System Office Staff Council Agenda

Monday, Feb 3, 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) (Jury Duty)
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 (speaking at 10)
Dr. Brian Smentkowski - Incoming Vice President and Chief Academic Officer (joining at 10)
Kim Washburn - HR Business Liaison

Agenda:
1. Call to Order and Roll Call
    a. Review and Adopt Agenda
    b. Review and Adopt January Meeting Minutes

2. Guest Comments: 10:00
    a. Chad - Legislative updates and summary
    b. Brian Smentkowski - New VPAO

3. Public Comment

4. New Business
    a. Changing meeting times
        i. Suggestion: First Thursday, 3pm-5pm?
            1. Work days ending at 4,
            2. Looking at 2-4 time block
            3. 1-3 Wednesday,
    b. [State of the University address](#) - Jan. 30
    c. Remote work agreement update deadline Jan. 31
    d. EAB report pending - BOR consultants reporting on recruitment and retention efforts (recommendations included in upcoming BOR agenda) - Feb. 21
    e. Response to JHCC recommendations - new rates (special meeting later this week)
    f. Wellness platform feedback -
        i. Social network aspects for FIPs/Spouses - earning points
        ii. Biometric screening upload
        iii. How to instructions could be improved
        iv. Personally - dislike the download requirement for the app
    g. Employee Experience Survey results

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

6. Reports
    a. President's Report
        i. Monthly meeting with VP Paul Layer - January 8th
            1. Next meeting
            2. Updates from Paul:
        ii. Staff Alliance (Genevieve, Monique)
            1. January 17th meeting
                a. Guest speakers: None

    b. SOSC Committees
        i. Morale/[Events](#) Committee (Aimee, Andrew, Genevieve, Rebecca, Nicole, Raina)
            1. February Event: Soup-er Star Potluck, Feb. 4th
            2. Random Acts of kindness
        ii. Awards Committee (Aimee & Genevieve)
            1. Planning meetings will begin this month

        iii.   Staff Development Day (Monique/Aimee/Nicole)
1. Next Meeting TBD
2. Reminder - Staff Development funding is available for keynote speakers
        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, Genevieve, April)
1. Justine leaving UA at the end of December, Genevieve volunteered to assist
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 Feedback and Assessment Committee (formerly known as Staff Engagement, Employee Experience) – Chelsey
1. Updates - data will be available in the next month or two
2. NOTE: feedback from SOSC was shared
        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 research ethics and compliance (mid/late February)
- ii. [UA Compliance Leadership for Supervisors Training](#)
- iii. Safety is likely the next topic – NOTE: Ice cleats are available for pick up (BOB - pick up at library; FAI - cleats will be fitted to your shoe)

8. General Updates and Reminders
   - a. Events and New Updates:
     - i. SOUP-er Star Potluck
   - 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. Ice cleats are available at Enviro Health and Safety – will be fitted to your shoe for you

10. Department Updates, Issues, and Kudos
    - a. Jeremiah - shoutout to the data center folks who printed out all the tax forms and delivered them on time
    - b. Andrew - standing shoutout to Noel for all her varied support that keeps us running

11. Agenda items for next meeting (March):
    - a. Ben Shier - upcoming changes to Google suite around retention and storage limits
      - i. NOTE: google photos ending - end of April(ish);
    - b. Education attainment incentive - invite Heather to join? Review process from recent/personal experience.

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](#)