

# System Office Staff Council Minutes

Monday, May 5, 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

**-Sarah Belmont** (2024-2026)

Raina Collins (2024-2026) - Absent

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  
Approved
  - b. Review and Adopt April [Meeting Minutes](#)  
Approved
2. Guest Comments
  - a. Dr. Brian Smentkowski -
3. [Public Comment](#)

#### 4. New Business

- a. Two nominees to confirm and invite
- b. [Employee Experience Survey](#) results
- c. [Empower Alaska Incentive Program](#)
  - i. Nominations are made by supervisors but anyone can inform the supervisor of a potential nominee.

#### 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. April 18 meeting
      - a. Compensation Committee
        - i. Juneteenth Holiday
- b. SOSC Committees
  - i. Morale/[Events](#) Committee (Aimee, Andrew, Genevieve, Nicole, Raina)
    - 1. May Book Swap 5/14 at 12:00pm
      - a. Chili and Cornbread in Butro 204
      - b. Bragaw TBD
    - 2. June event still in planning
  - ii. Awards Committee (Aimee & Genevieve)
    - 1. Done
    - 2. Processing Pre-banner memo
  - iii. Staff Development Day (Monique/Aimee/Nicole)
    - 1. Great job - many complements
  - iv. Nominations Committee (TBD)
    - 1. Two nominees to confirm
- c. Staff Alliance Committees
  - i. [Compensation Committee](#) (TBD - 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:

- a. Education attainment incentive - invite sent to Heather to join in March/April, Review process from recent/personal experience.
    - 4. Committee is separate from memo
  - ii. [Staff Development Fund](#) (Raina, Noel, Genevieve, April)
    - 1. [FY25 Staff Development Funding Request](#)
    - 2. [Summer tuition fee support](#)
      - a. Submit by **May 24th** UAF, **May 27th** UAS, **May 30th** UAA
    - 3. Professional Dev support 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 - 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-kaLtsh-gS\\_TiuGGI4Uer7kY8ZD9F/view](https://drive.google.com/file/d/1WSq-kaLtsh-gS_TiuGGI4Uer7kY8ZD9F/view)
    - 2. Will invite Margo to next meeting (out of office today)
  - 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](#)
8. General Updates and Reminders
- a. Events and New Updates:
    - i. Land Management ANC moved to 1835 Bragaw building

ii.

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. Interim Chancellor - search underway

b. Fairbanks

- i. Provost Prakash - retiring May 31
- ii. UAF CIO - interviews underway

10. Department Updates, Issues, and Kudos

a.

11. Agenda items for next meeting (June):

a.

12. Closing Comments

- a. Safe travels on springtime roads!

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](#)