

# System Office Staff Council Regular Meeting

Thursday, February 9, 2023

10:00am-12:00pm

[Zoom link](#)

## Representatives:

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)

Chelsey Okonek (2022-2024)

## Alternates:

Vacant

## Governance Support:

Noel Romanovsky

## Guests:

Bryan Hoppough, Sr. HR Business Partner for UAF/SO

Jamie Heckman, HR Information Systems Director

## Agenda:

1. Call to Order and Roll Call
  - a. Review and Adopt Agenda
  - b. Approve [January Minutes](#)
2. [Public Comment](#)
3. Guests
  - a. HR Updates - Bryan Hoppough
    - i. Banner Cloud Migration - Jamie Heckman
4. New Business
  - a. Discuss idea of a volunteer day
  - b. Intranet
  - c. State of the University Address - Feb. 21
  - d. New [UA Teacher Internship Scholarship](#)
  - e. Land Grant
5. Ongoing Business
  - a. [Web accessibility VRA](#)

- i. [Jan. 19th email update](#)
- ii. [Tracking form](#)

6. Reports

- a. [President's Report](#) (Lauren)
  - i. Monthly meeting with VP Paul Layer February 8th (next Mar. 8th)
  - ii. Staff Alliance (Lauren, Monique)
    - 1. [January 20 minutes](#) and [recording](#) (passcode: 9H#B@Tt8 )
    - 2. Next meeting Friday February 17th
  - iii. [Monthly council president's meeting with CHRO Memry Dahl](#) Jan. 10th (next Feb. 14th)
- b. SOSC Committees
  - i. Morale/Events Committee (Genevieve)
  - ii. Awards Committee (Genevieve)
    - 1. April 27th 3:00pm-5:00pm, President Pitney will be in ANC at this time and joining the live stream from there
    - 2. Nominations for Outstanding Employee Awards will go out soon
  - iii. Nominations Committee (Lauren)
    - 1. Start nominations end of February
  - iv. Staff Development Day (Austin)
    - 1. April 25-27th
    - 2. Began assembling ideas
      - a. Speakers
      - b. Topics
      - c. Schedule
        - i. Across three days
- c. Staff Alliance Committees
  - i. [Compensation Committee](#) (Austin)
    - 1. Last met Jan. 27th
      - a. Discussed EAIP Feedback
      - b. Annual Benefits Survey
    - 2. Next meeting Apr. 28th
  - ii. Ombuds Committee (Lauren) - no update
  - iii. [Staff Development Fund](#) (Lauren)
    - 1. [LinkedIn Learning Licenses](#)
    - 2. [Professional development funds](#)
    - 3. Class fee scholarships - done for spring, considering offering again in summer
  - iv. Staff Healthcare Committee (Monique, Heather)
    - 1. Last met Nov. 17th
- d. Other Committees
  - i. Joint Healthcare Committee (Monique)
    - 1. Last met Nov. 9th (no Dec. meeting)
  - ii. Staff Engagement Survey (Genevieve)

- iii. [Communication pathways working group](#) (Monique, Lauren)
  1. Last met Jan. 5th, next meeting not yet scheduled
  2. [Communication pathways staff feedback brainstorm](#)
7. Old Business
  - a. [Change in Search Committee Requirements](#)
  - b. [Change in Student Hiring Process](#)
  - c. [Empower Alaska](#) campaign
  - d. [Recruitment for a new Sr. Director of Alaska Native Success](#)
8. General Updates and Reminders
  - a. Events and New Updates:
    - i. [New BOR Appointees](#)
    - ii. [BOR February Meeting](#) (agenda not yet posted)
      1. Public testimony Feb. 21st 4:00pm - 5:00pm
      2. Feb. 23rd-24th: Committee and full board meetings
    - iii. [UA Giving Day Feb. 22-23](#)
    - iv. [UAS Chancellor Finalists](#)
  - b. News and General Info Links:
    - i. [Capitol Report](#)
    - ii. [UA News Center](#)
    - iii. [System Office Bulletin](#)
    - iv. [Upcoming HR Trainings](#)
9. Local Issues
  - a. COVID / Remote work status
10. Department Updates, Issues, and Kudos
  - a. Kelly James transitioning to Sr. Budget Officer
  - b. [New HR Special Projects Director - Margo Griffith \(formerly UAF Title IX\)](#)
11. Agenda items for next meeting (March 9th)
  - a. For April or May Meeting: Workforce Development [reports](#) - invite Teri Cothren
12. Closing Comments
13. Adjourn

Resources:

- [SOSC Meeting Recordings](#)
- [SOSC FY23 Goals](#)
- [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](#)

# System Office Staff Council Regular Meeting

Minutes

Thursday, January 12th, 2023

10:00am-12:00pm

[Zoom link](#)

## Representatives:

**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)

**Chelsey Okonek** (2022-2024)

**Heather Swanson** (2022-2024)

## Alternates:

Vacant

## Governance Support:

Noel Romanovsky

## Guests:

Michelle Pope - HR Director of Operations

Frank Pahlke, consultant for SIS modernization project, and David Bishko, Business Strategist

## Agenda:

1. Call to Order and Roll Call
  - a. Review and Adopt Agenda  
Moniques moves to approve. Genevieve seconds.
  - b. Approve [December minutes](#)  
Austin moves to approve. Monique seconds.
2. [Public Comment](#)

A public comment was submitted. A co-worker and I were talking about volunteering for local charities. One of the places I worked in the past would give employees a day a year of paid time to volunteer for a nonprofit. They had to wear a company logo during their volunteer time. The time could be used in a single day, or slip out over more than one business day. If you wanted to volunteer at a food bank or shelter, you would show up and represent, record it on your timesheet, and go home feeling great. While the University is not a for profit entity looking for some great PR. What if, when this would be. If we could do something like this, the community would see the University out and about spreading kindness and compassion and employees would feel that they are working for an organization that truly cares overall. It is a small mountain of investment for some pretty big rewards.

Kelly James adds: the University is unable to volunteer on public funded funds. It is highly encouraged for employees to volunteer on their own time and represent the University.

This would be a good note to share with the Morale Survey Group. UAS does a volunteer day of caring every year on a Saturday not paid by University funds but a group volunteer effort. This should be put on the agenda for the next meeting.

3. New Business

a.

4. Ongoing Business

a. System Office Mission Statement - [New draft changes](#)

i. [Draft feedback memo](#)

There are departments within the System Office such as workforce development that work closely with the community campuses.

Monique moves to approve the memo. Scott seconds. None opposed.

ii. Feedback by Jan. 27th

b. [Change in Search Committee Requirements](#)

i. Jan. 17th session for further information and questions

This was a direct e-mail sent to supervisors December 16th. There have been two sessions they've provided to further explain and to take questions about it. The goal is to decrease our average time to fill from our current 62 days for regular staff down to the national average of 40 days from the first touch with the applicant to closing a job to that applicant being hired into their job. We have such a high turnaround time that we are losing employees because they have found another job in the two months that they have been job searching. The intention is to decrease the amount of time to simplify the hiring process.

c. [Change in Student Hiring Process](#)

d. [Web accessibility VRA](#)

A lot of the platform level changes are implemented. There is a student in OIT who is doing accessibility checks. The more explicit directions for people who do web updates will be coming. The three month deadline for evaluation checks will be in February. October 18th will be the date that these changes will be completed. It's been about three years since we transferred to OU campus. We are looking for a refresh on the design and brand.

5. 10:30 Summary of HR Customer Service Experience focus group - Michelle Pope

Three items came out of the Customer Focus Group Project. We got a lot of good feedback on the implementation of the new enterprise service management system which was switched over in July. It improved the process drastically. There was also a lot of feedback on the HR website itself. There was a push to have the website accessible for the vision impaired. The customer experience survey was done in early November. There were 840 responses. We plan on doing this every semester.

6. 11:00 Student Information Systems (SIS) Modernization RFP - Frank Pahlke, David Bishko

Modernizing the Student Information System is a major objective for the University. The student experience has not been updated since the 1990's and often for new students to apply for classes is a frustrating experience. We are gathering info from all the constituents. The RFP helps solicit bids from vendors and identify which one is best qualified to complete the SIS modernization project. We are assembling requirements from the three Universities. We will be asking these people to contact within their functional areas, contact people within their schools and solicit your input. We want to build the requirements based upon what people view as their needs. Please reach out to Frank Pahlke for any requests. [frank@fpahlke.com](mailto:frank@fpahlke.com)

7. Reports

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

There are changes in family medical leave. There were announcements about training opportunities, which Lauren participated in. It was recorded and will be posted on the FML training website.

i. Monthly meeting with VP Paul Layer Jan. 11th

There is a Board of Regents meeting tomorrow via zoom. They will be discussing the land grant and the land selection process. The other topic will be the upcoming legislative sessions. The core of the system office mission is to support the board and that function and also to execute the policies of the Board.

ii. Staff Alliance (Lauren, Monique)

1. [Dec 16 minutes](#) and [recording](#) (passcode: #2N1^mC6)
2. Next meeting Friday Jan. 20th

iii. [Monthly council president's meeting with CHRO Memry Dahl](#) Dec. 13th and Jan. 10th (next Feb. 14th)

b. SOSC Committees

i. Morale/Events Committee (Genevieve)

1. January/February event?

ii. Awards Committee (Genevieve)

1. Longevity awards will take place April 27th - current block held from 3pm-5pm, President Pitney will be in ANC at this time and joining the live stream from there

iii. Nominations Committee (Lauren)

We are looking for more members. We will start the official nominations and elections soon.

iv. Staff Development Day (Austin)

1. April 26th 2023 - Three days April 25-27th  
None opposed. Everyone in favor.

c. Staff Alliance Committees

i. [Compensation Committee](#) (Austin)

- 1. Last met Oct. 28th (Next Jan. 27th)
  - ii. Ombuds Committee (Lauren)
    - 1. Last met Nov. 7th
  - iii. [Staff Development Fund](#) (Lauren)
    - 1. LinkedIn Learning Licenses
    - 2. Tuition fee scholarships
    - 3. Professional development funds
  - iv. Staff Healthcare Committee (Monique, Heather)
    - 1. Last met Nov. 17th
- d. Other Committees
  - i. Joint Healthcare Committee (Monique)
    - 1. Last met Nov. 9th (no Dec. meeting)  
Nothing new to report. There wasn't a January meeting.
  - ii. HR Customer Service Experience (Scott)
    - 1. Last Nov 30th
  - iii. Staff Engagement Survey (Genevieve)
 

They met and drafted a charter for the committee responsible for executing the employee engagement survey. From that information there will be next steps and suggestion outcomes that they will then present to Memry Dahl who will present to both the President and all the Chancellors.

Once we have feedback from employees it will be interesting to see how to formulate the steps moving forward. The next part is the actual membership. We are trying to keep a relatively small group because it's difficult to have a massive group of people to coordinate with and have feedback that might not be applicable to the whole of the employee group.
  - iv. [Communication pathways working group](#) (Monique, Lauren)
    - 1. Met Jan. 5th
    - 2. [Communication pathways staff feedback brainstorm](#)

## 8. Old Business

- a. Change in [pharmacy coverage](#) at Kroger stores
  - i. [Email from HR](#)
- b. [Draft revisions to Board of Regents' Policy P05.03](#)
- c. [Educational Attainment Incentive Program](#)
- d. [Family Medical Leave/Unum Update](#)
- e. [Empower Alaska](#) campaign
- f. [Recruitment for a new Sr. Director of Alaska Native Success](#)

## 9. General Updates and Reminders

- a. New CFO Luke Fulp
- b. UA Giving Day Feb. 22-23
- c. [UAS Chancellor Finalists Announced](#)
- d. [BOR January 13th Meeting](#)



- e. [UA News Center](#)
  - f. [System Office Bulletin](#)
  - g. [Upcoming HR Trainings](#)
10. Local Issues
- a. COVID / Remote work status
11. Department Updates, Issues, and Kudos
- a.
12. Agenda items for next meeting (Feb. 9th)
- a.
13. Closing Comments
14. Adjourn
- Lauren adjourns. Genevieve seconds.

Resources:

- [SOSC Meeting Recordings](#)
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