

# System Office Staff Council Regular Meeting

Minutes

Monday, September 11th, 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  
Lauren moves to approve. Monique seconds.
  - b. [Minutes August 8 2023](#)  
Scott moves to approve. Andrew seconds.
2. [Public Comment](#)  
No public comments at this time.
3. New Business
  - a. Conversation with the President - September 19  
In person coffee in Butrovich and remote in Bragaw.
  - b. New wellness program - additional points necessary  
Total of 8 points to receive the rebate.
  - c. New Notice of Nondiscrimination - changes to micro statement and more  
Educational Institution Employer and Provider.

“UA is an affirmative action/equal opportunity employer, educational institution and provider and prohibits illegal discrimination against any individual: [www.alaska.edu/nondiscrimination](http://www.alaska.edu/nondiscrimination).”

There will be additional outreach to make sure everyone is using the correct language.

- d. August BOR Update - budget planning, Troth Yeddha' Center, Staff Make Students Count [BOR news release](#)  
Think about SO Staff Makes Student Count Awardee for next year.  
November will be the budget proposal. Deferred maintenance will also be discussed. Next Thursday is a special meeting of the BOR for Goals and Measures planning and discussion.
  - e. Butrovich Building/System Office communications and Emergency Response  
One test of a new process of a head count after an event.
  - f. New Regent - [Steve Colligan](#)
4. Ongoing Business
- a. [Web accessibility VRA](#) - did second review - final submission October 18  
Met last week with one of the lawyers of civil rights. She was complimentary on the work that had been done. Oct 15 is the one year anniversary. Having regular times that departments run disability checks. There may be a once a month drop in chat for questions and answers.
  - b. [System Office Intranet](#)  
Continuing to add new information.
    - i. [BOB site](#)
  - c. [System Office mission statement](#) - what's next?
5. Reports
- a. President's Report
    - i. Monthly meeting with VP Paul Layer (took place Aug. 9)  
Solidifying FY 24 Goals.
      - 1. Next meeting Wednesday, September 13
    - ii. Staff Alliance (Genevieve, Monique)
      - 1. [August minutes](#) and [recording](#) (passcode: .nMH65G\*)
        - a. Next meeting Friday, September 15
      - 2. [Monthly council president's meeting with CHRO Memry Dahl](#)  
Aug. 14 mtg. - discussed table of paycheck deductions
        - a. Next meeting Tuesday, September 12
  - b. SOSC Committees
    - i. Morale/[Events](#) Committee (Aimee, Andrew, Genevieve, Rebecca)
      - 1. Met to discuss ideas for fall/winter - collecting additional information and will plan a late september meet and greet if possible
    - ii. Awards Committee (Aimee & Genevieve)
      - 1. Nothing at this time

- 2. 2023 [Event recording and photos](#)
  - iii. Nominations Committee (Lauren)
  - iv. Staff Development Day (Austin, Scott)
    - 1. [Session recordings](#)
- c. Staff Alliance Committees
  - i. [Compensation Committee](#) (Austin)
    - 1. Additional/replacement committee member from SOSOC for FY24 (Lauren) Next meeting TBD
  - ii. [Staff Development Fund](#) (Lauren)
    - 1. FY24 stats so far:
      - a. Total budget: \$120K
        - i. \$70K for class fee scholarships (\$250 each)
        - ii. \$50K for professional development activities support (\$500 each)
      - b. So far this year:
        - i. 154 employees were awarded a class fee scholarship for the fall semester (proportionally distributed between each MAU). Demand far outpaced available funding.
      - 2. \$500 support for other activities will be announced soon
  - iii. Staff Healthcare Committee (Monique)
 

There were several high claims which drive up our health care costs.
- d. Other Committees
  - i. Joint Healthcare Committee (Monique) - August 16 meeting (staff committee mtg the day after)
    - 1. New chair Matthew Mund
    - 2. [New website](#) - needs content
  - ii. Staff Engagement Survey (Lauren) (renamed Employee Feedback and Assessment Committee)
 

Active committee meeting regularly with separate work sessions.

    - 1. Timeline: Hoping to launch the first survey in mid Oct.
  - iii. UA Accessibility Workgroup (Scott)
    - 1. Working to become an officially recognized committee
      - a. Group meets every two weeks - connect with Scott for an Invite, next meeting on 8/15 @ 1030am

## 6. General Updates and Reminders

### a. Events and New Updates:

- i. BOR Next Meeting Sept 18th Thursday 21st Special meeting to discuss Goals and Measures. Oct 4th Special Facilities Meeting. Oct 12th Special full Board 1:00 - 4:00, Oct 18th Special Facilities 10:00 - 12:30 pm

### b. News and General Info Links:

- i. [Capitol Report](#)

- ii. [UA News Center](#)
- iii. [System Office Bulletin](#) (replaced by System Office Intranet)
- iv. [Upcoming HR Trainings](#) (no longer in use, please see this new link: <https://www.alaska.edu/hr/>)

7. Local Issues

- a. Anchorage
  - i.
- b. Fairbanks
  - i. New Butrovich Building Occupants
    - 1. Communications, protocols, etc.

8. Department Updates, Issues, and Kudos

- a.

9. Agenda items for next meeting (Sept 11):

- a. Continue adding to and refining [FY24 Goals](#)  
Collaborative work on the FY 24 Goals.

10. Closing Comments

11. Adjourn

Lauren moves to adjourn. Scott seconds.

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](#)
- [SO Intranet](#)