

# System Office Staff Council Regular Meeting

Minutes

Monday, October 2, 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) - Absent

**Rebecca Catlin** (2023-2025)

Scott Fronzuto (2023-2024) - Absent

**Lauren Hartman** (2023-2025)

**Jake Mendenhall** (2023-2025)

**Jamie Meyer** (2023-2024)

**Chelsey Okonek** (2022-2024)

Aimee Sudbeck (2023-2025) - Absent

## Alternates:

Vacant

## Governance Support:

Noel Romanovsky

Sharon Dayton

## Guests:

JHCC Chair and UAF Residence Life Operations Manager Mathew Mund

HR Coordinator Manager Sabrina Haverfield

VP ASR Paul Layer

## Agenda:

1. Call to Order and Roll Call
  - a. Review and Adopt Agenda  
Moniques moves to adopt the agenda. Jamie seconds.
  - b. [Minutes 9-11-2023](#)  
Lauren approves the minutes. Monique seconds.
2. [Public Comment](#)
  - a. Dedicated break room separate from work space kitchenettes  
Staff would love to have a space dedicated to staff for gathering.
  - b. Leadership module during SOSC meetings
  - c. Leave options question - re leave share

Staff have short term disability leave which covers 60% of salary up to \$800 to be used for personal health issues, but does not cover care for a child, parent or spouse who required care approved through FMLA. Faculty are able to use donated sick leave but staff are not. It is difficult to find accurate information through the HR website.

Austin submitted this question to the standard HR e-mail and we will wait for a reply from HR on this issue.

### 3. New Business

#### a. SOSC Meet and Greet - October 6th

Engaging System Office Staff to participate in local elections by doing a raffle.

#### b. UA Wellness Rebate - guest speaker; Mathew Mund

In the UA healthcare plan it is possible to qualify for a rebate. The rebate is paid out of employee premiums. Over the years there has been concerns from the Faculty Unions who would like this program eliminated. There are 40% of people that would qualify for the rebate and successfully complete it. Faculty Unions feel that people who do not participate in the program get unduly taxed. Matthew asks each of the councils to make suggestions to the wellness program. Matthew and Monique currently would not like the wellness rebate completely eliminated. They would rather it was replaced or improved. Wellness plans are a corporate model that a lot of companies have chosen to participate in a larger corporate culture to wanting to be thoughtful and mindful of the health of their employees.

#### c. Updates to Recruitment - guest speaker; Charla and Chris (HR Talent Acquisitions)

18 months into a project to revamp Staff Hiring Improvement Project. There was a recruitment timeline update which included revamped review dates and search committee options. We created toolkits for HR coordinators and supervisors. We fully automated our background check process. We streamlined many of the applications that now exist. We revamped communications that go out to our applicants and some internal communications that go to HR coordinators and supervisors which has all been done with a lot of feedback. There is a national shift in how different institutions post their jobs. There are a lot of failed recruitments which equals a lot of significant costs. We developed a framework for job postings that are more engaging and will enhance the applicant experience. We will just list the minimum qualifications. The postings will be more in a conversational style which is helping us fill positions with a shorter return time. We have partnered with a company called 3 years Media. Next week, October 10th will be a training session primarily geared for hiring supervisors and HR coordinators. All Staff are welcome and encouraged to come.

#### d. Staff Alliance Retreat Outcomes - Sept. 21-22

### 4. Ongoing Business

#### a. [Web accessibility VRA](#) (October 18 deadline)

For the final submission which will comprise our plan for ongoing training. Jen Baker at UAF is starting to open up regular help sessions. There have been huge improvements from a year ago.

- b. [System Office Intranet](#)
  - i. [BOB site](#)
- c. [System Office mission statement](#) - what's next? (See Jonathan King suggestions)

## 5. Reports

- a. President's Report
  - i. Monthly meeting with VP Paul Layer (took place Sept. 13)
    - 1. Next meeting Wednesday, Oct. 11, 2023
  - ii. Staff Alliance (Genevieve, Monique)
    - 1. [September Minutes](#) and [recording](#) (Passcode: Z2di5R+Y)
      - a. Next meeting Friday, October 20
    - 2. Retreat: hosted on Kenai Peninsula College:  
There was a very warm welcome from KPC college. Taking the time to visit rural campuses and listen to staff concerns were valuable. Jonathan King was an excellent facilitator helping focus on our goals to become effective in governance.
      - a. High Level Goals - communication and advocating for supervisor empowerment
    - 3. [Monthly council president's meeting with CHRO Memry Dahl](#)  
Sept. 12 mtg. - discussed upcoming activity re. remote work
      - a. Next meeting Tuesday, October 10
- b. SOSOC Committees
  - i. Morale/[Events](#) Committee (Aimee, Andrew, Genevieve, Rebecca)
    - 1. October 6th Meet and Greet + Local Elections Raffle
  - 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](#) (Lauren/Andrew)
    - 1. 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:



7. Local Issues
  - a. Anchorage
    - i.
  - b. Fairbanks
    - i. Fbks has municipal elections tomorrow.
8. Department Updates, Issues, and Kudos
  - a. Rebecca: Fire Drill - SUCCESS!
  - b. Raina: LinkedIn Learning Inspiration - SUCCESS!
9. Agenda items for next meeting (Nov 6):
  - a. Rebate discussion - update
  - b. Budget discussion - guest speaker Alesia?
  - c. Election results - Chad – agrees as guest speaker
10. Closing Comments
  - a. See you all for donuts!
11. 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](#)
- [SO Intranet](#)