be used for that purpose.**

- 7.4. Summer Picnic and Staff Development Day  
Shiva gave an update on the Aug. 18 event. There will be six different staff development sessions over the course of the morning. Staff will have the opportunity to sign up for up to three sessions. A staff picnic will follow in the east Butro parking lot and in Bragaw 205.
- 7.5. Feedback on Strategic Pathways Phase 3 [Reference 2](#)  
Shiva noted he will send out to SW staff shortly. Monique noted face-to-face meetings are currently being schedule and will be announced shortly.  
**ACTION: Shiva will distribute the feedback form via the SW list serve.**

**8. New Business** 11:15 a.m. – 11:45 a.m.

- 8.1. Approve FY18 SAA Events Calendar Reference 3  
Representatives discussed the events and suggested having the canned food drive from December to February. Leads for each event will be selected closer to each event date.

**MOTION: Laycie moved to approve the event calendar for FY18 as presented and was seconded by Eric. There were no objections.**

- 8.2. Google Groups – Eric  
Eric proposed a discussion board/Q&A site through Google groups.  
**ACTION: Eric will create an example to share with SAA before the next meeting.**

**9. Local Issues**

- 9.1. Anchorage 11:45 a.m. – 11:50 a.m.  
None given.
- 9.2. Fairbanks 11:50 a.m. – 11:55 a.m.  
None given.

**10. Agenda items for Sept. 12 meeting**

- SP 3 feedback
- Safety training
- Speed of Trust survey

**11. Closing Comments** 11:55 a.m. – 12:00 p.m.  
None given.

**12. Adjourn**

Eric moved to adjourn and was seconded by Buffy. The meeting adjourned at 11:50 a.m.

## OTHER RESOURCES

SAA Action Item Tracking

[https://docs.google.com/a/alaska.edu/spreadsheets/d/1\\_CtXf6CX-8x6Hzh8clsJG\\_Auxuqe4-UetrZjie29UnA/edit?usp=sharing](https://docs.google.com/a/alaska.edu/spreadsheets/d/1_CtXf6CX-8x6Hzh8clsJG_Auxuqe4-UetrZjie29UnA/edit?usp=sharing)

SAA Constitution and Bylaws

[http://alaska.edu/files/governance/SAA-Constitution--Bylaws\\_Final-Approved-May-2017.pdf](http://alaska.edu/files/governance/SAA-Constitution--Bylaws_Final-Approved-May-2017.pdf)

SAA Annual Events Calendar

<http://alaska.edu/files/governance/FY18-SAA-Annual-Events.pdf>

System Governance Calendar

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