

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).

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.

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.

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.

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.

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.

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.

High-Impact Actions

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

New Business Summary

Public Comments

- No new public comments this month.

Training & Evaluation

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

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.

Board of Regents Recap

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

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.](#)

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.

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.

Closing Announcements & Committee Updates

Holiday Closure

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

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.

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.

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](#)