

# System Office Staff Council Regular Meeting

Monday, December 4, 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) (absent)

Jake Mendenhall (2023-2025) (absent)

Chelsey Okonek (2022-2024)

**Aimee Sudbeck** (2023-2025)

## Alternates:

Vacant

## Governance Support:

**Noel Romanovsky**

**Mary Burnham**

Sharon Dayton

## Guests:

**VP ASR Paul Layer**

**Chad Hutchison**, Director of State Relations for the University of Alaska System

**Raina Collins**, Senior IT Risk & Compliance Analyst

## Agenda:

1. Call to Order and Roll Call
  - a. Review and Adopt Agenda  
Scott motioned to approve and Aimee seconded.
  - b. [Minutes 11-6-2023](#)  
Monique motioned to approve and Andrew seconded.
2. [Public Comment](#)
  - a. None
3. New Business
  - a. Welcome & Introduction - Mary Burnham, Administrative Governance Support  
Mary was introduced by Noel, then Mary spoke briefly about herself.

b. Guest Speaker - Chad Hutchison, Director of State Relations for the University of Alaska System

Chad introduced himself to the group and provided a brief description of his duties. He attended today's meeting to provide information about what UA is looking forward to when it comes to the 2024 legislative session; some priorities UA has; and the good progress he and his team are making.

1. He is encouraged by the bipartisan conversations they've been having so far and that the Republicans, Democrats, Independents, and Undeclared representatives have been receptive to what the University has to offer.
2. Workforce - One way to entice people from out of state and internationally is through the university system.
3. Colleague Sarah Perlman and Chad have both been communicating with the House, Senate, and Governor's office, and are now invited into the Governor's briefings.
4. UA is involved in more conversations due to the legislature and executive branches tapping into UA's expertise on topics such as: Energy/Power; Food Security, which includes mariculture, fish, and game; and Drone Technology.
5. Capital Budget funding topics included: Deferred maintenance fund proposal; funding through the PFD; competition with other educational programs; Federal and State infrastructure matching and general funds.

c. Guest Speaker - Raina Collins, [Software Procurement Process](#)

Raina is with OIT Security – Risk and Compliance, and has been tasked to evaluate all the third-party vendors UA does business with to ensure from an IT perspective that our data is secure.

1. A working group was developed to look at how do we administer software for the entire system and get everybody doing the same thing for the same reason. UAA already for at least the last 2 years have had a software waiver process in place, while UAF and UAS do not. They are using the TDX platform currently at UAA and UA HR, which is the same process as benefits correspondence and help tickets
2. A new form has been developed with 4 sections, that is used when requesting new software: what software you are asking for; who owns the software; what data will it be containing; and who is going to be responsible for maintaining it? Many elements have to be included in the review process such as: procurement problems; accessibility services for disabled users; security and privacy; export control; and foreign tax considerations.
3. Another consideration is that there have been a lot of regulatory and contractual compliance changes. We have groups within our universities that need to attain R1 status to protect data being

produced for the Federal government. Also, because of our students, there are changes within the FERPA regulatory data requirements that make us need more and more cybersecurity.

- d. Kristel Komakhuk hired as Senior Director of Alaska Native Success & Partnerships - Stefani Gorder confirmed that Kristel is here now at UA and has been quickly catching speed under her wings, and Kristel has already had meetings and will have more meetings up and coming.
- e. Upcoming Cookies with the President - ANC and FAI

#### 4. Ongoing Business

- a. [System Office Intranet](#)

Have to drive people to use it, but it is helpful resource for new employees, because there is a lot of good information and links on the site

- 1. [BOB site](#) - No update

- b. [System Office mission statement](#) - Placed on back burner

- c. Institutional Compliance Program

- 1. [Compliance Chats](#)

- 2. [UA Compliance Leadership for Supervisors Training](#)

The link provided here takes you to a great video located about half way down the page. Whether or not you are in a supervisory position but your role deals with compliance activities, go ahead and listen through the presentation. Looking forward, the plan is to have about 6 different topics covered in videos.

#### 5. Reports

- a. President's Report

- i. Monthly meeting with VP Paul Layer was canceled for November due to schedule conflicts

- 1. Next meeting Wednesday, Dec. 13, 2023
- 2. Updates from Paul

Memry will be actively participating in some of the staff governance issues and attending staff alliance meetings in the future, especially since a lot of what is being discussed is more tied to HR than academics. Thursday, December 7, from 9 am to 10 am, there is a special meeting of the Facilities and Land Management Committee of the BOR. A special board meeting will take place probably the second week of January with Mitch Daniels, former Governor of Indiana, who will discuss how he transformed Purdue University to focus on student success and growth.

- b. Staff Alliance (Genevieve, Monique)

- i. [November Minutes](#) and [recording](#) Passcode: 1EZyR%yq

- 1. Topics discussed were: an update from JHCC; Employee Experience Survey, that is out now; and Supervisor Training, in

what, goals, tools, and to make sure supervisors are trained properly in what leadership says are their responsibilities; and the Roadmap, really looking over the next evolution of goals and measures.

2. Next meeting Friday, Dec. 15

ii. [Monthly council president's meeting with CHRO Memry Dahl](#)

Memry will attend Staff Alliance meetings in lieu of hosting a separate SA Presidents meeting.

c. SOSC Committees

i. Morale/[Events](#) Committee (Aimee, Andrew, Genevieve, Rebecca)

Relatively inactive at the moment

1. Potluck - Thank you to everybody who helped make it happen, looks like there were a decent amount of attendees at both Anchorage and Fairbanks.

ii. Awards Committee (Aimee & Genevieve)

1. Nothing at this time - kick off at the beginning of 2024.

2. 2023 [Event recording and photos](#)

iii. Nominations Committee (Lauren)

1. Lauren and Genevieve to meet and discuss process for refilling vacancy

iv. Staff Development Day (Austin, Scott)

1. [Session recordings](#)

d. Staff Alliance Committees

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

1. Next meeting TBD

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

1. \$500 support for other activities has been launched

a. Second review period took place Friday, Dec. 1st  
(Reminder: First review period awarded 25 staff)

b. Reminders - Total budget: \$120K

i. \$70K for class fee scholarships (\$250 each)

ii. \$50K for professional development activities support (\$500 each)

iii. So far this year: 154 employees were awarded a class fee scholarship for the fall semester (proportionally distributed between each MAU). Demand far outpaced available funding.

2. LinkedIn Learning Licenses:

a. [LinkedIn Learning info page](#)

iii. Joint Healthcare Committee (Monique)

1. Last month the committee started out with a Premera knowledge meeting and looked at details such as: what are our high claims; what are the trends in our health plan; what is driving cost; and

what is going on in pharmacy. This took up the majority of the time.

2. The focus was on changes to deductibles and out of pocket maximums.
  3. The over recovery funds have been used up. Over recovery funds are a collection of money that had been collected from employees which was more than what we were spending on the plan, and that money was used for a while to reduce the plan amount. Rising costs of health plans, medications, operating costs, etc. has used up the over recovery funds which insulated employees
- iv. Staff Healthcare Committee (Monique)
1. Meeting will take place December 20<sup>th</sup> to address the Wellness Plan.
  2. Recommendations are to continue to have a wellness plan. Matthew and Monique as our representatives on the SHCC, will go into the meeting and inform the committee they have widespread support from staff to keep a wellness program.
  3. The rebate is a motivator to participate, but for all the people that don't get their rebate they are still assisting in moderating the increases to other costs.
- e. Other Committees
- i. Employee Experience (formerly known as Staff Engagement) Survey (Lauren) - renamed Employee Feedback and Assessment Committee
    1. Launched - Survey deadline is December 8, 2023
    2. 30% response rate as of 11/29
    3. Prize drawing!!
  - ii. UA Accessibility Workgroup (Scott)
    1. Working to become an officially recognized committee
      - a. Group meets every two weeks - connect with Scott for an Invite.
      - b. There are some disability coffee talks that are being done by UAA disability services.

## 6. General Updates and Reminders

### a. Events and New Updates:

- i. Upcoming BOR Meetings: Feb. 20, 2024
- ii. Recent meetings: [Nov. 7, 2023](#)

### 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](#)
- v.

7. Local Issues
  - a. Anchorage
    - i. Cookies - December 13, 2023
  - b. Fairbanks
    - i. Cookies - December 8, 2023
    - ii. Opportunity! Collecting items to donate to The Door Teen Homeless Shelter - for ideas on needed items, please see this list: [Needs List for The Door](#)
8. Department Updates, Issues, and Kudos
  - a. Kudos to Diane for coordinating the Denali Center giving effort
9. Agenda items for next meeting (January):
  - a. Invite Kristel to join January meeting - Introduction and welcome
  - b. Stefanie offered to get someone from UA benefits to attend the January meeting.
10. Closing Comments
  - a. [Bullock Award Nominations](#) are open now! The foundation is accepting nominations for the Edith Bullock prize for excellence. This is open to any UA student, faculty, staff, alumni, volunteer, who has made a significant contribution to the mission of the UA system. Deadline February 1<sup>st</sup> and the prize is the largest sent out by foundation in the amount of \$20,000.
  - b. Aimée suggested during the hour of the open house on December 8<sup>th</sup>, to inform people to take a walk through the building in order to enjoy all the holiday decorations.
11. Adjourn

Scott motioned to adjourn the meeting.

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](#)