

System Office Staff Council Agenda

Monday, August 5 2024

9:00 am-10:00 am

Recording:

https://alaska.zoom.us/rec/share/YNKxBCh4V_fPF0V14BspugpdqrSJyBNgWXQaE0W7c0qfb3a-YNPtSdVQI0GWlyOM.7rynCVdPS0ApK-nM?pwd=M4kGcEvMzkkEFwkLNQM47cp2ztX7hmPL

Representatives:

Genevieve Bright (2023-2025) FY25 President
Monique Musick (2025-2027) FY25 Vice President
Rebecca Catlin (2023-2025) FY25 Secretary
Andrew Aquino (2024-2026)
Sarah Belmont (2024-2026)
Raina Collins (2024-2026)
Nicole Goff (2024-2026)
Chelsey Okonek (2024-2026)
Emilee Pruitt (2024-2026)
Aimee Sudbeck (2023-2025)
Jeremiah Youmans (2024-2026)

Alternates:

Vacant

Governance Support:

Noel Romanovsky
Sharon Dayton

Guests:

None

Agenda:

1. Call to Order and Roll Call
 - a. Review and Adopt Agenda
 - b. Retreat [Minutes](#)
2. Guest Comments
 - a. No guest for this meeting; resume in September
3. [Public Comment](#)
 - a. No public comment received.
4. New Business
 - a. FY25 GOALS

- i. Merchandise opportunities with SW branded logo - Wearable, sticker, pin; Mascot
 - 1. OPA is currently Updating UA Brand materials: use, templates, more - access (ordering)
- ii. Policy for formal and informal staff recognition in place
 - 1. Known next steps: something is already rolling - need to connect with HR (who is already doing what); loop back after guidance but modify the current UAF version – August 14th meeting with Paul
- iii. Achieve longevity reform/ reforming outstanding employee process:
 - 1. Events/Awards +Noel will draft and connect with HR
- iv. Staff onboarding improvements (RANK: #1)
 - 1. OUR ROLE: brainstorming, ideas, pain points, gap filling –
 - a. Frequent Pain Points:
 - i. Access to Banner, shared drives, etc.
 - ii. Procurement specific - ProCard training and Banner training:
 - 1. Main training: It's SO big and SO scary
 - a. Ability to ask questions
 - 2. Department level training on what you NEED to know for your job
 - 3. Requisitions/POs/MOU/JVs in Banner
 - b. Does each MAU have their own list of missing pieces?
 - i. Example from FDTN onboarding - links and experts
 - ii. Strat/Plan/Budget - tasklist; small group → personalized by position; levels of onboarding: position, department, university; tie it to supervisory training - how do you train someone joining from the outside vs a different department?
 - 2. First two weeks mentality: hiring between supervisor hires; resources that instill sense of joining a team
 - a. Onboarding vs Orientation: HR role vs Department – create list of suggested share points for Department Orientation;
 - b. Obligatory Must Do's vs Activating/Engagement: includes tiers of training that addresses supervisor training we've been asking for as well how one fits/integrates into the big-picture structure
 - i. Being ready for that person to actually BE hired: advanced preparation (phone, login, email, etc.) should be easier.
 - ii. Is this something that can be done as a final step in the HIRING process? Does compensation need to be done before other things?
 - 1. HR and hiring department: prep packet

2. HR and hiring Dept. and OIT: Technical perspective of timing problems
 3. New career site: build in this sort of automatic next step; not part of the 'up to the university' mandate; especially because SW tends to get left out of that process
- c. Staff Alliance collaboration + hiring managers: create the same experience for new hires
- d. Supervisor training - missing secret ingredient; values and goals; identify specific ask
3. "Empower Alaska" in combination with Strategic Abandonment – needs top-down guidance:
 - a. Knowing there's nobody to do the job - identify WHAT those things are (and why we chose them); rather than shifting work to somebody else
 - b. Starts with orientation
4. Ideal First Day:
 - a. Meeting the team; 50/50 orientation and tasks; 10-point task scavenger hunt
 - b. **Monday.com** individual checklist (general for department - first day, first week, position specific: clear expectations); how else do you know what to ask
 - c. Videos from training resources
 - d. Showing a manager HOW to onboard a new direct report
 - i. Considering how a direct report is impacted by supervisors in transition
 - e. Overview of websites and org charts; consider including the experts guide (by position rather than person?) mentioned during the retreat
 - i. Consider updatable forms/links rather than static documents
 - f. ANC based employee came to FAI campus – campus tours and introductions creates connection; impactful unstructured experience – break up required trainings
5. GB to invite Bryan H and Margo to next meeting to discuss these ideas and opportunity
- v. Greater participation in potlucks and events -
 1. Drumming up more interest and turnout - consider increased promotion or alternative dates/celebrations?
 - a. Avoiding Monday and Fridays
 - b. Ask Paul what the budget is for the year for non-awards/SDD related events
 - c. Coordinate with President's Office re her events -

- i. Note: catering is not a draw for folks participating in the town halls
 - ii. Sponsor beverages?
 - d. Supervisor buy-in for participation – bring out the introverts! Zooming even though in the building :D Pre-covid: employee picnics, staff photos, even before covid there was a lessening in connection
 - b. Process Improvements:
 - i. Onboarding -
 - ii. Parking -
 - iii. Awards - consider reviewing options for similar price points:
 - 1. 5 Year: Nameplate (Branded water bottle - something that can be used)
 - 2. 10 Year: Ulu
 - 3. 15 Year: Clock
 - 4. 20 Year: Choice of artwork at \$150
 - 5. 25 Year: Choice of artwork at \$200
 - 6. 30 Year: Choice of artwork at \$300
 - 7. Outstanding awards: Engraved plaque
 - a. To avoid duplication, what do departments provide?
 - i. Yeti mug, coffee mug (nametags/business cards as needed); jump drive with logo;
 - b. Do we have an OOPSIE year to acknowledge those who were missed prior to the revision?
 - i. Yes, best practices would say this is a good idea
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
 - b. Institutional Compliance Program
 - i. [Compliance Chats](#)
 - ii. [UA Compliance Leadership for Supervisors Training](#)
 - c. New goals?
6. Reports
 - a. President's report (Genevieve)
 - i. Monthly meeting with VP Paul Layer (Next TBD)
 - 1. No Update since Retreat
 - ii. Staff Alliance report (Genevieve, Monique)
 - 1. Next meeting TBD; No Update since Retreat
 - 2. Monthly council president's meeting with CHRO Memry Dahl

- a. Next meeting TBD; No Update since Retreat
 - b. Committees Overview - REMINDER ONLY
 - i. FY24 SOSC Committees (see descriptions in [Constitution and bylaws](#))
 - 1. [Awards Committee](#) – (Genevieve/Aimee/Andrew/Rebecca)
 - a. Longevity - pulls and communications need to be adjusted to consider OIT split and enterprises (like 529 and Fdtn.)
 - b. Awards - recommend HR leads or pre-vette the nominees
 - 2. [Nominations Committee](#) - local SOSC elections (spring)
 - 3. Other committees?
 - a. [Morale/Events Committee](#) - feedback and suggestions (Genevieve/Aimee/Andrew/Rebecca)
 - b. [Staff Development Day](#) - (Monique/Aimee/Nicole)
 - ii. FY24 Staff Alliance Committees
 - 1. Staff Healthcare Committee - (Monique/Raina/Rebecca)
 - 2. Staff Engagement/Employee Experience/Feedback and Assessment Committee - (Chelsey)
 - 3. Staff Development Fund Committee - (Raina/Noel)
 - a. Split as of 10.2023 from UA IR: UAA 38.2%, UAF 48.6%, UAS 6.9%, SO 6.3%
 - b. Tuition fee support split per semester: UAA 54, UAF 68, UAS 9, SO 9
 - c. Professional development split: UAA 38, UAF 49, UAS 7, SO 6
 - d. 1st notification went out - focusing on XR/NR staff
 - i. What about part time staff?
 - 4. Compensation Committee - (Andrew/Nicole/Emilee/Rebecca)
 - iii. Other Relevant University Committees
 - 1. Joint Healthcare Committee - (Monique)
 - c. Other Committees - REMINDER ONLY
 - i. UA Accessibility Workgroup (REP TBD)
 - 1. Working to become an officially recognized committee
 - a. Group meets every two weeks - connect with Sophia for a committee contact/invite.
7. General Updates and Reminders
 - a. Events and New Updates:
 - i. New members are uploaded onto the SOSC page - THANK YOU, NOEL!
 - 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.

10. Agenda items for next meeting (September):

- a.

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](#)