

# System Office Staff Council Minutes

Monday, December 1, 2025

9:00am

[Agenda](#)

[Zoom Recording](#)

## Representatives:

~Nicole Goff (2024-2026) FY26 President - Present  
~Genevieve Bright (2025-2027) FY26 Vice President - Present  
~Hailey Jo Moyle (2025-2027) Secretary - Present  
~Rebecca Catlin (2025-2027) - Present  
~Sarah Belmont (2024-2026)- Present  
xChelsey Okonek (2024-2026)- Absent  
~Ari Sudbeck (2025-2027)- Present  
~Jeremiah Youmans (2024-2026)- Present  
~Logan MacDonald (2025-2027)- Present

## Meeting Summary

### Agenda & Minutes

- **Agenda adopted** (Motion: Logan MacDonald; Second: A. Sudbeck).
  - **November minutes approved** (Motion: Genevieve Bright; Seconds: Logan MacDonald & Hailey Jo Moyle).
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### Guest Speaker Updates

#### Supervisor Training- Margo Griffin

#### [Supervisor Foundations Training](#)

- **Mandatory by July 2027**, rollout starts **January 2026**.
- **Formats:**
  - Online: LinkedIn Learning "Supervisor Foundations."
  - In-person: Two 4-hour sessions (8 hours total).
- **New module:** "Apply What You Learned at UA" launching late January 2026.
- **Supervisor Handbook:** Searchable, living document with input from 93 stakeholders.
- **Campus programs:** UAF mentoring, UAA supervisor program, UAS coaching.

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## Onboarding Portal

- Reintroducing portal via **PageUp (MyUA)**.
- Goal: Integrate with Banner, I-9, recruitment system by **Fall 2026**.
- **Spring 2026**: Landing page for new hires; full integration later.

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## Concur Updates- Geoff Jacobs

- Streamlined per diem process.
- Audit rule for lodging >150% of federal allowance.
- Researcher designation added for compliance.
- Banner table for projected travel spend replaces old system.

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## Cybersecurity & AI Safety - Logan McDonald and Joshua Craft

### Presentation

- **Focus**: Safe internet practices & responsible AI use (Copilot, Gemini).
  - **Privacy Principles**: Control over data; apply least privilege; protect PII (FERPA, HIPAA).
  - **Risks**: Fraud, identity theft, unauthorized data selling, profiling.
  - **Threat Landscape**:
    - Higher ed = prime target.
    - AI-driven threats: phishing, MFA fatigue, voice deepfakes, automated reconnaissance.
  - **Safe AI Use**:
    - Use UA-sanctioned tools (Copilot, Gemini).
    - Avoid sharing sensitive data (FERPA, HIPAA, HR, financial info, passwords).
  - **Modern Internet Safety**:
    - Use passphrases; avoid reuse.
    - Keep systems updated; verify links; beware of cloned login pages.
    - Cloud hygiene: avoid "Anyone with link," audit permissions, delete unnecessary files.
  - **Password Vaults**: UA provides Keeper Security (encrypted, free personal account).
  - **AI Risks**: Hallucinations, fake citations, phishing via voice/writing mimicry.
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## Insider Threats & Best Practices

- Examples: Opening unknown docs, data theft, installing unauthorized tools.
  - **Technologies:** Encryption, MFA, access controls, DLP.
  - **Password Hygiene:** Passphrases, unique passwords, 16+ characters.
  - Cybersecurity = tech + good habits.
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## Compliance & Standards

- Sensitive data shared with AI = **disclosed** (FERPA, HIPAA, PCI, CJIS violations).
  - Copyright risk: Uploading textbooks or protected works into AI.
  - UA-approved tools: Copilot, Gemini, Zoom AI.
  - Mandatory AI training likely within 5 years.
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## High-Impact Actions

- Think before you paste.
  - Use only approved AI tools.
  - Keep devices updated.
  - Report suspicious activity.
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## New Business Summary

### Public Comments

- No new public comments this month.
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## Training & Evaluation

- **Benefits Survey:**
    - Individual links sent via email.
    - Deadline extended to **end of today**—feedback encouraged.
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## UA Benefits Cost Comparison

- Request submitted to **Staff Alliance** for updated cost comparison of UA benefit plans.
  - HR may present data at a future meeting.
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### Board of Regents Recap

- November meeting focused on **budget discussions** and **FY27 planning**.
  - Recap linked for review; members can reach out with questions.
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### Non-Retention Policy Update

- Removal based on **court case technicality**.
  - Most UA employees are **at-will or for-cause**, so impact is minimal.
  - Staff Alliance supports transparency and advance notice for terminations.
  - [Links to policy and court documents provided.](#)
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### **Leadership Updates**

- **President Pitney retiring in May.**
  - **[UA President Search:](#)**
    - Executive search firm hired; goal to appoint permanent president before Pitney's departure.
    - Listening sessions scheduled next week in **Juneau, Fairbanks, and Anchorage** for input on desired leadership qualities.
  - **UAF Chancellor Search:**
    - The same firm will manage both searches concurrently.
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### **Gratitude Wall Proposal**

- Inspired by [UAA's virtual gratitude wall](#) (Padlet).
- **Goal:** Foster appreciation and connection among system office staff.
- **Considerations:**
  - Small cost; partnership with HR possible.
  - Requires email setup and monitoring.
- **Next Steps:**

- Evaluate feasibility in **spring semester**.
  - Could integrate into monthly emails with public comment section.
  - Feedback encouraged—send ideas or concerns to Nicole.
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## ✅ Closing Announcements & Committee Updates

### Holiday Closure

- [Linked details](#) for **soft and hard closures** in December.
  - Reminder to plan ahead.
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### Staff Council Representatives

- Seeking **1–2 new representatives**.
  - **Time commitment:**
    - Minimum: attend monthly meetings (~2 hours).
    - Optional: join committees for additional involvement.
  - Contact Nicole if interested.
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### Morale & Events Committee

- **October Event:** Soup recipes shared from Anchorage & Fairbanks.
- **December Event:**
  - **Cookies & Kindness Bake It Forward Community Care Drive**
    - Date: **Next Tuesday, 11:30 AM – 1 PM** (Anchorage & Fairbanks).
    - Activities:
      - Cookie exchange (optional sign-up; homemade or store-bought welcome).
      - 🍪 [Sign up to bring cookies here](#)
      - 👁️ [See what others are bringing here](#)
      - Two boxes provided—one for yourself, one for gifting.
      - Hot chocolate/cider and festive attire encouraged.
    - ❤️ **Community Service**

- Don't forget, we're also collecting **non-perishable food items** at the event, and we're encouraging everyone to explore opportunities to support [Western Alaska relief efforts](#) (no on-site donations for that initiative).
  - **Future Committees:** Staff Development Day and Awards Committee will ramp up in spring.
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### Staff Development Fund

- Tuition fee support application is open.
- **Update:** No separate form needed for tuition waiver if eligible.
- Tuition Support:
  - Application period: November 17, 2025 - January 5, 2026
  - Submit a fee scholarship request by: January 5, 2026
  - Tuition Waiver is no longer necessary.
- Q2: October 1–December 31 = Review 2nd week of January (due to holidays)
  - This support is good for any activities occurring within the next 12 months, and is for up to \$500 per employee, while the funds last.
  - [Application Link](#)