

# System Office Staff Council Minutes

Monday, Sept. 9, 2024

9:00am-10:30am

Zoom:

<https://alaska.zoom.us/j/89316265720?pwd=VE8veHpiTXdYSVRvdEhnSWJpVDN4dz09>

Meeting ID: 893 1626 5720

Passcode: 597537

## 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:

**Margo Griffith**

**Stefanie Gorder**

## Agenda:

1. Call to Order and Roll Call
  - a. Review and Adopt Agenda  
Monique moves to adopt. Nicole seconds.
  - b. Review and Adopt August Meeting [Minutes](#)  
Monique moves to adopt. Nicole seconds.
2. Guest Comments
  - a. Margo - follow up conversation  
An employee feedback survey for new hires which will inform us on the pain points for new employees coming onto the university. Access to the system across the board is a concern, which is an IT issue. Banner training. There will be

a draft program for Supervisor training. We are focusing on building a structure to train people universally.

3. [Public Comment](#)

- a. Sulfate free soap - contact? Options? Emilee Pruitt will be researching the options for sulfate free soap in the restrooms.

4. New Business

a. Board of Regents Presentation Discussion

There was a discussion of the Introduction of the Budget. The regents will have a special budget meeting. It is a very fiscally conservative board. Compensation, benefits, healthcare were discussed. There was an ad hoc committee meeting on enrollment and recruitment. There was a good discussion about the ACPEC, the expansion of the APC program and the legislation that was passed last year. There were extension surveys of why more students weren't qualifying for the scholarship and why students aren't using it. This legislation removes a lot of those barriers for students. A discussion of outreach and retention. Audit, finance, students, and facilities. The last quarterly report looked at the Joint Healthcare Committee which had a 52% increase in pharmacy costs over just last quarter. With UNAC taking place, compensation will continue being discussed.

[FY26 Compensation memo](#)

- b. Branding - relate it to the mission/vision statement (updates?)
- c. New Proxy cards for Butro after-hours access
- d. 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)  
A recap in the Newsletters.

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 - August mtg canceled due to schedule conflict
    - 1. Next meeting Sept. 11
    - 2. Updates from Paul:
      - a.
  - ii. Staff Alliance (Genevieve, Monique)
    - 1. August 16 meeting
      - There was a nice update from Lael Oldmixon on the 529 programs.
      - Challenging to pinpoint a day and place of the SA Fall Retreat.
      - a. Voted on new president Austin Cranford of UAS
- b. SOSC Committees
  - i. Morale/[Events](#) Committee (Aimee, Andrew, Genevieve, Rebecca)
    - 1. Upcoming event: September 18th Chili Cook Off!
  - ii. Awards Committee (Aimee & Genevieve)
    - 1. NA
  - iii. Staff Development Day (Monique/Aimee/Nicole)
    - 1. Next Meeting TBD
  - iv. Nominations Committee (TBD)
    - 1. Resume in Spring
- c. Staff Alliance Committees
  - i. [Compensation Committee](#) (TBD - Andrew, Nicole, Emilee, Rebecca)
    - 1. Renamed - Ad Hoc Staff Total Compensation Advisory Committee
    - 2. Updates since last meeting
      - a. NA
  - ii. [Staff Development Fund](#) (Raina)
    - 1. [FY25 Staff Development Funding Request](#)
    - 2. Fall requests for fee assistance have gone out and should be awarding
  - iii. Joint Healthcare Committee (Monique)
    - 1. Overview of JHCC meeting
      - Rising pharmacy costs.
    - 2. New staff representative
- d. Other Committees
  - i. Employee Experience (formerly known as Staff Engagement) Survey (Chelsey) – renamed Employee Feedback and Assessment Committee
    - 1. Updates?
  - ii. UA Accessibility Workgroup (TBD)
    - 1. Working to become an officially recognized committee
      - a. Group meets every two weeks
    - 2. No updates at this time.

7. General Updates and Reminders
  - a. Events and New Updates:
    - i.
  - 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. Butro access card - reminder
9. Department Updates, Issues, and Kudos
  - a.
10. Agenda items for next meeting (October):
  - a. Blood Drive
11. Closing Comments
  - a. Ronnie Houchin has resigned. We thank him for his dedication of the past 14 years and know there will be something better for him on the horizon.
12. Adjourn

Andrew moves to adjourn the meeting.

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](#)