System Office Staff Council Minutes
Monday, September 8, 2025
9:00am-11:00am
Agenda
Zoom Recording

Representatives:
Nicole Goff (2024-2026) FY26 President - present
Genevieve Bright (2023-2025) FY26 Vice President -present
Hailey Jo Moyle (2025-2027) Secretary -present
Rebecca Catlin (2025-2027) -present
Sarah Belmont (2024-2026)-present
Raina Collins (2024-2026)
Chelsey Okonek (2024-2026) -present
Emilee Pruitt (2024-2026)-present
Aimee Sudbeck (2025-2027)
Jeremiah Youmans (2024-2026)-present
Logan MacDonald (2025-2027) -present

Alternates:
Vacant

Governance Support:
Noel Romanovsky
Sharon Dayton

Attendees: Nicole Goff, Genevieve Bright, Hailey Jo Moyle, Rebecca Catlin, Sarah Belmont, Chelsey Okonek Emilee Pruitt, Jeremiah Youmans, Logan MacDonald
Guest Speakers: Margo Griffith, Nicole Conley, Jamie Heckman, Michelle Pope, and Heather Arana.
Absent: Aimee Sudbeck, Raina Collins

📝 **Opening & Formalities**

- Nicole Goff welcomed attendees and acknowledged the Monday morning challenge.
- Roll call was conducted; quorum confirmed.
- Agenda and August minutes were approved.
- Guest speakers were introduced: Margo Griffith, Nicole Conley, Jamie Heckman, Michelle Pope, and Heather Arana.

🚀 **Onboarding & Supervisor Training (Margo Griffith)**

- Margo Griffith shared onboarding updates, including system office participation in university programs.
- UAHR is working to implement the PageUp onboarding portal by next fall.
- Supervisor Development Program introduced, built around five iterative pillars.
- Includes a 14-hour Foundations Pathway, annual refresher, and a detailed Supervisor Handbook.

- Employee Engagement and Development Center highlighted as a centralized training hub.
- Sarah Belmont asked about implementation and tracking for the January 2026 launch.
- Margo confirmed a six-month completion window and a dashboard for progress monitoring.
- Completion will be treated as a performance expectation.

🕘 HR Updates (Nicole Conley)

- Nicole Conley discussed her transition into HR and goals for transparency and process improvement.
- Praised the ePath system for streamlining job form entries.
- Addressed late pay issues and announced Tara Ferguson's addition to the compensation team.
- Reinforced supervisor training timeline and goals.

🧩 Clarifications & Identity Building

- Genevieve Bright asked where guidance on bonuses and salary increases would be located.
- Margo pointed to multiple training categories and the Supervisor Handbook.
- Genevieve also asked about system office identity; Margo confirmed a dedicated onboarding portal page is in development.

⏱ Automated Overtime System (Jamie Heckman and Michelle Pope)

- Jamie Heckman and Michelle Pope presented the automated overtime system as part of the UA Online upgrade.
- Overtime will be calculated automatically, reducing errors and simplifying timesheet processing.
- Temporary changes to timesheet release dates will support backend updates.
- Overtime charging practices for system office employees have been standardized.

🏛 Evicore Preauthorization (Heather Arana)

- Heather Arana explained Evicore's role in preauthorizing physical therapy services.
- Selected by JHCC for cost containment; applies only to PT.
- University made the decision; Premera handles security vetting.
- Staff concerns acknowledged; feedback encouraged via UA Benefits or TouchCare.
- Program will be evaluated next fall using FY26 data.

📅 Holiday Changes (Heather Arana)

- July 4th holidays will now be observed on July 2nd and 3rd for 2027.
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Public Comment- Tier 3 Retirement Policy

- <mark>Public comment</mark> raised concerns about Tier 3 retirement cliff vesting. Heather invited Staff Council to escalate the issue; vesting resets after a one-year break. Staff Council President emailed public comment to benefits team, waiting for more information

📣 New Business/Announcements

- Acknowledged Emily Pruitt's departure from Staff Council and invited new members to apply.
- Board of Regents update: Chair Seekins stepping down.
- Addressed IT error involving invalid checks from Premera.
- Annual Security Awareness Training - Annual training starts on September 1st. A 20-minute module is available on your personalized KnowBe4 Training Dashboard. You'll receive a notification email with a link to log in using Single Sign-On (SSO). The deadline to complete the training is **October 31, 2025.**
- Performance Evaluations- Initial eval reminder due **September 30th**
- Title IX Training Reminder - **October 31**
- Universal Process Improvement Training - September 11 (connect with Kara Axx if interested)

🎉 Morale & Events Committee

- Rebecca Catlin shared upcoming events:
  - Craft Hour & Teatime at Butrovich!
    - 📍 **Location:** Butrovich Building, Room 204 & Bragaw 205
    - 📅 **Date:** Wednesday, September 10th
    - 🕐 **Time:** 2:30 PM – 4:00 PM
    - We'll have floral teacups and light refreshments. Please bring a relaxing craft activity you enjoy to inspire your creativity and spark conversation. Whether you're stopping by to sip, create, or connect with colleagues, we'd love to see you there!
  - October event: "Cozy Bowls, Cozy Souls" with a soup potluck and book swap. More details coming soon!

🎓 Staff Development Fund

- Genevieve Bright reported 165 applications reviewed; about half awarded fee support.

📌 Compensation Memo Response

- Staff Alliance sent the Compensation memo to President Pitney's office in July. Feedback and next steps were received on August 22nd.
  - Compensation Memo
  - Compensation Memo Update as of 8/22

🔍 Searches

- UAA chancellor candidates are currently visiting UAA campus
- UAF chancellor search aims for a March 2026 announcement.

✅ Closing Notes

- Nicole invited agenda items and guest speaker suggestions for October 6.
- HR is searching for a replacement for Parker's position.
- Meeting adjourned with appreciation and well wishes.

Scripted Version of Minutes:

The September Staff Council meeting opened with Nicole Goff welcoming attendees and confirming quorum. The agenda and August minutes were approved before transitioning into guest presentations.

Margo Griffith shared onboarding updates, including system office participation in university-led programs and plans to implement the PageUp portal by next fall. She introduced the Supervisor Development Program, built around five iterative pillars, featuring a 14-hour Foundations Pathway, annual refresher, and a detailed Supervisor Handbook. She also highlighted the Employee Engagement and Development Center as a centralized training hub. In response to Sarah Belmont's question, Margo confirmed supervisors will have six months to complete the training, with progress tracked via a dashboard.

Nicole Conley discussed her transition into HR, emphasizing transparency, partnerships, and process improvements. She praised the ePath system for reducing manual job form entries, addressed late pay issues, and announced Tara Ferguson's addition to the compensation team. She reinforced the supervisor training timeline and encouraged feedback.

Genevieve Bright asked about guidance on bonuses and salary increases, which Margo said would be covered across multiple training categories and in the handbook. Genevieve also asked about fostering system office identity, and Margo confirmed a dedicated onboarding portal page is in development.

Jamie Heckman and Michelle Pope presented the automated overtime system, part of the UA Online upgrade. The system will calculate overtime automatically, reducing errors and simplifying timesheet processing. Temporary changes to timesheet release dates will support backend updates, and overtime charging practices for system office employees have been standardized.

Heather Arana explained the Evicore tool for physical therapy preauthorization, selected by JHCC for cost containment. She clarified that the university made the decision and Premera handles security vetting. Staff concerns were acknowledged, and feedback is encouraged via UA Benefits or TouchCare. The program will be evaluated next fall.

Heather also announced that July 4th holidays will now be observed on July 2nd and 3rd. A public comment raised concerns about Tier 3 retirement cliff vesting; Heather invited Staff Council to escalate the issue for review. Vesting resets after a one-year break in service.

Nicole reminded attendees about the October 31 deadline for security awareness training and encouraged interest in process improvement sessions. She acknowledged Emily Pruitt's departure from Staff Council and invited new members to apply. Updates from the Board of Regents included Chair Seekins stepping down, and Nicole addressed an IT error involving invalid checks from Premera.

Rebecca Catlin shared upcoming events from the Morale and Events Committee, including a tea time and craft hour, and an October event titled "Cozy Bowls, Cozy Souls." Genevieve reported that 165 Staff Development Fund applications were reviewed, with half receiving support.

The meeting concluded with a call for agenda items and guest speaker suggestions for October 6. Resources and recordings will be shared via email and the shared drive.