

System Office Staff Council

Thursday, August 11th, 2022

10:00am-12:00pm

Zoom link: <https://alaska.zoom.us/j/83814118773>

Representatives:

Lauren Hartman (2021-2023) FY23 President

Monique Musick (2021-2023) FY23 Vice President

Genevieve Bright (2021-2023)

Raina Collins (2022-2024)

Scott Fronzuto (2021-2023)

Chelsey Okonek (2022-2024)

Austin Somaduroff (2022-2024)

Heather Swanson (2022-2024)

Alternates:

VACANT

Governance Support:

Noel Romanovsky

Guests:

Glenn Gambrell, HR Director of Talent Acquisition

1. Call to Order and Roll Call
 - a. Review and Adopt Agenda
Moniques moves to approve. Scott seconds.
 - b. Approve [June minutes](#)
Austin moves to approve. Monique seconds.
 - c. Approve [July minutes](#)
Scott approves. Raina seconds.
2. [Public Comment](#)
There are no public comments to share.
3. Reports
 - a. President's Report (Lauren)
 - i. Lauren: Monthly meeting with VP Paul Layer Aug. 10th (next meeting Sept. 14th)
Asked for an update of the System Office Mission statement. There is one nomination for Staff Makes Students Count award for System Office which will be awarded at the September Board of regents meeting. There was some discussion to change the rules of the nomination as the person who was nominated had already previously received the award. We discussed if we will make a new rule that people shouldn't be nominated twice or have a time limit of more than 10 years to receive the award

again. We also are taking a new look into the process of the Staff Makes Student Count Awards. We discussed the CFO search that is going to be relaunched. The first search was unsuccessful. We discussed the compensation memo which will be informing the compensation philosophy. We had some discussions about staffing numbers seeing how much staff has decreased over time. We need a deeper level of data. We are looking into how to effectively manage the Staff Development funds. We want to go into the academic year with a clear plan of how to support staff development.

- ii. SOSC website updates
Committee info is now on the website
- iii. New monthly meetings with CHRO Memry Dahl
Lauren: Staff Alliance had discussions with CHRO Memry Dahl about improving communication between governance and HR to have more of a collaborative effort. Memry has reached out and scheduled a meeting with each of the Council Presidents: Lauren Hartman, Dawn Humenik, Ronnie Houchin, and Jonathan Lasinski will attend monthly meetings to have more conversations about HR issues. We discussed staff surveys and a staff engagement survey.
- b. Staff Alliance Report (Lauren, Monique)
 - i. July 15th [agenda](#) and [recording](#) (passcode: &8ae+2m*)
 - ii. Next meeting August 19th
- c. Staff Alliance Committees
 - i. Staff Healthcare Committee (Monique, Heather) - on hold for summer
 - ii. [Compensation Committee](#) (Austin) - not yet active
 - iii. Ombuds Committee (Lauren) - not yet active
 - iv. Staff Development Fund (Raina, Lauren, Monique)
 - 1. On the agenda at Alliance for allocation determination for 8/19
There is a deadline for classes. We need to figure out the plan for using those funds.
- d. SOSC Committees
 - i. Morale/Events Committee (Genevieve, Raina)
 - 1. Initial meeting Aug. 3rd - [Draft FY23 Events](#)
New additions this year will be a Blood Drive in October around Halloween and possibly coordinating a Clean up Day event in May.
 - ii. Awards Committee (Genevieve) - not yet active
 - iii. Nominations Committee (Lauren)
 - iv. Staff Development Day?
 - 1. SOSC Staff Development Fund / Day google space created by Raina
 - 2. Please submit ideas as you have them :)
- e. Other Committees

- i. System Office Mission Statement (Monique)
Monique: The executive leader team proposed a revision to the System Office Mission Statement. Generally, we thought they strengthened the mission statement but one line had been removed “the System office works with the universities”. The committee felt this information was important and would like it added in. The final draft will go out to governance so we all get an opportunity to look at the System Office Mission Statement and respond to it more formally before it goes to the Board of Regents. There was some reassurance that we would all have the opportunity to weigh in on that before it becomes an agenda or a proposed policy.
 - ii. HR Customer Service Experience (Scott)
Scott: They are trying to change the difficulty in finding the right contact info for HR. The websites have recently been updated to be easier to find the proper contact. They are considering changing the categories on their website to more functional groups.
 - 1. HR Contact Info has been updated on their front page:
<https://www.alaska.edu/hr/index.php>
 - iii. Staff Engagement Survey (Heather, Genevieve)
The group felt the word “experience” resonated more with the information so the survey has been changed to Staff Experience Survey. We’ve been looking at WHO and possible groups of questions. Some of the topics on the survey discussed sense of belonging, compensation, upward mobility, benefits, job satisfaction, senior leadership, diversity inclusion, safety and climate, belonging, mission and pride.
 - iv. Joint Healthcare Committee (Monique) - on hold for summer
 - 1. Next meeting Aug. 17
 - v. [Shared Governance/Common Table Working Group](#) - not yet active
Lauren: Paul Layer coordinating the creation of the working group - by September
4. 11:00-11:15am Glenn Gambrell, HR Director of Talent Acquisition
- a. [Talent Acquisition updates](#)
Glenn Gambrell: Reviewing initial cell replacement in position description processes. We are looking into ways we can better utilize Page Up for the amount of money we spend annually. We changed our background check vendor from True Screen to Hire Right. We have been able to integrate Page Up to Hire Right. We are trying to eliminate unnecessary paperwork with Hire Right. We are looking at how we can reduce the number of touches it takes in salary approval.
We are looking into tools that will help hiring managers with the process. Integrating salary equity checks in our current applicant tracking system. Updating Board of Regents policy to align with the compensation philosophy.

Our time is much better spent as an organization not having to do some of the administrative trivial tasks that we have to do to hire new employees.

New Business

b. [CITO Recruitment](#)

All of the recordings are available to review along with the resumes. President Pitney will want to move quickly on the new hire. Submit the feedback to that

form

as soon as possible. The forums were useful in learning about the issues in IT and what people are looking for in a CITO.

5. Ongoing Business

a. [Draft FY24 Staff Alliance Compensation Recommendations](#)

Michelle Rizk advised to submit these as soon as possible so they can be discussed. It will be part of the budget discussions that will be going to the Board of Regents September meeting. The first one is a 4% salary increase across the board. This is higher than what is currently being discussed with the United negotiations. Increase the health plan born by UA.. Increase the flexibility in performance bonuses or adopting the US recognition policy system wide. Provide increases to offset inflation. Increase staffing. Additional Benefit considerations: adding the option of a Roth IRA.

b. SOSC Secretary

Austin nominates himself as secretary. Moniques nominates Austin. No one opposed.

c. [Draft SOSC FY23 Goals](#)

6. General Updates and Reminders

a. [DEI video training deadline Sept. 1](#)

b. [UA News Center](#)

c. [System Office Bulletin](#)

d. [Upcoming HR Trainings](#)

7. Local Issues

a. COVID / Remote work status

We can not legally require someone to wear a mask to protect others. If you need test kits or masks, they are available.

b. Butrovich building reorganization

On hold for the moment.

c. Butrovich water filter update

Lauren: Water filters are going to be purchased.

d. ASD / FNSB bussing situation

Understaffed for school districts which will impact employees who will need to drive their children to school.

e. Vote!

Monique: Early voting is open until August 15th.

8. Department Updates, Issues, and Kudos
 - a. CFO Search
 - b. UAS Chancellor Search
They will be initiating national recruitment for that position.
9. Agenda items for next meeting
10. Closing Comments
11. Adjourn
Lauren moves to adjourn. Raina seconds.

RESOURCES:

- [SOSC Meeting Recordings](#)
- [Constitution and bylaws](#)
- [Regents' policy and university regulation](#)
 - [03.01 - Faculty, Staff and Student Governance](#)
- [System Office org chart](#)
- [Governance basics presentation](#)
- [Chairing a meeting](#)
- [System Office staff numbers](#)
- [FY22 SOSC Goals and Issues](#)
- [UA News Center](#)
- [System Office Bulletin](#)