I. Welcome

II. Roll Call

III. Approval of Agenda

IV. Approval of minutes for October 9, 2009

V. Open Forum
   a. BOR Compensation Letter
      Staff Alliance has not received any feedback. More information will be available after
      the BOR meeting on November 30 – December 1.
   b. Mediation – Pips Veazey
      There was a “Meet the Mediators” session that was held on November 22, 2009.
      There was a low turn-out. Training will be commencing in February 2010. Please go
to: http://www.uaf.edu/oeo/alternative-services/mediation/mediation-training for
further information.
   c. Employee Handbook
      Martin Klein will be following up with Kris Racina to see if John Duhamel will be taking
      the handbook on as one of his projects.
d. Policies
   No new policies have appeared on the Chancellor’s website aside from Employee Recognition policy of 7/17/2009 ([http://www.uaf.edu/chancellor/policy](http://www.uaf.edu/chancellor/policy)).
   This topic will be forwarded to a future meeting.

e. Non-Retention
   This topic will be forwarded to a future meeting.

f. On-Boarding Employees
   This topic will be forwarded to a future meeting.

VI. New Business
   a. Goals
      It was decided at this meeting that the Staff Affairs Committee needs to determine goals that we are working towards with deadlines. The goal that came immediately to the forefront is compensation and distributing an informational piece to staff members. Please see the attached outline of what this compensation goal entails.

   b. Assignments
      Upon review of the compensation goal details, members of the Staff Affairs Committee will volunteer to be responsible for researching different categories of the compensation outline and drawing up an informative to-the-point segment. In the spring of 2010, the Staff Affairs Committee will roll out a letter and informational piece encompassing all components of the compensation outline. These documents will be electronically disseminated to all staff so that they are more educated and informed of what “compensation” really includes for UAF staff.

VII. Adjourn
1. Did you know Staff Council is the governance body that represents staff employees and serves as an advisory board to the Chancellor in matters concerning UAF Staff?
   YES- 268
   NO- 66
   OTHER- 1

2. Did you know that Staff Council welcomes and encourages all Staff to attend council meetings?
   YES- 146
   NO- 188
   OTHER- 1

3. Have you ever attended a Staff Council meeting?
   YES- 65
   NO- 269
   OTHER- 1

4. Did you know Staff Council meetings are audio conference?
   YES- 197
   NO- 137
   OTHER- 1

5. Have you ever attended a Staff Council sponsored event?
   YES- 197
   NO- 137
   OTHER- 1

6. If you answered no to questions 3 or 5, what reasons would best describe why?
   Workload- 132
   Unaware of event or that staff could attend- 43
   Inconvenient location- 28
   Inconvenient time- 28
   Lack of supervisor support- 24
   Lack of desire to attend- 13
   New employees- 9
   Parking- 8
   Promptness of meetings- 4
   Lack of tangible results- 4
7. What Staff Council events would you most likely participate in?
   - Staff Appreciation Day- 217
   - Health/Wellness Events- 201
   - Staff tours- 97
   - Charity drives- 85

8. How effective do you feel electronic forms of communication are for Staff Council to notify you of events, opportunities and important information?
   (scale of 1 to 5 with 1 being “not effective” and 5 being “very effective”)
   - 1-10
   - 2-21
   - 3-96
   - 4-114
   - 5-94

9. How could Staff Council communication improve?
   - Newsletter, advertise in Cornerstone, place ad in departmental newsletters, post “latest news” flyers, blog, create a website, more emails, mail, UAF Events Calendar, create a Google calendar, Facebook, include information in Employee Handbook, have local representatives spread the word, host information sessions, send out minutes, host forums

10. Which items below do you feel should be focus points in the upcoming year for UAF Staff Council?
    - Employee Compensation- 210
    - Profession Development- 184
    - Health care/Wellness- 153
    - Childcare/Daycare-105
    - Employee Advocacy/Mediation-101
    - Advocacy for UAF Funding-97
    - Write ins: Environmental health (specifically in the Eielson Building); Fairness and ethics issues regarding staff and faculty procedures and protocol; non-smoking campaigns; benefits; parking (several); combining sick/annual leave (several); payout of sick leave at retirement; flex schedules; job sharing; sharing information; improved pro student attitudes in service; unions (several)

11. Where are you located?
    - Fairbanks (not on campus)- 37
    - Rural campus-37
    - Tanana Valley Campus-7
    - UAF campus-253
    - Other- 1

12. Would you be more likely to attend a Staff Council meeting if they were held via Elluminate live or webcasting?
    - YES-85
    - NO-104
    - MAYBE-145
13. Do you know who your Staff Council Representative are?
   YES-127
   NO-207
   OTHER- 1

14. Are you aware that some units do not have representation?
   YES-88
   NO-246
   OTHER-1

15. If you are interested in participating on Staff Council, please provide your name and contact
    information in the box below.
    We received 16 names, which were forwarded to the EMR Committee Chair.
    We also received the following comments:
    • Thank you for your service! (1 response)
    • Not at this time, but perhaps in the future (6 responses)
    • Would like to, but do not have the time (3 responses)
    • There is no point to it, Staff Council has no authority (2 responses)

16. Please feel free to share any other thoughts regarding Staff Council and how they can better
    assist you.
    We had the following responses:
    • Several 'Thank yous'
    • Upper management needs to reinforce the importance of Staff Council so that
      supervisors will allow staff to participate and so that the council will have more
      authority.
    • Staff Council needs to bring more relevant issues to the table.
    • The audio conference is so horrible that you can’t hear anything.
    • I didn’t realize that Staff Council is an advisory board to the Chancellor. I thought it
      was a governance representation of unrepresented staff.
    • If this job takes too much time, what can you do as a group to make the time more
      manageable, and therefore get more people to participate?
    • Rural Campuses are not fully recognized as being a part of UAF and we do not have
      the opportunities offered to UAF staff and faculty living in Fairbanks.
    • Staff Council has no power, therefore the President and BOR need not pay attention
      to recommendations.
    • I’m pleased to see minutes from past meetings posted on the web. They add
      historical perspectives to issues I have had to review.
    • I don’t mean to be negative, but I’m not sure exactly what Staff Council is all about
      and how it benefits staff, other than honoring longevity and the like. In all the years
      I’ve worked at UAF I’ve only once had a Council representative who made himself
      known to me and my colleagues, he sent all of us summary reports after meetings,
      especially when big decisions were made. That was helpful and made me feel like
      Staff Council had some relevance to me.
    • I really don’t have a firm grip on what exactly the Staff Council does. It would be good
      at the start of each new school year to have some sort of convocation for the staff to
      introduce the council members and to explain a bit what it is there for.
• I don't know how hard they are fighting for employee compensation, as I can't attend most meetings due to my night work schedule, but it really chaps my A$$ that I haven't received any step increases and that we are going to only a 1% raise every year. Why stay at UAF, what's the incentive? Their main focus, in my opinion should be staff salaries currently.
• I feel we have no representation for certain issues. For example, I am unhappy with my retirement plan, but I feel nothing can be done about it. Perhaps we should unionize.
• Sometime are work load is tedious and not all that exciting not too sure about jumping up and down over a staff council meeting.
• I occasionally read that Staff Council represents staff (using similar wording to that at the start of this survey) but that's very vague. I'm happy in my job and am treated well (I also do good work), so I need concrete examples of what it means to represent me as staff. It's like having someone represent me to the Belgian prime minister; I didn't know I needed it.
• I think you need to be more vocal. I believe most employees know about what you do but don't feel you are effective (not necessarily because of you, but because top administration don't take you seriously).
• I've been almost completely uninvolved, and it seems like a distant and unimportant part of my employment here--another thing that takes up time I don't have. This attitude on my part is contradictory to what I believe in terms of civic duty (political action, for example) so I feel sort of guilty about it, but there you have it. My focus is on my work, and there's so much to do I feel bound to concentrate on it rather than staff council or even talks given by students or faculty in my school. So I miss out. I'm not sure how to reconcile this. They all seem important.
• Publish more information about successes? I don't hear much about that either- although the last Staff Appreciation Day was really amazing. I felt that was really great- although more staff should have participated.
• I was a Staff Council rep many years ago.
As long as we have no union, Staff Council is only advisory.
Every gain is painstaking. Thanks to all who work so hard for us.
• I have been at UAF 19 years and I know how important staff council is. My workload is such that I do not have the time or energy to join the council. I fear things will be getting even worse due to the McTagger report so I feel we need strong support for staff as they cut and combine our jobs.
• I feel that the last meeting I listened into was boring. There were plenty of items that needed a persons emotional motivation/ambition on such as compensation and nobody had any heartfelt, take no prisoners opinions. It was like they were rolling over and taking it. I mean come on reps, this is our pay!
• Really don't hear much from them or sure if they've accomplished much. Not sure if administration pays much attention to them. At times I hear that Staff council is focusing on 'this' and 'that' but then never hear if anything ever comes of it.
• In general Staff Council seems pretty ineffectual and more of a mouth piece and rubber stamp for administration then a force for change or positive impact for staff. It's not that I don't know about Staff Council it's more that I don't care.
• I'm not convinced of staff council's effectiveness. I haven't seen a marked improvement in the divide between Fairbanks and rural, and between staff and UA administration. What goes on in Fairbanks tends to be a Fairbanks thing. Then again, my workload is such, that I don't usually read communications from staff council, so maybe I'm not well informed.
• Thank you for the hard work you do. I was particularly impressed with the Staff Development Day, and I recognize it was an extraordinary effort to organize such a large event.
• I feel staff council has no power and very limited influence on staff affairs
• Get out and meet people. Use the list of projects / problem solving to get multi-discipline teams and representation to work and achieve together (with faculty and administrators)
  Meet your constituents
• In the governance hierarchy, staff council is largely dismissed by administration. We don't have a "hammer" that forces them to acknowledge our voice or concerns. I do NOT want to join a union but believe something stronger than lip service should come from administration & faculty.
• As stated - I haven't heard a thing in years. Didn't know they were still active.
• I had no idea there was a Staff Council, or what it does. After taking this survey, I know a little more, but I'm a relatively new (less than a year) staff member, but wasn't made aware of this Council at all, why it is there, or what it does. Anything to improve this for me (and other new staff members) may be a good area for improvement.
• I am grateful for staff council. It is extremely beneficial to participate and overall I think the body does a great job.
• Staff Council should act more as a liaison/ombudsman for staff with University departments. This should include child care and parking issues and maybe help with getting customer feedback of areas that staff work in such as financial aid, veteran affairs and HR. If feedback comes back negative, Staff Council can work with depts to identify negative perceptions and why they are occurring and help get to find solutions. This would improve customer service and boost morale for those departments, leading to more productive happier staff members. Staff Council also should work between campuses as this seems to be another major problem.
• I have wondered at times if we should have an official (i.e., with authority) ombudsman position -- someone who can serve as a point person for concerns of individual staff. I have felt "blown off" on some occasions when I have brought a concern to UAF. It seems when push comes to shove, UAF employees/admins are concerned for UAF interests, not staff's.
• If there were no Staff Council nothing would change. That should be a big hint. The Staff Council has no decision making authority over anything that actually matters. The SC is just a farce the administration loves because it makes it appear as if there's actual collaboration when it comes to making decisions which affect non-represented employees.
• Please take on combining sick leave and annual leave.
• great calendars
• Staff Council is a great way to learn more about what is happening at the University, and to become involved
Advocacy Committee Report
December 3, 2009

Present: Ashley Munro and Kathy Pedersen

1. Staff Tours

The December tour is of the Cold Climate Housing Research Center on December 8th.

We had 20 staff join us and it was a really great tour. Due to the size of the building and rooms, we had to limit to 20 people. It was booked just 2 hours after the email announcement went out and we had several on a wait list. Due to the popularity of the tour, we will try to organize another one in spring.

We are currently working on the January tour for the museum.

2. Purpose of the committee

There has been a lack of participation in this committee. Its goals, as stated in the constitution and by-laws are to advocate the importance of UAF staff to the community and within UAF, as well as plan events to strengthen and celebrate staff. We feel that these goals may coincide with those of the Communications Committee and would like to look into combining the two committees.
Staff Appreciation Day Notes
December 7, 2009

1. Confirmed Staff Appreciation Day Sessions
   - Professional Development
     • Human Resources (committee to pick topics)
   - Personal Development
     • Nutrition Tips for Weight Control by Center for Health and Counseling
     • Havin’ Fun with Herbs by Cooperative Extension Service
     • Financial Literacy by Cooperative Extension Service
     • Intro to Knitting by Ginny Tschanz, Academic Advising Center (only possible with one or more instructors)
     • Making Home Movies by Theater Department
   - Other
     • Ergonomics for Everyone by Health and Safety
     • UAF Walking Tour (lower campus) by Office of Admissions
     • UAF Walking Tour (West Ridge) by Office of Admissions
     • Hot Topics by UAF Staff Council

2. Possible Staff Appreciation Day Sessions (Committee working on these currently)
   - Professional Development
     • Google Apps
     • Exciting Presentations
     • Great Customer Service
     • Respectful Workplaces/Dealing with Difficult People
     • Time Management
   - Personal Development
     • Activities for Kids
     • Self Defense
     • L.I.F.E. Program
   - Other
     • Services Available to Staff
     • Legislative Advocacy
     • Safety on Campus

3. Longevity Awards
   The committee is waiting hear back from Chancellor Rogers regarding the following:
The current budget for Longevity Awards, invitations and banners is $9000.

HR Longevity Proposal:

<table>
<thead>
<tr>
<th>Years served</th>
<th>2010 numbers</th>
<th>2010 numbers with OIT</th>
<th>BearBucks Amounts</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>100</td>
<td>110</td>
<td>$20</td>
<td>Paper certificate</td>
</tr>
<tr>
<td>10</td>
<td>52</td>
<td>57</td>
<td>$35</td>
<td>Paper certificate</td>
</tr>
<tr>
<td>15</td>
<td>10</td>
<td>10</td>
<td>$50</td>
<td>Paper certificate</td>
</tr>
<tr>
<td>20</td>
<td>27</td>
<td>28</td>
<td>$60</td>
<td>Plaque ($30)</td>
</tr>
<tr>
<td>25</td>
<td>5</td>
<td>6</td>
<td>$80</td>
<td>Plaque ($30)</td>
</tr>
<tr>
<td>30</td>
<td>6</td>
<td>6</td>
<td>$95</td>
<td>Plaque ($30)</td>
</tr>
<tr>
<td>35</td>
<td>2</td>
<td>2</td>
<td>$110</td>
<td>Plaque ($30)</td>
</tr>
<tr>
<td>40</td>
<td>1</td>
<td>1</td>
<td>$125</td>
<td>Plaque ($30)</td>
</tr>
</tbody>
</table>

The total cost of the proposal would be $8620 (without OIT) or $9200 (with OIT). Amounts of BearBucks can be adjusted to fit the budget.

The Staff Appreciation Day Committee Proposal

<table>
<thead>
<tr>
<th>Years served</th>
<th>2010 numbers</th>
<th>Numbers with OIT</th>
<th>BearBucks Amounts</th>
<th>Gift</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>100</td>
<td>110</td>
<td>$10</td>
<td>Paper certificate</td>
</tr>
<tr>
<td>10</td>
<td>54</td>
<td>57</td>
<td>$35</td>
<td>Paper certificate</td>
</tr>
<tr>
<td>15</td>
<td>10</td>
<td>10</td>
<td>$60</td>
<td>Paper certificate</td>
</tr>
<tr>
<td>20</td>
<td>27</td>
<td>28</td>
<td>-</td>
<td>$85 (similar gift as previous years)</td>
</tr>
<tr>
<td>25</td>
<td>5</td>
<td>6</td>
<td>-</td>
<td>$110 (similar gift as previous years)</td>
</tr>
<tr>
<td>30</td>
<td>6</td>
<td>6</td>
<td>-</td>
<td>$135 (similar gift as previous years)</td>
</tr>
<tr>
<td>35</td>
<td>2</td>
<td>2</td>
<td>-</td>
<td>$160 (similar gift as previous years)</td>
</tr>
<tr>
<td>40</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>$185 (similar gift as previous years)</td>
</tr>
</tbody>
</table>

The total cost of the proposal would be $7650 (without OIT) or $8050 (with OIT). Prices of gifts and/or BearBucks can be adjusted to fit the budget or item.

4. Location and Space
   The options for the Chancellor’s Address, Keynote Address and Ice Cream Social include the Schialble Auditorium and the Patty Center. The Great Hall, Salisbury Theater and Davis Concert Hall are not available.

5. Registration
Brad Havel has agreed to work on the registration process with the same server as the Staff Council Elections. The committee will try to have sessions lined out by February for him to work on the form.

6. Budget
   We will have a better idea of the budget once the longevity awards have been decided. It looks as though we will have less than $5000 for catering (to include rural sites)

7. Catering
   Ashley and Dayna are meeting with Robert Holden on December 15th to discuss catering suggestions.

8. Rural Sites
   We still only have 2 representatives from rural sites. As soon as we have a better idea of the budget, we will go forward with having the rural sites chose their catering options.

9. Next Meeting
   Our next meeting will be on Friday January 8 2pm location TBA. Call in information 1-800-893-8850 PIN 8244236.