AGENDA
UAF STAFF COUNCIL
Wednesday, November 12, 2008
8:45-11 a.m.
Wood Center Carol Brown Ballroom

Audio Conference information: 1-800-893-8850, Participant PIN: 8244236; Chair PIN: 8244640 (only the chair or meeting convener uses this pin#).

The December 2008 Council meeting is scheduled: Friday, 10 December 2008, 8:45-11 a.m., Wood Center Carol Brown Ballroom.

1. 8:45-8:50 CALL TO ORDER AND ROLL CALL
   A. Adopt Staff Council #193 Agenda, Wednesday, 12 November 2008.
   B. Approve Staff Council Minutes #192, Friday, 17 October 2008.

2. 8:50-9:00 OFFICER REPORTS
   A. Juella Sparks, President, Staff Council.
   B. Martin Klein, President-Elect, Staff Council.

3. 9:00-9:10 GOVERNANCE REPORTS
   A. Marsha Sousa, President, Faculty Senate.
   B. Brandon Meston, President, ASUAF.

4. 9:10-9:20 GUESTS
   A. Brian Rogers (will participate via audio-conference).

5. 9:20-9:25 PUBLIC COMMENT

ACTION

6. 9:25-9:45 UNFINISHED BUSINESS
   A. Retreat report follow-up, Juella Sparks.
   B. Confirm Ad Hoc committee volunteers and call for more volunteers to serve on Ad Hoc committees, Juella Sparks.
   C. Staff Handbook, Juella Sparks.

INFORMATION

7. 9:50-10:05 NEW BUSINESS
   A. Discuss Staff Compensation Task Force.

8. 10:05-10:25 COMMITTEE REPORTS
A. Staff Affairs, Julie Carpenter, Attachment #1.
B. Rural Affairs, Liz Recchia, Rural Affairs, not available at this time.
C. Elections, Membership, and Rules, Katrina Paul, Attachment #1.
D. Advocacy Committee, Maria Russell, not available at this time.
E. Ad Hoc Calendar committee, Gary Newman.

Committee Chairs: If available please forward your reports to fystaff@uaf.edu and post reports on the Council’s committee site.

9. 10:25-10:35 EXTERNAL COMMITTEE REPORTS (if available).

A. Master Planning Committee (MPC) – Gary Newman, access the MPC Web site for the purpose of the MPC and the SCP for more details about the purpose of the committee and its subcommittees access URL: http://www.uaf.edu/mastplan/bylaws.html.
C. Chancellor’s Diversity Action Committee (CCDAC) – Ginny Tschanz.
D. TAB Committee Report – Brad Havel, for more details about the TAB committee access URL: http://www.alaska.edu/uaf/tab/index.xml.
E. Provost Budget and Planning Committee - Gary Newman.
F. Student Recreation Committee (SRC) – Carol Shafford.
G. Staff Health Care Committee – Liz Recchia.
H. Bunnell House Advisory Committee – Holly Royce.

10. 10:35-11 ROUND TABLE DISCUSSION

11. 11 ADJOURN

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UAF Staff Council #193 Attachment #1
UAF Staff Council #19 – Wednesday, 12 November 2008

Staff Affairs Committee report
Wednesday, October 27

A. Staff Leave Issue:

Update: I (Julie) called and spoke with Mike Humphrey immediately after the meeting and he has this to say:

1. When staff resigns or leave the University for whatever reason their sick leave disappears. It does NOT go into a leave bank. He went on explaining some fancy terms that I didn’t understand…something about the University funds sick leave at half the utilization level whereas annual leave is funded at the full level - ?
2. He reiterated that it is TRUE that siblings do not fall under the category of “qualified family member” when it comes to FMLA and the leave bank. Employees currently must exhaust their own sick leave, annual leave and then take LWOP to care for a sibling.
3. He did state however that it is always a good idea for an employee to sit down with an HR person to discuss the details in each case because sometimes there is something that can be done – that isn’t exactly spelled out in the regulations.

4. He also suggested that SA invite UAA HR to join us in the future because they currently conduct a training regarding all leave issues.

B. Juella has made progress on the Staff Handbook. A few people have reviewed the handbook draft online and made suggestions. We all need to take a careful look and offer feedback.

C. Still waiting on clarification of “athletic fee” and “truth in fees” in general so staff know what the various fees are for and when/how the University decides if a staff is to be considered “staff” or “student” when enrolled in classes.

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UAF Staff Council #193 Attachment #2
UAF Staff Council #19 – Wednesday, 12 November 2008

Elections, Membership and Rules Committee
November 2008 Report

EMR meeting November 3rd –
Present: Holly Royce, Katrina Paul, Mary Sue Dates, Gary Newman
Absent: Brad Havel – sick, Dee Daniels

Reviewed the current nomination forms that had been submitted, noted where there were large gaps and divided up who we were going to contact in an effort to get nominations from each odd numbered unit.

Discussed the elections process, need to review election ballots and approve them for Lynette to get out. Discussed who would be covering the distribution of election ballots because November 7th is Lynette’s last day. Will be discussed further at Administrative committee meeting and a follow up on Thursday with Lynette.

The Northern Leadership Center which was under Student Enrollment Services (Unit 7) has moved under the School of Management (Unit 3) – EMR recommends NLC be officially moved on our unit lists. EMR would like to encourage all representatives and alternates to serve on a standing or permanent committee. There are also opportunities for service on several external committees and ad-hoc committees as needed. If we all pitch in to get our staff voice heard it will not fall on one or two individuals.

At the retreat EMR was tasked with rewriting/updating the constitution and bylaws, once we are done with the elections process we will resume work on this project.

Also discussed at the retreat was the issue of non-attendance at staff council meetings. From this time forward it was agreed upon that the current bylaws will be followed (see Section 2C) with the expectation that attendance would be carefully recorded and monitored. At EMR we discussed using a sign in sheet, and we discussed making more of an effort to have the president note any latecomers and ensure all alternates are noted. Holly suggested a combination of both as we transition into a new secretary of having the sign in sheet and noting all attendees in the minutes.
LINKS of INTEREST:

Staff Council web site: Governance web site: http://www.uaf.edu/uafgov/staffcouncil.html
Staff Council Blog URL: http://staffcouncil4uaf.blogspot.com
Staff Council Library blogspot: http://staffcouncillibrary.blogspot.com/
University Relation’s Events Calendar: http://www.uaf.edu/events/
SkillSoft Program: access the HR e-learning webpage SkillPort Flash tour at: <http://www.skillsoft.com/demo/skillport-intro.html> and available courses by logging into http://www.alaska.edu/hr/training/e-learning/skillsoft.xml or through the MyUA Portal
Chancellor’s Staff and Supervisory Recognition Award links: http://www.uaf.edu/uafgov/sc_recognition.html
Staff Make Students Count: http://gov.alaska.edu/Staff/studentscount/
http://www.uaf.edu/uafhr/Longevity/
UA Statewide Web site: http://www.alaska.edu/
Holiday Schedules 2007-2010: http://www.alaska.edu/HR/benefits/holidays.xml
UAF Information Line: http://www.uaf.edu/news/announce/20080206045729.html

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For More information contact the UAF Staff Council Governance Office
www.uaf.edu/uafgov/staffcouncil.html, 474-7056 Room 312 Signers Hall, P.O. Box 977500.