

Minutes

Statewide Administration Assembly

Tuesday, November 7, 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

Members:

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

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

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

Josiah Borkovec (2017-2019)

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

Members Absent:

Alison Hayden (2016-2018)

Tom Langdon (2016-2018)

Danielle Nelson (2016-2018)

2. Safety Minute

3. Adopt Agenda

Sheri moved to adopt the agenda as presented, and Monique seconded. There were no objections. The agenda was adopted as presented.

4. Approve Minutes

4.1. October 12 Minutes

[Reference 1](#)

Josh moved to approve the minutes as presented, and Monique seconded. There were no objections. The minutes were approved as presented.

5. Public and Guest Comments

Morgan provided a quick update on HealthyRoads that had been sent in by Sara Rodewald about upcoming program opportunities. The onsite screening dates have not been finalized but will likely be in early December.

6. Reports, Updates, and Information

6.1. September Action Items – [Reference 2](#)

Morgan gave a brief review of October action items, and noted which were still outstanding. Shiva noted he spoke with Nikki Pittman about some of the HR practices at UAA, including the switch for some departments to a 37.5 hour work week. There have been no hotline complaints from UAA. Shiva will work with Tara to see if there is an opportunity to meet with UAA HR Director, Nikki, Tara and Shiva.

ACTION: Morgan will coordinate the meeting with Ron, Nikki, Tara, and Shiva.

6.2. President's Report – Shiva

Shiva reported he met with President Johnsen on Nov. 2. They discussed safety training, Title IX training, and the unionization efforts at UAA. They also discussed upcoming elements of Strategic Pathways. Noted he would be happy to take the breakroom/rec room questions to the president at their next meeting on Nov. 27.

6.3. Staff Alliance Update

Morgan provided a brief update on the Nov. 1 Staff Alliance meeting but noted they did not reach quorum for the meeting and, as such, did not take any action. UA Challenge: Eric and Shiva reported they have been working with the Faculty Alliance on a challenge program to help identify solutions to issues facing UA (enrollment, data consistency, etc.). Eric provided a brief update and noted he will meet next with the Faculty Alliance in December. After that, the proposal will be submitted to the president and general counsel for review. Eric noted he will share the next draft of the document with SAA.

6.4. Rec Room Committee

The group will meet biweekly on Fridays at 1:00. They met with Tim Edwards and he indicated he was fine with the rec room idea and was okay with exercise equipment (although stay away from free weights, anchor equipment as necessary, keep away from the way). Tim noted he saw numerous positive benefits and suggested working with HealthyRoads and somehow tie using the room into the incentive program. The committee noted they still need to determine hours of

operations. The committee also reported they have put together a survey but will wait to distribute until they have feedback from President Johnsen.

6.5. Safety Committee

Buffy provided an update on the safety committee following their meeting with Tim. The committee reported there were no fire extinguishers in Butro, except one in the President's Suite and those in the Data Center. Because there are so few extinguishers present training isn't necessary. Buffy reported the University Fire Department can provide CPR/AED training but won't be available until after Dec. 1. Morgan and Buffy are meeting with the assistant fire marshal, and will query SAA after that meeting. Morgan is working with the building coordinator on purchasing and installing First Aid signs throughout the building. Tim Edwards has been invited to attend the December SAA meeting to provide the safety minute.

ACTION: Morgan will look for YouTube videos about turkey frying and Christmas tree safety.

ACTION: Morgan will arrange another meeting for the Safety Committee.

7. **Ongoing Business**

7.1. Thanksgiving Potluck

Sheri noted she had sent out the potluck sign up last Wednesday, and will send out a reminder later this week. She has hung signs around the building.

7.2. Adopt A Family

Morgan reported she had submitted the form for UA SW to be matched with two families through Love, INC. Elaine noted Bragaw employees are doing a toy and food drive to benefit vulnerable women in the Anchorage area.

7.3. Winter Gift Wrapping

Members briefly discussed last year's event and agreed it would be worth holding again this year. Morgan noted Dec. 15 would likely be the best day to hold it.

8. **New Business**

8.1. BOR meetings Nov. 9 and 10 in Anchorage.

Members briefly discuss the Board agenda and noted they would like to meet with VP Rizk in the coming months to review the budget for FY19.

9. **Local Issues**

9.1. Anchorage

None given.

9.2. Fairbanks

Morgan noted the University House was available for rental.

Josh offered to give SAA members a tour of the UAF Engineering Building prior to the open house.

- 10. Agenda items for Dec. 14 meeting**
 - Tim Edwards – Safety Minute
 - Michelle Rizk/Alesia – FY19 Budget
 - SW Forum
 - UA Challenge
 - Adopt a Family
- 11. Closing Comments**
- 12. Adjourn**
 - The meeting adjourned at 11:25 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/>