A G E N D A
UAF STAFF COUNCIL
MEETING #143
WEDNESDAY, 16 APRIL 2003
8:45-11:05 a.m.
Wood Center Carol Brown Ballroom

8:45 I Call to Order - Larry Ledlow 10 Min.
A. Roll Call
B. Approval of Minutes for #142
C. Adoption of Meeting #143 Agenda

8:55 II A. Larry Ledlow, President's Report 20 Min.
(Attachment 143/1)
B. Rory O'Neill, President-Elect's Report 10 Min.

9:30 III Governance Reports
A. Faculty Senate Report, Godwin Chukwu, Faculty Senate President 5 Min.
B. ASUAF Report, Derek Miller, ASUAF President 5 Min

Staff Council Guests
9:45 IV A. Staff Development Day - Susan Miller, Training Coordinator 10 Min.

9:55 V Committee Reports
A. Staff Affairs - G. Hazelton (Attachment 143/2) 5 Min.
B. Elections, Membership, and Rules - DeShana York 5 Min.
C. Rural Affairs - S. Culbertson 5 Min.
(Attachment 143/3)
D. University Advocacy - A. Linn (Attachment 143/4) 5 Min.
E. Ad Hoc Committee on Diversity & Tolerance - 5 Min.
Maya Salganek (Attachments 143/5, 6, and 7)

10:20 VI Old Business 20 Min
A. Update on Staff Council Workshop - Larry Ledlow
(Attachment #8)
B. Picnic and Longevity Committee Update - Paula Long
C. Staff Council Committee meeting's schedule June, July, and August
D. Staff Council Service Award update - Larry Ledlow
(Attachment 143/9 Draft Motion for Staff Council Award)

10:40 VII New Business 20 Min.
A. President-Elect Nominations - Larry Ledlow
B. Governance Coordinating Committee and Intercollegiate Athletics Committee
request for volunteers - Larry Ledlow
C. UAA Chancellor Gorsuch memo - Rory O'Neill
(Attachment 143/10)
D. Proposed Academic Calendar - Larry Ledlow
(Attachment 143/11 Academic Calendar memo) and (Academic Calendar handout)

11:00 VIII Public Comments and Questions 5 Min.

11:05 IX Adjournment

ATTACHMENT #143/1
UAF STAFF COUNCIL #143
Wednesday, 16 April 2003
President's Report - Larry Ledlow
7 April 2003

UA Budget
The most pressing issue impacting all of us at the University of Alaska is a huge shortfall in the budget, if the House Finance Subcommittee is allowed to go unchallenged in Juneau. The proposal is to fund UA at $16 million below the UA FY04 budget request and $2.4 million below UA's FY03 level! The House proposal does not even pay for fixed-cost increases to maintain existing programs. The decrement proposed in the subcommittee combined with the University's mandatory salary policy, contract obligations, operating costs for new facilities, and inflationary increases UA would begin FY04 with a decrement of $12.3 million. Governor Murkowski recommended a $10.4 million increase in the UA budget this year, which should be sufficient to maintain the momentum and meet the basic fixed costs. The governor sees the UA as essential to the economic growth and vitality of the state. However, House Republicans apparently have not yet understood this message. The impact of the House Finance Subcommittee could be severe, since the University cannot absorb over $12 million. Programs (and staff) will be reduced out of necessity. Details of the issues can be found at the UA website. See: http://www.alaska.edu/state/archives/2003/2003press/ACalltoArms1.html

Staff Council representatives should inform their constituents and advise them immediately to contact their legislators in Juneau to state their views on the value of the University to the state and to offer opinions about the significant funding shortfall. President-elect Rory O'Neill and I will travel to Juneau during 14-15th April along with other Staff Alliance members. We will meet with our legislators in person.

Construction and Parking on West Ridge
Major construction projects commenced on West Ridge in late March, and they have caused a disruption in parking and access to the Museum, Irving, O'Neill, Elvey, IARC, and Arctic Health buildings. Koyukuk Drive will be closed until at least October, and several hundred parking spaces have been displaced. A new shuttle service was implemented between West Ridge and the Nenana parking lot, where late-arriving employees and students are forced to park. The full impact of the parking and circulation disruption will probably not be felt until next winter, when access to parking spaces with head bolts will be extremely limited. Information distribution on the new arrangements has been very effective. Unit 5 Alternate Gary Newman, who maintains a Staff Council web page for the Geophysical Institute, has provided invaluable service by keeping construction information current. See: http://www.gi.alaska.edu/staffcouncil/westridge-construction.htm

Staff Development Day
Under the auspices of UAF Human Resources, training and development coordinator Susan Miller has been leading the organization of UAF Staff Development Day. The event is planned for Wednesday, April 30th. Workshops covering various topics such as Office Communications and Health and Wellness will be featured. Unfortunately, my call to Staff Council members to help plan the event went unanswered. Nevertheless, Staff Council can still help spread the word. According to Susan, the plans so far are as follows:

Keynote speaker is Lynne Curry-Swan of the Growth Company in Anchorage. She has spoken and given workshops throughout the U.S. We have had a good response to the online survey about which workshops employees would like to have. As of today, we have had almost 200 responses. About 20% wanted Office Communications. Comments about this topic: positive attitude and dealing with those who don't have one, conflict in the workplace, humor in the workplace, valuing staff, customer service.
The next closest topic, almost at 20% was Health and Wellness. Comments: stress management, balancing work and family. Next was Basics of Investing at close to 20%. Professional Image at about 15% and Resume & Interview Skills about 15%.

I have reserved four different spaces for workshops, so the most we can offer is four. The smallest space is the MCR [about 20 -25 people]. The Library Media Classroom holds 50.

Wood Center DE and EF will hold about 40 each, maybe more.

Door prizes attained so far include dinner at Westmark Bear and Seal Restaurant, Overnight stay at the Westmark, trip for 2 on the Discovery Riverboat, trip for 2 to El Dorado Gold Mine, season pass to the Wood Center Pub wine/beer tasting.

If you know of a business that might be willing to donate a service or product, please let me know and I will send them a letter, or contact them yourself, especially if it is a place where you do business. Susan will attend the Staff Council meeting on 4/16 and will talk about Staff Development Day, and can give out flyers listing the specific workshops. Human Resources will have an online registration form set up for the workshops.

ATTACHMENT #143/2
UAF STAFF COUNCIL #143
Wednesday, 16 April 2003
Gabby Hazelton, Staff Affairs Report

March 24, 2003, 2 pm

I Roll Call
Joyce Allen-Luopa
Frances Bedel
Mark Blair
Annette Chism
Liam Forbes
Gabrielle Hazelton, chair
Ramona Pierce

Excused: Wanda Fields

II UAF
A. Parking - Gabrielle will e-mail Gary Newman about the GI parking motion-action/status. Gabrielle will e-mail Linda Cook with an offer to help publicize the Parking Hotline (474-5225) and any forum/open houses.

B. Formal education vs. equivalent experience in HR recruitment-Gabrielle will send an E-mail to Stacey regarding her last work on this to avoid reinventing the wheel.

C. Volunteerism program status-Gabrielle will send an e-mail to Scott McCrea regarding his last work on this to avoid reinventing the wheel.

D. Pets on Campus www.rtx1.com/UAF-SRPO. Annette talked with Ron Pierce, Risk Manager:
  Question: Why isn't the current policy enforced?
  Answer: Felt the policy was enforced to the best ability possible.
  Question: Why is policy being reviewed?
  Answer: Policy was up for routine review.
  There will be no further action from this committee until the final draft is sent to Staff Affairs for comment. Constituents and other interested parties are invited to contact Ron, EHS&RM at 474-5413.

III. UA
A. Staff working after retirement-Wanda was unavailable.
B Family Medical Leave - privacy - supervisor change of agreed work schedule, etc.
Gabrielle will ask Jennifer Youngberg, UAF HR Benefits, to host a general FML 101 Q&A forum for all staff.

C. Leave Share program - Gabrielle will ask Jennifer, to include this in the above Q&A forum.

D. Compensation motion - passed SC 10/02 Liam will start work on a "position summary" using this motion and historical info from Kurt Carlson's motion from Sept 2000. The committee's goal is to present a comprehensive statement to Staff Council in September 2003.

IV New Business

A. Meeting dates. Since the current meeting time was requested by people who no longer attend, the committee agreed to keep the same dates but change the time to 8:30 a.m. Gabrielle will contact Lynette.

B. Retention/career ladders - unsure of original intent with topic. Gabrielle will do some research, may be affected by new classification project and movement between levels in families.

V Next Meeting - Mon., 28 April, 8:30 a.m., in Wood Center Conference Room B.

VI Adjourn

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ATTACHMENT 143/3
UAF STAFF COUNCIL #143
Wednesday, 16 April 2003
Scott Culbertson, Rural Affairs Report

April 9, 2003

Rural Affairs Committee:

The Rural Affairs Committee held a special meeting on March 28th that featured Jim Johnsen, VP for Faculty & Staff Relations. Mr. Johnsen provided information on the job families project. It would seem that it is a work in progress and that statewide HR are making changes to it as they progress. Mr. Johnsen let it be known that the job family project was not as far along as had been previously reported. Mr. Johnsen finished the meeting with items related to the UA 2000 health care plan.

On April 2nd the Rural Affairs Committee held it regular monthly meeting. We gave the majority of our time to Mike Humphrey, Director of Benefits. Mr. Humphrey expanded on the UA 2000 health plan issues that Mr. Johnsen introduced on March 28th. There are a lot of health care plan issues being worked on right now and through the summer. These issues affect us all (UAF and Rural Campuses). If you have concerns or questions please send and email regarding them to (mike.humphrey@alaska.edu). The Rural Affairs Committee will be planning a special meeting for this summer concerning healthcare. Mr. Humphrey has already expressed interest in speaking to us at that time.

On May 2nd the Rural Affairs Committee will have its final meeting for this academic year. I will continue to chair the committee through the fall semester. Keeping that in mind our meeting on May 2nd will for the most part be a planning session for the special summer meeting and determining our fall agenda items.
ATTACHMENT #143/4
UAF STAFF COUNCIL #143
Wednesday, 16 April 2003
Angela Linn, UAF Advocacy Committee Minutes

Staff Council
University Advocacy Committee Meeting Minutes
March 6, 2003, 12:00-1:30
Mambo Grill / North Pole Mall

Members Present:
Nansi Chandler-Norum, Angela Linn, Scott McCrea, Darlette Powell, Maya Salganek, Josh Steadman, LaJuana Williams

Members Absent:
Cynthia Bauer, Sarah Comstock, Emily Drygas, Diane Gray, Krystal Huwe, Patty Ficha

I. Legislative Session Plans
A. Travel possibilities
B. Update on ideas

It was decided that after the Governor announced the $10.3 million increase (5%) in the University's budget, that we would continue to support ASUAF's efforts in the card campaign, but that due to the current financial climate and the fact that the University is the only state department not receiving a cut in their annual budget, we would not attempt to send reps. to Juneau to lobby.

II. College Prep Day at JP Jones Community Center
A. Confirm volunteer times
Add Nansi Chandler-Norum to the volunteer list for 4:15-5:00 shift.
B. Confirm flyers and other handouts
   Flyers/handouts should be sent/given to Darlette Powell, who will take them with her for the first shift at the table.
   Maya: Theatre UAF, Summer Sessions; Nansi: Art; Angie: Museum; Emily: Various science departments; Darlette: Space Grant. LaJuana Williams let us know that the target audiences, from the standpoint of OMA, are the current seniors and non-traditional students who are currently applying to schools and freshman and sophomores who want to gather information.

III. Spring Tour at Poker Flat
A. Progress Report
   Everything still looks good for the tour. Angie will submit the formal request from Governance for $50 to purchase rocket motors.
B. Other?
   Darlette received an email that listed out new potential restrictions on the sale and shipment of model rocket motors. The concern was that we may not be able to purchase ours in time, before the possible implementation of these restrictions. However, after making contact with Neal, he confirmed that they have enough on hand for our project. Our $50 will go towards re-stocking the motors and contributing towards other supplies we will use on the tour.

IV. UAF Day at North Pole
A. Update
   Josh was interested in possibly adding some aspect of the TAB group to the event. This would be a way of advertising what the technology fee that all student pay goes toward. He will check with Paul McCarthy about this. Scott McCrea confirmed the live remote feed on KWLF. University Relations and the City of North Pole will split the cost of this. As part of the contract are 2-3 promos a week, advertising the event.
A prior question of admissions cost was clarified: there will be a fee for people who want to participate in the Taste of North Pole event (stamped hands or tickets something to set them apart), but there will not be a cover charge for getting in the door.

The Chancellor's memo to the Deans and Directors was to have gone out this week, to encourage participation. A deadline of the end of this month was given for signing up.

Sarah will be contacting specific departments with invitations as well. Mayor Jacobson is working on the table/chair situation. Claudia Clark, Dean of Admissions, has been contacted about the possibility of having a table where people could register for fall classes on site. Likewise, previous discussions had suggested that Summer Sessions has a table.

Other topics raised:
- possible computer stations
- earthquake guy
- Athletics department: possible North Pole Homecoming event for Brad Olson;
- autograph signing by various sports teams

B. Site visit with Mayor Jacobson
Mayor Jacobson got caught up in school activities and was unable to meet the committee at the North Pole Mall, but upon inspection, we decided it was a great space with plenty of room for entertainment and University tables alike. Electrical outlets appear to be few and far between we may need to suggest to participants that they bring extension cords and/or power strips if they require electricity for their setup.

V. Good of the Order
Next meeting will be Monday, April 14 at the Lemongrass restaurant.

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ATTACHMENT #143/5
UAF STAFF COUNCIL #143
Wednesday, 16 April 2003
Maya Salganek, Diversity and Tolerance

STAFF COUNCIL
AD HOC COMMITTEE FOR DIVERSITY AND TOLERANCE
Minutes 3/18/03
2:00 PM IARC room 202H

Present:
Jean Crews
Cheryl Katje
Larry Ledlow
Angela Linn
Maya Salganek, Chair

Recap: Institutional Climate Forum
Institutional Climate Forum was held on 2/20 in Wood Center. For those on the committee unable to attend, the events of the forum were recapped.

- Of primary importance were the comments of one participant aimed at incidents regarding the MacLean House (Inupiaq house), in which suspicion that an RA was studying the members of the MacLean house for an Anthropology MA. Other items of concern voiced by this participant included parking rights, and the environment created by a non-native RA. D & T will pursue the results of this student's concerns. Important not to "drop-the-ball" with these cases.

ACTION: D & T Committee will draft a report for M. Neumeyer regarding this Forum, along with Dr. Williams of OMA.
Grievance: Procedures and Policies

Cheryl has been reading over all of the University Regulations and Board of Regent's policies. She has arranged to have the notebooks kept at the Keith Mather Library for the use of our committee, or as needed (once she's done reading them!)

Questions to Resolve:
. What is the Universities' liability if discrimination is proven?
. What is the methodology for closure so the victim has a sense of action?
. Prohibitionary status for employee?
. Explanation of disciplinary action?

What other Universities are doing with D&T:
. Intolerance Alert Force
  . Signaled through a website that reports an intolerant condition on campus. Committee would examine situation. (Perhaps for Governance Level)
  . Promotion of Diversity itself (similar to UAF Office of Multicultural Affairs -OMA)
    . At a campus/statewide level
    . Affirmative Action level (beyond our scope)
    . Working Level
    . Possibility of organizing a D & T workshop w/ student clubs. We can have a worksheet that lists the names of each club, and have participants describe the first thing they think of when they hear about it. (Stereotype). Once they are done with it, the student club can describe for themselves who they are and what they do. An exercise in perception and reality.
  . Target forum through clubs and representatives
  . Have space for debates and comments
  . Leadership Summit might be a good venue for this
  . Student Activities
  . Residence Life

Response to McDowell Survey
The committee will have an opportunity to suggest changes to the McDowell Survey for 2003. All proposed changes will be sent to Jim Johnsen, VP of Staff and Faculty Affairs, Statewide.

ATTACHMENT #143/6
UAF STAFF COUNCIL #143
Wednesday, 16 April 2003
Maya Salganek, Diversity and Tolerance

MEMORANDUM

To: James Johnson, Vice President for Faculty and Staff Relations
From: Maya Salganek, Staff Council Chair, Committee of Diversity and Tolerance
Through: Larry Ledlow, Staff Council, President
Date: 3/27/03
Re: McDowell Survey: Proposed changes 2003

The Staff Council Committee for Diversity and Tolerance conducted a survey in December 2002 that aimed at identifying staff concerns regarding campus climate at UAF. The results of this informal survey indicated that staff is leery of the effectiveness of HR in handling issues of grievance and dispute in the workplace. Due to these conclusions, this committee has examined the upcoming McDowell survey and offers the following suggestions. All changes have also been made to the
survey itself and are noted in red. All comments are noted in blue (see attached).

Thank you for the opportunity in allowing us to comment on this project.

Questions 5 & 6: Addition of "In your department (where you work)," has been added to precede each question. Otherwise, the question may be interpreted to mean "UAF," "GI," "Brooks Building," or any other configuration.

Question 7: Addition of "by your supervisor" to modify "encouraged." One common discrepancy between the sentiments of staff members is based upon their relationship and demands of their supervisor.

Questions 13 & 14: Insertion of "to the staff" between "demonstrates" and "that employees." This specifies the relationship between upper management and the staff, not upper management and the public at large.

Questions 15, 16, 17, 18: Insert "your" to modify "human resources staff" in the main question. Every Human Resources Department functions differently from one MAU to another, and differently still to Statewide HR.

Question 20: Insert "UA" before "unions" to clarify the effectiveness of UA unions, and not the concept of a union in general terms.

Question 21: Strike entire question. What is the purpose of this question? It appears that they are attempting to find out who the union supporters are and there is a concern at this University of retaliation. This question is potentially threatening to staff that are interested in forming a union, and may qualify as an Unfair Labor Practice (Alaska State Statute Section 23.40.110.)

The McDowell group is a paid contractor, and as such may be perceived as being aligned with University interests. Staff members threatened by this question may not answer truthfully, regardless of the claim to anonymity.

ADD Question 34: Add: "Willingness of your supervisor in allowing you to take advantage of training and development opportunities (including tuition waiver)" This question identifies the capacity an employee has to exercises the opportunities offered through the University under a supervisor.

ATTACHMENT #143/7
UAF STAFF COUNCIL #143
Wednesday, 16 April 2003
Maya Salganek, Diversity and Tolerance

UNIVERSITY OF ALASKA
EMPLOYEE OPINION SURVEY

Dear University of Alaska Employee,

The University of Alaska is very interested in your opinions about job satisfaction, work life, and other employment issues. To gather your opinions, the university has contracted with the McDowell Group, an Alaska research firm, to conduct a survey. By participating in this important survey, you can help make the University an even better place to work. Please answer the following questions and return the survey in the enclosed envelope by May ?, 2003. If your survey is not received, a McDowell Group representative may contact you by telephone requesting your assistance. In order to maintain confidentiality, all surveys are being mailed to the McDowell Group. As in the 1998, 1999, and 2001 employee opinion surveys, a control number has been assigned to each survey so that your name will never appear with your responses. All survey information will be treated as strictly confidential and will be reported as group totals only. If you have any questions contact the McDowell Group Survey Manager, toll
free at 1-888-860-6126 or 907-586-6126.

Thank you for your help.

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Job Satisfaction and Work Life

Very Satisfied Satisfied Neutral Not Satisfied Not at all Satisfied

1. Overall, how satisfied are you with your job?

Very Effectively Effectively Neutral Ineffectively

Very Ineffectively

2. How effectively do you feel your campus administration communicates on issues of importance to you?

3. How effectively do you feel the University system communicates to employees on issues of importance to you?

All of the time Most of the time Some of the time Very Seldom None of the time

4. Are you encouraged to participate in decisions that affect your work?

5. In your department (Where you work), are there enough material resources (such as budget, equipment, etc.) to get the job done?

6. In your department (Where you work), are there enough people to get the job done?

7. Are you encouraged by your supervisor to develop new and better ways of doing things at work?

8. When there are problems in your work group, do they get corrected quickly?

9. Does your supervisor make it clear what you are expected to do?

10. Does your supervisor give you useful feedback on how well you are doing in your position?

Very Good Good Neutral Not Good Not at all Good

11. Overall, how good a job do you feel is being done by your immediate supervisor?

12. How do you rate the University in providing job security for people like yourself?

Very Well Well Neutral Not Well Not at all Well

13. How well do you feel top management at your campus demonstrates to the staff that employees are important to the success of the University? To whom? The employees? The public?

14. How well do you feel top management at the University system demonstrates to staff that employees are important to the success of the University? To whom? The employees? The public?

How effective do you think your human resources staff are in... Statewide HR or individual MAUs?
Very Effective Effective Neutral Ineffective
Very Ineffective

15. ...accomplishing institutional goals?
16. ...improving operational efficiency?
17. ...taking care of employees' personal needs?
18. ...adapting to change?

Very Effective Effective Neutral Ineffective Very Ineffective

19. How effective do you think staff governance groups are in carrying your concerns to the administration?

20. In general, how effective do you feel UA unions are in representing the interests of workers? In general or specifically those currently organized at UA?

21. If a union election were held today would you vote:

1. For union representation Why?

OR

2. AGAINST union representation Why?

"What is the purpose of this question?" It appears that they are attempting to find out who the union supporters are and there is a concern at this University of retaliation. This question is potentially threatening to staff that are interested in forming a union, and may qualify as an Unfair Labor Practice (Alaska State Statute Section 23.40.110.)

The McDowell group is a paid contractor, and as such may be perceived as being aligned with University interests. Staff members threatened by this question may not answer truthfully, regardless of the claim to anonymity.

Salary and Benefits.

Very Good Good Neutral Not Good Not at all Good

22. How do you rate the University's benefits program?

23. How do you rate your benefits package compared with people in similar jobs outside the University?

24. How do you rate the University's leave benefits (sick, annual, and holiday) compared with those provided in other organizations?

25. How do you rate the quality of your health benefits?

Very Good Good Neutral Not Good Not at all Good

26. How do you rate your salary package?

27. How do you rate your salary compared with people in similar jobs outside the University?

28. How do you rate your salary compared with people in similar jobs inside the University?

29. How do you rate the University's on-line employee services provided through UA-Online?
University Direction

Very Confident  Confident  Neutral  Not Confident  Not at all Confident

30. How confident do you feel about the direction your campus is heading?

31. How confident do you feel about the direction the University system is heading?

Employee Opportunity

How satisfied or dissatisfied are you with each of the following opportunities offered to you at the University?

Very Satisfied  Satisfied  Neutral  Dissatisfied  Very Dissatisfied

32. Training and development opportunities (including tuition waiver)

33. Career advancement opportunities

34. Willingness of your supervisor in allowing you to take advantage of training and development opportunities (including tuition waiver). Opportunities are only valuable if an employee is allowed to use them. They are meaningless if employees can't get out of their regular job duties because they're overloaded with work or the supervisor won't let them go. Some supervisors are ok allowing a 3-day training session but not a semester-long one.

Thank you for participating in this important project!

Survey #

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ATTACHMENT 143/8
UAF STAFF COUNCIL #143
Wednesday, 16 April 2003

9 April 2003

To: UAF Staff Council
From: Larry Ledlow, President UAFSC
Subj: UAF Staff Council Planning Workshop Summary

Introduction
On March 13, Staff Council members convened a planning workshop to identify specific issues for the body to address in both near- and long-term. The session sought to develop a cohesive set of goals, to communicate the Council's mission and functions, to address specific problems within the staff governance processes, and to outline strategies for improved effectiveness, efficiency, and growth. Attendees were asked at the outset to state their desires for change with respect to Staff Council. The responses may be summarized as follows:

- To establish a more credible, stronger identity for UAFSC as an effective voice for constituent interests.
- To build solidarity among Council members and with constituents.
- To develop better tools and techniques for communicating current information to, from, and about those staff we represent.
- To improve synchronization between activities within UAFSC as well as with other governance groups.
Communications
Staff Council's functions primarily as a communications interface between staff and constituents. Many have observed a significant decline in the efficiency of this function, and UAFSC has failed to embrace or keep up with significant advances in information technology in recent years. Subsequently, the Council has not been able to perform its critical role to the best of its ability.

Workshop participants agreed for the need to maintain multiple fronts of communication with staff. Too much dependence on e-mail should be avoided out of respect for people's desire to be relatively spam-free. Conservative use of the new all-staff e-mail list is recommended. However, all members of the campus community should be able to access easily current information using the web. The Governance Office staff should hone web page maintenance skills and apply them. Council members may choose to maintain unit web pages or local electronic mailing lists for their respective interests.

Printed communications should not be ignored. The Cornerstone and Sun Star provide avenues for regular updates on Staff Council activities. Posters and local handouts can be very useful. UAFSC should produce a periodic newsletter similar to that from the Faculty Senate.

Similarly, old-fashioned face time can be very effective and is essential for maintaining liaison between representatives, alternates, and unit staff. Representatives should hold local meeting with constituents at least once each semester. Everyone should be encouraged to attend committee or full Staff Council meetings to voice their view.

Committees
All workshop participants agreed committees need to work more efficiently. Meetings often fail to adequately address topics, either due to short turn-around time required, or too many demands from other priorities. Committees are advised to develop more focus by aggressively limiting the number of issues to be addressed. Subjects should be referred to policy, regulations, or other governance groups where possible. "Personal" agenda items should be avoided. For each of these selected for work by a committee, terms of closure should be clearly defined and agreed upon. These requirements place a significant demand for committee chairpersons to exercise leadership through delegation and direct management of the group's work.

Attendance and Participation
By agreeing to serve in elected office, representatives assume the responsibility to be active in UAFSC. Not all members are very active, which has prompted some consideration that the by-laws might be changed to clearly specify required attendance and consequences of failing to meet these needs. The Elections, Rules, and Membership Committee are undertaking this study.

The Council also requires broader participation from staff. Representatives and alternates need to actively recruit constituents for their assistance in Staff Council activities. They are welcome to attend all governance-related meetings to offer opinions, experience, or simply labor. Different venues for meetings, more use of video conferencing, food and social activities, and more involvement by the Chancellor and Provost are all mechanisms to enhance attendance at Council events.

Staff Council Award Program
The Provost's council of deans and directors has offered UAFSC funding to support an award program providing recognition to those who make particularly notable contributions to staff governance. Workshop attendees discussed this "UAF Staff Council Service Award" briefly. The consensus was that if possible, there should be two or more awards throughout the year, and that the honor could be bestowed upon anyone assisting UAFSC in pursuit of its primary role. Some members suggested Staff Council officers would be excluded from nomination. Suggestions for possible benefits of the award might be material
items (e.g., logo clothing), gift certificates, passes to SRC or sporting
events, a gold decal parking sticker, or even cash. The Admin Committee will
discuss the recommended program in more detail.

Out-Year Priorities
One of the desires stated by workshop attendees was to see UAFSC develop a more
credible image by building a solid reputation on small, notable achievements.
Subsequently, this goal requires a careful selection of prioritized issues to
address. The following topics were identified as most urgent or areas in which
UAFSC can be most effective:
- Developing UAFSC mission and vision statements
- Staff outreach and improved internal/external communications
- Promoting a healthy work environment
- Developing staff resource manual and information sources
- Involvement with the Chancellor's cabinet
- Mentoring within Staff Council

The Council should maintain detailed awareness and have firm position
statements on topics such as overall compensation and health benefits. However,
much of the work to directly influence the Statewide administration on these
takes place at the Staff Alliance and System Governance Council levels. UAFSC can work more
efficiently by allocating a proportionate level of effort to these concerns but
expend most energy on staff issues that can lead directly to results manifested
on the local Fairbanks campus and affiliated rural sites.

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ATTACHMENT #143/9
UAF STAFF COUNCIL #143
Wednesday, 16 April 2003
Larry Ledlow – Draft Motion for Staff Council Award

The UAF Staff Council moves to establish, under the auspices of the UAF
Provost, an annual awards program for the purpose of recognizing outstanding
contributions to staff governance activities. This program shall be known as
the Outstanding Staff Council Achievement Awards Program.

OBJECTIVE

To recognize the University of Alaska Fairbanks Staff Council (UAFSC) members
and other staff governance participants for significant contributions towards
the Council’s mission.

ELIGIBILITY

All UAFSC representatives, alternates, and other members of Council committees
shall be eligible for recognition. UAFSC president and president-elect shall be
excluded from participation. One award each shall be made to an elected
representative/alternate and to a voluntary participant in UAFSC activities.
Nominations may be made for each award by any voting member of the UAF Staff
Council.

IMPLEMENTATION

Selections shall be made by the UAFSC president, president-elect, and at least
two additional volunteers. The awards shall be made annually for achievements
realized during the closing academic year. Awards shall be presented at the
June meeting of the Staff Council.

RESPONSIBILITIES

The UAFSC president shall review this program annually prior to the elected
term of office and submit suggested changes to the Council for consideration and implementation.

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ATTACHMENT #143/10
UAF STAFF COUNCIL #143
Wednesday, 16 April 2003
Rory O'Neill - Gorsuch Memo

Subject: UAA Chancellor Memo on Governance Participation
Change Status: Urgent New (Must Set Option: Preview Mode)
Message: *********** Transcribed from facsimile ***********

Memorandum
Date: January 31, 2003
To: UAA Supervisors & Employees
From: Edward Lee Gorsuch, Chancellor
Subject: Staff Participation in Governance

The University of Alaska recognizes and values the participation of faculty and staff in University governance. Board of Regents Policy 03.01.01 provides the foundation for faculty and staff to play a meaningful role in matters affecting their workplace.

The intent of the policy is that all employees share the responsibility of self-governance and that no single individual or specific group shoulder this responsibility year after year. Opportunity for broad constituent involvement is vital to the democratic governance process. Supervisors therefore are encouraged to be responsive to employee requests to participate in the governance process when such requests can be reasonably accommodated. However, it must also be kept in mind that participation in these activities should not interfere with primary job responsibilities.

Each of us is employed to fill a vital role whether it is to teach or to support our administrative and physical infrastructures. And, it is important that all employees remain firmly committed to accomplishing the work for which they were hired as their highest priority. Any one employee's unavailability to accomplish his or her job over an extended period of time stifles our success and unfairly burdens others with added responsibilities.

In as much as I encourage your active interest in governance activities, I also want to encourage you to set limits on your participation not only to ensure that your does not suffer, but also to allow others equal opportunity to participate in the processes of self-governance.

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ATTACHMENT #143/11
UAF STAFF COUNCIL #143
Wednesday, 16 April 2003
Academic Calendar memo - Sheri Layral

From: Sheri Layral, Secretary, Faculty Senate <fysenat@aurora.uaf.edu>
To: Governance Coordinating Committee <fygcc@aurora.uaf.edu>
Subject: Academic Calendar

Proposed Academic Calendars for 2004-2005 and 2005-2006 have been reviewed by Ron Slominski, University Registrar and the Faculty Senate Curricular Affairs Committee. There are two versions of each calendar--#1 starts classes before Labor Day and Martin Luther King Day and #2 starts classes after Labor Day and Martin Luther King Day. Both versions meet the Senate requirements for 14 weeks semester plus exam period and the study day between the end of classes and the beginning of final exams. Ron Slominski recommended version #1 for both years.
His rational was that it would allow more time between the end of classes and the beginning of the winter break. Curricular Affairs recommended version #2. The feeling was that students did not show up for the first two days of class prior to a 3 day weekend.

The Academic Calendar is approved by the Governance Coordinating Committee and forwarded to the Chancellor for his approval. Approval of the 2004-2005 calendar needs to be approved during Fall 2003 to meet the catalog printing schedule. I usually start to receive questions about it's approval in October.

Sheri

Lynette Washington
Staff Council
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