



Minutes

Statewide Administration Assembly

Monday, October 8, 2018

1:30 p.m. – 3:30 p.m.

Butrovich 204 / Bragaw 210

1-866-832-7806, PIN 4236369

1. Call to Order and Roll Call

The meeting came to order at 1:40 p.m. Because neither Josh or Monique were present, representatives asked Morgan to lead the meeting.

Members:

JP Landry (2018-2020)

Elaine Main (2017-2019)

Jennifer Ostrom (2018-2020)

Monica Terrones (2018-2020)

Derek Ward (2017-2019)

Laycie Schnekenburger (2018-2020)

Linda Hall, Second Alternate (2018-2019)

Staff:

Morgan Dufseth, Executive Officer, System Governance

Not Present:

Josh Watts, (2018-2020); SAA President (2018-2019)

Monique Musick (2017-2019); SAA Vice President (2018-2019)

Josiah Borkovec (2017-2019)

Shiva Hullavarad (2017-2019)

Caitlin Lipka (2018-2019)

Tabitha Hutchings, First Alternate (2018-2019)

2. Safety Minute

3. **Adopt Agenda**
Linda moved to adopt and was seconded by JP. No objections; the draft agenda was adopted as presented.
4. **Approve September 6 Minutes** [Reference 1](#)
Elaine moved to approve the minutes as presented, and was seconded by Jennifer. No objections.
5. **Public and Guest Comments** 10:05 a.m. – 10:10 a.m.
None given.
6. **Reports, Updates, and Information** 10:10 a.m. – 10:40 a.m.
 - 6.1. Membership Update
On Sept. 17, Arthur Hussey notified the executive officer that he was resigning from SAA. As such, Josh Watts will serve as SAA president for the remainder of FY19 and Monique Musick will serve as vice president. After reviewing the 2018 election results, Linda Hall as asked to serve as the second alternate through the remainder of FY19, and she accepted.
 - 6.2. President’s Report – postponed to November meeting
 - 6.3. Staff Alliance Update [Reference 2](#)
Morgan gave a brief review of the September 21 Staff Alliance meeting. She reported the Staff Alliance heard HR updates from Michelle Pope, had a discussion with Geoff Jacobs regarding the upcoming changes to the travel process and travel regulations, discussed staff frustrations with the compensation and pay equity review, discussed the proposed new policy on reporting misconduct, heard campus updates, and heard an update on the RFP for UA health care.
 - 6.4. Human Resources Update [Reference 3](#)
Morgan agreed to send out the [October HR](#) update after the meeting.
 - 6.5. Health Care Update
The Joint Health Care Committee will meet on October 17 and will hear updates on FY18 actuals claims v. projected claims, as well as receive a report on the HealthyRoads FY18 Cohort. Staff at the university are represented on the JHCC by David Felts (UAS-Sitka), Mathew Mund (UAF), and Lesli Walls (UAF). The JHCC will hear vendor presentations during an all-day meeting in Anchorage on November 16.
7. **Ongoing Business** 10:40 a.m. – 11:10 a.m.
 - 7.1. Holiday Charity Options [Reference 4](#)
JP volunteered to gather more info on Boys & Girls Club and share with SAA via email.

- 7.2. Morale Survey Results
Morale Committee – presenting survey results
Next Conversations with the President/Executive Forum

- 7.3. Travel Regulation Revisions

[Reference 5](#)

- 7.4. Butro Breakroom

- 7.4.1. Draft Rules

[Reference 6](#)

- 7.4.2. Soft Opening – Oct. 15

- 7.4.3. Halloween Celebration & Photos – Oct. 31

- 7.4.4. Use Foundation funds to purchase something for the breakroom – an oven?

- 7.4.5. Phone call room – somewhere else in Butro?

- 8. **New Business**

11:25 a.m. – 11:45 a.m.

- 8.1. Secretary Election

- Laycie nominated JP, Elaine seconded. JP accepted. JP was elected by acclamation.

- 8.2. New Policy on Reports of Misconduct

[Reference 8](#)

- Members discussed the proposed new policy but decided not to take any action to support or oppose the current draft.

- 9. **Local Issues**

- 9.1. Anchorage

11:45 a.m. – 11:50 a.m.

- None given.

- 9.2. Fairbanks

11:50 a.m. – 11:55 a.m.

- None given.

- 10. **Agenda items for November 1 meeting**

- Full HealthyRoads Presentation with Sara Rodewald

- Morale Survey Results

- Conversations with the President

- 11. **Closing Comments**

11:55 a.m. – 12:00 p.m.

- 12. **Adjourn**

- Adjourned at 3:00 p.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/>