System Office Staff Council Regular Meeting

Monday, December 4, 2023
1:00 pm-3:00pm
Zoom link

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)
Jake Mendenhall (2023-2025)
Chelsey Okonek (2022-2024)
Aimee Sudbeck (2023-2025)

Alternates:
Vacant

Governance Support:
Noel Romanovsky
Mary Burnham
Sharon Dayton

Guests:
VP ASR Paul Layer
Chad Hutchison, Director of State Relations for the University of Alaska System
Raina Collins, Senior IT Risk & Compliance Analyst

Agenda:
1. Call to Order and Roll Call
   a. Review and Adopt Agenda
   b. Minutes 11-6-2023

2. Public Comment
   a. None

3. New Business
   a. Welcome & Introduction - Mary Burnham, Administrative Governance Support
   b. Guest Speaker - Chad Hutchison
   c. Guest Speaker - Raina Collins, Software Procurement Process
   d. Kristel Komakhuk hired as Senior Director of Alaska Native Success & Partnerships

      e. Upcoming Cookies with the President - ANC and FAI

4. Ongoing Business
    a. [System Office Intranet](#)
        i. [BOB site](#)
    b. [System Office mission statement](#) - what's next?
        i. Committee for 'implementation' (See Jonathan King suggestions) - Note, GB did not do this in November
    c. Institutional Compliance Program
        i. [Compliance Chats](#)
        ii. [UA Compliance Leadership for Supervisors Training](#)

5. Reports
    a. President's Report
        i. Monthly meeting with VP Paul Layer was canceled for November due to schedule conflicts
            1. Next meeting Wednesday, Dec. 13, 2023
            2. Updates from Paul
        ii. Staff Alliance (Genevieve, Monique)
            1. [November Minutes](#) and [recording](#) Passcode: 1EZyR%yq
                a. Topics included Mathew Mund and Rachel's updates from JHCC; and HR
                b. Next meeting Friday, Dec. 15
            2. [Monthly council president's meeting with CHRO Memry Dahl](#) Nov. 14 mtg. Postponed -
                a. Topics included Changing the invite list/timing/structure of these meetings
                b. Memry will attend Staff Alliance meetings in lieu of hosting SA presidents
    b. SOSC Committees
        i. Morale/[Events](#) Committee (Aimee, Andrew, Genevieve, Rebecca)
            1. Potluck recap
        ii. Awards Committee (Aimee & Genevieve)
            1. Nothing at this time
            2. 2023 [Event recording and photos](#)
        iii. Nominations Committee (Lauren)
            1. Lauren and Genevieve to meet and discuss process for refilling vacancy
        iv. Staff Development Day (Austin, Scott)
            1. [Session recordings](#)
    c. Staff Alliance Committees
        i. [Compensation Committee](#) (Andrew)
            1. Next meeting TBD
        ii. [Staff Development Fund](#) (Lauren)

1. $500 support for other activities has been launched
   a. Second review period took place Friday, Dec. 1st (Reminder: First review period awarded 25 staff)
   b. Reminders - Total budget: $120K
      i. $70K for class fee scholarships ($250 each)
      ii. $50K for professional development activities support ($500 each)
      iii. So far this year: 154 employees were awarded a class fee scholarship for the fall semester (proportionally distributed between each MAU). Demand far outpaced available funding.
2. LinkedIn Learning Licenses:
   a. [LinkedIn Learning info page](#)
      iii. Joint Healthcare Committee (Monique)
      iv. Staff Healthcare Committee (Monique)
         1. Discussion continues on wellness plan options
   d. Other Committees
      i. Employee Experience (formerly known as Staff Engagement) Survey (Lauren) - renamed Employee Feedback and Assessment Committee
         1. Launched - Survey deadline is December 8, 2023
         2. 30% response rate as of 11/29
         3. Prize drawing!!
      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

6. General Updates and Reminders
   a. Events and New Updates:
      i. Upcoming BOR Meetings: Feb. 20, 2024
      ii. Recent meetings: [Nov. 7, 2023](#)

   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](#)

7. Local Issues
   a. Anchorage
      i. Cookies - December 13, 2023
   b. Fairbanks
      i. Cookies - December 8, 2023

1. Opportunity! Collecting items to donate to The Door Teen Homeless Shelter - for ideas on needed items, please see this list: [Needs List for The Door](#)

8. Department Updates, Issues, and Kudos
    a. Kudos to Diane for coordinating the Denali Center giving effort

9. Agenda items for next meeting (January):
    a. Invite Kristel to join January meeting - Introduction and welcome

10. Closing Comments
    a.

11. 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](#)