

Zoom: alaska.zoom.us/j/89625071240?pwd...

ID: 89625071240

passcode: 887952

Members:

Genevieve Bright
Monique Musick
Sarah Belmont
Emilee Pruitt
Aimee Sudbeck
Nicole Goff
Raina Collins
Rebecca Catlin
Andrew Aquino
Chelsea Okonek
Jeremiah Youmans

Guests:

UA President Pat Pitney - Kerynn confirmed June 5
VP University Relations & Chief Strategy, Planning & Budget Officer Michelle Rizk - confirmed June 5
VP Academic and Student Affairs Paul Layer - confirmed June 5
Chief Human Resources Officer Memry Dahl - Stephanie confirmed June 5 (will need flexible time)
Chief Finance Officer Luke Fulp - confirmed July 1
Chief Information Technology Officer Ben Shier - Hannah confirmed June 6
Senior Director, Alaska Native Success and Partnerships Kristel Komakhuk

Agenda

8:30 am Breakfast and Introductions

9:00 am Call to Order and Roll Call

Review and Adopt Agenda

Approve May [Minutes](#)

9:10am UA President Pat Pitney

- A place where people want to work and enjoy their work - advocate for employees; R1 initiatives - one of the strongest outcomes as far as fiscal position in the legislature; strong and active board;
- Communicating with Pres. Office - use Noel as a conduit to the office; specific asks/topics can bring in Memry, Kristel, Luke, Others. Staff Alliance as well -
- What keeps you up at night that we can help work on? Interest to see more team/people on site more often - flexibility but a feeling that we can get more done if people are

physically present/organized. (Perhaps not for tasks but for Complex issues that are multi-departmental, it's hard to build trust over zoom.) Ways to bring people together on-site in a productive way. Doing something that brings them in physically (example given was the awards ceremony, but anything that builds trust and cohesiveness is the goal). Create a sense of team - photo of SW employees (example). Q: Is that a successful message with the campuses? - Predictable tension, but the tone is set at the top and we're making significant strides. How our Universities work together has significant reputational impact.

- Bonuses based around efficiencies - how is that going to be operationalized? TBD - hope to build it around the Roadmap to Empower AK; concept but no process yet.
- Thank you for investing in the staff development fund - employees are very grateful for this understanding and value the investment in their success

9:45 - 10:15am CFO Luke Fulp

- Thank you - importance of SC and SOSC; we depend on you daily and your advocacy helps the institution move forward.
- Year and half as CFO - learning something new every day; absorbing the information and applying it or saving that information for later
- SO Finance in particular - fortunate to work with such a high-functioning team; lots of longevity and collective experiences. Learning curve has been supported through their expertise and experience.
- Excited about our future and where we're headed - people took chances and thought innovatively to get us where we are today, and we should do that now; Education Trust of Alaska (Jim Lynch and Tammie Weaver).
- There are a lot of good things in place because of past leadership and we owe it to them and our future teams to not just stagnate but think about ways we can (in our environment we have today) to make it even better: process improvement, technologies, tools available to us today that weren't available yesterday - but saying no to the distractions (fine line);
 - Example - Working with Kara Axx about NRF and training for process improvement (VC for Admin Improvement → Pit Crew) – will try to model at the System Office (for a couple areas such as FinSys)
 - Professional Growth Systems - possible consultant that can lead us into this training; What are the questions we should be asking that will get us to those improvements (in person+) Goal is 30%+ of the System Office team trained on this platform (and support the U's teams if desired)
- Org chart with areas of expertise noted by each team member - allows folks to connect with the person who will know the answer to the questions asked. (Primary, Secondary, In-a-pinch go-to people) Perhaps include an "Experts Guide" that could be published on the intranet.
- Guardians of fiscal funds of the university - EXAMPLE: request for software licensing (how does your office perceive the need for de-duplication across the system... software, hardware, consulting, publicly shared toolboxes;

- YES - would be happy to champion this effort; we're trying to point to these areas as part of the Empower AK Roadmap as part of the efficiencies opportunity (Deduplication); \$500K investment in NRF to reward (through bonuses) this kind of thinking and effective ideas; Stewardship of funds - wise spending.
- Frustration starts with Orientation: emailed a page with links, many of them broken; updated the links herself to be able to become productive as soon as possible - even the updating of information was an obstacle. Who can lead this, from point zero to being productive and correctly (the first time) is critical; not doing that leads to losses.
 - Procurement Training - interactive, zoom/in-person; succession planning and documenting processes - allow for turnover and not experiencing a gap; human work is becoming more technical and nuanced; having the appropriate training material and contacts will be critical
 - Enhanced Banner training - videos updated but will continue to update and enhance the training content; knowing we can always ask someone (hires for leadership are in-person)
 - Best-Practice training - SOSC support in bringing these topics forward

10:15 - 10:45am CHRO Memry Dahl

- One of the things we are focusing on is 'onboarding/orientation' – little bit of both (onboarding – access to the tools we need, benefits, parking pass, access card; orientation - has my team shared with me how I fit in the bigger picture? What does me doing a good job look like? How do we create an environment that supports that possibility?)
- Here to drive value to the university/universities - employees, faculty, leadership, etc. What are things that are high-tech vs. high-touch;
- Communication with SC and SA is important - Example: the healthcare rebate - outpouring of feedback from staff (2/3 of the employees) about that decision; new remote work agreement – sharing and receiving feedback was valuable;
- System Office is a great place to soft launch and pilot new things before we roll it out to a larger audience;
- Negotiations - UNAC, Adjuncts, and more group negotiations will be coming soon; thankful for the professional staff in the building; Understand that there are still pain points (connected to processes or other areas);
- Employee Engagement Survey - will be annual; create a cadence; system office had scores that showed more engagement, more positive scores - but - area for improvement was the connection with leadership from 100% remote employees. (welcome ideas for improving in that area)
- Process Improvement consultant - term funded staff (off contract, new appt letter, etc.) Get HR out of the spaces where we have turned into a compliance function; Banner SS9 - more streamlined
- Thoughts on hiring managers using remote work/hybrid as part of the total compensation/benefits package? Can't quantify location' – We need to publicize 'What are the benefits of working AT the university?' Three main remote work points: business need; Supervisor's preference (new supervisor - need people closer to me/seasoned

supervisor - in know my employees, I'm fine with them being remote); out-of-state: hard to fill + failed search has led to finding a candidate outside who has unique skill set for that position. We work with a lot of folks at a lot of different places so we will never be all in one place - what are the space needs?

- As new supervisor: when piloted the new remote work agreement, we were not provided any training opportunities for supervisors on how to manage remotely (mindset of old-school supervisor vs. not) give them the tools for HOW to be flexible - this is part of how we become equitable; YES - reinvigorate the training opportunities in-place and publicize the LinkedIn Learning... (Yes but if those supervisors don't think they need them, they won't voluntarily take these trainings). Help seeing the blindspots – help from governance to show those blindspots. Your leader is only as effective as those who are willing to show them their blindspots. (We have FOUR generations in the workforce for the first time ever - and if we don't have flexibility for those differences, those departments will fail.)
- Can SOSC provide a Supervisor's Best Practice toolkit (videos, etc.) to share out? Can their business practice work with an employee being remote... etc. SOSC and SA will define the supervisor training request to INCLUDE SPECIFICS related to remote work and compensation tools (bonuses, etc.)

10:45 - 11:00am BREAK

11:00 - 11:30am [CITO Ben Shier](#)

- https://univalaska-my.sharepoint.com/:p/g/personal/bpshier_alaska_edu/EZlviFpNy3ZJgAF8qXGXvRkBvBuYBnn6vov5OZOgki7tJQ?e=j4sGt5

11:30am VP Paul Layer & VP Michelle Rizk

- Board ad hoc committee - improving enrollment, retention, graduation; includes processes (from the student perspective); facilitate our reputation around the state, etc.
- Staff Development Fund (145 awards across the system)
- Current search underway for Paul's replacement (end of year until position filled) – will have town hall opportunities for staff to meet candidates (October-ish)
- Appreciation for SOSC service and new members joining the ranks -
- University and System Office will submit FY26 request for 2.75% increase for employees across the board; bonus policy for SW office (HR is working on this); recognition and longevity – this is the year!
- Projects - Workforce Development, OIT, etc. will continue with great team that is in place; position will be fluid and in support to VP Rizk; AK Performance Scholarship (requirements of HS grads with certain grades/scores/etc. ... but now it can be either or and not BOTH; also adjusted for inflation (\$7K/yr) + UA Scholars (top 10% of HS grads went up to \$15K over 6 yrs.); financially manageable to come to UA. Also - step up provision allows folks who excel in college (but not HS) increase their funding; career in tech education/workforce programs as well.

12:00 - 1:30pm LUNCH and Group Photo

1:30 - 2:00 Kristel Komakhuk - Senior Director, Alaska Native Success and Partnerships -OR- CHRO Memry Dahl (timed with HR retreat availability)

- <https://docs.google.com/presentation/d/1-Hw9hy3PInGkjRqHiPChfRxo60JydmErytksZbfdxKg/edit#slide=id.p11>
- ANSI leadership introduction
- Land Acknowledgement use
- ANSI timeline from 2020 to present
- Looking forward - establishing goals, increasing representation, recruitment, onboarding, training, interview toolkit
- Providing space and resources to understand cultural differences - supervisor training, employee support, faculty outreach

2:00 - 3:30pm Regular Business Meeting

1. [Staff Governance Orientation Presentation](#) (Genevieve)
2. [Public Comment](#)
3. President's report (Genevieve)
 - a. Monthly meeting with VP Paul Layer July 10 (Next TBD)
 - i. Talked about formally adopting the [UAF bonus \(employee recognition\)](#) policy - creating one for the system office
 - ii. Longevity process - underway
 - b. Staff Alliance report (Genevieve, Monique)
 - i. [June 21](#) and [July 19](#) minutes and recording
 - ii. Next meeting TBD
 - iii. Monthly council president's meeting with CHRO Memry Dahl
4. FY25 Officer Elections (see descriptions in [Constitution and bylaws](#))
 - i. FY25 President – Genevieve Bright (confirmed)
 - ii. FY25 Vice President – Monique Musick (confirmed)
 - iii. FY25 Secretary – Rebecca Caitlin (confirmed)
 - b. [Term Selections](#)
5. Committees Overview
 - a. FY24 SOSC Committees (see descriptions in [Constitution and bylaws](#))
 - i. [Awards Committee](#) – (Genevieve/Aimee/Andrew/Rebecca)
 1. Longevity - pulls and communications need to be adjusted to consider OIT split and enterprises (like 529 and Fdtn.)
 2. Awards - recommend HR leads or pre-vette the nominees
 - ii. [Nominations Committee](#) - local SOSC elections (spring)
 - iii. Other committees?

1. [Morale/Events Committee](#) - feedback and suggestions (Genevieve/Aimee/Andrew/Rebecca)
 2. [Staff Development Day](#) - (Monique/Aimee/Nicole)
 - b. FY24 Staff Alliance Committees
 - i. Staff Healthcare Committee - (Monique/Raina/Rebecca)
 - ii. Employee Feedback and Assessment Committee - (Chelsea)
 - iii. Staff Development Fund Committee - (Raina/Noel)
 - iv. Compensation Committee - (Andrew/Nicole/Emilee/Rebecca)
 - c. Other Relevant University Committees
 - i. Joint Healthcare Committee - (Monique)
6. FY25 Meeting Schedule
- a. Monday Mornings - 9 am
7. FY25 Goals
- a. Merchandise opportunities with SW branded logo - Wearable, sticker, pin; Mascot
 - b. Policy for formal and informal staff recognition in place
 - c. Achieve longevity reform
 - d. Staff onboarding improvements
 - i. Supervisor training - missing secret ingredient; values and goals; identify specific ask
 - e. "Empower Alaska" in combination with Strategic Abandonment – needs top-down guidance
8. New/Ongoing Business
- a. UA System Office - Identity and Branding
 - b. UA Giving Day: Request for feedback
 - i. How confident did you feel that you knew what your responsibility was for UA Giving Day?
 1. As SOSC members, we didn't know we had any responsibilities specific to UAGD, and only knew about it/heard updates only through GB's updates. Perhaps a presentation to us would help us understand.
 - ii. How satisfied were you with the information you received to carry out your UA Giving Day responsibilities?
 1. Not very - we weren't aware of the SOSC responsibilities and it may be a topic of conflict for some people. We received updates and were aware of the opportunity to share on a personal level, but we never heard that there was a directive to governance at SOSC nor SA level;
 - iii. How satisfied were you with the amount of influence you had on the design of UA Giving Day (either a part of Giving Day or the whole event)?
 1. I remember the inception of giving day, and the person who led provided toolkits that were copy paste into social media/email -

that was a very useful tool. We weren't aware of those tools since then.

- iv. From your vantage point, do you see any improvements that could be made to our internal communication (internal meetings, toolkits, email updates, calendar reminders, etc) to help you feel confident in participating in UA Giving Day and to ensure your success?
 1. Recommend a presentation specific to SOSC in addition to sharing the toolkits (if specific action is expected on SOSC's behalf).

c. [System Office Intranet](#)

9. Agenda items for next meeting

- a. Goals
- b. Branding - relate it to the mission/vision statement
- c. Relationship building
 - i. Communicating achievements: examples can include longevity counting (adoption of UAS method), supervisor level awards (adoption of UAF form), compensation memo outcomes (see memo for specifics), healthcare benefits (retention of rebate - staff driven)

10. Closing Comments

11. Adjourn

3:30 - 4:30pm Meet Your Representatives

All System Office staff are welcome to come to Room 109 for snacks and socializing with SOSC representatives

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](#)
- [Chairing a meeting](#)
- [UA News Center](#)
- [System Office Intranet Site](#)
- [System Office Bulletin](#)
- [Capitol Report](#)
- [Upcoming HR Trainings](#)
-  [Staff Governance and Institutional Policy Formation - book.pdf](#)