System Office Staff Council Agenda

Monday, June 2, 2025
9:00am-10:30am
Zoom:
https://alaska.zoom.us/j/89316265720?pwd=VE8veHpiTXdYSVRvdEhnSWJpVDN4dz09
Meeting ID: 893 1626 5720
Passcode: 597537

<u>Representatives:</u>
xGenevieve Bright (2023-2025) FY25 President
xMonique Musick (2023-2025) FY25 Vice President
xRebecca Catlin (2025-2027) FY25 Secretary
xSarah Belmont (2024-2026)
xRaina Collins (2024-2026)
xNicole Goff (2024-2026)
xChelsey Okonek (2024-2026)
xEmilee Pruitt (2024-2026)
xAimee Sudbeck (2025-2027)
xJeremiah Youmans (2024-2026)

<u>Alternates:</u>
Vacant

<u>Governance Support:</u>
Noel Romanovsky
Sharon Dayton

<u>Guests:</u>

Dr. Brian Smentkowski - Vice President and Chief Academic Officer
Kim Washburn - HR Business Partner
Margo Griffith - Director, Talent Acquisition and Development

<u>Agenda:</u>
1. Call to Order and Roll Call
    a. Review and Adopt Agenda
    b. Review and Adopt May Minutes
    c.   Meeting Minutes

2. Guest Comments
    a. Margo Griffith - Employee Engagement Survey Results +
    b. Dr. Brian Smentkowski - Vice President and Chief Academic Officer

3.

4. New Business
    a. Retreat - dates and location, goals
    b. Fireflies conversation?
        i. Not restricted in general, not allowed in the HIPAA Zoom environment - hosts should remove the tool where found.
        ii. https://guide.fireflies.ai/hc/en-us/articles/360020249178-Learn-about-the-Fireflies-Auto-join-and-Email-Recap-settings
        iii. UA's Generative AI Security Standard (https://www.alaska.edu/oit/policies-standards/generative-ai.php) addresses appropriate use in a more general sense. The Acceptable Use section, in particular, specifically prohibits entering sensitive data classified as Internal or Restricted or subject to legal/regulatory control (e.g. FERPA, HIPAA, etc.) into AI tools unless they have been expressly approved for such use.
        iv. https://www.alaska.edu/ai/
        v. https://www.alaska.edu/ai/files/AI-Tool-Guidance-Matrix_20250303.pdf

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. May 16th meeting

    b. SOSC Committees
        i. Morale/Events Committee (Aimee, Genevieve, Rebecca, Nicole, Raina)
            1. June Book Swap 6/4 at 11:30pm
                a. Chili and Cornbread in Butro 204
                b. AWAIC personal supplies collection drive in BOB May (https://awaic.org/)
            2. July event still in planning
        ii. Awards Committee (Aimee & Genevieve)
            1. Inactive
        iii. Staff Development Day (Monique/Aimee/Nicole)
            1. Inactive
        iv. Nominations Committee (complete)
            1. Plan Onboarding and Retreat

c. Staff Alliance Committees
   i. Compensation Committee (TBD - Nicole, Emilee; Bonus! Monique)
      1. Renamed - Ad Hoc Staff Total Compensation Advisory Committee
      2. Updates since last meeting
         a. Monique is herding the compensation cats and will be reaching out to gather the group before officially discontinuing her governance role
      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. 65 requests supported - $16,250
      3. Professional Dev support review process underway
         a. 42 submissions
         b. Q4 just started 4/1-6/30 - will be reviewing submissions next week for Q4 disbursement : Q4 = 9-UAA/11-UAF/1-UAS/1-SO = $11,000max
         c. Need to work with Sharon to get funds rolled over
   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
   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. Foundation President named - Tlisa Northcutt

    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
        iii. Chancellor search will begin shortly - 'retiring' July 26 (staying on as UAF engineering faculty)

10. Department Updates, Issues, and Kudos
    a.

11. Agenda items for next meeting (July):
    a. Retreat

12. Closing Comments
    a. Andrew's Fairbanks celebration of life will be June 7th, 3pm at 3259 Roden Lane

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](#)