

# System Office Staff Council Minutes

Monday, June 2, 2025

9:00am-10:30am

Zoom:

<https://alaska.zoom.us/j/89316265720?pwd=VE8veHpiTXdYSVRvdEhnSWJpVDN4dz09>

Meeting ID: 893 1626 5720

Passcode: 597537

## Representatives:

**xGenevieve Bright** (2023-2025) FY25 President

**xMonique Musick** (2023-2025) FY25 Vice President

**Rebecca Catlin** (2025-2027) FY25 Secretary

**xSarah Belmont** (2024-2026)

**xRaina Collins** (2024-2026)

**xNicole Goff** (2024-2026)

**xChelsey Okonek** (2024-2026)

**Emilee Pruitt** (2024-2026)

**xAimee Sudbeck** (2025-2027)

**xJeremiah 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

Margo Griffith - Director, Talent Acquisition and Development

## Agenda:

1. Call to Order and Roll Call
  - a. Review and Adopt Agenda  
Approved
  - b. Review and Adopt May Minutes
  - c. [Meeting Minutes](#)  
Approved
2. Guest Comments

- a. Margo Griffith - Employee Engagement Survey Results +
- 3. [Public Comment](#)  
No Public Comment
- 4. New Business
  - a. Retreat - July dates, Doodle Poll will be sent out.
  - b. Fireflies conversation?
    - i. Not restricted
    - 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.
- 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 - Chad Hutchison gave a legislative update.  
Budget has been transmitted to the governor. There will be one final capital report.
  - b. SOSC Committees
    - i. Morale/[Events](#) Committee (Aimee, Genevieve, Rebecca, 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. Inactive
    - iii. Staff Development Day (Monique/Aimee/Nicole)
      - 1. Inactive

- iv. Nominations Committee (TBD)
  - 1. Plan Onboarding and Retreat
- c. Staff Alliance Committees
  - i. [Compensation Committee](#) (TBD - Nicole, Emilee)
    - 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. 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](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](#)