

## **System Office Staff Council**

Thursday, September 15th, 2022

10:00am-12:00pm

**Zoom link:** <https://alaska.zoom.us/j/86561982224>

Representatives: **Bold in Attendance**

**Lauren Hartman** (2021-2023) FY23 President

**Monique Musick** (2021-2023) FY23 Vice President

**Austin Somaduroff** (2022-2024) FY23 Secretary

**Genevieve Bright** (2021-2023)

Scott Fronzuto (2021-2023) – absent

**Chelsey Okonek** (2022-2024)

**Heather Swanson** (2022-2024)

**Jacqueline Muelbauer** (2022-2024)

Alternates:

VACANT

Governance Support:

Noel Romanovsky

Guests:

Bryan Hoppough, HR Business Partner for UAF/System Office

Heather Arana, HR Director of Employee Transition and Benefits

President Pat Pitney

1. Call to Order and Roll Call
  - a. Review and Adopt Agenda  
Moniques moves to approve. Genevieve seconds.
  - b. Approve [August minutes](#)  
Austin moves to approve. Monique seconds.
2. [Public Comment](#)  
There are no public comments to share.
3. HR Updates - Bryan Hoppough  
Bryan goes over his primary duties and responsibilities. Monique inquires as to when employees should reach out directly to a senior business partner versus going through general HR.
4. New Business
  - a. Membership changes - Thank you Raina Collins, welcome Jacqueline Muehlbauer

Jacqueline introduces herself to the council. Jacqueline is the HR coordinator for Butrovich, 529, foundation, and land management.

b. [Tuition policy draft changes](#)

i. [Current policy](#)

ii. [Clean copy of draft changes](#)

Policy changes currently in draft form and was brought to last week's BOR meeting. It will be brought before the BOR again in their November meeting. Changes are moving towards a differential tuition. Monique explains some of the policy changes. Questions were asked regarding the editing of P05.10.60 in regards to student notice.

5. Reports

a. [President's Report](#) (Lauren)

i. Monthly meeting with VP Paul Layer Sept. 14th (next meeting Oct. 12th)

ii. BOR Meeting last week Sept. 8th-9th

iii. Staff Alliance (Lauren, Monique)

1. August 19th [minutes](#) and [recording](#) (passcode: 9%Fv0nD0)

See President's report for breakdown of Staff Development Fund.

2. Staff Alliance annual retreat in Juneau last week Sept. 6th-7th (before the BOR meeting). [Minutes](#)

3. Next meeting this Friday Sept. 16th [Minutes](#)

b. SOSC Committees

i. Morale/Events Committee (Genevieve)

Blood Bank of Alaska is not providing blood buses to anyone for the remainder of the year. Blood drive will have to be encouraging people to participate off campus. Also considering a potluck. System office meet and greet at the end of the month.

ii. Awards Committee (Genevieve) - not yet active

Open positions

iii. Nominations Committee (Lauren)

Open positions

iv. Staff Development Day

Last year there was an attempt to coordinate a systemwide staff development day. In the past it has been a university driven effort. Staff Council has not done our own Development day. We've attended the development days of the location where we work, which works well.

[https://www.alaska.edu/voice/2012/April\\_2012/Announcements/admin-professionals/](https://www.alaska.edu/voice/2012/April_2012/Announcements/admin-professionals/)

Monique shares some history of 2012.

Austin and Jaqueline have volunteered to help plan events around Development Day.

27:20

c. Staff Alliance Committees

- i. [Compensation Committee](#) (Austin) - not yet active
- ii. Ombuds Committee (Lauren)  
Monique has volunteered to be a part of that committee.
- iii. Staff Development Fund (Lauren, Monique)  
Currently working on implementing tuition fee waivers for the spring semester for classes related to career and professional development.
- iv. Staff Healthcare Committee (Monique, Heather)
  1. Meets Sept. 21st Staff Health Care Sept 22cd.  
Discussed the family leave vendor. There is an interest to make sure the anticipated increases don't offset any increase in compensation. We give an update as soon as possible avoiding a surprise in the spring during open enrollment to have increases. We will try to project what the costs might be in the coming year.

**Guest Heather Arana:** The reason we had to implement a vendor to support FML is because we have employees that live in more than forty states across the country, therefore we have to have regulatory coverage in all of those states for family medical needs as it applies to those states. Historically we managed fml from a federal perspective that was the Family Medical leave Act as well as Alaska State Family medical leave. There were two entitlements that we managed. Now we have to manage almost fifty. Because of that we needed to have additional regulatory support to meet that need, which is why we went with a vendor.

The process has not changed for family medical leave. You need to submit an application and there needs to be a medical certification. Family medical Leave Act is a Job Protection Act, there are certain circumstances which, when documented, guarantee employment coverage that protect your employment relationship while you have extended leave. This is an application to validate that you are undergoing an event that falls within those parameters to ensure job security. We allow employees to use every possible variety of leave when out on an fml qualifying event. The fml that we are tracking with the vendor unum is for job protection. Reach out to [ua-benefits@alaska.edu](mailto:ua-benefits@alaska.edu) for any questions.

**Guest President Pitney:** CFO Richard Swigart has just started at the Board Meeting last week. He comes from the Colorado State System, bringing a fresh perspective. He has dealt with budget turmoil and stability. He will be able to help us assess our issues and resolve some of them. He will be interim. CITO Ben Shire is the IT lead at UAA. Ben has a great leadership style, his knowledge, and ability to get people to work together. He knows from a system perspective our core infrastructure, our enterprise management systems are the success of all

operations throughout the university. He will focus on making sure we have a robust core infrastructure which everybody can build on. We've transitioned Mary Gower's Title IV position into more of an audit and compliance function. We expanded the responsibility and internal audit to Title IV compliance and other compliance issues. Memry Dahl is standing in as the senior ANSI advisor, although there will be a search to fill that position full time. There was a lot of good feedback on the DEI videos.

- d. Other Committees
    - i. Joint Healthcare Committee (Monique)
      1. Last met Aug. 17, meets next Sept. 22nd
    - ii. System Office Mission Statement (Monique)
      1. [Proposed statement out for review](#)

We have received the proposed mission statement for the System Office. We have the opportunity to provide feedback before it goes to the Board of Regents. It is out for Governance Review. We have until the end of the month to do any kind of formal feedback. Lauren will write the formal feedback on the System Office Mission Statement.
    - iii. HR Customer Service Experience (Scott) – no update
    - iv. Staff Engagement Survey (Heather, Genevieve)
      1. September meeting has been postponed (twice)
    - v. [Shared Governance/Common Table Working Group](#)
      1. [Response](#)
6. Ongoing Business
    - a. [Draft SOSC FY23 Goals](#)

In a morale survey it is important to consider engagement and effects of low morale separately, as it's possible to be highly engaged but still have morale impacts. Survey was tabled until the next meeting.
  7. Old Business
    - a. [Staff Alliance Compensation Memo](#)

There was a Council President's meeting with Memry. There are a few items that they are looking into implementing, such as the ala carte benefits and the supplemental life.
  8. General Updates and Reminders
    - a. Interim CFO Announced - Richard Schweigert (CFO position posted)
    - b. CITO Announced - Ben Shier
    - c. [UA News Center](#)
    - d. [System Office Bulletin](#)
    - e. [Upcoming HR Trainings](#)
    - f. [Disability Services Conference Nov 7-11th](#)
  9. Local Issues
    - a. COVID / Remote work status
  10. Department Updates, Issues, and Kudos

11. Agenda items for next meeting

David Bishko to talk about the HR and procurement funding model changes. Terry Cothren and the workforce. In October or November Sarah Perman (?) should talk about state relations.

12. Closing Comments

13. Adjourn

Lauren moves to adjourn. Heather 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](#)
- [UA News Center](#)
- [System Office Bulletin](#)