



*Minutes*

**Statewide Administration Assembly**

Thursday, August 2, 2018

10:00 a.m. – 12:00 p.m.

Butrovich 204 / Bragaw 210

1-866-832-7806, PIN 4236369

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

Members:

Arthur Hussey (2018-2020); SAA President (2018-2019)  
Josh Watts, (2018-2020); SAA Vice President (2018-2019)  
Monique Musick (2017-2019); SAA Secretary (2018-2019)  
Shiva Hullavarad (2017-2019)  
JP Landry (2018-2020)  
Elaine Main (2017-2019)  
Jennifer Ostrom (2018-2020)  
Monica Terrones (2018-2020)  
Derek Ward (2017-2019)  
Laycie Schnekenburger (2018-2020)  
Tabitha Hutchings, Second Alternate (2018-2019)

Staff:

Morgan Dufseth, Executive Officer, System Governance

Members Absent:

Josiah Borkovec (2017-2019)  
Caitlin Lipka, First Alternate (2018-2019)

Guests

Kara Axx, FY18 Chair, UA Staff Alliance  
Dawn Lighthall, Butrovich Building Coordinator  
Steve Mullins, Emergency Planner/Continuity Director  
Sara Rodewald, Wellness Manager, HealthyRoads

**2. Safety Minute**

**3. Adopt Agenda**

Monique moved to adopt as presented, seconded by Laycie. No objections.

**4. Approve [May 10](#) and [June 29](#) Minutes**

Monique moved to approve the minutes as presented, seconded by JP. No objections.

**5. Public and Guest Comments**

**5.1. Kara Axx – CITO Recruitment Update**

Kara reported the recruitment committee has completed initial screening and conducted telephone interviews. The field has been narrowed to the top four candidates and video interviews will be held next week. After the video interviews, the top candidates will be brought to Fairbanks for in-person interviews before final selection. The goal is to move quickly, however they do want to make sure to get the right person for the job. On campus interview dates will likely be announced in the coming weeks.

**5.2. Sara Rodewald – Healthy Roads Update**

Sara Rodewald introduced herself to new members and noted she would like to give a longer presentation at a future date. Sara gave a brief overview of the HealthyRoads program, with the overall goal of increasing the healthiness of the UA population and reduction of health care plan costs. Employees enrolled in UA health plan and their spouse/FIP are eligible. HealthyRoads accounts are live for FY19.

Changes for participants this year: if participants met the biometrics last year, they only have to do the PHA this year; the rebate will be received as a lump sum paid out in November.

Also new for FY19: switched biometric vendors from Quest Diagnostics to Wellness Corporate Solutions. WCS will do onsite events at UA and as well as local lab appointments; HealthyRoads will be hosting more giveaways for gift cards—two per month for different activities; giveaway opportunities will be communicated in the next couple weeks; Sara noted she will give a year-end wrap up w/trends to the JHCC board and UAA Staff Council and offered same to SAA if they were interested.

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

**6.1. President's Report – Arthur**

Arthur met with VP Paul Layer earlier this week. Noted Paul is still getting a feel for the SW offices. Noted compensation issues and staff emeritus are on Paul's radar. Paul wants to include in the emeritus revisions the option to revoke the status. Paul noted to Arthur that his relationship to SAA is different than the university staff councils and their chancellors, but that he is excited to work with

SAA this year. Arthur mentioned the issue of College Savings and Foundation staff and SAA may need to revise bylaws to include their participation.

6.2. Staff Alliance Update

Arthur gave the Staff Alliance update. He noted they met on July 24 and the biggest issue was the freeze on compensation increases. Morgan noted she will share the July 31 memo with SAA.

6.3. Human Resources Update – [Reference](#)

Members reviewed the written update and had no questions.

6.4. Break Room Committee

Breakroom committee - JP noted he would like to join the committee. Laycie noted she spoke with Dawn and furniture is being moved to the basement risk space; will contact VP/COs to see what they want to do and offer SAA's help

6.5. Safety Committee

The committee will work with Steve and Dawn on building signage. Morgan will work on scheduling training for the Butrovich building

**7. Ongoing Business**

7.1. FY19 Goals

Members reviewed the goals discussed at the annual meeting.

7.2. Morale Survey

Morgan and Arthur will work with the Morale Committee on the draft, and Arthur will discuss with Paul before the September meeting.

**8. New Business**

8.1. Accessibility Policy: Introduction – Monique

A committee is working on developing a policy on accessibility along with a process to bring UA up-to-date. Almost all documents posted to websites will need to be updated and staff will need to be trained on how to create accessible documents and website; faculty will be greatly affected by this initiative but staff will need to make a lot of changes as well; Monique noted the transition to OUCampus (UA's new content management system) will assist some with updating websites. Moving forward, documents will need to be created so they can be scanned digitally for text-to-read software.

8.2. Follow up to fire drill/safety review – Steve Mullins and Dawn Lighthall

Representatives discussed the unplanned fire drills in Fairbanks in June. Steve noted there is interference in Butro which makes it difficult to use walkie-talkies. They are developing new evacuation plan posters will be going up in the next week or so. Elaine noted it would be useful to have something similar for the Bragaw Building in Anchorage; Monique noted she'd made two emergency procedures for Bragaw and asked for Elaine/Monica to send them updates on any

changes to their evacuation plan. Steve noted UAF tried to create a boilerplate that was supposed to work for SW as well but proved to be problematic so they are now developing an EAP specific to Butrovich. Laycie suggested a SW debrief on unexpected events to reaffirm the correct procedures (i.e. to always evacuate even if the alarm stops). Elaine noted they have not done any sort of safety/evacuation/ or active shooter drills, and still need AED training for Bragaw occupants.

8.3. Resolution of Appreciation for FY18 SAA Officers

Postponed to the September meeting.

8.4. FY19 SAA Events – [Reference](#)

Members discussed the list of events and agreed they'd like to find ways to increase camaraderie between departments. The group discussed monthly events (Pizza Tuesday - pay for food but subsidized by UA; but regular small events; Morgan will add to Morale Committee agenda

Backpack drive – A staff member had suggested SAA join a backpack drive for Fairbanks K12 schools, however, Morgan noted she was having trouble finding information about it but would keep looking. Monica also suggested hats and gloves. Morgan agreed to check with UAF to see if they were going to hold the Winter Warm-up this year.

Other possible events – Morgan agreed to look into additional charity options in Fairbanks around the holidays and present at the September meeting.

Representatives agreed to assign event leads for FY19 at the next meeting.

**9. Local Issues**

9.1. Anchorage

Anchorage representatives noted they need to follow-up on fire drills for the Bragaw Building, as well as AED training. They are looking into options to increase building security to address the periodic issue of homeless citizens coming into the building, which could be related to recent thefts in Bragaw.

9.2. Fairbanks

Laycie noted parking payments are now post-tax.

Monique noted she worked with UR council to start a new project to develop system wide news vehicle to share UA news and she is creating a working group to help find a better way to communicate with all UA employees.

**10. Agenda items for September 6 meeting**

FY19 Events - options for winter holiday charity

FY20 Compensation Request

Staff Alliance Committees

**11. Closing Comments**

**12. Adjourn**

JP moved to adjourn, seconded by Josh. The meeting adjourned at 11:36 a.m.