

System Office Staff Council Regular Meeting

Minutes

Monday, August 7th, 2023

1:00 pm-3:00pm

[Zoom link](#)

Representatives:

Genevieve Bright (2023-2025) FY24 President

Monique Musick (2023-2024) FY24 Vice President

Austin Somaduroff (2022-2024) FY24 Secretary

Andrew Aquino (2023-2024)

Rebecca Catlin (2023-2025)

Scott Fronzuto (2023-2024)

Lauren Hartman (2023-2025)

Jake Mendenhall (2023-2025)

Jamie Meyer (2023-2024)

Chelsey Okonek (2022-2024)

Aimee Sudbeck (2023-2025)

Alternates:

Vacant

Governance Support:

Noel Romanovsky

Sharon Dayton

Guests:

VP ASR Paul Layer

Agenda:

1. Call to Order and Roll Call
 - a. Review and Adopt Agenda
Monique moves to approve. Andrew seconds.
 - b. No minutes to approve
2. Vote
Lauren Nominates Genevieve for President. Andrew seconds.
Unanimously approved
3. [Public Comment](#)
No comments at this time.
4. New Business
 - a. Prepping for FY24

- i. Sept meeting on Sept 11th - Set 2023-24 calendar
Meetings will be the first Monday of the month, except on holidays when the meeting will take place the following week.
- ii. [Complete Orientation \(from Retreat\)](#)
Lauren went over the Orientation. Shared governance is a requirement of accreditation. The latest update is 2005, but it is much older than that. When you include more diverse points of view and include people on the ground level who are carrying out decisions there are better solutions. The Board of Regents policy lays out the structure for that to happen. It is the intent of the Board that faculty staff and students should participate in the shared governance of the university. We are empowered to carry out our governance responsibilities without fear of reprisal. And it's also considered to be within the regular work duties of anyone that's participating in governance. It should be considered part of your work duties. You shouldn't feel like you need to be working extra on top of your normal work hours.
- iii. [FY24 Goals](#)
Longevity : Being consistent in how we recognize folks in breaks of service. Staff has asked that it be cumulative regardless of service breaks. UAS is already starting to recognize longevity without service breaks.
Staff Compensation and Staff Morale: There is a survey group that meets once a month.
The recruitment for the ANSI advisor is happening now.
Invite Alesia Kruckenberg to give a Budget 101 presentation.
Greater utilization of System Office Intranet
New Employee onboarding.
A suggestion to prioritize actionable goals for each quarter.
- b. Retreat feedback
Huge thank you to all who organized and helped in making it happen
Suggestion to time the Retreat around a Board of Regents Meeting to
- c. Butrovich Building/System Office communications and Emergency Response
There is a meeting next week on the evacuation plans. There are more people working hybrid who are in and out of the office on certain days. We are figuring out how to account and integrate emergency response across the universities. We are making sure the new occupants in the Butrovich building know where to go in an emergency. Rebecca Catlin worked on revising the emergency action plan earlier this year. There is a possibility of looking into RAVE as a mobile check in feature because everyone gets a notification and can respond on their phone.

5. Ongoing Business

- a. [Staff Make Students Count](#)

- i. Awardees are vetted, official letters will be sent, awards ordered, and travel arranged
 - ii. Will be presented at Late August Board Meeting
- b. [Web accessibility VRA](#)
No formal update at this time. We've done a lot to improve our websites. There is still some work to ensure third party vendors are also compliant and procurement policy has been updated. There is not a formal response from OCR. This is an ongoing effort.
- c. [System Office Intranet](#)
 - i. [BOB site](#)
Next goals involve making it operational and tying into the redesign for alaska.edu. A plan to get the internal use only off of our public facing website and into the internet. The first phase served mostly to create a resource for system staff.
- d. [System Office mission statement](#) - what's next?
The approved version was adjusted by the board of regents. We have an opportunity that ties into the reputation of the system office. We would like a mission statement that guides the System Office instead of something that just sits in policy.

6. Reports

- a. President's Report
 - i. Monthly meeting with VP Paul Layer (next meeting Aug 9)
Nothing new to report at the moment.
 - ii. Staff Alliance (Genevieve, Monique)
 - 1. [July minutes](#) and [recording](#) (passcode: HP4S1De#)
The Compensation Memo was formally approved.
The Staff Alliance chair is Ronnie Houchin.
 - 2. Next meeting Friday August 18th
 - 3. [Monthly council president's meeting with CHRO Memry Dahl](#)
Jul 11; Aug. 7
- b. SOSC Committees
 - i. Morale/[Events](#) Committee (Aimee, Andrew, Genevieve)
 - ii. Awards Committee (Aimee & Genevieve)
 - 1. [Event recording and photos](#)
 - iii. Nominations Committee (Lauren)
 - iv. Staff Development Day (Austin)
 - 1. [Session recordings](#)
 - 2. Change Management - rescheduled for Thurs 8/3
- c. Staff Alliance Committees
 - i. [Compensation Committee](#) (Austin)
Redefining goals this year. Discussed HR's perspective on Compensation. One of the goals is to have a document where staff can see their total compensation. A collaborative development of a

compensation structure was the original intent of getting representation on that committee. Austin is looking for someone else to take his place on the compensation Committee. Lauren would be interested in being on that Committee.

ii. [Staff Development Fund](#) (Lauren)

This is the third year of the Staff Development Fund. \$120,000 was granted. \$50,000 will be spent on Staff Development. \$50,000 will be spent on class fees and using the tuition waiver. \$20,000 we have not decided what to do with that yet.

iii. Staff Healthcare Committee (Monique)

d. Other Committees

i. Joint Healthcare Committee (Monique)

The first meeting will be August 16th. It was established in the collective bargaining agreement for faculty, crafts and trades, firefighters etc. The committee acts as a steering committee to changes in the plan and acts as a conduit of information. The University is self insured. The money that employees contribute to as an employee and what the university contributes for us covers our own bills. The committee looks at the quarterly reports to see whether we are in line with what we projected.

1. New chair Matthew Mund
2. [New website](#) - needs content

ii. Staff Engagement Survey (Lauren)

1. Engagement Survey Kick-off meeting with Qualtrics July 26th

7. General Updates and Reminders

a. Events and New Updates:

i. BOR August Meeting

1. Public testimony August 28 4:00pm - 5:00pm
2. August 30-31 Committee and full board meetings

b. News and General Info Links:

- i. [Capitol Report](#)
- ii. [UA News Center](#)
- iii. [System Office Bulletin](#)
- iv. [Upcoming HR Trainings](#)

8. Local Issues

a. Anchorage

i.

b. Fairbanks

i. New Butrovich Building Occupants

1. Communications, protocols, etc.

9. Department Updates, Issues, and Kudos
a.

10. Agenda items for next meeting (Sept 11):
a.

11. Closing Comments

12. Adjourn
Scott moves to 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](#)