

*Minutes*

**Statewide Administration Assembly**

Friday, June 29, 2017

9:00 a.m. – 4:00 p.m.

University House

431 Gold Dust

Fairbanks, Alaska

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

Members:

Josiah Borkovec (2017-2019)

Shiva Hullavarad (2017-2019)

Arthur Hussey (2018-2020)

JP Landry (2018-2020)

Elaine Main (2017-2019)

Monique Musick (2017-2019)

Jennifer Ostrom (2018-2020)

Monica Terrones (2018-2020)

Derek Ward (2017-2019)

Laycie Schnekenburger (2018-2020)

Josh Watt, (2018-2020)

Caitlin Lipka, First Alternate (2018-2019)

Tabitha Hutchings, Second Alternate (2018-2019)

Outgoing Members:

Sheri Billiot (2016-2018)

Eric Johnson (2016-2018)

Tom Langdon (2016-2018) *not present*

Buffy Kuiper (2016-2018)

Danielle Nelson (2016-2018) *not present*

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests (will join the meeting at scheduled times)

Tara Ferguson, Director of Compensation

Keli Hite McGee, Chief Human Resource Officer

James R. Johnsen, President

Paul Layer, Vice President for Academic, Students and Research

Michelle Rizk, Vice President for University Relations

Erika Van Flein, Director of Benefits

2. **Adopt Retreat Agenda**

Monique moved to adopt the agenda with amendments, and was seconded by Arthur. There were no objections and the agenda was adopted as amended.

3. **President Johnsen**

The president discussed UA's points of pride, Strategic Pathways and how it is being implemented, the UA Gateway project to help with student-facing processes like enrollment and registration, the \$1.1M budget allocation for process automation, progress on the Alaska College of Education, FY20 compensation philosophy, and the recruitment of Cathy Sandeen as the new chancellor at UAA.

4. **Michelle Rizk and Paul Layer**

VP Layer gave an update on the Staff Alliance's proposal for the staff emeritus process, and noted the Academic Council had some concerns about removing certain sections from the chapter on faculty emeritus

VP Rizk provided updates on the SW Leadership Team, the upcoming Foundation fundraising campaign, FY20 budget development, and identifying facilities that could be used for multiple purposes.

5. **Governance Presentation – Morgan**

Morgan gave a [presentation](#) on governance at UA.

6. **SAA President's Report – Shiva**

Shiva reported he was happy to have served as president of SAA in FY18. He offered his thanks to the other representatives for their support and engagement. Shiva stated he was happy to have seen the creation of the lunch'n'learns and book club, as well as planning for a breakroom in Butrovich; he noted he would like to keep working with the Morale Committee to ensure those initiatives continue.

7. **Keli Hite McGee & Erika Van Flein**

Director Van Flein gave a review of current UA benefits and noted that last year all vendor contracts were extended for one year while the state conducts a benefits study.

Director Ferguson reported the salary and equity study was moving to the analysis phase and they hoped to be done at some point this fall. Following the conclusion of the studies, UA administration plans to work on a compensation philosophy and will look at all aspects of compensation, including benefits and retirement.

CHRO McGee noted SW HR is working on a number of projects and will send quarterly [updates](#) to governance.

8. **SAA Business Meeting**

**2:45 p.m. – 3:30 p.m.**

- 8.1. [Year-in-Review](#) – Representatives reviewed the year-end report and reaffirmed their desire for monthly highlights, as well as to send out the agenda to SW staff.

- 8.2. FY19 Goals and Metrics – Representatives discussed goals for FY19 and noted they would like to continue the year-end report but would also like to include more transition from president to president, as well as possibly adding a past-president role to the bylaws. Other FY19 goals include:
- Development of better new employee onboarding at SW
  - Safety training for SW employees
  - Distribute a morale survey
  - Increase collaboration between SW departments and UA universities
  - Increased communication to SW staff (monthly highlights, SAA agendas)
  - Having representatives develop an elevator speech about SAA
- 8.3. 2018-19 Meeting Schedule  
 Monique moved to hold the meetings on the second Thursday of the month, and was seconded by Derek. During discussion of the motion, several representatives noted they couldn't meet on the second Thursday but the first Thursday worked. Monique moved to amend her motion to hold meetings on the first Thursday of the month and was seconded by Monica. The amendment was approved without objection and then the main motion was approved without objection.
- 8.4. Officer Elections
- 8.4.1. President – Arthur was nominated and accepted. There were several other nominations but they were not accepted. Arthur was elected president by acclamation.
- 8.4.2. Vice President – Josh was nominated and accepted. There were no other nominations. Josh was elected vice president by acclamation.
- 8.4.3. Secretary – Monique was nominated and accepted. There were no other nominations. Monique was elected by acclamation.
- 8.5. Committee/Committee Chair Appointments
- 8.5.1. Awards Committee – Elaine (chair), Shiva, Caitlin, Monica
- 8.5.2. Nominations Committee – Jennifer (chair), Laycie
- 8.5.3. Morale Committee – Shiva (chair), Monica, Laycie, Derek

**9. Agenda items for future meetings**

Accessibility for visually impaired students and employees  
 Safety – follow-up from June's surprise fire drills  
 FY19 Goals continued  
 Changes to College Savings and UA Foundation designations – do we need to change SAA bylaws?  
 FY19 Compensation Request – Admin response?  
 System Council Appointments – must be approved by Staff Alliance and UA president

**10. Closing Comments**

**11. Adjourn**

The meeting adjourned at 3:45 p.m.

OTHER RESOURCES

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/SAA-annual-events-calendar.pdf>

System Governance Calendar

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

DRAFT