System Office Staff Council Regular Meeting

Thursday, April 13th, 2023
10:00am-12:00pm

Representatives:

    (2021-2023) FY23 President
    (2021-2023) FY23 Vice President
      (2022-2024) FY23 Secretary
     (2021-2023)
   (2021-2023)
     (2022-2024)

Alternates:
Vacant

Governance Support:
Noel Romanovsky
Sharon Dayton

Guests:
        , CITO
            , Sr. HR Business Partner for UAF/SO

Agenda:
1. Call to Order and Roll Call
    a. Review and Adopt Agenda
       Austin moves to

Any Staff members who have over 240 hours in annual leave will need to cash in up to 40 hours per fiscal year. Employees need to leave 40 hours in their annual leave bank. Employees will not accrue additional sick leave or annual leave on the cash in hours. All regular and term funded employees in a non union are eligible to cash in. The 40 hours will not apply to retirement either. Performance evaluations are due June 30th. Supervisors are encouraged to use the My UA online form. There is a Supervisors Lunch and Learn program.

Paul Layer is looking forward to the many Staff Development activities planned. The budget in the legislative session is looking good. There is a Board of Regents meeting at the end of May. There is a new executive assistant, Sharon Dayton, who takes Kelly James' place in assisting Michelle Rizk and Paul Layer.

: We moved the banner system to the cloud system. We haven't been able to apply new capabilities and functionality to the system for the last several months because of that project. The next step is modernization of the student information system. Bill Anchor was hired as an IT project manager to help with the project. We want a vendor that will have a strong partnership for the next 20 years. We want better security of the student information system. We want a modern student information experience.

There will be some tech work taking place in May in the Butrovich building. The power will be cut on two weekends in May.

   b. Touchcare Live Open Enrollment Webinars
      i. Tuesdays at 1:00p or Fridays at 9:00a
   c. Staff Annual Leave Forfeiture Reminder
   d. Performance Evaluation Training May 9th

4. New Business
   a. New Executive Assistant to the VPUR and VPASR Sharon Dayton
   b. Staff Make Students Count
      i. Nominations due April 28th
      ii. Need volunteers for review committee
   c. Wind-down of COVID policies and activities

There was a joint resolution to end the emergency declaration. The Federal Health Emergency still continues until May 11th. The Federal funds that have been used for Covid related expenses will expire. There won't be a huge impact but some of the funds went for purchasing test kits and masks will not be available. The Health Plan will continue to cover vaccinations. Messaging will go out at the end of April.

person. Genevieve will be gone June 20th. Lauren is not planning on running for President again. After three years, it is time for someone to take the lead.

5. Ongoing Business
    a. Web accessibility VRA
       Encouraging everyone to audit their own sites. There will be a few universal changes that each web page will have an accessibility check before publishing. There will be regular accessibility articles to the UA news. The idea is to continue ongoing training and awareness.
    b. System Office Intranet - BOB site
       There will be a page set up for onboarding new employees. There will be an update of the overview video.There have been a lot of changes in leadership. We are planning to develop a page for Development Days. Ideally, it would be nice to have multiple editors representing all the divisions.
    c. System Office mission statement - What's next?
       Each department has its own vision and sees itself within the larger system. A forum type discussion would be beneficial.

6. 11:30 - CITO Ben Shier
    a. Planned Butrovich Data Center outage May 13-20

7. Reports
    a. President's Report (Lauren)
        i. Monthly meeting with VP Paul Layer April 12
        ii. Staff Alliance (Lauren, Monique)
            1. March 24 minutes and recording (passcode: QVQ8+f&^)
            2. Next meeting Friday April 21
            3. Monthly council president's meeting with CHRO Memry Dahl Mar. 14 (next Apr. 11)
    b. SOSC Committees
        i. Morale/Events Committee (Genevieve)
            1. Maywide Cleanup 21
                a. F…i

2. Next meeting Apr. 28th
      ii. Staff Development Fund (Lauren)
      iii. Staff Healthcare Committee (Monique)
        1. Last met March 30
  d. Other Committees
      i. Joint Healthcare Committee (Monique)
        1. New chair Matthew Mund
        2. New website - needs content
        3. Met March 29, next meeting April 19
      ii. Staff Engagement Survey (Genevieve)
        1. Qualtrics demo Apr. 5

8. Old Business
  a. Communication pathways working group (Monique, Lauren)
      i. Last met Jan. 5th, next meeting not yet scheduled
      ii. Communication pathways staff feedback brainstorm
  b. Empower Alaska campaign
  c. Recruitment for a new Sr. Director of Alaska Native Success

9. General Updates and Reminders
  a. Events and New Updates:
      i. BOR May Meeting
        1. Public testimony May 23 4:00pm - 5:00pm
        2. May 26 Committee and ᴡ!   !

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](#)