

System Office Staff Council Agenda

Monday, Dec. 2, 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:

Chad Hutchison - Director of State Relations

Agenda:

1. Call to Order and Roll Call
 - a. Review and Adopt Agenda
 - b. Review and Adopt [November Meeting minutes](#)
2. Guest Comments: 10-10:30
 - a. Chad - election results and updates
3. [Public Comment](#)
4. New Business
 - a. Dr. Brian Smentkowksi to serve as the university's next vice president and chief academic officer (VP/CAO) - news release

- b. BOR recap & FY26 budget discussion
 - c. Proposed health plan changes - November 20 Knowledge Meeting
 - d. Process Improvement Training - limit 30, RSVP
 - e. Winter Holiday Events: SOSC and President's Office
 - f. Bullock Award Nominations - Deadline Dec. 19
 - g. Staff fee support and staff development funding deadlines and communication (Dec. 6)
- 5. Ongoing Business
 - a. Branding - relate it to the mission/vision statement (updates?)
 - b. New Proxy cards for Butro after-hours access (reminder to replace any that were provided before 9/24)
 - 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)
 - ii. Consider monthly DYK on the site
- 6. Reports
 - a. President's Report
 - i. Monthly meeting with VP Paul Layer -
 - 1. Next meeting December 11th
 - 2. VPCAO position selected
 - 3. Updates from Paul:
 - ii. Staff Alliance (Genevieve, Monique)
 - 1. November 15th meeting
 - a. Guest speakers: Chad Hutchison
 - b. Goal Setting
 - b. SOSC Committees
 - i. Morale/[Events](#) Committee (Aimee, Andrew, Genevieve, Rebecca)
 - 1. Last week's event: Tailgate Tuesday - super fun!
 - 2. Coming up: Cookies with the President and Team Gingerbread House build and 'scavenger hunt'
 - 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, Noel)
 1. Justine leaving UA at the end of December, need another volunteer to assist :)
 2. [FY25 Staff Development Funding Request](#)
 3. 2025 spring semester opened Nov. 18 - closes Dec. 6
 - a. <https://www.alaska.edu/governance/staff-alliance/>
 - i. NOTE: Class Fee Support and Professional Development Support are different applications and amounts
 - 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. Survey Deadline was Nov. 30
 - 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. Hard Closure Dates: Dec. 24th - Jan. 1st
- ii. Soft Closure Dates: Soft Closure dates are set by each department and generally follow December 16, 2024, through January 3, 2025. Please inquire about soft closures with your leadership.
- iii. Upcoming: Ice cleats will be available by appt.

b. Fairbanks

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- ii. Soft Closure Dates: Soft Closure dates are set by each department and generally follow December 16, 2024, through January 3, 2025. Please inquire about soft closures with your leadership.
- iii. Butro access card - reminder again to replace your replacement if needed
- iv. Ice cleats are available at Enviro Health and Safety – will be fitted to your shoe for you

10. Department Updates, Issues, and Kudos

- a. **REMINDER:** December 26, 27, and 30 are not paid holidays; December 24 and 25, and December 31 and January 1 are paid holidays

11. Agenda items for next meeting (January):

a. Retention:

- i. Compensation Compression
- ii. Increases in fees
- iii. Career advancement+EAIP
- iv. Annual Leave Accrual rate - 5.54, 6.6, 7.38 rates by years of longevity
- v. <https://smartasset.com/data-studies/state-salary-living-comfortably-2024>
- vi. Review in January post gov budget

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](#)