System Office Staff Council Regular Meeting

Monday, January 8, 2024
1:00 pm-3:00pm
Zoom Recording Link   **Passcode:** +L2!*10.

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)
Chelsey Okonek (2022-2024)
Aimee Sudbeck (2023-2025)

Alternates:
Vacant

Governance Support:
Noel Romanovsky
Mary Burnham
Sharon Dayton

Guests:
VP ASR Paul Layer
Kristel Komakhuk, Sr. Director, Alaska Native Success and Partnerships
Bryan Hoppough, Human Resources senior business partner

Agenda:
1. Call to Order and Roll Call
    a. Review and Adopt Agenda
       Scott made a motion to approve the agenda and Monique seconded.
    b. Minutes 12-4-2023
       Austin made a motion to approve the minutes and Monique seconded.

2. Public Comment
    a. None

3. New Business
    a. Introduction: Kristel Komakhuk, Sr. Director, Alaska Native Success and Partnerships (ANSP)

     i.   Kristel spoke briefly about strategizing what ANSP will look like in the future; a quick snapshot of career highlights; and what the last month has looked like.

     ii.   Kristel states she will be at UAF January 24 to 26.

b. HR Updates from Bryan Hoppough, Human Resources senior business partner

     i.   Bryan assists leadership on both ends to strategize. Bryan is the liaison between the system office and the university for any work related issues.

     ii.   Employee experience results are in; work being done to pull reports; and the expectation is the reports should be posted the first week of February. If you have UA credentials you should be able to go into the reports.

     iii.   Bryan introduced Uriah Nalikak, who is the new UA HR Services Director.

         1. Uriah briefly spoke about himself.

c. SOSC membership and recruitment

Jake Mendenhall resigned his position and Jamie Meyer being gone has left 2 spaces open on the System Office Staff Council (SOSC). These will be left vacant until the recruitment and nomination process kicks off.

d. Staff Make Students Count (Monique)

     i.   A subcommittee will be meeting this month. They will be looking at the best time to have the annual award, which is presented to one person per university plus system office. The award recognizes staff members who have provided support for the students. The committee is redoing the timelines with nominations between February and late March and the award presentation in June at the BOR meeting.

     ii.   They are also looking to change the scoring rubric so it doesn't rely so heavily on having student support letters, in order to better recognize some staff that do a lot for the students but are not as visible as other staff members.

e. Staff Development Day

     i.   No updates at this time. Will check with VPASR office to confirm budget.

     ii.   Scott and Austin will meet on 9 January from 1 to 2 pm to kick the subcommittee off since it has been awhile since they have met; anyone interested can request an invite.

f. DMARC (3rd party mass email) compliance

     i.   Early warning but more communications to come by the end of the week.

     ii.   If you use a third party vendor, like Salesforce, to send out mass messages to more than 5,000 recipients, beginning 1 February Google will not allow them to go through without quarantine (messaging basically blocked). Make sure that the vendor is compatible with the new requirements by reaching out to OIT.

     iii.   Mailchimp and Constant Contact have already done the necessary authentication to work with Google. Google groups within the university system are absolutely fine as well.

g. FY25 Budget - [Advocacy](#)

     i.   Monique shared a link on the agenda to the advocacy webpage, which contains sheets and information on talking points; budget overview; deferred

maintenance funding; economic impact; etc. The information and facts are for the new legislative session that can be used if making presentations, or if you are going down to Juneau with alumni or students, these information sheets will help keep everybody on the same page with the same messaging.

4. Ongoing Business
    a. [System Office Intranet](#)
        i. One update: meeting highlights will be placed on the news and events portion of that site from the regular SOSC
        ii. [BOB site](#)
    b. Institutional Compliance Program
        i. [Compliance Chats](#)
            1. The next series will have to do with cybersecurity.
        ii. [UA Compliance Leadership for Supervisors Training](#)

5. Reports
    a. President's Report
        i. Monthly meeting with VP Paul Layer took place Dec. 13 - Confirmed that Monique and Genevieve on a regular basis in order to keep the connection between our executive office and governance offices.
            1. Next meeting Wednesday, Jan. 10, 2024
            2. Updates from Paul - no updates at this time.
        ii. Staff Alliance (Genevieve, Monique)
            1. [December Minutes](#) and [recording](#) Passcode: 2N@6AO9h
                a. Topics included adopting a Staff Alliance mission statement:
                    i. Empowering UA Excellence Through Staff Success.
                b. Next meeting Friday, Jan. 19
            2. [Monthly council president's meeting with CHRO Memry Dahl](#)
                a. Adjusted this meeting - Memry will now attend Staff Alliance meetings in lieu of a separate council presidents meeting.
    b. SOSC Committees
        i. Morale/[Events](#) Committee (Aimee, Andrew, Genevieve, Rebecca)
            1. Potluck or Get Together - Squeeze in any time between now and April
        ii. Awards Committee (Aimee & Genevieve)
            1. Nothing at this time - will begin planning in late January, beginning with longevity calculations check-in
            2. 2023 [Event recording and photos](#)
        iii. Nominations Committee (Lauren)
            1. Lauren and Genevieve met to discuss the process for refilling vacancy - Included in meeting email, these positions are open for nominations during the regular elections period.

- iv. Staff Development Day (Austin, Scott)
    1. [Session recordings](#)
- c. Staff Alliance Committees
    - i. [Compensation Committee](#) (Andrew)
        1. Met December 13 - next meeting is on January 30.
            a. Restarting discussions on what compensation looks like in regards to merit vs longevity and talking about how our salary model is a little bit dated.
            b. Clearing up confusion on what is the compensation committee purpose. The committee is just ideating, providing feedback, or giving new ideas. Communication liaison conduit.
            c. Process of reviewing everything listed as benefits and how to quantify the concept of total compensation. Also, clarifying how to define compensation and how it is perceived.
    - ii. [Staff Development Fund](#) (Lauren)
        1. DEADLINE TODAY! (Monday Jan 8th) for spring $250 class fee scholarship. A reminder that the scholarship is intended to cover fees for classes that go toward individual staff members professional growth.
        2. Next deadline for $500 professional development funding is Feb. 1st
        3. LinkedIn Learning Licenses:
            a. [LinkedIn Learning info page](#)
    - iii. Joint Healthcare Committee (Monique)
        1. There was an introduction of a motion to eliminate the wellness plan rebate and the whole process of paying extra in order to get money back, which is one of the concerns that some of the faculty union members have, as far as the fairness of it. Ultimately, the motion was voted down.
        2. However, the committee wanted to have more time to really think about broad options concerning the wellness plan: what is wanted/not wanted; what is the real intent of the plan; what are we trying to accomplish; and how do we actually incentivize good behavior?
        3. Before the next meeting, committee members are to go out and seek ideas along those lines.
    - iv. Staff Healthcare Committee (Monique)
        1. Discussion continues on wellness plan [options](#) (12/20 meeting).
        2. The committee started brainstorming a list of ideas concerning the wellness plan to present to the joint committee.
        3. Some discussions were: how do we or can we fund a rebate without taking money from employees to give it back to them; how

do we encourage healthy behaviors; is the current plan the way to do it; how many people actually change their lives because of the responses to their personal health assessment?

4. Different types of plans, maybe a new vendor was brought up. Our plan is a hybrid plan since we don't require meeting a certain biometric level, but we do require making a certain amount of activity points other than just being in the wellness program.

    d. Other Committees
- i. Employee Experience (formerly known as Staff Engagement) Survey (Lauren) - renamed Employee Feedback and Assessment Committee
  1. Awaiting information on responses
- 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.
  2. No updates at this time.

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

7. Local Issues
   - a. Anchorage
     - i. Consider possible local training opportunity/get-together: Emergency Procedures/Slide/Defib.Equipment/Fire for each building (Staff Development Day possibility?)
   - b. Fairbanks
     - i.

8. Department Updates, Issues, and Kudos
   - a. Internships for Education students ($10K stipend + tuition) – Teach Alaska website has applications open now!
   - b. Starting Thursday, Scott will be providing basic & advanced training sessions for Zoom (Tuesday and Thursday drop-ins): 📄 Zoom Trainings - Spring 2024

9. Agenda items for next meeting (February):
   - a. Safety thoughts?

10. Closing Comments
    a. [Bullock Award Nominations](#) are open now!

11. Adjourn
    Andrew made a motion 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](#)