

System Office Staff Council Minutes

Monday, May 6, 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) - on leave

Aimee Sudbeck (2023-2025)

Alternates:

Vacant

Governance Support:

Noel Romanovsky

Sharon Dayton

Guests:

Jasmin Davis, Executive Director of Application Services

Jamie Heckman, Director of HRIS

Paul Layer, VP ASR

Bryan Hoppough, Human Resources senior business partner

Agenda:

1. Call to Order and Roll Call
 - a. Review and Adopt Agenda
Monique adds another topic.
 - b. [Minutes 4.1.2024](#)
Monique moves to approve. Aimee seconds.
2. Guest Comments
 - a. Jasmine Davis - BSS9/UAonline updates
Banner upgrades and updates.
[Powerpoint Presentation Banner upgrades and updates](#)
 - b. Jamie Heckman - updates to the new remote work request form and policy changes
[Powerpoint Presentation UA Remote Work Updates](#)
 - c. Paul Layer:
 - d. Bryan Hoppough:

Evaluations are due by June 30th. Please use all personal days and annual leave not more than 240 hours.

3. [Public Comment](#)

- a. No public comment received.

4. New Business

- a. Staff Council Retreat - timing/topics
 - i. Sent doodle poll for availability
 - ii. Topics: continue AI discussion? Goals for coming year - following survey+
- b. Faculty proposed change to Student Code of Conduct policy
- c. Data Center Outage (Internet, VPN, shared servers down) May 11 & 18 - [FAQ](#)
- d. [FY26 Compensation memo](#)

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
- b. Institutional Compliance Program
 - i. [Compliance Chats](#)
 - 1. The latest series is covering cybersecurity.
 - ii. [UA Compliance Leadership for Supervisors Training](#)

6. Reports

- a. President's Report
 - i. Monthly meeting with VP Paul Layer April meeting - canceled due to Arctic Encounter+;
 - 1. Next meeting May 8, 2024
 - 2. Updates from Paul:
 - a.
 - ii. Staff Alliance (Genevieve, Monique)
 - 1. April 19 meeting postponed to May 3 –
 - a. Governance Council meeting (Monday, April 29)
 - b. SMSC Awards – underway
 - c. Compensation memo
 - d. [FY25 Staff Development Funding Request](#)
- b. SOSOC Committees
 - i. Morale/[Events](#) Committee (Aimee, Andrew, Genevieve, Rebecca)
 - 1. Recap Longevity and OUTstanding Awards Event:
 - 2. Consider summer kick-off event?
 - ii. Awards Committee (Aimee & Genevieve)

1. Congratulations to the CY2023 Outstanding Employee Honorees
2. One nomination for SMSC award
- iii. Staff Development Day (Austin, Scott)
 1. Recap Staff Development Day:
 2. [Session recordings](#)
- iv. Nominations Committee (Lauren)
 1. Nominations Open –

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. FY24 Complete
 2. LinkedIn Learning Licenses (now managed by HR):
 - a. [LinkedIn Learning info page](#)
- iii. Joint Healthcare Committee (Monique)
 1. Overview of JHCC meeting
 2. New staff representative

d. Other Committees

- i. Employee Experience (formerly known as Staff Engagement) Survey (Lauren) - renamed Employee Feedback and Assessment Committee
 1. Recap Staff Development Day Panel
 2. Updates – working on round 2
- 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: May 22 and 23
- 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.
- b. Fairbanks
 - i.

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 (June):

- a. Retreat – agenda TBD

11. Closing Comments

- a.

12. 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](#)