

Minutes

## System Office Staff Council

Monday, May 10th, 2021

10:00 am - 12:00 pm

Zoom link: [alaska.zoom.us/j/86937362979](https://alaska.zoom.us/j/86937362979)

Cloud Recording Link:

[https://alaska.zoom.us/rec/share/4YWsDGNSBFx1FG7tm\\_6JldIX7pltvJhEDz\\_M4S72Hp3d5PXJXXNuE0\\_yY2VIACby.KryUSqoqVMKEg2ot](https://alaska.zoom.us/rec/share/4YWsDGNSBFx1FG7tm_6JldIX7pltvJhEDz_M4S72Hp3d5PXJXXNuE0_yY2VIACby.KryUSqoqVMKEg2ot)

Passcode: lcf9hBf8

### Representatives:

**Lauren Hartman** (2019-2021), FY21 President

**Linda Hall** (2019-2021), FY21 Vice President

**Harmonie Peters** (2020-2022), Secretary

**Charla Bodle** (2020-2022)

Kelley Lassey (2020-2022)

**Elizabeth Lilly** (2019-2021)

John McGee (2019-2021)

Rita Murphy (2020-2022)

**Monique Musick** (2019-2021)

**Chelsey Okonek** (2020-2022)

**Derek Ward** (2019-2021)

### Alternates:

**Leyalle Harris** (2020-2021)

### Guests:

VP Paul Layer

### Staff:

Debbie Carlson

Stefanie Gorder

1. Call to Order and Roll Call
  - a. Review and Adopt Agenda - moved by Monique, seconded by Linda
  - b. [Approve Minutes from April Meeting](#) - moved by Elizabeth, seconded by Linda
2. Guests
  - a. VP Paul Layer
    - i. The President has approved the name change to System Office Staff Council and changes have been made in regulation for the organization and the title of the cognizant chancellor for the System Office.
    - ii. In response to SOSC and SA's memo resolutions, an administrative position under Paul will be hired to be direct support for staff governance.

- Paul will ask Kelly James to provide SOSC with a copy of the position description when it is ready for review.
- iii. They are looking at restructuring the School of Education.
  - iv. President Pitney is currently in Juneau and will be there working on the operating and capital budget until the end of the legislative session.
  - v. HR interim leadership is still being decided. Steve Patin's last day is 5/12/2021.
  - vi. Telework guidelines have been drafted for when we move to phase C, but it will be heavily supervisor driven.
  - vii. The administrative position review team for the system office is wrapping up.
  - viii. The staff makes students count award is being wrapped up for the Board of Regents.
  - ix. Discussions regarding making recognition events consistent across the system are still ongoing.
  - x. President Pitney will be presenting an update on the UA Goals and Measures development process to the BOR in June. Currently the university community, faculty, staff, leadership, and students are being asked for input. The plan is to refine the goals and measures in the summer and have them approved in the fall.

### 3. Reports

#### a. President's report

- i. Lauren and Linda met with Paul Layer regarding the new administrative position which will be a lower grade and will be a little different than the former support position. Once the position has been filled and on-boarded Debbie Carlson and Stefanie Gorder will no longer be supporting SOSC.

#### b. Staff Alliance report

##### i. [UA Goals and Measures discussion](#)

- 1. The Board of Regents decided at the February meeting that they want to implement new goals and measures.
- 2. Michelle Rizk & David Bishko's presentation on the draft goals and measures is about an hour into the meeting. They mainly asked for feedback on the slide related to the staff development opportunities metric.
- 3. SA discussed the feedback that had been received, but the main response given was that there was not adequate time or information given to review effectively.
- 4. Concerns:
  - a. It appears that staff and stakeholders from the system office aren't recognized as being part of the process.
  - b. We may be trying to do too many things.

##### ii. [April Staff Alliance meeting recording](#) Passcode: \$o=w.6V2

### 4. Ongoing Business

- a. Response to governance support resolution
  - i. [2021-05-06 response re governance office structure](#)
    - 1. This is President Pitney's official response to SA & SOSC's resolutions. (see VP Layer's discussion under item 2)
- b. Morale Survey results
  - i. [Quantitative questions](#)
  - ii. Closed at the end of April with a 30% response rate
  - iii. Lauren & Leyalle met to discuss themes that came out of the surveys:
    - 1. Workplace flexibility - changes that came about because of COVID were a majority seen as positive, increased morale, and would like to continue in some form.
    - 2. Compensation -
      - a. The market survey is seen as a hit to morale because the resulting increases were not all implemented due to budget cuts. If the intent is to implement them after the compact period, it would be ideal to communicate that.
      - b. There hasn't been an across the board increase (besides the 1%) in many years.
    - 3. Workload - Employees are overloaded, overburdened, and have been assigned responsibilities that are outside of their job descriptions.
    - 4. Supervision - The majority of staff felt that they have a good supervisor. Poor supervision had a huge impact on morale.
    - 5. Staff development - Staff want more opportunities and a clear way to move up in their department or area of expertise. Many people felt performance reviews were not worth doing because there is no clear action from them.
    - 6. Trust - there is a trend in trusting leadership that is closer structure and duty wise.
- c. Recognition and Longevity Event - Harmonie
  - i. Friday May 21st at 11:00am
    - 1. Outstanding awards were decided last week
- d. SOSC Elections
  - i. Nominations closed a couple weeks ago, but confirmed nominations were short on Anchorage representatives.
  - ii. Lauren will get the election ballot sent out tomorrow.
  - iii. We will proceed with the shortage in nominations and either hold a special election or directly appoint someone to serve in that open spot.
- e. Administrator position review updates - Monique
  - i. Leadership interviews were conducted last week. They are currently being saved as zoom recordings.
  - ii. This week the group will meet to pull together recommendations.
  - iii. The plan is to have the final report completed by next week.

1. It is a goal of the group that the final report have as much information as possible to provide backup for any recommendations.
  - f. Post-COVID Transition Monitoring Team - Lauren, Charla
    - i. Website: <https://alaska.edu/hr/remote-work/>
    - ii. Employee survey closed May 7th, supervisor survey coming soon
      1. There was a 20.5% response rate to employee survey
        - a. 70% of respondents said that they want to either be 100% remote or majority remote.
    - iii. There is a student survey that will be closing in a couple weeks and a supervisor survey that will be coming out soon.
    - iv. Staff questions about vaccine requirements - [Chancellor White memo](#)
      1. This is a concerning memo and Lauren will bring it up to Staff Alliance.
    - v. Separate from this project are the interim supervisor guidelines that should be going out this week based on phase C. HR does not make decisions about who will be coming back on campus. It will be up to leadership and supervisors.
5. New Business
- a. Planning for June retreat and orientation
    - i. We will do 2- 3hr virtual meetings.
    - ii. Guest speakers requested: President Pitney, Paul Layer, Staff Alliance President, Michelle Rizk, Myron Dosch, President of the Foundation, David Biscoe
    - iii. Elections - Discuss positions during the first meeting and hold elections during the second meeting.
  - b. [FY22 Leadership furloughs](#) - Those affected (180 people) have been individually notified and there is an anticipated savings of \$775k.
6. Staff Alliance Committees
- a. Staff Health Care Committee - Linda
    - i. Usage for the year was discussed. It was on point for where the premiums are set.
  - b. Compensation Committee - Elizabeth
    - i. [Memo from Staff Alliance](#), no response yet
  - c. Morale Committee - Lauren, Leyalle
    - i. Morale survey results
    - ii. Met last week to discuss themes
    - iii. Matthew should be including survey results in his report to the BOR in June.
  - d. Ad-hoc Committee on Shared Governance - Lauren
    - i. [Draft charter](#) - The committee's mission and goals and included in the linked draft.

- ii. This committee was established in February in order to improve how shared governance is included in processes and decision making.

7. General Updates and Reminders

- a. BOR Full Board Meeting June 3-4
  - i. BOR Committee Meetings May 27th-28th
- b. Capitol Updates
  - i. Faculty regent legislation ([HB21](#)) - when discussed there was positive response, but no movement yet.
  - ii. Student government sent a resolution supporting the university's capital budget request to the legislature.
  - iii. Capitol reports generally come out every Friday.
- c. FY23 Budget recommendations are needed as soon as possible because the guidelines are being drafted.
- d. Data Center Outage May 15th and May 22nd
- e. [HR Trainings](#)

8. Local Issues

- a. Butrovich building closed May 15th-22nd

9. Department Issues, Updates and Kudos

- a. THANK YOU to all outgoing staff council members!!

10. Closing Comments

11. Adjourn

RESOURCES:

[Constitution and bylaws](#)