UNIVERSITY
of ALASKA
Many Traditions One Alaska

Agenda

Statewide Administration Assembly

Thursday, March 19, 2020

1:30 p.m. – 3:30 p.m.

Zoom: https://alaska.zoom.us/j/9074508042

Audio: 1-699-900-6833

Meeting ID: 907 450 8042

1.   Call to Order and Roll Call

Members:

xJosh Watts (2018-2020), FY20 President

xLauren Hartman (2019-2021), FY20 Vice President

xMonica Terrones (2018-2020), FY20 Secretary

xLinda Hall (2019-2021)

xElizabeth Lilly (2019-2021)

xJohn McGee (2019-2021)

xMonique Musick (2018-2020)

Jennifer Ostrom (2018-2020)

Derek Ward (2019-2021)

Leona Long (2019-2020)

xRita Murphy, Alternate (2019-2020)

Tito Munoz, First Alternate (2019-2020)

Kelley Lassey, Second Alternate (2020)

Staff:

Morgan Dufseth, Executive Officer, System Governance

Guests:

Paul Layer, Vice President for Academics, Students and Research

1.   Adopt Agenda

Monique, Linda. None opposed.

2.   Public Comments   1:35 p.m. – 1:40 p.m**.**

VP Layer - message coming out from CHRO Patin giving new guidance on working from home. Starting Monday, they encourage all non-essential employees to work from home. Essential employees are being identified and notified. Employees should gather work items prior to Monday. If an employee does not have internet to work from home, there is a deal with ACS for a free set up and reduced rate; can also use university wifi from the parking lots. Supervisors are being asked to track where their employees are and if they are working from home or quarantined due to travel. Currently, Butro is not restricted but as a precaution they want to limit how many employees are in the building. The building key card does track who accesses the building in case they need to determine if there was any exposure to the coronavirus. The university is still operating but needs to determine what that looks like for the next couple months. Things are changing rapidly as this develops. Commencement has been canceled at each university and the chancellors are working on alternative ways to recognize their students, including allowing them to walk in future ceremonies.

Monique added that Public Affairs is working with communications at each campus to develop a website that has resources for employees and students and FAQs for different categories (housing, work from home, etc.). Clarification on whether using administrative leave is approved to use if you cannot work a full 8 hours due to the nature of your job (not the same as the 20 hours approved for child care). Student employees - eligible to work from home if they are able to although they would not normally receive leave, however, extending admin leave to students who are sick or unable to work due to COVID-19. Emergency IT equipment distribution - laptops and workbooks have been ordered and the process for distributing them is still being developed. Temporary employees who cannot work from home will not receive admin leave pay.

Foundation support for students - working on donor intent to identify funds that may be used to help students during this crisis

3.   **Reports, Updates, and Information**   1:40 p.m. – 2:00 p.m.
    3.1.   President's Report - has been spending a lot of time helping to prep for the
            COVID-19 crisis;
    3.2.   Staff Alliance Update - hearing frustrations from across the system regarding the
            indecision for admin to send staff home or any guidelines on how they should
            proceed;

3.3. Human Resources Update - review the document on timesheet clarification - new guidance on how to track the use of work-from-home hours - that will be updated in new communication

    3.3.1. Work from home options

        3.3.1.1. Banner, Google, Concur, Chrome - no need for new configuration

        3.3.1.2. VPN - all students and employees have accounts and can visit OIT page to set it up

        3.3.1.3. VDI - virtual desktop - recommending for most people because it is less resource intensive - go to virtual campus website - two options - download software to your computer or virtual computer in your web browser (web does not hook up headphones or do sound)

3.4. Legislative Update - [Capitol Report](#)

4. **Ongoing Business** 2:00 p.m. – 2:30 p.m.

4.1. COVID-19 Updates

    4.1.1. https://www.alaska.edu/virtual-campus/

    4.1.2. https://sites.google.com/alaska.edu/coronavirus/

    4.1.3. HR Updates - timesheets, student employees, other?

    4.1.4. Ideas for other SAA actions in response to COVID-19?

5. **New Business** 2:30 p.m. – 3:15 p.m**.**

5.1. 2020 SW Longevity and Recognition - Changes to program

    5.1.1. Budget - SW HR/President Johnsen are approving up to $2000; in the past, the budget for SW's event has been between $5000-6000

    5.1.2. Event - potluck? free entertainment?

    5.1.3. Awards - can another vendor deliver the same awards for a lower price?

5.2. Staff Morale Survey - Postponed

    5.2.1. Timing

    5.2.2. Questions

    5.2.3. Presentation of results

    5.2.4. Committee

5.3. Spring Elections

    5.3.1. Process - any changes?

5.3.2. Timeline

5.3.3. Committee - Need volunteers

6.   Local Issues   3:15 p.m. – 3:25 p.m.

6.1.   Anchorage - Foundation offices closed yesterday; some employees are still
working Bragaw but are preparing to close the building next week; extending
deadline for Foundation president search to April 20

6.2.   Fairbanks

7.   Agenda items for April meeting

Expedited reviews (especially administrative review) - forum with president to hear how
SW may be affected by the FY21 Budget reductions

8.   Closing Comments

9.   Adjourn

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