

# System Office Staff Council Minutes

Monday, Jan 6, 2025

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:

Chad Hutchison - Director of State Relations

Heather

## Agenda:

1. Call to Order and Roll Call
  - a. Review and Adopt Agenda  
Raina adopts. Nicole seconds.
  - b. Review and Adopt [December Meeting Minutes](#)
2. Guest Comments:
  - a. Chad - Legislative updates and summary
3. [Public Comment](#)
4. New Business

- a. Staff fee support and staff development funding deadlines and communication (Dec. 6) Working on a timeline for tasks.

## 5. Ongoing Business

- a. Branding - relate it to the mission/vision statement (updates?)
- b. 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)
  - ii. Consider monthly DYK on the site
- c. New Proxy cards for Butro after-hours access (reminder to replace any that were provided before 9/24)

## 6. Reports

- a. President's Report
  - i. Monthly meeting with VP Paul Layer - December 11th  
Paul will retire mid January. We thank him for his service.
    - 1. Next meeting January 8th
    - 2. VPCAO position selected  
Brian Smentkowski will start February 3rd.
    - 3. Updates from Paul:
  - ii. Staff Alliance (Genevieve, Monique)
    - 1. December 20th meeting
      - a. Guest speakers: Chad Hutchison
- b. SOSOC Committees
  - i. Morale/[Events](#) Committee (Aimee, Andrew, Genevieve, Rebecca)
    - 1. Last week's event: Team Gingerbread House build and 'scavenger hunt' (ANC)  
A successful event although challenging for people to take time away from their duties.
  - 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

3. See suggested topics for upcoming meetings from December SOSC agenda
  - ii. [Staff Development Fund](#) (Raina, Noel)
    1. Justine leaving UA at the end of December, needs another volunteer to assist :) - Genevieve
    2. [FY25 Staff Development Funding Request](#)
    3. 2025 spring semester opened Nov. 18 - closes Dec. 6
      - a. Review process underway
  - iii. Joint Healthcare Committee (Monique)
    1. + Staff Healthcare Committee
  - 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 (Monique)
      1. Working to become an officially recognized committee
        - a. Group meets every two weeks
      2. Training offered jointly between UAA/UAF
        - a. <https://www.alaska.edu/news/system/2024-UA-disability-services-free-virtual-training.php>
7. Old 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. [Butrovich site](#)
    - iii. Info boards/signage: digital directory, current ones are incorrect, rather than analogue
  - b. Institutional Compliance Program
    - i. [Compliance Chats](#)
      1. The latest series covers the confidential hotline.
      2. The next will cover disability.
    - ii. [UA Compliance Leadership for Supervisors Training](#)
8. General Updates and Reminders
- a. Events and New Updates:
  - 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](#)

9. Local Issues

a. Anchorage

- i. Upcoming: Ice cleats will be available by appt.

b. Fairbanks

- i. Butro access card - reminder again to replace your replacement if needed  
ii. Ice cleats are available at Enviro Health and Safety – will be fitted to your shoe for you

10. Department Updates, Issues, and Kudos

a.

11. Agenda items for next meeting (February):

a.

12. Closing Comments

a.

13. 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](#)