1. 8:45-9:00 CALL TO ORDER AND ROLL CALL
   A. Adopt Staff Council Agenda #152 Wednesday, 14 April 2004
   B. Approve Staff Council Minutes #151 (Friday, 12 March 2004)

INFORMATION

2. 9:00-9:10 OFFICER REPORTS
   A. Rory O’Neill
   B. Josh Steadman (Attachment #1)

3. 9:10-9:15 PUBLIC COMMENT
   A. Leah Aronow-Brown, CLA Staff Training (Attachment #2)

4. 9:15-9:20 GOVERNANCE REPORTS
   A. Pete Pinney, President Faculty Senate

5. 9:20-9:45 COMMITTEE REPORTS
   A. Staff Affairs - Gabby Hazelton (Attachment #3 Community Service Outreach Program Motion)
   B. Elections, Membership, and Rules - Gary Newman (Attachment #4 EM&R Meeting Minutes)
   C. Rural Affairs - Scott Culbertson
   D. UAF Advocacy - Angela Linn (Attachment #5 Advocacy Meeting Summary 4/12/04)
   E. Ad Hoc Committee on Outcomes Based Budgeting (Attachment #6 Suggested Performance Outcomes)
   F. Ad Hoc Committee Work Place Ethics - Maya Salganek (WPE Workshop Handout)
   G. TAB Report and SFCC Report – Josh Steadman (Attachment #’s 7 & 8)

Committee Reports if available may be viewed at http://www.uaf.edu/uafgov

ACTION

6. 9:45-9:50 OLD BUSINESS
   A. Update Awards: Make Students Count, Chancellor’s Recognition, and Outstanding Staff Council Member Awards Program
Make Student Count nominations were sent to President Hamilton’s Office for final review and selection. The award is to be presented at the June BOR meeting.

The nomination process for the Chancellor’s Recognition, and Outstanding Staff Council Member Awards Program began 29 March. The Staff Council nomination deadline is Tuesday, 4 May; both awards will be presented at the Staff Council Ice Cream Social/Raffle event scheduled Friday, 14 May 2004, 1:00-3:00 p.m. (note time change)

B. Proposed Staff Council Retreat Agenda scheduled for Thursday, 13 May, 4:00-7:00 p.m., Room 201 Constitution Hall – Josh Steadman (Attachment #9 Proposed Retreat Agenda)

7.  9:50-10:15 NEW BUSINESS
A. Discuss ideas for the Staff Ice Cream Social/Raffle program, scheduled Friday, 14 May 2004, 1:00-3:00 p.m. (note time change), Wood Center multi-level lounge
B. President-Elect Bylaw resolution and Draft ballot for the May SC meeting (Attachments #10 and #11)
C. Staff Council presidency (Attachment #12 Resolution to allow current President to fulfill term)

8: 10:15-11:00 GUEST
A. Mike Humphrey

9. STAFF COUNCIL COMMENTS

10. ADJOURNMENT

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Attachment 152/Attachment #1
UAF Staff Council #152
Wednesday, 14 April 2004
Josh Steadman – Officer Report

#1 I will be out of the office from April 19th for a week to two weeks working in Bethel helping the Bethel campus fix computing problems.

Some updates on some long-range projects I’ve been working on.

#2 The process of getting on-line elections. Over the year I’ve been working with Statewide HR and Jim Johnson and the process is in a queue waiting to be worked on. Vicky Gilligan under Jim Johnson has our work request in a long list of requests to get completed. Hopefully the banner teams at SW will get more resources so our project can get completed. As of now, unless budgets change, our on-line elections might not be ready for next year. Since the banner option is waiting, I can work on looking at other solutions, like a copy-cat of ASUAF on-line elections.

#3 Replacement for our outdated Harvard mic system (what we use now) for audio conferences. I’ve been working with the Chariot Group in Anchorage in an attempt to improve the Staff Council (and Faculty Senate) audio conference meetings. It has come to the point that they have a solution that has no guaranteed success that costs around $2000 (Polycom VTX1000). The other solutions that are more suited for the ballroom are $10,000 and above. Another possibility is finding a smaller meeting room that fits the Polycom system and still meets our needs.

#4 Digitizing governance to the web – Sherri and Lynette are working on the websites for our governance groups. Pete Pinney, Sheri, Lynette, and I met and decided that a new layout was in need to keep interest in our website while maximizing
the flow of information. Multiple suggestions were made and our UAF governance office will strive to make improvements, and leftover improvements might be left to an external designer during the UAF Gov office’s off-contact hours of the summer.

#5 Commitment to a friendlier more involved Staff Council – Every governance ‘body’ needs a face to it. It is still in my desire that Staff Council gets faces to names to representative units. Don’t be surprised if Kate, the Governance student, starts stopping by your office for a picture!

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Attachment 152/Attachment #2
UAF Staff Council #152
Wednesday, 14 April 2004

CLA STAFF TRAINING COMMITTEE

submitted by Leah Aronow-Brown, Administrative Assistant, English and Chair of CLA Staff Training Committee 2-25-04

The CLA Staff Training Committee is a grassroots committee of administrative support staff in the College of Liberal Arts. Now in its fourth year of operation, our committee of four staff members and one faculty advisor, with permission from the Dean of CLA, has organized and administered training opportunities for approximately 32 administrative support staff. With modest funding from the Dean, our committee has coordinated the following:

- Individual Off-Campus Trainings
- Video Training Series
- Targeted UA Trainings
- Mentoring Program
- Web Page
- Staff Recognition Luncheon
- Training Library

Our committee is very proud of its efforts, which have met with great success. We wish to offer ourselves as a positive example for other units.

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Attachment 152/Attachment 3
UAF Staff Council #152
Wednesday, 14 April 2004

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MOTION: The UAF Staff Council approves the UAF COMMUNITY SERVICE OUTREACH PROGRAM proposal as revised from the original UA Ad-Hoc Committee on Community Service Outreach Program.

EFFECTIVE: Immediately

RATIONALE: The benefits of such a program has never been in question, just the recording and cost. With strong Chancellor support for reasonable administrative release time, recording and cost are at the department level.

UNIVERSITY OF ALASKA FAIRBANKS
COMMUNITY SERVICE OUTREACH PROGRAM

University of Alaska Fairbanks Community Service Outreach Program (CSOP) allows eligible UAF employees to perform community service to improve quality of life in the community, to create a greater sense of community involvement and morale among staff while, at the same time, continuing to enhance the image and sense of responsibility of the university within the community. Based on their interests and talents, individual staff request a maximum of 20 hours a calendar year of administrative leave, at the discretion of their supervisor, to work with programs similar, but not limited to, those listed with the Tanana Valley United Way website (http://www.unitedwaytv.com/).
Eligible employees" is defined as all full-time and 9-11 month exempt and non-exempt employees. The program would be pro-rated for employees who work at least 20 hours per week but less than 40 hours per week. Grant-funded employees would not be eligible to participate in the program at present time.

The following rules apply to the employee who would participate in the CSOP:
- Must be pre-approved and signed by the supervisor on a CSOP form before an employee can use it.
- Must turn in the CSOP Form signed by the agency at which the employee volunteers with to go in employee's file and to be used for internal department tracking purposes so employee does not go over allotted hours per year.
- Employee must have completed probationary period to be eligible to use CSOP hours (as in the case of Personal Holiday).
- The CSOP hours must be taken in a minimum of 2-hour increments and must include travel time within the actual number of hours.
- Cannot be carried over from one calendar year to another and cannot be "donated" to another employee.
- Will not be paid out to terminating employees who do not use the entire eligible amount.

The following rules apply to the supervisor overseeing the plan:
- Supervisors will receive written encouragement from the Chancellor expressing his support to allow employees to participate in this program.
- Must approve an eligible employee's participation in CSOP before it can be used.
- May require the employee to participate in CSOP at a different time than requested if business necessity dictates that the employee cannot be absent from work.
- Should make every reasonable effort to allow employees to participate in the CSOP unless business necessity dictates otherwise. In that case, the supervisor will work with the employee to come up with a mutually agreed upon time that the employee can use the Leave.

UNIVERSITY OF ALASKA FAIRBANKS
COMMUNITY SERVICE OUTREACH PROGRAM
REQUEST FORM

Employee Name:
SSN:
Requested Date:
Requested Hours:
Agency/Program:

Supervisor Approval Signature:
Denial Reason:

Agency/Program Signature:

Attachment 152/Attachment #4
UAF Staff Council #152
Wednesday, 14 April 2004

EMR Committee Report for Staff Council meeting April 14, 2004

. Process for nomination and election of new President Elect

The EMR webpage www.uaf.edu/uafgov/staff/staffcom/rules/index.html was posted March 31, 2004 announcing opening of nominations for Staff Council President Elect. EMR also announces same at the April 14, 2004 meeting. In accordance with the bylaws, nominations shall be submitted in writing or electronically to Staff Council - fystaff@uaf.edu - attn. Election, Membership and Rules Committee. Nominations can also be made from the floor at the May 14, 2004 meeting. The election will take place by secret ballot at the May 14, 2004 Staff Council meeting. The President Elect will rise to President at the Staff Council meeting
of June 2005 until the June 2006 meeting. Nominees must accept the nomination and submit a form indicating supervisor approval should they be elected. This form can be found at: www.uaf.edu/uafgov.staff/staffcom/rules/ <insert form name here once posted>

Consideration of needs for Fall 2004 Staff Council elections Odd Units

EMR, through Lynette, will be asking for an updated staff count by unit report from PAIR to be received during the July-August time frame to verify staff/unit rep count. This request of PAIR can be made at any time to get it on their calendar, but in consideration that Lynette does not work during the summer.

EMR will continue to investigate the potential to perform electronic balloting through either Banner/MY UA development or through Josh Kugler at ASUAF.

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Attachment 152/Attachment #5
UAF Staff Council #152
Wednesday, 14 April 2004

Advocacy Committee
April Meeting Summary
Compiled by Angela Linn, Chair

The Advocacy Committee met on Monday, April 12 from noon-1:00 at the Wood Center Cafeteria. Members present were Nansi Chandler-Norum, Joe Hayes, Sandy Jelko, Angela Linn, Diane Leavy, Maya Salganek. Scott McCrea was excused and submitted a written report. Most discussion centered on the UAF Day at North Pole on April 24. 26 departments are currently signed up, with hopes for more to come, especially from the sciences. Many groups have confirmed their participation for entertainment, which Maya has organized. All committee members have been assigned specific tasks either in advance of the event, or for the actual day of the event.

The committee will meet next on Friday, April 23 at 10:00 am, in the Wood Center Cafeteria to go over any last-minute details.

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ATTACHMENT 152/#6
UAF STAFF COUNCIL #152
Wednesday, 14 April 2004

Suggested UAF Staff Council Performance Measures
Prepared by UAF Staff Council Ad-Hoc Committee on Performance Based Budgeting
March 17, 2004

Preliminary brainstormed list of recommendations of targets and metrics intended as response to Board of Regents Goal #4, Faculty and Staff Strength.

1. Improve staff & faculty recruitment and retention
The number of staff or faculty applying for a position is an indicator of the institution’s reputation. The number of staff or faculty retrained is an indicator of the institution's workplace quality. The University should always be working to improve its reputation and improve the quality of the workplace in order to maintain a strong, healthy, content workforce. This in turn allows the workforce to focus on achieving the University’s strategic goals.

Indicators
Track number of faculty applying for positions (5% increase per year).
Track number of staff applying for positions (5% increase per year).
Competitive salaries (in top 10% nationwide) (track reasons for non-hires tied to salary)
Attractive benefits package/flexible options (track specific reasons for accepting or not accepting positions because of benefits) (track reasons why perspective hires take positions that are related to benefits - health, tuition waivers, parking, etc).
Annual increases (track delta percentage of staff receiving annual step increases dictated on the staff salary grid and compare to actual COLA increases).

2. Allow individual staff & faculty growth through career development, training, and promotion
Career development, job training, and promotions are tools to improve the quality of staff or faculty. By tracking the number of opportunities to use these programs, the number of hours that staff or faculty attend these programs, and the number of staff or faculty that receive promotions, the University has an indicator of the workforce's quality and contentment.

Indicators
Track hours and opportunities for career path development and completed sessions and/or certificates.
Track workshops and conferences attendance including distance delivery.
Track attendance at training sessions including distance delivery.
Track number of degrees awarded during employment.
Track actual number of tuition waivers used by employees.
Track number of degrees awarded during employment funded through tuition waivers.
Track number of career ladder movements of staff & faculty.

3. Balance staff & faculty workloads
The number of responsibilities laid on any employee in relation to the amount of time the employee can work is an indicator of the employee's level of stress. By balancing the workload, each employee is better able to contribute to the system and the workplace is improved.

Indicators
Track credits taught by tenure track faculty versus non-tenure/service component faculty.
Track number of faculty that do research only, vs. number of classes taught.
Track non-tenure faculty and service component workloads.
Track how jobs are combined and multi-tasked for rural campus staff jobs and MAU’s staff jobs.
Track students who are non-traditional and part-time as compared to students who are traditional and full time as tied to rural campus vs UA campuses (community college mission versus UA mission).
Compare student faculty ratio for part-time students and full time students.

4. Maximize staff & faculty performance and efficiency
Employee performance and efficiency improve in direct relationship to the quality of the workplace, the availability of resources and tools to perform the work, and the reduction of individual and departmental stress. By maximizing performance and efficiency the University as a whole improve and improves all of the University's efforts to achieve the strategic goals.

Indicators
Track the number of training sessions completed by supervisors.
Track number of annual evaluations completed for executive level administrators and supervisors.
Track all evaluations completed annually.

5. Maximize integration of rural campus staff & faculty in their respective MAUs
The interaction between the main campuses and the rural campuses is an important aspect of University operations. The information flow between campuses (communication, training, decision making), the collaborations between campuses (cross campus projects), and the processes in place to include rural campuses in MAU decision making strengthen the University and its mission to reach all of the state.

Indicators
Survey campuses for satisfaction of services provided to students, staff, faculty.
Track number of training sessions for rural campuses on conflict resolution and communication for their staff, faculty and administration.
Track number of sites in attendance, including rural site staff at interdepartmental meetings.
Track number of joint partnerships between rural campuses and main campus departments.

6. Increase staff collaborations with Faculty and Administration
Staff, faculty, and administration are all working to create a quality product for the students. By increasing the collaboration (communication, project work, and decision making) between those three groups, a better product is created.

Indicators
Identify number of collaborations between staff, faculty, and administration; an example is NW Campus collaborates with career services via video conferencing; and another example is faculty, staff and administration act as mentors with the emerging scholars program.
Increase number of collaborations between staff, faculty, and administration.
Survey staff, faculty, and administration on how to create a quality product for students.

7. Improve University resources and tools availability and training
In order to achieve the University's strategic goals, staff & faculty need the resources and tools, as well as the training to use them. Through surveys and measurements of training hours it should be possible to determine what resources are under-utilized or not used. The next step is to improve the resources, replace the tools, and/or train the workforce to better utilize them. This creates a better end product.

Indicators
Track number of training sessions held (OBB/PBB, Vista Plus, DSD query, Banner, Databrowser) as well as percentages of faculty, staff, and administration in attendance.
Survey faculty & staff on resource utilization.
Track number of improvements to resources.
Track number of faculty & staff training sessions related to the resources.

8. Support staff & faculty advocacy
Having an avenue for faculty and staff to address their concerns to administration adds support to the University team. Maintenance of active bodies (such as Staff Council, Faculty Senate, etc.) allows these bodies to provide input to the UA administration. Since staff is non-union, create an ombudsman position to allow an additional avenue for staff to have issues and concerns addressed at a lower level.

Indicators
Track faculty & staff time spent on serving on governance bodies.
Track support given by supervisors to their staff who participate in governance groups or serve on committees.
Track positive outcomes of these governance bodies.
Track number of ombudsman contacts of advocacy and conflict resolution for staff.

9. Improve the workplace environment & further develop workplace ethics
The workplace environment (the working conditions, the relationship between employees and the relationship between employees and management) has a significant impact on the University processes, the University product, and the ability to create and retain a quality workforce. By improving the workplace environment and ethics, the University as a whole is improved.

Indicators
Track number of ergonomic workplace reviews.
Track habitual problem areas through workman's compensation claims.
Track number of training sessions for supervisors (faculty & staff).
Track increase in performance of supervisors.
Track number of grievances and outcomes.
Track number of training sessions on conflict resolution, interpersonal skill development, etc.

10. Review and balance staff support of faculty and students
The number of staff in a given unit, in relation to each other, in relation to the number of faculty, and in relation to the number of students provides indicators of the individual and departmental ability to support the University’s mission(s). By balancing these ratios, the University improves its operational effectiveness and provides a better end product.

Indicators
Ratio of staff, students, and faculty to institution (by department, function, degrees earned, etc.).

ATTACHMENT #’s 7 & 8
UAF STAFF COUNCIL #152
Wednesday, 14 April 2004
#6 Technology Advisory Board (TAB) and
#7 Student Services Facilities Committee (SSFC)

Technology Advisory Board (TAB) - REPORT

Tab successfully spent $165,000 for the spring semester. If I could sum it up it would be "tools for the classroom". Whether it was a "Displacement Apparatus for Studying Fluid Flow" or new "Wind Tunnel Instrumentation System" I felt that TAB spent
money on real-life tools that will graduate students with the modernized skills that land them jobs. It is often hard for the university to keep up on the latest and greatest tools, but the private sector has no problem updating, so with TAB money we’re preventing UAF Grads going into the workforce with knowledge in outdated tools. Other notables were much needed recording equipment for Native languages and an upgrade to KSUA’s soundboard that is supposed to improve quality over the airwaves.

The proposals once fully approved by the Chancellor will be on:

http://www.uaf.edu/tab/

Student Services Facilities Committee (SSFC) - REPORT

I am a member on this board that includes a wide variety of departments that have been tasked with taking a big picture view of facilities at UAF and how to better serve the students. A consultant hired by the SSFC committee is currently conducting a survey to students, staff, and faculty. The consultant group has already taken an initial view of the campus, and will come back again the week of April 26th. After the survey and their second visit is done they will start to draft recommendations to the SSFC in the hopes of some major changes to UAF’s ability to serve students.

Campus Life SSFC Committee webpage:

http://www.uaf.edu/ssd/campus_life

SFCC Survey for Faculty, Staff, and Students:

http://www.facilityplanners.com/survey/uaf

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ATTACHMENT 152/#9
UAF STAFF COUNCIL #152
Wednesday, 14 April 2004
RETREAT IDEAS

Questions for Staff:

Would you be interested in any workshops?
Would you be interested in bringing any external people for workshops?
Do any of you want to present projects or facilitate a workshop?

DRAFT RETREAT IDEAS

4:00 – 4:15 Introduction
   Why do we have a retreat?
   - reflect on the past, build unity, improve moral, hone our skills, focus for the future,
   Mission Statement of Staff Council
   Who’s who at UAF, and what do they do

4:15 – 4:45 Year in Review of Committees and their projects
   Staff Affairs
   Rural Affairs
   Elections, Membership & Rules
   University Advocacy
   Ad Hoc Committee on Workplace Ethics
   Ad Hoc Committee on Performance Based Budgeting

4:45 – 5:30 Update on current and upcoming issues
EEO, diversity, ethics
Performance Based Budgeting
Health Coverage
Training
UA Budget Process and other Staff Alliance Issues

5:30 – 7:00 Goal Setting and planning for the future
 review of last years goals
 Committee Goals
 3 Goals for 2004-2005
 Long Term Planning – Plan for 2010
 What do we want to do for big events? - UAF Day at North Pole, Raffle, etc.

Possible Workshops

How to get your constituents involved
Communicating with Administrators
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ATTACHMENT 152/#10
UAF STAFF COUNCIL #152
Wednesday, 14 April 2004
Bylaw for President Elect

BYLAWS of the UNIVERSITY OF ALASKA FAIRBANKS STAFF COUNCIL

Sect. 2 (ARTICLE IV. - Membership)

D. ELECTIONS

3. Elections for President-Elect shall be conducted as follows:

a. Notice of election to fill the office of President-Elect shall be announced in the regular meeting in March for the election to be held in May.
b. Suggestions for possible candidates shall be presented to the Elections, Membership and Rules Committee in order to prepare a slate of serious candidates for presentation to the Staff Council.
c. Call for nominations will take place during the May meeting where the slate of candidates will be presented and any further nominations from the floor will be accepted
d. Voting shall be limited to representatives and designated alternates by using secret ballots on site and using voice vote for the outlying areas.
e. Three non-candidate representatives shall count the ballots.

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ATTACHMENT 152/#11
UAF STAFF COUNCIL #152
Wednesday, 14 April 2004
Draft President-Elect Ballot for May SC meeting

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DRAFT RESOLUTION:

BE IT RESOLVED, that the UAF Staff Council ratifies the election of the President-Elect on the basis of the following ballot.

BALLOT

PRESIDENT-ELECT UAF STAFF COUNCIL

Please vote for ONE individual to serve as the President-elect of the UAF Staff Council 2004-2005.

----- ___________, Staff Council representative,

----- ----------------------------------------------

Write-in candidate

President, UAF Staff Council ________________________________ Date ______________

ATTACHMENT 152/#12

UAF STAFF COUNCIL #152

Wednesday, 14 April 2004

A resolution, submitted by the Election Membership and Rules Committee, with a motion for approval by the Staff Council

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RESOLUTION:
Whereas Rory O’Neill has taken a job at UA Statewide; and,
Whereas Rory O’Neill has taken a job at UA Statewide; and,
Whereas he has less than two months until the end of his term as President; and,
Whereas he is willing and able to complete his term; and,
Whereas he has done a terrific job and Staff Council would benefit greatly from his continued service through the completion of his term, and,
Whereas in order to maintain continuity of leadership,

Therefore, Staff Council recommends that Rory O’Neill continue to serve as Staff Council President until June 2, 2004.