

# System Office Staff Council Minutes

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  
Approved. Second.
  - b. Review and Adopt [January Meeting Minutes](#)  
Approved. Second.
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?  
Doodle Poll to commence
- b. [State of the University address](#) - Jan. 30  
Excellent address took place.
- c. Remote work agreement update deadline Jan. 31
- d. EAB report pending  
Education Advisory Board. Consultants the BOR recruited. Recommendations for student recruitment.
- e. Response to JHCC recommendations - new rates
- f. Wellness platform feedback  
The social aspects of the app are complicated.  
[How To Navigate the app Website](#)
- 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 - did not take place.  
A wonderful retirement party for Paul Jan 13
    - 1. Next meeting
  - 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  
Recommendation to have a list-serv to anyone can respond to requests for information.
    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 - 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 accessibility
    - 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:
  - 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.
- 11. Agenda items for next meeting (March):
  - a. Ben Shier - upcoming changes to Google suite around retention and storage limits
- 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](#)