



*Minutes*

**Statewide Administration Assembly**

Thursday, September 6, 2018

10:00 a.m. – 12:00 p.m.

Butrovich 212b / Bragaw 210

1-866-832-7806, PIN 4236369

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

The meeting came to order at 10:05 a.m.

Representatives:

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)

Josiah Borkovec (2017-2019)

JP Landry (2018-2020)

Derek Ward (2017-2019)

Laycie Schnekenburger (2018-2020)

Staff:

Morgan Dufseth, Executive Officer, System Governance

Representatives Absent:

Shiva Hullavarad (2017-2019)

Elaine Main (2017-2019)

Jennifer Ostrom (2018-2020)

Monica Terrones (2018-2020)

Caitlin Lipka, First Alternate (2018-2019)

Tabitha Hutchings, Second Alternate (2018-2019)

**2. Safety Minute**

**3. Adopt Agenda**

Laycie moved to adopt, seconded by Josh. No objections or additions. Adopted as presented.

**4. Approve August 2 Minutes**

[Reference 1](#)

Monique moved to approve, Laycie seconded. No objections. Approved as presented.

**5. Public and Guest Comments**

None given.

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

**6.1. President's Report – Arthur**

Arthur noted he met with VP Layer. They discussed the Butrovich break room and grand opening, SW morale survey, and staff compensation.

Discussion: Representatives suggested creating a SW process for informal/formal recognition (bonuses), as well as drafting a resolution to Staff Alliance requesting a standardized process, which could then be brought to the Human Resources Council for recommendations on award levels and implementation.

**6.2. Staff Alliance Update**

[Reference 2](#)

Josh was elected as chair at the Alliance's Aug. 17 retreat. Alliance members voted to approve the Compensation Committee's recommendation and sent FY20 compensation recommendation to the president. Josh noted he will provide the governance report to the Board of Regents at its September meeting in Juneau.

**6.3. Human Resources Update**

[Reference 3](#)

Kara Axx also provided an update on the CITO search, noting they are still working to decide next steps—whether to move forward with the current finalists, look at applications received after the review date, or start over with a new recruitment; she anticipates a meeting to decide in the next few weeks.

**6.4. General Counsel Memo re: Background Checks**

[Reference 4](#)

Representatives suggested including this memo in supervisor accountability training materials.

**7. Ongoing Business**

**7.1. FY19 SAA Events – Need to Assign Event Leads**

[Reference 5](#)

Monique volunteered to put together a web form, fliers, and communication for Thanksgiving. Arthur and Morgan will help with set-up and decorations. Monique noted she always sets up a photo booth on Halloween for pictures of staff and suggested having it in the break room and turn it into social networking event!

**7.2. Morale Survey**

[Reference 6](#)

Representatives had no objections to distributing the survey from Sept. 17 – Oct. 1.

7.3. Butro Breakroom

7.3.1. Draft Rules

[Reference 7](#)

Representatives suggested adding the break room to Google calendar for reserving it for parties. Representatives reviewed the list of rules and made suggestions for the rules. Morgan will check with Dawn about calendar and donation approval.

7.3.2. Grand Opening – Sept. 28

Representatives agreed to host a grand opening at 3pm on Friday, Sept. 28, and would like to have a suggestion box present to solicit feedback and ways to improve the break room

**8. New Business**

8.1. Holiday Charity Options

[Reference 8](#)

Representatives briefly reviewed the list of options but deferred making any decision to the October meeting. Someone also suggested hosting a

8.2. SW Group Photo (or just Butrovich Staff?)

Suggested by a member of the executive team; VP Layer is aware and interested.

Would need to happen soon or wait until spring. Would need to schedule time with the executives. Decided to

8.3. Travel Regulation Revisions

[Reference 9](#)

Collecting input through Sept. 20

8.4. Reps for Staff Alliance Staff Health Care Committee

JP volunteered!

8.5. Resolution of Appreciation

[Reference 10](#)

Postponed to October meeting.

**9. Local Issues**

9.1. Anchorage

None given.

9.2. Fairbanks

JP offered to have a table at the Wood Center during finals to share coffee/hot cocoa with students; also possibly donated gloves, hats and scarves

**10. Agenda items for October 4 meeting**

Full HealthyRoads Presentation with Sara Rodewald

Thanksgiving Potluck

Holiday Charity Options

Resolution of Appreciation

Morale Survey Results

**11. Closing Comments**

Josh moved and Laycie seconded. The meeting adjourned at 12:05 p.m.

**12. Adjourn**

**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/>