

# System Office Staff Council Regular Meeting

Thursday, March 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

Heather Arana, HR Director of Transition and Benefits

Paul Layer, VP for Academics, Students, and Research

## Agenda:

1. Call to Order and Roll Call
  - a. Review and Adopt Agenda  
Monique moves to approve. Scott seconds.
  - b. Approve [February Minutes](#)  
Scott moves to approve. Austin seconds.
2. [Public Comment](#)  
No public comments at this time.
3. Guests
  - a. HR Updates - Bryan Hoppough  
A reminder for supervisors: the performance evaluations have shortened up as far as the form on my UA. There is training that is available on the learning library.  
There was a question of the 1% retroactive pay increase. It would be beneficial to have Michelle Pope attend a SOSC meeting to discuss how this would occur.
  - b. Paul Layer -  
There will be a revision to tuition, policy, and regulation. Tuition waivers for staff will not be affected by this policy revision. The benefits policy is not changing.
  - c. Heather Arana - FY24 Benefits changes

There will be some changes in regard to the structure of our plans. Employees will be able to select health care, dental and vision independently which will allow individuals who have partial coverage elsewhere, such as the native Alaska population or military spouses, to customize their coverage to get what they need.

There won't be any changes to the flexible spending and flexible savings plan. Life insurance will expand that coverage to be \$100,000 paid by the University to ensure that we are more in line with salary and benefit packages for coverage. There will be family friendly benefits that were requested by governance around parental leave. The pension plan salary cap is lifting from \$42,000 to \$52,000. Right now people earn 7.6% on the first \$42,000 of their salary which will be raised to \$52,000. There are general health care learning webinars as well as specific plan open enrollment webinars that will be leading up to open enrollment to give everyone an opportunity to have questions answered. Open enrollment begins April 17th and will run through the first week of May. This will be the second cost increase in 12 years to health insurance.

#### 4. New Business

a. [UAS SC resolution on involvement in search committees](#)

There was a staff member on the UAS Chancellor search committee although it was something that governance had to ask for. The other large search committees for other positions did not have staff representation. It is making sure that one of the automatic considerations is to have staff governance representation on search committees for higher up positions.

Scott motions a vote for support. Monique seconds. The motion passes.

b. [System Office mission statement](#) approved - what's next?

There is a good opportunity to create further momentum behind this and turn it into a conversation. For those from the System office it was a chance to validate and support our existence. There is an idea of doing a forum during Development day.

c. [BOR Meeting](#) & [State of the University](#) recaps

The Goals and Measures discussion. Senator Murkowski called in and talked to the board about the Land Bill process. There was a good discussion about construction programs which resonated with some of the Board of Regents who have ties with the construction industry. There will be a new one year LPN program from UAF. There was a lot of discussion about the approval of building a hangar in Nenana for the quasi program. The area will be used for drone testing and technology. They are also doing trials of flights from the fairbanks hangar to the Nenana site as one the the early testing of the ability to use drones for remote cargo deliveries. There was a successful Giving Day. The State of the University address is posted on the website. Our funding is stable and we are starting to look at growth. Enrollment is up this spring. There is the highest level ever of external research.

## 5. Ongoing Business

- a. Banner outage starts today at 5:00pm!  
It will not affect travel. There might be some small delay in processing.
- b. [Web accessibility VRA](#)  
How do we revise our business practices and train people in creating accessible digital content? We don't have the capacity to fix previous budget books. We can train how to do better tagged tables and better tag documents.
  - i. [Jan. 19th email update](#)
  - ii. [Tracking form](#)
- c. System Office Intranet - [BOB site](#)
- d. Volunteer day idea  
Clean up Day in May. May 5 - June 4th for Clean Up Day in Anchorage. In Fairbanks it is generally the second Saturday in May.

## 6. Reports

- a. President's Report (Lauren)
  - i. Monthly meeting with VP Paul Layer March 8th  
System Office Mission statement, the Board Meeting, and Development day were discussed. It is possible to have some light catering for Development Day. President Pitney is very supportive of Development Day.
  - ii. Staff Alliance (Lauren, Monique)
    1. [February 17 minutes](#) and [recording](#) (passcode: Fj9w3W%W )
    2. Next meeting Friday March 24
    3. [Monthly council president's meeting with CHRO Memry Dahl](#) Feb. 14th
- b. SOSC Committees
  - i. Morale/[Events](#) Committee (Genevieve)
    1. March - no events planned but might think of a fun Spring Break something: perhaps a Spring Break Scavenger Hunt based on local events/activities
    2. Planning is underway for the longevity and outstanding awards
  - ii. Awards Committee (Genevieve)
    1. April 27th 3:00pm-5:00pm
    2. Nominations for Outstanding Employee Awards
    3. The nominations email for outstanding employee was sent, as well as the reminder. We have several nominations submissions to review
      - a. Let me know if you'd like to be part of the review committee!
    4. Longevity list is in the works - as soon as that list is finalized, we will send out the name verifications and get awards ordered
  - iii. Nominations Committee (Lauren)
    1. Open Nominations March 13-31?

- iv. Staff Development Day (Austin)
    - 1. April 25-26th
    - 2. [Volunteer and speaker ideas form](#)
  - 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)
 

Requesting a \$300,000 budget.

      - 1. [LinkedIn Learning Licenses](#)  
Margo Griffith, the special projects Director for HR reached out to discuss the potential for how much it would cost to have these licenses for the whole system.
      - 2. [Professional development funds](#)
      - 3. Class fee scholarships - done for spring, considering offering again in summer
    - iv. Staff Healthcare Committee (Monique)
 

The vote passed approving the rate changes 5 to 4. The impact of not having a 9 month payment option is an ongoing concern.

      - 1. Last met Feb. 23rd
  - d. Other Committees
    - i. Joint Healthcare Committee (Monique)
      - 1. Last met Feb. 22nd
    - ii. Staff Engagement Survey (Genevieve)
 

Morgo Griffith will take over this group. It was previously led by Amber Austin at UAA. She has been looking at survey vendors. The group is working on a charter for a standing survey committee because the intention is that this will be an annual event.
    - 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. BOR confirmation hearings March 24th

- ii. [BOR February Meeting](#)
        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 (April 13th):
  - 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](#)