

System Office Staff Council Regular Meeting Minutes

Monday, February 5, 2024

1:00 pm-3:00pm

[Zoom Recording](#) **Passcode:** FD8c?aRf

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:

Paul Layer, VP ASR
Bryan Hoppough, Human Resources senior business partner

Agenda:

1. Call to Order and Roll Call
 - a. Review and Adopt Agenda
 - i. Monique made a motion to approve the agenda and Austin seconded.
 - b. [Minutes 1-8-2024](#)
 - i. Scott made a motion to approve the minutes and Andrew seconded.
2. Guest Comments
 - a. Paul Layer
 - i. Budget - Working diligently with the legislature on the budget and trying to work our way through all of it.
 - b. Bryan Hoppough
 - i. Employee Experience Survey - Results should be coming out sometime this week. Communication with a link in order for team members to review the results.

- ii. Remote work form - UA HR has been looking and piloting a new form that will cover all aspects of remote work. Team members will initiate the process and will route it through their supervisors for approval.
- iii. Talent and acquisition - Margo Griffith of the Talent and Acquisition Development Department has been working on the UA careers page modernization. (preview was shared)

3. Public Comment

- a. One - to be read aloud: "While I support a wellness culture at UA, the current Wellness program does nothing to advocate for wellness in the workplace. As such, savings to the health plan and to employees could be achieved if UA does away with the Wellness requirements of the points and rebates since the rebates are entirely employee funded." (anonymous)
 - i. The "Public Comment" was read out loud to the alliance members. It was noted that discussions are ongoing regarding the Wellness Program as a whole: including points; rebates; is it beneficial to continue the program; etc., in the Joint Health Care Committee meetings. (refer to section 6:c:iii Joint Healthcare Committee)

4. New Business

- a. Compensation Committee - Andrew/Monique; discussion below
- b. Safety - thoughts on including during staff development day; Other opportunities to train/inform:
 - i. Consider possible local training opportunity/get-together: Emergency Procedures/Slide/Defib.Equipment/Fire for each building (Staff Development Day possibility?)
- c. Staff Make Students Count
 - i. Updates on deadline: March 18 - <https://www.alaska.edu/governance/staff-alliance/staff-make-students-count/>
- d. Staff Development Day
 - i. Any updates following the 9 January subcommittee meeting

5. Ongoing Business

- a. System Office Intranet - new alaska.edu/System leadership overview video, which is great for new team members.
 - i. BOB site
- b. Institutional Compliance Program
 - i. Compliance Chats - (once a month)
 - 1. The next series will have to do with cybersecurity, previous months have included device security and overall phishing, and upcoming will be password security.
 - 2. Possibly post last month \$20 gift card winner to drive up engagement on the Compliance Chats.

- ii. [UA Compliance Leadership for Supervisors Training](#)
- iii. Researching “how do we increase awareness of reporting” - Came across is a link for Campus Security and Respect, which includes title 9 resources, insurance claims, communication preferences on notifications, etc. This is one way to assist team members, but the first step should still be through a supervisor.
- iv. Another general information source, not necessarily related just to the Institutional Compliance Program, is [alaska.zoom.us/](#) website. To access it, go to the link [Zoom Resources at the University of Alaska](#), that is located just below where you log in to Zoom.

6. Reports

a. President’s Report

- i. Monthly meeting with VP Paul Layer took place Jan. 10
 - 1. Feb. meeting canceled; Next meeting Wednesday, March 13, 2024
 - 2. Updates from Paul:
 - a. Mitch Daniels former President of Purdue University and former Governor of the State of Indiana BOR presentation:
 - i. Good discussions, a couple of items we could do better at that were mentioned are tracking our enrollment and our recruitment and making sure that we provide pathways for students through credit for prior learning and looking at our non-traditional students.
 - ii. Take a look at processes, improvements, etc., and finding efficiencies. Everybody talks about “cutting the fat,” but we have an institution more like “marbled beef” where small changes are needed instead of taking out big chunks. For example, how do we look at our jobs, how do we look at what we do or don’t do, then try to be more efficient and/or find savings.
 - iii. What the roles of the BOR, President, University, or Program and what their responsibilities are and try to keep the Board at the board level, Universities at the university level, etc.
- ii. Staff Alliance (Genevieve, Monique)
 - 1. [January Minutes](#) and [Recording](#) Passcode: T75ZF&gU:
 - a. Topics included introduction of Kristel Komakhuk; JHCC, Compensation Committee, HR/Longevity; discussion on the recent special Regents meeting - featuring Mitch Daniels:

- i. <https://drive.google.com/file/d/1R-HccE3K-LliWHRPzWw-zrYzs4R2lefk/view>
 - b. Next meeting Friday, Feb. 16
 - 2. Memry's discussion during the Staff Alliance meeting covered:
 - a. Budget/compensation,
 - b. Longevity
 - i. We don't have clarity yet on the formula and who the final word is sitting with at the moment.
 - c. Margot Griffith (Talent Acquisition) - Employee Experience survey, performance evaluations, and remote work agreement updates
- b. SOSC Committees
 - i. Morale/[Events](#) Committee (Aimee, Andrew, Genevieve, Rebecca)
 - 1. First planning meeting for April longevity and Outstanding Service Awards was held Jan. 31:
 - a. Shaping up the budget,
 - b. Determining date(s) that work with President Pitney's travel schedule, tentatively April 26, 2024
 - c. Timelines for outreach/purchases
 - ii. Awards Committee (Aimee & Genevieve)
 - 1. Touched base during Longevity/Awards meeting - beginning with longevity calculations check-in
 - 2. 2023 [Event recording and photos](#)
 - iii. Nominations Committee (Lauren)
 - 1. No update at this time
 - iv. Staff Development Day (Austin, Scott)
 - 1. [Session recordings](#)
 - 2. Scheduling Date w/ President's office
 - 3. Single day
- c. Staff Alliance Committees
 - i. [Compensation Committee](#) (Andrew)
 - 1. Updates since January 30 meeting:
 - a. Tasked with drafting a memo with a deadline of March 1:
 - i. Below are the prompts requested to be answered in the memo:
 - 1. What would you like to include in the FY26 staff compensation memo?
 - 2. What are our asks for the next 5 years?
 - 3. What would restructuring UA's staff compensation structure look like?
 - b. Andrew will transition this role to Monique
 - c. Reminder of previous meeting's topics as point of reference:

- i. 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.
 - ii. Clearing up confusion on what is the compensation committee purpose. The committee is just ideating, providing feedback, or giving new ideas. Communication liaison conduit.
 - iii. 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.
 - iv. What are the issues that we have discussed and what are some potential solutions to address them. Some examples are salary compression; longevity issues; new employees coming in at practically the same rate of pay as longtime employees; etc.
 - ii. [Staff Development Fund](#) (Lauren)
 - 1. Recently passed the Monday Jan 8th deadline for spring \$250 class fee scholarship.
 - a. A reminder that the scholarship is intended to cover fees for classes that go toward individual staff members professional growth.
 - 2. Recently passed the deadline for \$500 professional development funding (Feb. 1st)
 - 3. LinkedIn Learning Licenses:
 - a. [LinkedIn Learning info page](#)
 - iii. Joint Healthcare Committee (Monique)
 - 1. Further discussions on the wellness program took place and they are looking at every aspect of the program. There are four motions that have been made, but no votes on the motions have been taken yet.
 - 2. Discussion on impact of November votes on deductibles and out-of-pocket maximums
 - 3. February meetings will look at new rates - Open Enrollment
 - iv. Staff Healthcare Committee (Monique)
 - 1. Overview of JHCC meeting
- 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. UAS will have its first visually impaired student and all the disability support offices are coming together for support.

7. 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](#)

8. Local Issues

- a. Anchorage
 - i.
- b. Fairbanks
 - i. New CIO has been chosen.

9. Department Updates, Issues, and Kudos

- a. Starting Thursday, Scott will be providing basic & advanced training sessions for Zoom (Tuesday and Thursday drop-ins): [Zoom Trainings - Spring 2024](#)
- b. UAF - new CIO selected

10. Agenda items for next meeting (March):

- a. AI - impacts on faculty and staff positions, security, etc.; Ben - guest speaker? Enterprise level subscription? ChatGPT vs microsoft edge options - pros and cons of both?
 - i. There is an AI platform on Microsoft Edge called Copilot that UA team members can access. Once you open Edge, go to far right of the upper right corner and click on it.

11. Closing Comments

- a.

12. Adjourn

- a. Scott 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](#)