

System Office Staff Council Minutes

Monday, April 7, 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:

Dr. Brian Smentkowski - Vice President and Chief Academic Officer

Kim Washburn - HR Business Partner

Agenda:

1. Call to Order and Roll Call
 - a. Review and Adopt Agenda
 - b. Review and Adopt March [Meeting Minutes](#)
2. Guest Comments
 - a. Wayne Mowrey, UA General Counsel
 - i. Executive Orders+

An excellent explanation of the process of executive orders and the legal process by which they are historically implemented and are currently being implemented by the current administration.

<https://www.nacua.org/> – for information

- b. Dr. Brian Smentkowski
- 3. [Public Comment](#)
No new Comments
- 4. New Business
 - a. [Employee Experience Survey](#) results
 - b. Empower Alaska Incentive Program
- 5. Ongoing Business
 - a. (PAUSED) Branding - relate it to the mission/vision statement (updates?)
 - i. Likely need to postpone this conversation
 - ii. Lower priority due to current events
- 6. Reports
 - a. President's Report
 - i. Monthly meetings with Brian - **needs to be scheduled**
 - 1.
 - ii. Staff Alliance (Genevieve, Monique)
 - 1. March 21st meeting
 - a. Longevity Counting Memo
 - b. SOSC Committees
 - i. Morale/[Events](#) Committee (Aimee, Andrew, Genevieve, Rebecca, Nicole, Raina)
 - 1. [Staff Development Day - April 23rd & 24th](#)
 - 2. Longevity and Outstanding Employee - April 24th
 - 3. May Event planning underway
 - ii. Awards Committee (Aimee & Genevieve)
 - 1. Awards and Catering Ordered
 - 2. Outstanding Nominees under review
 - 3. PPT - draft done, updating
 - iii. Staff Development Day (Monique/Aimee/Nicole)
 - 1. Planning underway
 - 2. Catering Ordered
 - 3. Presenters - nearly solidified; Sofia helping with Zoom session set-up
 - 4. Invite will be sent out soon
 - iv. Nominations Committee (TBD)
 - 1. Resume in mid April

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
 - 4. Staff Alliance is reaching out to HR re. Point of Contact
- ii. [Staff Development Fund](#) (Raina, Noel, Genevieve, April)
 - 1. [FY25 Staff Development Funding Request](#)
 - 2. Spring tuition fee support completed
 - 3. Professional Dev support review process underway
- iii. Joint Healthcare Committee (Monique)
 - 1. + Staff Healthcare Committee
Open enrollment is coming.

d. Other Committees

- i. Employee Feedback and Assessment Committee (formerly known as Staff Engagement, Employee Experience) – Chelsey
 - 1. Updates - See email from Pres. Pitney with links:
 - a. <https://www.alaska.edu/hr/training/experience.php#reports>
 - b. https://drive.google.com/file/d/1WSq-kaLsh-gS_TiuGGI4Uer7kY8ZD9F/view
- 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
 - 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.
 - 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.
 - b. Fairbanks
 - i.
- 10. Department Updates, Issues, and Kudos
 - a.
- 11. Agenda items for next meeting (April):
 - a. Education attainment incentive - invite sent to Heather to join in March/April, 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](#)