



Minutes

Statewide Administration Assembly

Tuesday, September 12, 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

The meeting came to order at 10:13 a.m.

Representatives:

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

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

Josiah Borkovec (2017-2019)

Alison Hayden (2016-2018)

Eric Johnson (2016-2018)

Buffy Kuiper (2016-2018)

Danielle Nelson (2016-2018)

Laycie Schnekenburger, First Alternate (2017-2018)

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests:

Dawn Lighthall, Butrovich Building Coordinator

Representatives Absent:

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

Tom Langdon (2016-2018)

Monique Musick (2017-2019)

Derek Ward (2017-2019)

Josh Watts, Second Alternate (2017-2018)

2. Safety Minute

3. Adopt Agenda

Eric moved to adopt, seconded by Laycie. There were no objections. The agenda was adopted as presented.

4. Approve Minutes

4.1. August 10 Minutes

[Reference 1](#)

Eric moved to approve, seconded by Josiah. There were no objections and the minutes were approved as presented.

5. Public and Guest Comments

None given.

6. Reports, Updates, and Information

6.1. President's Report – Shiva

Shiva noted he met with President Johnsen on Aug. 30. President Johnsen is determined to address UA's enrollment issue and has tasked the Summit Team with working on a plan to find ways to increase campus enrollment. Shiva also discussed the staff development day and summer picnic, and noted there had been a lot of positive feedback from staff. Shiva recommended a communication campaign to show campuses what SW does to support them. Shiva has agreed to make a list of each function and then see how/where it connects to the campus. Finally, Shiva noted he discussed the UA Challenge idea he and Eric had shared with the Faculty Alliance at their August retreat. They also discussed the possibility of a rec room in Butrovich, as well as the safety initiatives SAA is working on. Laycie suggested including HR in the metrics discussion (Michelle Pope and Keli McGee). ClearPoint is being reviewed as part of the plan. Eric noted he would share the UA Challenge proposal with SAA after the meeting.

6.2. Staff Alliance Update – Shiva

Staff Alliance met on Sept. 6. They had invited Geoff Bacon, Director of Labor and Employee Relations, to discuss unionization efforts at UA. Members also discussed employment issues being experienced by staff at UAA—particularly the reduction in hours to 37.5 as well as the concerning practice of laying off employees and then rehiring them back at a lower rate. Kolene also discussed preparations going on for Indigenous Peoples' Day.

6.3. Rec Room Committee

Laycie shared a recap of planning to date. Need to know more about the space available before they can continue with plans. Noted some members have issue with having a rec room, to determine any risk issues. Also want to address a potential negative perception that SW has a rec room when there is already the

SRC. How to secure the room? How to reserve space for use? Will it still be a break room too? What are the risk issues? Are there perception issues.

ACTION: Laycie will arrange meetings for the breakroom committee.

6.4. Safety Committee

The SAA Safety committee is comprised of Buffy, Monique, and Josh. Josh and Buffy met on Monday and discussed a desire to meet with CRO Edwards to help flesh out SAA's goals and objectives toward increasing safety and safety awareness at SW. The committee would like to look into getting Red Cross to do combined safety training (AED, CPR, First Aid). They first need to find out who maintains the AEDs, First Aid kits, etc. Buffy asked members to share with the committee any ideas, suggestions, expectations, desires about what the safety committee should tackle.

ACTION: Morgan will arrange a meeting between CRO Edwards and the SAA Safety Committee.

7. **Ongoing Business**

7.1. Lunch'n'Learn Schedule

[Reference 2](#)

Morgan reviewed the schedule and asked for input from members by Friday.

ACTION: Eric will send notice to SW staff about the Sept. 22 event.

7.2. Foundation funds raised by SAA – Input on how to repurpose funds

Morgan noted she hadn't been able to connect with Scott Taylor (he's out of the office) but when she does she will send an update to SAA.

ACTION: Morgan will make contact with Scott when he is back in the office.

7.3. Summer Picnic and Staff Appreciation Day Follow-up & Feedback [Reference 3](#)

Morgan shared feedback from the feedback form and asked members to send her any thoughts, suggestions, or ideas they have for next year.

7.4. Feedback on Strategic Pathways Phase 3

[Reference 4](#)

Members were encouraged to continue adding feedback to the form.

8. **New Business**

8.1. SW Forum – Eric

Eric gave a presentation on a proposed forum for SW. Ali suggested having someone designated to maintain and manage it—either the SAA secretary or another representative. Host as embedded in the SAA website. Will try to roll out this fall.

ACTION: Eric will add all of the other representatives to the forum as collaborators.

9. Local Issues

9.1. Anchorage
None given.

9.2. Fairbanks

9.2.1. Butrovich Space Changes – Dawn Lighthall

Dawn noted that Butrovich is working on a space audit and Matt Cooper has been tasked with determining space re-allocation. Supervisors will be notified in the next week of which SW departments will be moved around. Saichi and Dustin from SES have moved to the President’s Suite already, and Morgan will be moving upstairs to 208D. There will be several UAF departments moved into the ground floor of Butrovich, most likely UAF Development and one or two more. The moves will likely happen between now and the end of the year.

9.2.2. Custodial Issues

Dawn noted the contractor who takes care of SW/UAF janitorial services are currently very short staffed. UAF Facilities has asked that all issues be reported (no matter how small) so they can document any breaks in service.

ACTION: Report any custodial issues to Dawn
dlighthall@alaska.edu.

9.2.3. New Addresses for UAF Campus

[Reference 5](#)

New address for Butrovich is 2025 Yukon Drive. Service shouldn’t be interrupted since we have the same UPS and FedEx drivers.

9.2.4. Winter Equipment

Dawn noted she will look into when/how Spikies will be distributed.

10. Agenda items for Oct. 12 meeting

Send to Morgan if you have any more
Recreation Room
Safety Committee and Training Update
Thanksgiving Potluck Planning

11. Closing Comments

None given.

12. Adjourn

The meeting adjourned at 11:58 a.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/>

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