MINUTES
UAF STAFF COUNCIL #241
Wednesday, August 21, 2013
8:45-11:00AM
Wood Center Ballroom

Audio Conference information: 1-800-893-8850, Participant PIN: 8244236

I. CALL TO ORDER AND ROLL CALL
   - The meeting was called to order by President Brad Krick at 8:45 AM

A. Roll Call

   Present:
   Erin Albertson
   Jeannette Altman
   Chris Bek
   Kirsten Bey (phone)
   Travis Brinzow
   Debbie Coxon
   Emily Hemenway
   Adam Kane (phone)
   Brad Krick
   Tom Langdon (Alt)
   Richard Machida
   Ashley Munro

   Present: (cont.)
   MaryAlice Short
   Greg Simpson
   Juella Sparks
   Lesli Walls (phone)
   Jarkko Toivanen
   Robin Weinant
   Trish Winners
   Jennifer Youngberg

   Absent: (cont.)
   Debbie Gonzalez
   Jesse Atencio

   Excused:
   Debbie Blevins
   Kim Eames
   Juan Goula

   Guests:
   Chancellor Brian Rogers
   David Valentine, UAF
   Faculty Senate President

   - Quorum was met.

B. Approval of Agenda for Staff Council Meeting #241
   - The agenda was approved as presented.

C. Approval of Minutes for Staff Council Meeting #238
   - The minutes were approved as presented.

D. Approval of Minutes for Staff Council Meeting #239
   - The minutes were approved as presented.

II. STATUS OF PENDING ACTIONS (none)

III. PUBLIC COMMENT
   - There was no public comment.

IV. OFFICER REPORTS
A. Brad Krick, President

Staff Alliance Retreat
- Brad and Ashley attended a two-day Staff Alliance Retreat a few weeks ago. A summary of the retreat is available on the UA Staff Alliance blog: uastaffalliance.wordpress.com.

Bullying
- A draft of the university’s new bullying program was presented to Staff Alliance during the retreat. Staff Alliance must submit feedback on the draft by tomorrow.
- The bullying program will likely include definitions of bullying, what is not bullying, supervisor and staff training, and ways to approach situations when someone feels bullying is taking place. The program is still in the early stages of development with no known timeline for completion.

SDI – Shaping Alaska’s Future
- Staff Alliance heard about the next phase of the statewide Strategic Directions Initiative (SDI). The chancellors are identifying processes and policies to improve efficiency. Staff should see this soon.

Wellness Program
- There will be a new wellness program vendor, yet, as of the Staff Alliance retreat, the selection process was not complete. There was intent to award, sometime after July 1. This was followed by a protest period during which a protest was submitted. Procurement reviewed the protest. The review was supposed to be completed by Aug. 16.
- Additionally, Erika Van Flein, Director of Benefits, recently addressed this upcoming change on the UAF Grapevine. She also informed Staff Alliance that additional information would be distributed when it becomes available. She provided a rough timeline for the changes to this benefit. The WIN for Alaska contract runs to Oct. 1. Approximately ninety days will be needed to set up the new contract. Benefits will likely distribute information to the university in Oct. or Nov. The wellness program will likely be setup by Jan. or Feb.
- There is a recent post on the Staff Alliance blog regarding the wellness benefit; please share this with constituents. The blog post provides a brief explanation of how the procurement process works.
- Biometrics will eventually affect your premiums and your health care benefit, but no plan currently exists. This is likely to be a priority for the Joint Health Care Committee (JHCC) this year. We will need to continue to request updates on this process. The earliest implementation is likely to be around two years from now. They are looking at the possibility of using biometric data collected over the next two years as a baseline.
- Staff Alliance was informed about preferred pricing if you participate in the Wellness Program. The number has not been set, but it could be up to a 30% rebate on your premium. The first year would be based on participation in biometric screening. The second year would involve participating in some type of program leading to improvement. The third year would be some type of improvement. They did specify that ‘showing improvement’ did not necessarily mean dropping some number. However, we do not know how this will play out and what the final program will look like.
- The state of Alaska requires contracts to go out to bid, every so often, when the cost is over a certain amount. The committee looked at what each bid offered and assessed set minimums that the
program was required to provide as well as cost. This included in-person meetings, classes, and biometrics. Only a handful of bids provided these requirements.

- It was noted that the Wellness Program services and participation in rural areas is limited.
- All staff, including rural staff and the Rural Affairs committee was encouraged to pay attention to the outcome of the bidding process since health care premiums will likely be tied to biometrics in the future. Staff at rural locations have the right to demand the same availability of resources as those provided on the main campus. Rural Affairs Committee will discuss this at their next meeting.

Smoke-Free Campus
- Staff Alliance also discussed the Smoke-Free Campus initiative that was presented to the Board of Regents (BOR) by UAA students in early spring. Dana Thomas is seeking feedback from Staff Alliance regarding staff members’ views on a possible smoke-free campus. Staff Alliance will likely send out a poll to collect staff feedback. Staff Affairs may consider looking into this issue.

FY15 Compensation Increase
- Staff Alliance was asked to provide a number for the FY15 compensation increase. They discussed this issue at length, taking into account the BOR’s budget directions that said to expect a lower level of compensation increases than those seen in recent years. They also took the Governor’s budget instructions, which called for flat funding. It specifically said that salary increases could be funded.

At this point in the meeting, Officer Reports were placed on hold in order to allow Chancellor Rogers to address Staff Council. The President’s Report was completed following the Faculty Senate Report.

- Staff Alliance recently informed Michelle Rizk that they would consider a 2.5-3.5% raise an appropriate amount for FY15. This information was sent to the President’s Office via memo that indicated that Staff Alliance was looking for at least a 2.2% increase, which would only cover inflationary costs. BOR Policy and Regulations require cost of living adjustments. This would not be enough to cover cost of living increases in some locations. This amount is not necessarily the final amount that will be included in the BOR budget. In Sept., the university budget is presented to the BOR. In November, the BOR approves the budget request that is then forwarded to the Governor’s Office. We hope to know in a month of two what the university is thinking for a compensation number.

- Brad and Ashley did not discuss specific numbers with Chancellor Rogers during PreStaff since Staff Alliance had yet to specify a specific amount. The chancellor plans to go into meetings with the President Office supportive of staff increases. However, he did not specify a specific amount.

- During the Staff Alliance meeting with President Gamble, it sounded, as though there will likely be an offer to the statewide Chief Human Resources Officer (CHRO) candidate. There was one finalist, it appears as though, and offer has been made. It is unclear if the offer has been accepted.

Yona Taylor Non-Retention Case – Follow-up
- The Alaska Supreme Court recently ruled on this case. This ruling apparently has opened the door for possible additional review of Chapter 4 of BOR Policy and Regulations. The overall Policy and Regulation review is ongoing.

B. Ashley Munro, Vice President
- Ashley, Brad, and Juella attended a meet-and-greet question and answer session with the CHRO candidate when he was here for his in-person interview. They had an opportunity to meet the candidate, but they did not have an opportunity to provide feedback on the candidate.

- Last week, Ashley and Brad met with Chancellor Rogers during the first PreStaff meeting of their terms as Staff Council Officers. The budget was discussed. They also discussed President Gamble’s draft performance evaluation. Chancellor Rogers is interested in UAF feedback on the draft performance evaluation to assist him in determining whether UAF will adopt the same evaluation form or if a new form is needed. He is encouraging staff to take part in the survey. A copy of the draft performance evaluation is included in your agenda. This is a statewide survey but there should be a place to indicate that you are from UAF.

*Question:* Would this evaluation form be in addition to or replace any departmental evaluation forms. For example, OIT currently has its own robust evaluation procedure that is the result of a significant amount of time and resources.

*Answer:* This is still to be determined. As it stands now, this is President Gamble’s evaluation form; it is being used for statewide staff. President Gamble, as of now, will not require chancellors to use this form. This is the reason that feedback will be sent to both President Gamble and Chancellor Rogers. The Statewide Staff Assembly conducted a survey regarding President Gamble’s draft evaluation form. This survey will be available to staff at all MAUs. You can provide feedback and write comments about your own evaluation form.

**Smoke Free Campus**

- During PreStaff, Chancellor Rogers indicated that he is supportive of a smoke-free campus, but understands that feels that if adopted it would need a statewide initiative, otherwise it would place campuses against one another in terms of recruitment.

**Ninety Day Hiring Hold Estimated Saving**

- The officers discussed the ninety-day hiring hold with Chancellor Rogers. The hiring hold is expected to save approximately three million dollars. The officers will request better numbers in Oct. when more information on the actual cost saving are expected to be available. They also are interested in obtaining information on possible overtime increases used to cover vacant positions.

- Chancellor Rogers would like to see UAF on a list for top ten places to work. He encouraged Staff Council to figure out ways that we can make this happen. This led to a discussion about, what we believe to be, the nonexistent Work – Life Balance Committee and whether or not this needed to be reinstated or if another existing committee would be suitable. The Work-Life Balance committee was handed off to Kris Racina when she was Director of HR. It is unclear if this followed Kris to Student Services, or if it remained with Brad Lobland, Interim Director of HR.

- There may be a need to find a volunteer to evaluate the intent of the Work-Life Balance Committee alongside the resources available through the current Employee Assistance Program (EAP). Our efforts might be better spent promoting the existing EAP benefit. The Work-Life Balance Committee, in part, grew out of the closing of the Early Childhood Lab School for the summer. If issues like this arise, they may be addressed through Staff Affairs as opposed to the EAP.
- Complications arising for staff that resulted from strict schedules as opposed to flextime were discussed. A rural campus representative noted that there are numerous problems arising
- Over the past few years, it seems situations have moved from comp time taken within the month to only working eighty-hours within a pay-period. Now it is forty hours in a week. This has made it difficult. Legally, comp time only applies within a single week. It was suggested that such classes and camps not be arranged to fit better within these limitations to ease the burden on staff. This issue fits under the charge of Staff Affairs and MaryAlice, Staff Affairs Chair, noted that the committee would look further into this.

*A five-minute break was held following the conclusion of Officer Reports. Following the break, the meeting resumed with 7. Unfinished Business.***

V. **REMARKS BY CHANCELLOR ROGERS**

- This is an exciting time of year, especially on the Fairbanks campus where we hope to have things ready for students when they arrive in a week. Chancellor Rogers appreciates everyone’s patience with construction. He is hopeful that the construction will result in a better campus for our students.
- The Margaret Murie Science Building will be dedicated tomorrow.
- Most work scheduled to interrupt movement on campus will be completed by the time students arrive.
- This is a challenging budget year. We began the year with a deficit. We think that we have created a plan to address these challenges, which has resulted in some position reductions. As we look out over the next couple of years, the governor and the legislature have indicated that we cannot expect the growth that we have had in recent years. We will be challenged to adapt to this new fiscal environment. We are not in a situation that our colleagues in the lower 48 have seen over the last few years and the chancellor does not see that in our picture, but he does see a squeeze. For us, this is probably annual reallocation or reduction decisions in the order of what we saw this year. We need to learn to be more flexible and adaptive to this type of environment. On average UAF has turnover of about 250-300 positions a year. We should be in a position, if people are trained, to move from job to job, so that people do not lose their jobs because of the kind of decisions we will have to make in the upcoming years. This requires us to make a new commitment to training and development of staff, so that if, as part of a future change, someone’s job is eliminated, that they have the skills to move to another job. This year, Chancellor Rogers wants to work with Staff Council to determine how to design a program that helps staff develop skills that make them ready in case this happens.
- We will keep fighting for the budget. UAF’s request to the president for next year’s budget is about a 4% increase; a healthy increase in today’s environment. Chancellor Rogers expects the BOR to approve and send to the governor a request for an increased budget. Looking at the situation in Juneau, the likelihood that we will get our request is not high. We are likely to get pieces of it, but the kind of annual progression that we have seen for twelve years is unlikely. One year, in the past, we saw a twenty percent decrease in the budget, this was very difficult, yet, we do not expect to see this. Even a flat budget is difficult; each year costs increase (salary costs, benefits costs, oil costs, etc.). Addressing these cost increases will require some change.
- The idea for supervisory training came from a request from Staff Council. Three years into the program modifications were made to try to improve the program. We now have a better skillset among supervisors than we did five years ago.

- We now need to determine what is needed in order to encourage people to learn. We want to encourage supervisors to encourage their employees to take classes here at UAF, to take skill Soft classes, and to do the other things that put you in a better position should you be impacted by a move.

- We tried to create incentives in our current Vacancy Management Plan to support hiring individuals from the layoff list, making this an economic incentive for internal promotion.

- If you have ideas for other things that we can do to help ensure that should someone be affected at some time over the next few years that they have other options within UAF. We want to know about these ideas; we want your help in designing a program that works. Chancellor Rogers’ commitment to staff is to keep pushing this with HR and with deans and directors. It is important to understand, that should we have to make reductions, it is not about trying getting rid of people. It may be about reducing the number of jobs that we have to some extent, but it is not on the people side.

- This will be part of Chancellor Rogers’ convocation speech, which will allow deans, directors, and students to hear this message.

- There are currently program review processes taking place. We also continue to review academic programs, with every academic program being reviewed once every five years. There was a comprehensive review two years ago. We are extending this out to research groups, student services, advancement, and support services to determine how we can improve. We will also be looking at how we can learn from others who are doing things well. This may be one process that assists us in determining where we want to invest. Even at a time that we have to make cuts, we still must invest in areas that we want to grow. We have challenging times ahead, but Chancellor Rogers believes that we have adaptable faculty, staff, and administration that are capable of dealing with these upcoming challenges. Chancellor Rogers asked for everyone’s assistance in making this work so that everyone who wishes to remain at UAF can remain at UAF.

- Convocation is at 1 pm on Thursday, Sept. 19. Notices regarding convocation will be distributed in the near future.

- A representative explained that some campuses and departments have recently had a high turnover rate yet they were not able to pay the fees associated with shortening the ninety-day hiring hold. It may be possible to receive an exception for such high rates of turnover at a particular location. A representative asked if there was a brainstorming group tasked with looking for creative ways to deal with the deficit that would, for example looking into increased interest in foreign student enrolling in online courses. There is a website that collects ideas on either the revenue side or the cost savings side (http://www.uaf.edu/finerv/omb/budget-planning/suggestions/). If Staff Council wants to put together an ad hoc committee to look at ideas, Chancellor Rogers would be receptive to these ideas.

- For example, we brought in a consultant to assist with international student recruitment, to identify the countries and disciplines that we would be most successful in targeting. It also looked at where the best opportunities were located. This requires a certain level of investment to get to this point. For example, the International Programs and Initiatives Office would need to staff up a bit to handle all
visa issues. We need to identify a model of how revenue is used in a way that covers not only the instructional costs but also the student service and support costs. The consultants noted in their first round review that we do not have the complete support infrastructure that many universities do for working with international students. This would include a more robust ESL program with summer support. Visa support is also a significant staff time issue. We are also working with community colleges in Washington and Oregon in an attempt to attract community college graduates and bring them to Alaska. We often have room in upper division courses, making upper division students easier to incorporate. If we attract more freshmen students, we end up having to offer more course sections; there is no net revenue with this. Attracting more upper division students, results in net revenue to the university. This is why we are focusing on the community colleges. We currently have a very good partnership with the Seattle Community College District (SCCD), which accepts students into the SCCD for an associate’s degree and accepted into UAF for a baccalaureate degree at the same time. We recently signed this agreement, so it will be another year or two before we begin seeing these students. This is just another example of ways that we are addressing the revenue side.

- Juella explained that at the last Staff Alliance retreat, Staff Alliance discussed ways to enable staff to find other opportunities for employment at the university. This included a discussion of recruiting internally first. In the past this has been an unofficial policy of UAF HR, Staff Alliance was discussing a way to make this a statewide policy. She requested the chancellor’s thoughts on this possibility. Chancellor Rogers has attempted to incent as opposed to mandate such a policy. The 45-day vs. 90-day hiring policy is a huge incentive.

- Chancellor Rogers closed his remarks by thanking Staff Council members for their service.

VI. GOVERNANCE REPORTS

A. David Valentine, President – Faculty Senate

- David recently returned from the Faculty Alliance retreat in Anchorage. He noted a number of common issues across the three MAUs. Faculty Alliance has been asked to review the Systems Governance Handbook and make recommendations for changes and updates. This handbook covers faculty, staff, and student governance across the three universities. One component that came up that no one present was previously aware of was a Statewide Governance Council that consisted of members of Faculty Alliance, Staff Alliance, and Student Alliance. Faculty Alliance questioned whether the Statewide Governance Council was still functioning. They initially discussed doing away with the council. However, they began looking at some of the upcoming challenges over the next year that affects all groups – faculty, staff, and students.

- Faculty Alliance is interested in conversations with both Staff Alliance and Student Alliance to determine if this council can be resurrected to address issues that are of broader concerns.

- Officer Reports concluded immediately following the Faculty Senate Governance Report.

- Brad noted that staff governance shares Faculty Alliance’s interest in working jointly through the System Governance Council. Brad and Ashley are interested in working locally with the UAF Governance Coordinating Committee that consists of representatives from the three UAF
governance groups: Staff Council, Faculty Senate, and ASUAF. Brad will attend the next Faculty Senate meeting.

B. ASUAF – (no representative present)

VII. UNFINISHED BUSINESS

A. Request for Motion to Move Action on Postponed Amendments to Staff Council Bylaws from the October Meeting to the September Meeting

- Attachment 2013-241-8 – Motion 2013-241-1 (Approved)
- Over the summer, it became evident that there was a possible need to take care of the postponed draft motions to amend Staff Council’s Bylaws prior to Oct. The postponed motions included draft actions which would remove alternates and add five at-large seats if approved. Waiting until Oct. to act upon the postponed draft motions would not give the Elections Committee enough time to factor the results of these actions into this year’s election system.
- A motion and second were made to take action at the Sept. 2013 Staff Council meeting on the draft motions to amend the UAF Staff Council Bylaws previously postponed until Oct. 2013. This included draft Motions 2013-239-8, 2013-239-9, 2013-239-10, and 2013-239-15. The motion was unanimously approved. Action on these draft motions will be considered at the Sept. 17, 2013, Staff Council meeting.

B. Performance Evaluation

- Attachment 241-6: Statewide Performance Evaluation Form – Draft
- Attachment 241-7: Statewide Performance Evaluation Information
- A copy of the draft performance evaluation is attached. This is only a draft at this point. This draft performance evaluation will be used at statewide. President Gamble’s memo regarding the evaluation form encourages chancellors at the three Mau’s to use this form. It is not known if this evaluation form will be used at any of the MAU’s; the chancellors will make this decision. A copy of the president’s letter is available on the statewide site. A link to the site is on the agenda. There appears to be leeway for department evaluations. Across all three MAUs and statewide, there are six official forms and an unknown number of evaluation forms created by individual departments. All three MAUs currently allow alternative forms
- The draft evaluation form is online. There is no requirement at UAF, for the use of a specific form at this time. Therefore, supervisors may choose to use the new draft.
- Once the Staff Alliance survey has been created, you may send the draft evaluation form to the staff in your unit through your unit listerv, providing a link to the survey.
- A request was made for a more direct wording for an email from Staff Council as an organization that could be sent staff to explain that the draft performance evaluation form is available for review.
- Staff Council currently does not have a plan to provide feedback on the draft, aside from submitting feedback through the online survey, once it is available. Staff Council can submit feedback in a variety of ways as a body, through Staff Affairs, and through the Staff Alliance survey. As a body, council will likely want to submit feedback by the next meeting. From there, the officers can take the feedback to Staff Alliance. The officers can also provide the feedback to Chancellor Rogers.
- Juella noted that President Gamble specifically requested that Staff Alliance and the Statewide Assembly provide him feedback. He did not set a time limit and it will likely be too quick of a turnaround for Staff Alliance to get feedback by their Sept. meeting. As of now, it appears that most of the MAUs are directing people to provide feedback through the online survey so that they are able to provide the number of responses and the overall feeling from the feedback. Even in a group this small, she feels that it might be hard to get a group response. It may also be a lot of work for Staff Council to take up this issue. Staff Alliance will likely not have a response until their Oct. meeting. This gives Staff Council time to respond.
- Once the link to the new survey is available, Staff Council members are encouraged to send the draft to the staff members in their units and request that they submit feedback online. Brad and Ashley can then provide information on the number of responses and the general feeling about the draft evaluation form at the next Staff Council meeting.
- There was some confusion regarding the online feedback form and which survey was currently available. The officers will check into this and council will be notified when information is available.
- The Staff Alliance survey may also include a short section on ‘Smoke-Free Campuses.’
- A standard description of the form was requested so that everyone could send out the same information to the staff members in their units. Kirsten suggested possible wording to be included: “This draft performance evaluation form is being used at UA Statewide. President Gamble is looking for input on the draft.”
- There is also an explanation on the Staff Alliance Blog that could be used for this purpose.

VIII. BREAK
A brief break was taken immediately before agenda item 7. Unfinished Business

IX. NEW BUSINESS
A. Motion to Amend UAF Staff Council Bylaws Section 3.E.II., to Remove the Requirement that Fall Election Results be Certified at the December Staff Council Meeting – DRAFT
- Attachment 2013-241-1: Motion 2013-241-1: Motion to Amend Staff Council Bylaws Section 3.E.II.
  - DRAFT
  (EMR forwarded the proposed amendment, listed above, to the Staff Council Office in early May 2013. The amendment was accidently omitted from the May 16, 2013, Staff Council Meeting agenda.)
- A motion and second were made to amend the Bylaws of the University of Alaska Fairbanks Staff Council by deleting Section 3.E.II.b, which requires the reporting of Staff Council election results at the December Staff Council meeting.
- During discussion, a question was raised as to whether or not something additional needed to be added to the bylaws to require reporting of election results. Richard, Elections Committee Acting Chair, noted that the assumption is that the results would be reported as soon as possible, but not specifically at the Dec. meeting. The motion was unanimously approved by roll call vote.

IX. GUEST SPEAKERS (none)

COMMITTEE REPORTS
X. 10:00-10:10 COMMITTEE MEMBERSHIP
   A. Current Committee Membership and Representation
      - Attachment 241-2: Current Committee Membership and Representation
      - We are looking into status updates on all external committees marked ‘Inactive’ on the agenda.
      - If you have questions regarding your committee membership, please contact Brad, Ashley, or Nicole.
      - Internal Committees – Starting Sept. 1, Elections, Membership, and Rules will be split into two committees, the Elections Committee and the Membership & Rules Committee. As seen on our internal committee list, we have heavy representation on Rural Affairs and Staff Affairs. We have very little membership on Univ. Advocacy and EMR. Brad thanked everyone for their service on our internal committees. Almost everyone on Staff Council is on an internal committee. Please consider, serving on multiple internal committees. We understand that not everyone is able to do this. Alternatively, if you are on a large committee, please consider switching to Advocacy, Elections, or Membership & Rules.
      - Lesli, Chair of University Advocacy, noted that she will soon lose two of her three committee members and is in need of new members.
      - If you are interested in serving on the Elections Committee, Membership & Rules, and/or University Advocacy, please contact Brad, Ashley, or Nicole.
      - Committee chairs will be needed for the new Elections Committee and the new Membership & Rules Committee. Brad encouraged these committees to select their own chair.

B. Vacant Committee Seats

XI. 10:10 – 10:25 INTERNAL COMMITTEE REPORTS
   A. Elections, Membership, and Rules – Richard Machida
      *Reminder - As of Sept. 1, 2013, the Elections, Membership, and Rules Committee will become two permanent internal committees: the Elections Committee and the Membership & Rules Committee.
      - Attachment 241-5: August Committee Report
      - EMR recently discussed the Staff Council election software. Richard is familiar with the programming language used to write the software. EMR is concerned that there may not be enough time to update the election software for this year, depending upon what structural changes are approved at the Sept. meeting.
      - There is no date specified for the start of the fall election. Bylaws require that voting remain open for thirty days. The nomination period is typically also open for thirty days, but this is not specified in the bylaws. The motion that we just passed means that we are not held to announcing the results at the Dec. meeting, but we will still want to have this completed by Dec.

B. Rural Affairs – Jeannette Altman
   - Has not met
   - The next meeting is the first Tues. in Sept.
- The committee is interested in possibly amending the proposed change to alternate and at-large representation seen in the postponed draft actions from the May meeting. Rural Affairs’ primary concern is that these proposed changes could marginalize rural membership

C. Staff Affairs – MaryAlice Short
- Has not met
- Staff Affairs will begin soon. The committee normally meets the second Friday of the month.

D. University Advocacy Committee – Lesli Walls
- Has not met
- The committee will next meet in mid – late Sept. They will focus on ways to setup a new fund to help with staff training as well as arranging a coffee break with the Chancellor Roger, which would provide staff members with an opportunity to meet with Chancellor Rogers in an informal setting.

*Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu

XII. 10:25 – 10:30 EXTERNAL STATEWIDE COMMITTEE REPORTS
A. Staff Alliance’s Staff Health Care Committee – Debbie Coxon, Lesli Walls, Mary Sue Dates (Alt), Debbie Gonzalez (Alt)
- Attachment 241-3: SHCC Meeting Notes
- Most staff received a brochure from EPIC, the hearing plan benefit. This is a minimal cost within the medical plan. However, the only provider in the state for the plan is located in Anchorage. Therefore, the benefit that we would get for the discounted cost for hearing loss and equipment would require that we travel to Anchorage. Debbie Coxon just sent a note to Erika Van Flein, Director of Benefits, to determine if additional instate providers could be found. When Debbie spoke with Epic, they suggested that we speak to some of our providers in town to see if they would be willing to join our plan.
- It may be possible for exceptions to be made from the preferred provider list. The exact process for acquiring an exception is not clear. Some staff members have been able to get an exception by calling the number on the back of their benefit card.
- A suggestion was made for SHCC to identify the process involved for a doctor to get preferred provider status. An awareness campaign to inform staff members of this process may be needed.
- SHCC will be undergoing major changes this year. Melodee Monson will no longer chair SHCC, she will likely remain a member. There is currently no SHCC chair. More information on the SHCC will likely be available following the next Staff Alliance meeting.
- We will take an additional look at the UAF membership on SHCC at the next meeting.

*Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu

XIII. 10:30 – 10:40 EXTERNAL UAF COMMITTEE REPORTS - Written Format
A. Accreditation Steering Committee - ON HIATUS

B. Chancellor’s Advisory Committee for the Naming of Campus Facilities – Debbie Coxon
- Has not met
C. Chancellor’s Diversity Action Committee (CDAC) – ON HIATUS
   - During PreStaff, Chancellor Rogers explained that there is a final report from the Student Diversity Task Force. It sounded as though CDAC will remain inactive.
   - The work of the Women’s Center Advisory Board is complete. Based on recommendations, the Women’s Center is now under Student Services - Wood Center. When work on the Wood Center is complete, the Women’s Center will move into the Wood Center.
   - Brad and Ashley will look further into the status of the future of CDAC.

D. Chancellor’s Planning and Budget Committee – INACTIVE (Active only in spring)

E. Intercollegiate Athletic Council – Debbie Coxon & Jesse Atencio
   - Attachment 241-4: May Committee Meeting Notes

F. Master Planning Committee (MPC) – Richard Machida, Brad Krick, Alt
   - No report

G. Meritorious Service Awards Committee – Brad Krick
   - Next meeting scheduled for August 14, 2013
   - The committee recently met and a recommendation was forwarded to Chancellor Rogers. The committee’s work is complete for now.

H. Parking Advisory Committee (PAC) – Tom Langdon
   - Has not met
   - Members reviewed parking citation appeals independently.

I. People’s Endowment Committee – Debbie Gonzalez
   - No response

J. RISE Board – Ian Olson
   - No response

K. Technology Advisory Board Committee (TAB) – Adam Kane & Chris Bekas
   - Has not met

L. Work-Life Balance Committee – INACTIVE
   *Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu.

XIV. AD HOC COMMITTEE REPORTS (none)

XV. ROUND TABLE DISCUSSION

XVI. ADJOURN
   - The meeting was adjourned by President Brad Krick at 11:08AM.
Motion 213-241-1:
Motion to Amend UAF Staff Council Bylaws to Remove Requirement to Approve Fall Election Results at December Meeting

UAF Staff Council unanimously approved the following amendment to UAF Staff Council Bylaws during Staff Council Meeting #241 on August 21, 2013.

MOTION:

UAF Staff Council moves to amend the Bylaws of the University of Alaska Fairbanks Staff Council by deleting Section 3.E.II.b, which requires the reporting of Staff Council election results at the December Staff Council meeting.

EFFECTIVE: Immediately

RATIONALE: This bylaw forces Staff Council to hold a December meeting, often resulting in the meeting being scheduled during 'soft closure.' This makes it difficult to reach a quorum at the meeting. The bylaw also prevents election results from being approved at an early meeting. Approving election results earlier, when possible, would result in it being more likely that the annual Staff Council calendar will be completed on time in years that the names of Staff Council members are included.

Brad Krick, UAF Staff Council President

Date
# UAF Staff Council

## Committee Membership & Representation

**Fall 2013**

## UAF Staff Council Internal Committees

### EXECUTIVE BOARD (7)
- Ashley Munro, Chair
- Brad Krick
- Jeannette Altman
- Richard Machida
- MaryAlice Short
- Lesli Walls
- Juella Sparks (Ex Officio)

### ADVOCACY (3)
- Lesli Walls, Chair
- Debbie Gonzalez
- Robin Weinant

### ELECTIONS, MEMBERSHIP, AND RULES (3)
- Richard Machida, Chair
- Toni Abbey
- Kirsten Bey

### RURAL AFFAIRS (9)
- Jeannette Altman, Chair
  - Sara Battiest
  - Chris Beksi
  - Kirsten Bey
  - Travis Brinzow
  - Deb Jeppsen
  - Adam Kane
  - Evelyn Pensgard
  - Greg Simpson
  - Ben Tucker

### STAFF AFFAIRS (8)
- MaryAlice Short, Chair
  - Erin Albertson
  - Jesse Atencio
  - Kirsten Bey
  - Kim Eames
  - Juan Goula
  - Jarkko Toivanen
  - Jennifer Youngberg

### Staff Council Representatives on External UAF Committees

**A. ACCREDITATION STEERING COMMITTEE – ON HIATUS**

**B. CHANCELLOR’S ADVISORY COMMITTEE FOR THE NAMING OF CAMPUS FACILITIES – Debbie Coxon**

**C. CHANCELLOR’S DIVERSITY ACTION COMMITTEE (CDAC) – ON HIATUS**

**D. CHANCELLOR’S PLANNING AND BUDGET COMMITTEE – INACTIVE (MEETS IN SPRING)**

**E. GOVERNANCE COORDINATING COMMITTEE – Brad Krick & Ashley Munro**

**F. INTERCOLLEGIATE ATHLETIC COUNCIL – Debbie Coxon & Jesse Atencio**


**H. MERITORIOUS SERVICE AWARD COMMITTEE – SEAT VACANT**

Revised 8/6/13
I. PARKING ADVISORY COMMITTEE (PAC) – Tom Langdon
J. PEOPLE’S ENDOWMENT COMMITTEE – Debbie Gonzalez
K. RISE BOARD – Ian Olson
L. STAFF APPRECIATION DAY PLANNING GROUP – Ashley Munro & Maria Russell
M. TECHNOLOGY ADVISORY BOARD (TAB) – Adam Kane & Chris Beks
N. UAF STRATEGIC PLANNING COMMITTEE – Pips Veazey
O. WORK-LIFE BALANCE COMMITTEE – INACTIVE

<table>
<thead>
<tr>
<th>STAFF COUNCIL REPRESENTATIVES ON EXTERNAL STATEWIDE COMMITTEES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STAFF ALLIANCE</strong></td>
</tr>
<tr>
<td>Brad Krick</td>
</tr>
<tr>
<td>Ashley Munro</td>
</tr>
<tr>
<td><strong>STAFF ALLIANCE</strong></td>
</tr>
<tr>
<td><strong>STAFF HEALTH CARE COMMITTEE (SHCC)</strong></td>
</tr>
<tr>
<td>Lesli Walls, Representative</td>
</tr>
<tr>
<td>Debbie Coxon, Representative</td>
</tr>
<tr>
<td>Mary Sue Dates, Alternate</td>
</tr>
<tr>
<td>Debbie Gonzalez, Alternate</td>
</tr>
</tbody>
</table>
Staff Alliance
Staff Health Care Committee

Meeting Notes
5/28/13

Committee Members:

<table>
<thead>
<tr>
<th>UAA Voting Member</th>
<th>UAF Voting Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melodee Monson, chair</td>
<td>Leslie Walls</td>
</tr>
<tr>
<td>Connie Dennis</td>
<td>Debbie Coxon</td>
</tr>
<tr>
<td>Alt</td>
<td>Alt</td>
</tr>
<tr>
<td>Maureen Hunt</td>
<td>Deb Gonzalez</td>
</tr>
<tr>
<td>Mary Sue Dates</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SAA Voting Member</th>
<th>UAS Voting Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ivan Leibbrandt</td>
<td>Gwenna Richardson</td>
</tr>
<tr>
<td>Linda Hall</td>
<td>Elizabeth Williams</td>
</tr>
<tr>
<td>Alt</td>
<td>Alt</td>
</tr>
<tr>
<td>Monique Musick</td>
<td>Mae Delcastillo</td>
</tr>
<tr>
<td>Heather Arana</td>
<td></td>
</tr>
</tbody>
</table>

| Alliance Representative | |
|-------------------------|
| Monique Musick |

| Ex-Officio | |
|-------------|
| Erika Van Flein | Juella Sparks |
| David Hinckley | Michelle Rizk |

A. Approval of Agenda
   The Agenda was approved as presented

B. SHCC membership update
   Connie Dennis will be serving on the committee until July. There may be other new membership from UAA also. UAF membership is up to date. This is Ivan’s last meeting, otherwise SAA membership is up to date. Elizabeth will be going off the committee in July, otherwise UAS membership is up to date. Melodee will be stepping down as chair after August.

C. JHCC updates
   The JHCC held a short meeting. The Wellness RFP was re-released due to not being distributed as widely as desired. The goal is to award by July 1, with services taking effect October 1. The WIN contract would be extended until the new contract started, but some items, such as IHPs would not
begin until after the new contract to ensure continuity. Collection of biometric data in a timely fashion for the next year may be a concern. The biometric data will be handled by a third party vendor and will not be accessible to the UA HR departments other than the employee has completed the requirements to qualify for price rebate.

Open enrollment went fairly well and number shifts should be available at the next JHCC meeting. Timing of staff appreciation days was discussed in regard to workshops being presented for open enrollment in a timely fashion.

Domestic travel with Premera will now be part of our benefit package.

Salary band data was distributed and is a snapshot for January through June and is separated by e-classes. There were requests for more information on definition of e-classes and the percent of full-time/part-time positions. Salary differential will be discussed at a further JHCC meeting. SHCC may want to look at this also.

The 300K wellness fund will not fund any future proposals at this time as there is not a proposal mechanism. The bargaining agreements do not specify the funds need to be spent. The information on submitting proposals for the funding will be removed from the website.

Global care was introduced. Global care deals with out of network usage. Alaska providers who are out of network may not be interested in this. The program would work best outside of Alaska. It also works with price and transparency, but UA is already looking at an RFP for a price and transparency vendor. International travel is also provided, but Premera offers BlueCard Worldwide that handles this for us already. GeoBlue is another option to look at. The topic will be addressed again at a future JHCC meeting.

D. SHCC recommendations on health care
This item will continue to be a regularly scheduled item on the SHCC agenda. It was requested that information on a program such as AFLAC (critical illness/accident coverage) be investigated. We will request information on the possibility from Erika VanFlein.

E. Adjourn – next meeting 6/25/13
The meeting adjourned at 9:25am
**Intercollegiate Athletics Council Meeting Minutes** - draft as of May 15  
May 13, 2013, 4-5 pm  
Nanook Lounge, UAF Patty Center

Present: Debbie Coxon, Andrea Schmidt, Gary Gray, Chris Eversman, Carter Crawford, Dani’ Sheppard (Chair), Charlie Hill, Julie McIntyre, Tim Bauer

**Minutes approval**  
Minutes from meetings of March 18, 2013 and April 8, 2013 were approved

**Reports**  
Chair - Dani’ Sheppard  
* All agreed to extend invitation to the SWA to attend. She will not be added as a member of the IAC.  
* Chair for next year will depend on pending restructuring of IAC

SAAC  
* No representative present

Athletics - Dr. Gary Gray  
* Gary provided an update on personnel changes being considered (compliance, volleyball assistant coach, media relations director and intern, events management, and marketing), the end-of-year department awards presented at the banquet, graduation this past weekend, budget process, initiative to increase revenue, goals for pending budget cuts to minimize impact on student-athletes, and status of facility report.  
* In the GNAC, Gary will chair the AD/Management Council; Dani’ will chair the FAR group, and Chancellor Rogers will chair the Presidents’ Council for the next two years.  
* Dani’ has also been invited to be the inaugural chair of the FAR group for the hockey conference, WCHA, that we will be joining next year. She has also been selected to serve on the WCHA Executive council with a vote.

FAR - Dani’ Sheppard  
* Dani’ will be working with new SAAC advisor, Coach Dan Jordan, to revitalize the student advisory group.  
* National hot topic involves proposed “Pathway to Graduation” legislation.  
* Dani’ has been invited and will attend all budget hearings for each sport.  
* Dani’ will be proctoring annual certification exams for all coaches over the summer.

**Old business**  
Scholar-athlete selection process -  
* Committee members submitted feedback. Dani’ will review feedback and provide summary at first meeting in Fall 2013.

**Discussion items**  
IAC purpose/mission  
* Committee members provided suggestions for Chancellor’s consideration:
- increased involvement in NCAA and academic issues - IAC should have more oversight;
- committee should definitely be under Chancellor’s office, not Athletics;
- membership should include more faculty and be on their workload.

Athletic aid and eligibility/ineligibility of student-athletes
* Gary distributed a preliminary proposal under consideration. He welcomes feedback.

Facilities Report
* Gary requested feedback on recent draft of facilities report. Members provided many suggestions regarding addition of membership of facilities review committee to report and how appointed, student-athlete recognition be more recognized in lobby each year, ventilation for rifle, consider indoor track as new sport, disc golf, ADA access (pool, SRC, ice arena and rest rooms), maintenance, Carlson Center agreement benefits, purpose of racquetball courts, process for determining priorities and balancing need vs. cost, and academic advising.

Have a good summer!
Members were provided a satchel with athletics logo in gratitude of service this year.
EMR Report – August 2013

EMR Members Present: Richard Machida, Toni Abbey (quorum met)

Other: Nicole Dufour, Bradley Krick, Jeannette Altman

Topics covered:

Meeting started at 3:05pm on Monday, August 5, 2013

Election software changes with the changes in the Bylaws. Specifically, the at-large members which hasn't been approved.

Moving the motions that were delayed until October to September. The original delay was requested to allow Rural Affairs to further discuss at-large members.

Discussed possible election timing changes to minimize changes to the existing software at least for the Fall election.

Discussed switching the elections to run off of an authenticated Google Form - issues such as privacy need to be addressed.

Meeting adjourned when we lost our quorum at 4:00pm

Respectfully submitted by Richard Machida
Employee Performance Appraisal Form

Initial Review  6 month Review  Annual  Other

Immediate Supervisor:_____________________________   Position Title:_____________________________
Department:_____________________________________    Appraisal Period from:_________  to:__________

Mission: The University of Alaska inspires learning, and advances and disseminates knowledge through teaching, research, and public service, emphasizing the North and its diverse peoples.

Part I: Performance Factors

Use the following rating scale to rate employee on performance in conducting day-to-day work. Performance factors are organized to support the University of Alaska’s mission and values. Under Performance Factor VII, include the top 3 essential job factors that are specific to the job duties of the employee or related to the employee’s accomplishments. A total of 30 factors should comprise this list with each factor earning up to 5 rating points. Both employee and supervisor may provide comments. Descriptions of each of the performance factors are included in the attached Performance Factors Definitions.

Rating Levels:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Performance Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Truly Amazing</td>
</tr>
<tr>
<td>4</td>
<td>Regularly Excels</td>
</tr>
<tr>
<td>3</td>
<td>Proficient</td>
</tr>
<tr>
<td>2</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>1</td>
<td>Not Working Out</td>
</tr>
</tbody>
</table>

Supervisors should review the employee’s position description and note any substantive changes in UAKjobs.com/hr. Please check the appropriate status:

Position Description (PD):   □ Updates made to PD in UAKjobs.com/hr   □ No updates necessary

<table>
<thead>
<tr>
<th>Performance Factor</th>
<th>Employee Rating</th>
<th>Supervisor Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>I: Communications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Skill and Clarity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Interpersonal Characteristics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Teamwork</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Builds and Enhances Relationships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Straightforwardness and Composure</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:
<table>
<thead>
<tr>
<th>Performance Factor</th>
<th>Employee Rating</th>
<th>Supervisor Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>II. Credibility</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Job Knowledge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Comprehension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Judgment</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>III. Responsibility</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Dependability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Supports Diversity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. For Supervisors. For Non-Supervisors. (Circle One)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>IV. Results</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Decision-Making</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Resourcefulness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Problem-Solving</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Perseverance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Agility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Meets Goals</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>V. Character</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Ethics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Conduct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Values</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VI. Leadership and/or Management</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Execution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Organization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Innovation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. Style</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Change Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance Factor</td>
<td>Employee Rating</td>
<td>Supervisor Rating</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>VII. Performance Factors Specific to Job Duties</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide top 3 essential job functions from position description so that the employee is evaluated on a total of 30 factors in this section.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor SubTotal Points (150 possible)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* NOTE: Supervisors and employees may choose to comment on lesser responsibilities or duties identified on the employee’s position description. If so, this feedback can be included under “Part II: Comments.”

### VIII: Performance Goals

Performance Goals should support the University’s mission and values. Identify goals that were set at the beginning of the performance cycle and summarize substantive accomplishments. Additional sheets can be attached to this section if more space is required.

<table>
<thead>
<tr>
<th>Last Appraisal Period Goals</th>
<th>Accomplishments</th>
<th>Supervisor Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supervisor SubTotal Points: (15 possible)

<table>
<thead>
<tr>
<th>Supervisor’s Total Points</th>
<th>Last Appraisal Total Points:</th>
</tr>
</thead>
</table>


This employee is ready to assume greater responsibilities. Please circle one of the following:

<table>
<thead>
<tr>
<th>Ready Now</th>
<th>Exhibits Good Potential</th>
<th>Working Well and Well-Placed</th>
<th>No</th>
</tr>
</thead>
</table>
Goals for the upcoming appraisal period are collaboratively identified with supervisor and employee, with accompanying measurements stated for each goal. Additional sheets can be attached to this section if space is required. These goals should be reviewed periodically and updated with any changes, deletions, or additions as determined to be necessary.

Next Appraisal Period from: _______ to: _______

<table>
<thead>
<tr>
<th>Next Appraisal Period Goals</th>
<th>Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

**Part II: Comments**

This section provides an opportunity for the supervisor, employee, and the next level supervisor (optional) to furnish comments regarding the employee’s performance. Additional sheets can be attached if more space is required.

**Part III: Signatures & Overall Rating**

(1) Employee Signature and Date (signature acknowledges receipt, not necessarily agreement):

(2) Rater/Supervisor Signature and Date:  
(3) Next Level Supervisor or Department Manager/VP Signature and Date:

**Staff Use Only:**

Received by Human Resources _________________________ / _________________

Printed Name / Initial Date
Performance Factor Definitions

For Employee Performance Appraisal

Part I of the performance appraisal form has the employee and the supervisor rate the employee’s performance in conducting his/her day-to-day business. The following set of definitions explains the meaning associated with each of the performance factors. Using these definitions as a guide to scoring will help focus and standardize scoring consistency.

I: Communications

1. **Skill and Clarity**: Expresses ideas clearly, both written and oral; succinctly explains concepts to others; provides balanced feedback; demonstrates sensitivity to the communication needs of others; listens well.

2. **Interpersonal Characteristics**: Works for and with others without creating problems; handles confrontations diplomatically; demonstrates respect, patience, and shows an appreciation of others’ varied skills and abilities.

3. **Teamwork**: Shares information; works cooperatively in groups; supports and builds consensus; focuses on group results; offers skills/abilities for the good of the team. Demonstrates a good work ethic.

4. **Enhances Relationships**: Creates and strengthens relationships with co-workers, customers, and external parties; negotiates effectively; handles work problems without alienating people; tries to understand others; cooperates with others.

5. **Straightforwardness and Composure**: Steadfast; assesses the facts; forthright, able to recover quickly from challenging situations; maintains self-control at all times.

II. Credibility

6. **Job Knowledge**: Develops and improves level of professional job knowledge; improves skills required to master the work; takes the initiative in tackling new tasks and learning new skills; respected for professional performance at work.

7. **Comprehension**: Understands the job and the associated work; uses understanding to organize and complete work tasks.

8. **Judgment**: Seeks diverse sources of facts and points of view; uses all available data in decision-making; acknowledges mistakes; searches out and uses good examples; demonstrates good choices.

III. Responsibility

9. **Dependability**: Demonstrates good attendance, punctuality, attentiveness. Follows instructions; follows up on tasks and assignments; accepts accountability.

10. **Diversity**: Comprehends and demonstrates the value of cultural diversity and differences among others when working with employees and customers.

11. **For Supervisors**: Thorough, timely, fair, and appreciative when dealing with subordinates’ career, challenges, and their difficulties. Accepts responsibility and accountability for tasks and subordinates. **For Non-supervisors**: Deals effectively with peers and superiors. Recommends and supports developmental initiatives and alternative courses of action to improve productivity and teamwork.

12. **Safety**: Demonstrates and expands the culture of safety, safety awareness; promotes safe work habits by example; assumes safety as a professional responsibility. Understands and supports the UA Risk Management process.
### IV. Results

13. **Decision-Making:** Makes decisions that improve the organization’s performance; gathers information related to problems; analyzes opportunities accurately; makes recommendations that add value.

14. **Resourcefulness:** Works hard to get things done faster, cheaper, and more safely. Not satisfied with maintaining the status quo. A “go-to” person.

15. **Problem-Solving:** Identifies and solves problems resourcefully; plans, assigns, and schedules work load to meet objectives; understands factors within the work environment; appropriately adjusts performance to meet goals.

16. **Perseverance:** Shows determination in the face of obstacles; works diligently within difficult situations to reach successful outcomes.

17. **Agility:** Internalizes new information quickly; learns new work eagerly; grasps business concepts well. Reacts well in adverse situations.

18. **Meets Goals:** Knows and comprehends the University’s Strategic Direction, department goals, safety program practices, environmental responsibilities, and the importance of customer service.

### V. Character

19. **Ethics:** Ethical in personal and professional dealings; follows ethics policies and regulations.

20. **Conduct:** Respectful, patient, tolerant, understanding, and maintains good self-control. Avoids person to person conflict requiring corrective action (see P04.07.040).

21. **Values:** Makes important decisions based on the University’s best interests; acts in ways that build respect; bases actions on established university’s principles. Demonstrates fairness. Admirable University representative to the community.

### VI. Leadership and/or Management

22. **Planning:** Establishes goals, processes, and procedures; makes credible plans; organized. Evaluates possible events, outcomes and consequences.

23. **Execution:** Assumes ownership and accountability when responsible for a task or project. Gets the job done right, on time, on budget.

24. **Organization:** Uses time and resources efficiently; adheres to plans and schedules; accepts challenges beyond the normal work scope.

25. **Innovation:** Looks beyond existing ways of doing things for solutions; takes risks in search of continuous improvement; anticipates future events; capable of non-traditional thinking.

26. **Style:** A participative consensus-builder. Uses effective listening and communication skills to engage others; builds consensus; influences others in decision-making. Stimulates others to work together toward common goals. Pleasant disposition. Understands the importance of service to others and puts it into practice.

27. **Change Management:** Accepts change; participates in University developments; seeks out new opportunities; sees change as an opportunity; communicates in a positive tone; helps others understand the big picture.
In May 2013, President Gamble sent a memo to Staff Alliance Chair Juella Sparks and Statewide Administration Assembly President Monique Musick, regarding a draft version of a performance appraisal form that he has been working with the Human Resources office to create. In the memo, he invited comment and review on the draft.

The form is intended to be the basis of a conversation between an employee and their supervisor and to include a more “whole person” eval process. Please take a moment to read the memo to better understand the intent and background of the proposed draft.

**Memo from Gamble Inviting Comment and Review**

In May 2013, President Gamble sent a memo to Staff Alliance Chair Juella Sparks and Statewide Administration Assembly President Monique Musick, regarding a draft version of a performance appraisal form that he has been working with the Human Resources office to create. In the memo, he invited comment and review on the draft.

The form is intended to be the basis of a conversation between an employee and their supervisor and to include a more "whole person" eval process. Please take a moment to read the memo to better understand the intent and background of the proposed draft.

**Performance Appraisal Form**

The following form is the first draft of a new type of performance evaluation proposed for use at Statewide. SAA invites staff to take this opportunity to review the form, and to provide feedback on both the form and the possible processes for implementing it. Your feedback will be used to help determine the final form and to make suggestions for edits and processes.

Some things to consider:

- Will this form be useful to you? If not, why not?
- Does it give you enough information to review the performance of an employee? If not, what more do you need?
- Do you see value in this "whole person" type of performance review?
- Does the scale seem fair and easy to use?
- What do you think is important when implementing a new evaluation tool?

Thank you for your input!

**DRAFT PERFORMANCE APPRAISAL FORM**

Please submit your responses using the form below, or by contacting any SAA member.