

System Office Staff Council Minutes

Monday, April 1, 2024

1:00 pm-3:00pm

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:

Ben Shier, CITO

Bill Anker

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 motioned to approve the agenda and Andrew seconded.
 - b. [Minutes 3.4.2024](#)
 - i. Andrew motioned to approve the minutes and Monique seconded.
2. Guest Comments
 - a. Ben Shier (CITO)
 - i. Note: Recordings of the Thought leaders Forum presentation is also available on the Faculty Alliance Website:
<https://www.alaska.edu/governance/faculty-alliance/>
 - ii. Ben and Bill have been invited to speak to us today regarding AI (artificial intelligence) and changes that might be on the horizon for us or things to keep in mind as we look at work processes.

- iii. AI is on everyone's mind and especially in OIT. We are not only engaging the staff and faculty across the system, but we are interested in learning more. We are getting software requests to procure all kinds of different AI solutions, then engaging with thought leaders and different groups, as we are all starting to explore this topic.
- iv. My background have been a degree in technology from UAS, then working with the state of Alaska almost 20 years before coming here the last 4-5 years mostly in technology roles.
- v. I don't think I have seen anything in my career that has accelerated at the pace that we are seeing AI accelerate. I have compared it, at times, to the iPhone, and how that changed a whole key industry or components of our lives and how we do so many things in our lives. I think AI is on par, or even likely to accelerate past that in many ways as how we use AI in many parts of our lives: how we work, how we learn, how everything we do is increasingly influenced by this technology.
- vi. When we talk about AI, what do we mean? AI has been around for a long time, but what we are noticing is this latest application of AI, called generative AI. We are talking about what we are seeing in the environment, opportunities, and higher education. Then in OIT, the focus is on data, privacy risks, security infrastructure that UA will need, what solutions, what licensing, what tools. Then how we are approaching the topic.
- vii. Generative AI is not perfect as seen in the AI [slide presentation](#), which was built in part with generative AI, Microsoft CoPilot. You can notice what's "broken" on the disclaimer slide such as the spelling of disclaimer (disclaimer).
- b. Bill Anker (Executive Director of Strategic Programs):
 - i. Bill went over AI [slide presentation](#) and covered some historical information: 1) been around since the 30s; 2) AI is a broad discipline, which didn't get that name until the 50s by John McCarthy; 3) the notion of neural networks was first introduced in 1943; and
 - ii. He discussed the AI terminology in general then broke it down further in the slides. He also presented the progression of AI tools; general AI uses; and the technology hype circle or true inflection point. Bill went on to state how the industry development is happening at breakneck speed; whether it is an opportunity or threat; and how it is changing industries and higher ed opportunities, whether we are ready or not. He covered the risks and considerations; data privacy and security risks/concerns; the challenges of managing AI adoptions, and OIT's focus.
 - iii. Monique mentioned that during the Faculty Thought Leaders Forum on AI there and adapting one of the presentations ideas to use for employee training. Taking some of those things that are common, basics of what is going on, why is this prompt giving me this, how do you use it right, how do you protect data, how do you know, and I would really be interested in

pursuing that and building on what they're doing for academia but do it for us, the staff side of academics. Bill inquired if Monique could provide the names. (Nathan Feemster, with Retchenda George-Bettisworth {UAF} "Priming conversations on ethical use of generative AI in an online program")

c. Paul Layer:

- i. Follow up on AI - academic integrity and use of AI
 - 1. After participating in the 2 day Faculty Thought Leaders Forum on AI, Paul was impressed with how far many of our faculty are understanding AI, its uses, and where it is going. There are experts in a lot of our areas, on our own campuses, within our E-Learning Center, and other places that have really taken it to the next level.
 - 2. Part of the discussions was on the other AI, Academic Integrity, and how we look at it. Our students are using some of the tools out there while maintaining academic integrity. They had a guest speaker talking a lot about how you can bring AI into the classroom, how you can use it to again train people who are going to go into the world and use this technology.
 - 3. We are looking at our university policies, regulations on academic integrity, on student code of conduct as students are using this more and more.
- ii. Town Hall - good crowd; slide show for those who couldn't attend? Six Sigma/PIT training?
 - 1. Memry has been if we could get a copy of the presentation on the survey results that was shared during the town hall.
 - 2. We are looking into possibilities of providing Six Sigma/PIT training.
 - 3. President Pitney's main message was, in a sense, each of you are a leader in your office, you are the most knowledgeable about what you do, and there are things that we do because we have always done them, but they may not be the best or most efficient thing to do. So, think about what you're doing and the processes.
- iii. Policy and Regulation - ten on file, need review and possible updating
 - 1. On the big picture side of things, the BoR will start to look at policies and regulations. what we want to do is to start a systematic approach of our board policy and regulation going through every one of those. I think we'll do 2 a year over a 5 year cycle, making sure that they're up to date, making sure that they've been reviewed or looked at.

d. Bryan Hoppough

- i. The [benefits open enrollment website](#) information was sent out in an email. There is a list/calendar of various vendors staff can speak to as far as trainings and offerings. These are the experts that could possibly help

make those decisions that you're looking at or answer any questions. Open enrollment is the 15th of April through the 3rd of May.

- ii. HR is looking into a few changes as far as regulations and all. One of them we are looking at is remote work, and Paul noted that we did do a pull of the data on who has remote work agreements compared to who is working remotely. It's important to make sure that if you are working remotely that you have a remote work agreement in place. The agreement will need to be reviewed if there is a change in your position and/or supervisor. The new form is in the pilot process.

3. [Public Comment](#)

- a. No public comment received.

4. New Business

- a. Staff Council Retreat - timing/topics
 - i. Send doodle poll for availability
 - ii. Topics: continue IA discussion? Goals for coming year - following survey+
- b. Staff Make Students Count
 - i. Extended deadline: was March 18, now April 4 - HOWEVER - Awards ceremony is now in May
<https://www.alaska.edu/governance/staff-alliance/staff-make-students-count/>
- c. Staff Development Day
 - i. Planning Under Way
 - 1. Gathering and Scheduling Guests
 - 2. Planning Schedule and Catering
 - 3. Thank you everyone for your [recommendations and offers to help!](#)
- d. Longevity and Outstanding Service Awards: April 26, 2024
 - i. Plan to attend in person or on zoom - Anchorage or Fairbanks.
- e. Faculty Alliance Thought Leaders Forum – [AI and the universities](#) March 28 - 29
 - i. Note - recordings of 20 minute sessions are worth the watch.
 - ii. A lot of great expertise across the system, good and thoughtful discussions, and just understanding things about AI language, models, and tools.

5. Ongoing Business

- a. [System Office Intranet](#) - new alaska.edu/System leadership overview video - contains meeting highlights plus announcements, deadline reminders, and fun stuff happening.
 - i. [BOB site](#)
 - ii. Info boards/signage: digital directory, current ones are incorrect, rather than analogue
 - 1. The digital directory is moving forward. Hannah and Matt are working with the vendor on getting it looking visually pleasing. Then the plan is to dedicate the 2 monitors downstairs (Level1)

because they are already existing infrastructure. Once we do a trial run of them, we'll start on getting the hard signage removed.

b. Institutional Compliance Program

i. [Compliance Chats](#)

1. The project has been led by Mary Gower and Monique has helped produce the videos.
2. The latest series is covering social engineering and kind of house cyber, it's more than just phishing. It's those targeted long term ones that really get you sucked in.

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

6. Reports

a. President's Report

i. Monthly meeting with VP Paul Layer took place March 11, 2024

1. Feb. meeting canceled
2. We talked about what we might want to do for the outcomes and follow ups for the survey results. We discussed the Town Hall and what options might be available for a breakout session on Staff Development Day. We talked briefly about wellness and items to keep an eye on in Juneau.
3. Updates from Paul:

- a. One of the things we discussed today was ProCard reconciliations, and how that process and purchasing works. Is there something better out there for that whole process?

ii. Staff Alliance (Genevieve, Monique)

1. March 22 [Minutes](#) and [Recording](#) Passcode: Rq.4xe%+
 - a. Discussed the results of the previous JHCC meeting/vote with CHRO Dahl, and Compensation Committee updates - which will be discussed further down in the agenda
 - b. System Governance Council met as well - finding topics that impact the majority of the groups engaged (Staff, Faculty, Students); previous topics included smoking on campus - may include minors on campus and other whole-system issues

b. SOSC Committees

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

1. Date set for April 26, 2024
 - a. Review committee for Outstanding nominees - meet and discuss tomorrow

ii. Awards Committee (Aimee & Genevieve)

1. No update at this time

iii. Nominations Committee (Lauren)

1. No update at this time

- iv. Staff Development Day (Austin, Scott)
 - 1. [Session recordings](#)
 - 2.
- c. Staff Alliance Committees
 - i. [Compensation Committee](#) (Monique)
 - 1. Renamed - Ad Hoc Staff Total Compensation Advisory Committee
 - 2. Updates since March meeting
 - a. Discussion of processes/rationales
 - 3. Evaluation and discussion of past staff requests
 - a. Spreadsheet of items asked since 2018 - similarities? Root issue? Training needs?
 - b. Developing final requests while budgets are under discussion (part of the process, not after budget has been decided)
 - ii. [Staff Development Fund](#) (Lauren)
 - 1. Last deadline for \$500 professional development funding is TODAY
 - 2. Class fee scholarships for summer semester dependent on leftover funding
 - 3. LinkedIn Learning Licenses (now managed by HR):
 - a. [LinkedIn Learning info page](#)
 - iii. Joint Healthcare Committee (Monique)
 - 1. Overview of recent meeting: response to recommendation of 6:4 vote to eliminate wellness rebate/points program – RFP for new vendor
 - a. Rebate will shift to an incentive: 82% paid by UA; 18% by employee plan; → rate changes but not universal
 - b. No longer 'paying for own benefit' but will continue to use a metric (like points) in a new and improved way
 - 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. Town Hall Recap - Staff Development Day opportunity?
 - 2. Post link to presentation on *INTRANET SITE*
 - 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.

7. General Updates and Reminders
 - a. Events and New Updates:
 - i. Upcoming BOR Meetings: June
 - ii. Recent meetings: Feb. 20, 2024
 - 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. UAGD is great success!
 - b. Fairbanks
 - i. UAGD is great success!
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.
10. Agenda items for next meeting (May):
 - a. Follow-up/recap of Staff Development Day and Longevity Awards
 - b. Update on Banner upgrade - self service and other topics; Michelle Pope guest speaker?
11. Closing Comments
 - a.
12. Adjourn
 - a. Monique motioned to 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](#)