MINUTES
UAF STAFF COUNCIL #242
Tuesday, September 17, 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

A. Call to Order
   - President Brad Krick called the meeting to order at 8:45 AM.

B. Roll Call

   Present:
   Jeannette Altman
   Kirsten Bey (phone)
   Chris Bekx
   Debbie Coxon
   Debbie Gonzalez (phone)
   Juan Goula
   Adam Kane (phone)
   Brad Krick
   Richard Machida
   Ashley Munro
   MaryAlice Short
   Greg Simpson

   Present (cont.)
   Lesli Walls (phone)
   Robin Weinant (phone)
   Trish Winners (phone)
   Jennifer Youngberg

   Absent:
   Erin Albertson
   Jesse Atencio
   Sara Battiest
   Deb Jeppsen

   Excused:
   Juella Sparks
   Debbie Blevins
   Travis Brinzow
   Kim Eames
   Jarkko Toivanen

   Guests:
   Chancellor Brian Rogers
   Pat Pitney, Vice Chancellor for
   Administrative Services
   Amanda Wall, Bursar
   Julie Queen, Director - Office of
   Management and Budget
   Kit Shannon

C. Approval of Agenda for Staff Council Meeting #242
   - Approval of minutes from meeting #241 was postponed until October. The agenda was approved as
     amended.

D. Approval of Minutes for Staff Council Meeting #241
   - Postponed until the Oct. Staff Council meeting

II. STATUS OF PENDING ACTIONS (none)

III. PUBLIC COMMENT

   Public comment was held at 9:00 AM. Officer Reports were briefly paused during this time.

A. Amanda Wall, Office of the Bursar
   - Amanda Wall, from the Office of the Bursar, addressed council during Public Comment. She informed Staff
     Council of recent changes, which included placement of Parking Services under the new Office of the Bursar.
     This change was the result of approximately two years of committee work focused on student services. The
     goal was to provide students with services in a one-stop experience.
   - In April, the Business Office merged with Polar Express and Parking Services. The name was changed to the
     Office of the Bursar as of July 1. They are still transitioning to the new structure. There are still elements that
might be considered part of Parking Services, such as parking lot maintenance, shuttles, and allocation of parking spaces that still involve work with Facilities Services.

- A suggestion was made to provide information on the location of other kiosks on each kiosk. When a kiosk says that it is out of order, people need to know where to find another kiosk. Amanda explained that the kiosks are repeatedly moving due to construction on campus. She will request the addition of information on the location of all kiosks.

- A concern was expressed regarding the inadequacy of notifications and parking lot signage regarding lots being closed or cleared shortly after the end of the business day. Some staff would like to be notified by text message since this is something that they receive immediately. Some staff are not able to leave their offices to immediately move their cars in the middle of the day when a new notice comes out by email. A suggestion was made to notify people of such changes using UA Alerts, which is managed by OIT. UA Alerts is capable of providing many types of notifications, including text, text to voice.

- Amanda has received a number of complaints regarding various issues related to communication. She is working with Marketing and Communications, to improve communication.

- If you have questions of feedback for Parking Services, you can call the Bursar’s Office at 474-7384. You can also contact Parking Services Manager, Debbie Hansen-Hill, or you can contact Amanda Wall directly.

IV. OFFICER REPORTS

The meeting was running ahead of schedule. Therefore, Officer Reports were presented immediately following the approval of the agenda.

A. Brad Krick, President

- Approximately half of all representatives present for today’s meeting were in attendance via phone. Brad recently learned that we pay per caller, per minute for audio conferencing. Attending the meetings in person would help the Governance budget, but we understand if this is not possible.

- Convocation is scheduled for this Thurs., at 1 PM, in the Davis Concert Hall. Everyone is invited to attend. Please encourage your coworkers and constituents to attend.

- Brad recently met with Brad Lobland, Interim Director of UAF HR. They discussed some of the current HR related issues, including the possibility of a smoke free campus, employee compensation, and finding ways to assist employees. Brad Lobland is interested in making HR more accessible to staff. Brad Krick encouraged Brad Lobland, and his staff, to attend Staff Council meetings. Brad Lobland was also invited to be a guest speaker at the Oct. Staff Council meeting.

- The Staff Alliance Vice Chair met with President Gamble yesterday. President Gamble discussed an informal idea for compensation. This idea would include a 2% compensation increase, with 1% funded by the state and 1% funded by the university. Included in this idea was an additional day of leave for staff that could be cashed in, separate from the current leave cash in program, or used as a vacation day. It is unclear if this day would be for both salaried and non-salaried employees. The thought being that this would represent an additional 0.38% compensation increase. Staff Alliance liked the proposed day, as it was in line with the proposed compensation increases that they forwarded to the administration last year.

- The Staff Alliance Chair would like to provide a response regarding this idea, to President Gamble by Friday. This does not leave much time to provide feedback. Brad asked Staff Council for their feedback, which he will forward to Staff Alliance.

B. Ashley Munro, Vice President

*Chancellor’s Diversity Action Committee (CDAC) Update*
- Chancellor Rogers is looking to revamp and revitalize this committee with changes to the layout. CDAC is currently on hiatus and has not recently met. The committee is expected to be active, again, soon.

**Smoke Free Campus**

- Chancellor Rogers feels that the idea of a smoke free campus will become more popular as more people hear about the movement at UAA. The statewide smoke-free campus survey, discussed at our last meeting, will not take place. Staff Affairs was encouraged to create a survey for UAF. The survey results will be provided to the Chancellor’s Office so that Chancellor Rogers will have a better idea of what staff members think about this possibility. The smoke free campus survey conducted by UA Statewide will be shared with Staff Affairs to provide some direction when creating the UAF survey.

- There was some confusion about the meaning of “smoke free” in the first survey distributed at UA Statewide. Their survey had to be redone with clarification of terminology. “Smoke free” means completely smoke free, not smoking in designated areas.

- The term “campus” within the smoke-free discussion is thought to mean any location on university property. However, there is no official position from the university on the exact meaning of this term.

- It seems to be the position of the three chancellors at the different MAUs that it will be an all-or-nothing policy. There are still many aspects that would need to be determined.

- The System Governance Council will meet next Monday. This includes staff, student, and faculty governance representatives from all three MAUs, along with representatives from UA Statewide and Alumni. It is likely that this topic will be discussed at this meeting.

- Chancellor Rogers does want to hear specifically from UAF, including UAF staff.

- Staff Affairs will create a survey to collect this feedback.

**Wellness Program Update:**

- Win for Alaska has gone to court over the selection of the UA Wellness Program. Almost everything is on hold, until the judge reaches a decision.

**Protection of Minors:**

- In May, we adopted a policy regarding the protection of minors. Chancellor Rogers mentioned that there will be a new, mandatory training program for anyone working with minors on campus or anyone with the potential to work with minors on campus. This program is expected to roll out in Oct. or Nov.

- Additional information on this policy was requested. Ashley will look into this and report back to council.

**Bullying Training**

- President Gamble began an initiative to implement “Bullying Training,” after reading comments on a recent staff survey, which indicated that bullying was occurring on campus. General Council and HR were tasked with creating the training program. Training has already begun for UA Statewide employees.

- Staff Alliance is currently working on a resolution in support of this training and in support of each chancellor requiring bullying training on their campuses. This training could potentially be required at UAF.

- A representative from Unit 15, who is also a statewide employee, was supportive of the training program but had been unable to attend the training, due to when the training was offered and responsibilities associated with the start of a new semester. It was also noted that their inability to attend the training on such short notice could look poorly upon staff members.

- Ashley explained that Staff Alliance discussed this training at their August retreat, and she had not expected to see the training roll out so soon.

- A suggestion was made to hold additional training sessions for those unable to make the initial sessions.

- The officers will share this information with the Statewide Assembly leadership.
V. REMARKS BY CHANCELLOR ROGERS

- Chancellor Rogers will save most of his remarks for his Convocation presentation on Thursday.
- Status of CDAC
- Chancellor Rogers received a report from the Student Diversity Task Force at the end of last semester. At that point, Chancellor Rogers discussed implementation with University and Student Advancement. A decision was made to wait until student came back to continue the conversation; they did not want to take action while students were not present. Chancellor Rogers will be meeting with them next week regarding this. He will have more information at the next Staff Council meeting.
- Both Staff Council leadership and Chancellor Rogers have concerns about the status of the Work-Live Balance Committee, which has been inactive for some time. Chancellor Rogers suggested that we think about how to revamp this committee. There are two themes or alternatives that might be considered to address this.
- The original idea behind the committee was in part, to figure out how to address issues in peoples’ working conditions that have an effect outside of work. The biggest issue that the committee addressed was day care, and the inadequacy of the availability of child care in Fairbanks. They have been working on a project to expand the Bunnell House to allow more children and younger children to be accepted into the program. There is no news out of the System Office, which was working with us on this project. Other than child care, there was not a lot of work coming out of the committee.
- Chancellor Rogers would like to see the committee work to identify the steps needed to make UAF a preferred employer; thinking about this as the “Best Place to Work Committee.”
- A second alternative to this would focus on professional development and working to identify ways UAF could create professional development opportunities for all staff. This is particularly important in light of current budget uncertainty, when we know positions will be impacted. The key strength we need for employees is to determine how we help employees develop skills that allow you to make whatever transitions are necessary to remain a UAF employee.
- Chancellor Rogers requested that Staff Council put together an ad hoc Staff Council committee to work with the administration to address key issues in an effort to make UAF a better place to work. This would include making UAF a place where people are not as threatened by the change, because they know that they will be here after the change.
- Chancellor Rogers hopes to see everyone at Convocation on Thursday.

VI. GOVERNANCE REPORTS

A. David Valentine, President – Faculty Senate (no report)

B. ASUAF – Representative (no report)

VII. UNFINISHED BUSINESS

A. Postponed Motions to Amend UAF Staff Council Bylaws
   i. Motion 2013-242-1: Motion to Amend UAF Staff Council Bylaws to Remove Alternate Seats on Staff Council (Previously presented as draft Motion 2013-239-8)
      - Attachment 242-1: Motion 2013-242-1 - Approved
      - Draft Motion 2013-242-1 (previously postponed draft Motion 2013-239-8), was placed on the table:

      "UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to remove alternate seats from Staff Council."
- A motion and second were made to amend the motion on the table to stipulate that: “Currently sitting alternate members will become at-large members and will serve as full voting members of Staff Council until their term expires.”
- The Rural Affairs Committee put forth this amendment in an effort to ensure that the proposed changes to Staff Council membership would not negatively affect smaller campuses.
- In initial discussions, current alternates could move into at-large seats if they wanted. There is nothing in the remaining motion to make this happen; placing current alternates in limbo about their position on Staff Council. Allowing Alternates to transfer to At-Large seats, if they so choose, would prevent the need to update the election software, this year.
- At-Large Representative seats have no unit affiliation. At-Large Representatives will not be representing their unit, but the larger body of UAF employees represented by Staff Council.
- Following discussion, the motion to amend the main motion on the table was unanimously approved. This amendment to the main motion did not alter the proposed bylaw changes of the main motion. Rather, it allowed for a transition from the old version of the bylaws to a new version of the bylaws.
- The amended main motion, draft Motion 2013-242-1, was read aloud:

  UAF Staff Council moves to amend the Bylaws of the University of Alaska Fairbanks Staff Council as follows, to remove alternate seats from Staff Council, with the stipulation that current Alternates become At-Large Representatives with full voting rights, serving until their current term ends.

- The floor was opened for discussion of the main motion. There are currently five Alternates: two in Unit 1, and 3 in Unit 15. If the proposed main motion passes, there would be no need to update the election software for the fall unit election. The fall election is for even numbered units and all five Alternates are in odd numbered units. This would allow a year to update the election system.
- Motion 2013-242-1 was unanimously approved by roll-call vote. The following Staff Council Representatives voted in favor of approving this motion:

  Adam Kane  Debbie Coxon  Jennifer Youngberg
  Kirsten Bey  Greg Simpson  Jeannette Altman
  MaryAlice Short  Juan Goula  Richard Machida
  Debbie Gonzalez  Robin Weinant  Chris Bekes
  Lesli Walls  Trish Winners

ii. **Motion 2013-242-2: Motion to Amend UAF Staff Council Bylaws to Add Five At-Large Representative Seats to Staff Council (Postponed draft Motion 2013-239-9)**
- Attachment 242-2: Motion 2013-242-2 – Approved
- Having been previously postponed until the Sept. 2013 Staff Council Meeting, draft Motion 2013-242-2 (formerly draft Motion 2013-239-9) was officially on the table. The floor was opened for discussion of the main motion; draft Motion 2013-242-2.
- A motion and second were made to amend the main motion, draft Motion 2013-242-2, to change the text of Bylaws Section 3.A.VII, to read (italic text indicates text added to the main motion):

  “Section 3. Membership
  A. Representation

  SC 5
VII. There shall be five at-large representative seats on staff council. There is no unit or geographical designation to these five at-large members; however, no one unit may occupy more than two at-large seats during any term. At-large representatives shall be elected by all eligible voting members."

- The floor was opened for discussion of the proposed amendment to the main motion (draft Motion 2013-242-1). Discussion included clarification of the number of previous Staff Council Alternates. There were a total of five sitting Alternates prior to removal of Alternates seats earlier in the meeting; there were two Alternates from Unit 1 and three Alternates from Unit 15. The main motion on the table would create five At-Large Representative seats. The possibility of moving the five former Alternates into the five proposed At-Large Representative seats was discussed.

- The spirit of this amendment was to protect representation across campus so that no one geographic location or unit would have unfair sway over council. The amendment was designed to create equal opportunity for someone to be elected to an At-Large Representative seat.

- A motion and second were made to amend the primary amendment to the main motion, draft Motion 2013-242-2, by adding the following text to the end of the second sentence of Section 3.A.VII: “(This will be effective for the 2015 term).” This motion was unanimously approved.

- There was no further discussion of the primary amendment to the main motion. The primary amendment to the main motion, draft Motion 2013-242-2, was unanimously approved.

- Draft Motion 2013-242-2, as amended, was read before council. Discussion closed without further comment. Motion 2013-242-2 was unanimously approved as amended by roll-call vote. Following Staff Council Representatives voted in favor of approving this motion:

  - Adam Kane  Greg Simpson  Jeannette Altman
  - Kirsten Bey  Juan Goula  Richard Machida
  - MaryAlice Short  Robin Weinant  Chris Beks
  - Debbie Gonzalez  Trish Winners
  - Debbie Coxon  Jennifer Youngberg

VIII. BREAK
A break was taken following the approval of Motion 2013-242-2. Vice Chancellor for Administrative Services, Pat Pitney, addressed Staff Council immediately following the break. (See agenda item

iii. Motion 2013-242-3: Motion to Amend UAF Staff Council Bylaws to Reflect the Addition of Five At-Large Representative Seats (Postponed draft Motion 2013-239-10)

- Attachment 242-3: Motion 2013-242-3 – Approved

- A motion and second were made to amend the UAF Staff Council Bylaws to reflect the recent addition of five At-Large Representative seats. The motion was unanimously approved by roll-call vote. The following Representatives voted to approve this motion:

  - Adam Kane  Debbie Coxon  Trish Winners
  - Kirsten Bey  Greg Simpson  Jennifer Youngberg
  - MaryAlice Short  Juan Goula  Jeannette Altman
  - Debbie Gonzalez  Robin Weinant  Richard Machida
iv. Motion 2013-242-4: Motion to Amend UAF Staff Council Bylaws to Allow Proxies - (Postponed draft Motion 2013-239-15)
   - Attachment 242-4: Motion 2013-242-4 – Approved
   - A motion and second were made to amend UAF Staff Council Bylaws to allow proxies to attend meetings in place of absent representatives. There was no discussion. The motion was unanimously approved by roll-call vote. The following Representatives voted in favor of the motion:
     Adam Kane                 Greg Simpson                 Jeannette Altman
     Kirsten Bex               Juan Goula                   Richard Machida
     Mary Alice Short          Robin Weinant                 Chris Bek
     Debbie Gonzalez           Trish Winners                 Jennifer Youngberg

IX. NEW BUSINESS

B. 2014 Staff Council Meeting Schedule
   i. Attachment 242-6: Proposed 2014 Staff Council Meeting Schedule – Draft
      - Due to time constraints, this item was postponed until the Oct. 16, Staff Council meeting.

C. 2014 Staff Council Calendar Ad Hoc Committee
   - A motion and second were made to create the 2014 Staff Council Calendar – Ad Hoc Committee. This motion was unanimously approved.
   - Greg Simpson, Juan Goula, and Richard Machida volunteered to serve on the committee.

IX. GUEST SPEAKERS

A. Pat Pitney, Vice Chancellor for Administrative Services
   - Handout 242-1: Vice Chancellor Pat Pitney’s Presentation
   - Vice Chancellor Pitney thanked council for providing the opportunity to speak today.
   - The budget that is going to the board is the preliminary FY15 request for both operating and capital.
   - The operating side is more favorable than we anticipated in term of program requests. There are about 1.7 million of UAF program requests, out of about 3.8 million in program requests from the system as a whole.
   - For fixed costs, they are proposing both a 2% tuition increase and a 2% salary increase for FY15. This is better than we expected. We will see the board's reaction to this number when they meet next week.
   - On the capital side, the R&R number is still to be announced. President Gamble wants to discuss this with the governor. The governor has had this as a main priority and has put in 37.5 million for the deferred maintenance and R&R for the last several years.
   - For new construction, the engineering facilities are included. There is also a to be determined number for the new heat and power plant. We know that the new heat and power plant will be 245 million dollars, but we are trying to work with the state on a no interest loan or other financing options, which would be presented differently in the budget. A few research projects are also included in the budget.
   - On the capital side, UAF has the engineering building and the heat and the heat and power plant included.
   - We are at the early stages of the FY15 budget process. The Board of Regents will first look at the budget next week. They will approve the budget in November. It will then go to the governor in November and to the legislature in December. It will come out of the legislature in April, at which time it goes back to the governor. In April, we will know roughly, where we will stand for the next fiscal year.

Budget Context
We have had a very flat research environment over the last five years. Our federal funding has been flat. Federal funding is the second largest funding source for UAF, following the state general fund. Because of the oil tax changes, the general fund will not be as plentiful as it has been in the past. The legislature is telling us to come in with flat budgets. We are not coming in with a flat budget, but it will be tighter, thus the compensation change. The next category is indirect cost recovery. This is also in direct proportion to federal. If federal is flat, indirect cost recovery is also flat.

- Tuition – we grew a lot in tuition, early in the 2000’s indirect cost recovery produced more revenue than tuition, from both the growing enrollments and relatively robust tuition rate increases. This was going well and made around an eight million dollar difference across a five year span. This is flattening.
- With lower tuition rate increases and current flat enrollment, we getting a lot of revenue from tuition.
- Donations are growing, but they are not growing fast. This is probably an area we have to explore more as an institution.
- Looking forward, our federal environment is not changing. Our only advantages are that our research focuses on areas that are hot at the national level including research on the arctic, climate, energy, and biomedical research, all of which bode well for us to be competitive. In the reducing federal environment, we have to be more and more competitive just to remain even. The state is dependent on oil for our tax revenue; it makes up about ninety-five percent of the state’s tax revenue.
- The regents are strong advocates for the university. They are going to be hard on us focusing on the Strategic Direction Initiative.
- From a funding perspective, as a research university, we get more state general funding to support our programs, services, and faculties than any other public state higher education research university. Relative to the other universities in our system, we generate more non-general fund revenue than any other universities because of our research mission.
- From a management perspective, UAF is relatively decentralized. Our schools, colleges, and research units are our business units. This means we have seventeen business units, all with a different business model, generating proportionally different amounts of revenue. Each unit operates in its realm with their success being based on different criteria. From a business perspective, we have to be flexible. Our success as an institution is based on the health of our units, which is important when we make decisions going forward.
- There are significant revenue swings for many operational components. For example, the difference between the state general fund having 0% and 2% growth over three years, is sixteen million dollars. The difference between dropping enrollment by 1% and increasing enrollment by 2% is 3.8 million dollars.
- On the expense side, a compensation increase of 3% is a difference of 24 million dollars. We have to be on the optimistic side of the state general fund, tuition rate, enrollment, and research to meet a 3% compensation increase.
- This in part explains why we were at an 8.4 million dollar budget gap this last year. Our revenues are slowing down. Our fixed cost base is overshadowing our ability to earn revenue. This created the budget gap. The gap will not really go away, but based on the strategies we put in place this year, we will likely face them in a better position this coming year.

90-Day Hiring Hold
- Part of this strategy, this year, included holding staff positions open for ninety days before filling them. This has likely had an effect on most people. We are anticipating about a 3 million dollar in one-time savings from this. Once the position is filled, you are back to base costs.
- Since May 15, when this policy went into place, eighty-four positions have vacated. Of these, forty-three were held open with the budget draw. Twenty-six have asked for expedited recruitment along with the budget draw. Eleven have been approved for recruitment without the budget draw. Two are pending and two have partial budget draws. The two in question that had partial budget draws were Vice Chancellor Pitney’s, if she had successfully recruited a candidate in the time period. They will still have the same
budget draw since the positions were for the Police Chief and the Grants and Contracts Manager, both of which will be vacant for at least ninety days.

- The impact of the ninety day hold on campus units was as follows:

  - Chancellor’s Office – 3 positions (There are a total of only five positions in the Chancellor’s Office)
  - CRCD – 13 positions
  - Provost’s Office – 14 positions
  - VCAS – 32 positions
  - VCR – 5 position
  - USA – 13 positions

- We have already saved six hundred thousand dollars with the hold. This rate puts us at six-million in savings by the end of the year.

- However people are feeling the impact of this as there are open positions and jobs that need to be done.

Other Cost Savings

- We are reducing off campus lease spending by moving people out of leased office space and back onto campus. We are now out of the Wells Fargo lease.

- We are looking at energy management. Our first round of energy projects went into place. We are anticipating between five and six hundred thousand dollars of energy savings on ten buildings. We will begin another set of buildings soon.

- We have identified program reductions in the form of vertical cuts. Some of the reductions are moving faster than others. These included changes to Career Services and VCAS’s reorganization of the Business Office, Polar Express, and Parking Services under the Bursar’s Office.

- Staff benefit rate reductions and differences with year-end balances also were involved.

- The vacancy savings is the biggest component of our savings plan. To the degree that after ninety days, that units can keep a position open or maintain it, the savings goes to the unit. The only way we can get base savings is the degree to which we do not rehire some of the vacant positions. They are not imposing this, but the ninety-day period allows people to see which positions can be left open and which cannot.

- We have embarked on a major project to assess how our space is allocated. Next to people, space is our second greatest cost. We spend roughly twenty million in utilities and another twenty million dollars on maintenance annually. How we use the space to attract students and earn funds is important. The first year of the project is designed to identify available space and how it is currently being used. The second year of the project will look at how we want to allocate space. They do not expect a lot of change, but the changes that they can make on the margins can be significant.

- We will also maintain our focus on SDI

- The Chancellor has tasked each Vice Chancellor with conducting a full review of their programs and services. Administrative Staff reviews have been conducted the last few years. We have to take this down to a more office-to-office perspective. The Vice Chancellor for Research is reviewing research and the provost continues to review programs.

- We are working on developing more public-private partnerships. The Wood Center addition is a public-private partnership between UAF and a development group. They are building the addition, we are paying a lease. We did not have to put up the capital, but we have to pay for it over time. After thirty years, paying a flat rate lease fee, it will become ours. This is a lease to own, if we can pay more for it sooner, we will own it sooner. They are also looking at possible public-private partnerships for housing.

- Overall, in terms of where we spend our compensation dollars, forty-seven percent is spent on staff, six percent on students, four percent on executives, and forty-three percent on faculty. From a compensation standpoint, staff are a big component of what UAF is about.
- We are working to increase staff development opportunities so that people have the skillset to take on different jobs and contribute in various areas. This can be accomplished through education and training, but we have to determine how we can accomplish this.
- We also want to look at ways to keep lines of communication open. Pat asked Staff Council to help her help staff by working on these areas.

_Council returned to agenda item 7. A. iii., immediately following Vice Chancellor Pitney’s presentation._

**COMMITTEE REPORTS**

**X. INTERNAL COMMITTEE REPORTS**

- Chairs should send meeting information to the Staff Council Office so that it can be posted and shared with members and the public.

**A. Elections – Richard Machida, Acting Chair**
- Has not met

**B. Membership and Rules – Kirsten Bey, Acting Chair**
- Has not met
- Membership and Rules will meet jointly with the new Elections Committee on the first Monday of October.

**C. Rural Affairs – Jeannette Altman, Chair**
- Attachment 242-9: September Committee Report

**D. Staff Affairs – Mary Alice Short, Chair**
- Has not met

**E. University Advocacy – Lesli Walls, Chair**
- Has not met

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

**XI. EXTERNAL STATEWIDE COMMITTEE REPORTS**

**A. Staff Alliance’s Staff Health Care Committee – Debbie Coxon, Lesli Walls, Mary Sue Dates (Alt), Debbie Gonzalez (Alt)**
- Has not met
- The committee last met on May 28, 2013.

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

**XII. 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**
- Attachment 242-5: September Committee Report

**C. Chancellor’s Diversity Action Committee (CDAC) – ON HIATUS**

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

**E. Intercollegiate Athletic Council – Debbie Coxon & Jesse Atencio**
- Has not met
- The committee last met on May 13, 2013.
F. Master Planning Committee (MPC) – Richard Machida, Brad Krick, Alt
  - Attachment 242-7: August 29, 2013 Committee Meeting Notes

G. Meritorious Service Awards Committee – INACTIVE (Active only in spring)

H. Parking Advisory Committee (PAC) – Tom Langdon (INACTIVE)
  - The committee has been inactive for some time. However, both Martin Klein and Amanda Wall know about the committee and would like to make it an active committee again.

I. People’s Endowment Committee – Debbie Gonzalez
  - Has not met

J. RISE Board – Ian Olson
  - Attachment 242-8: September Committee Report

K. Staff Appreciation Day Planning Group – Ashley Munro

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

M. Work-Life Balance Committee – INACTIVE

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

XIII. AD HOC COMMITTEE REPORTS (none)

XIV. ROUND TABLE DISCUSSION

XV. ADJOURN
  - President Brad Krick adjourned the meeting at 11:04 AM.
UAF Staff Council Motion 2013-242-1
(Postponed Draft Motion 2013-239-8)

Motion to Amend the UAF Staff Council Bylaws to Remove Alternate Seats on Staff Council.
UAF Staff Council voted unanimously to approve the following motion, Motion 2013-242-1, at Staff Council Meeting #242, on Sept. 17, 2013. This amendment to Staff Council Bylaws, received the required 2/3 vote for approval via a roll-call vote. The following Staff Council Representatives voted in favor of this motion:

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**MOTION:**

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to remove alternate seats from Staff Council, with the stipulation that current Alternates become At-Large Representatives with full voting rights, serving until their current term ends."

**EFFECTIVE:** Immediately

**REASONING:** At-large seats may allow more people to participate on Staff Council even if there is no open seat in their specific Staff Council Unit.

Brad Krick, UAF Staff Council President

Date

CAPS = Addition
[[ ]] and/or **strike-through** = Deletion

Section 3.

**B. Alternates**

I. There shall be one non-voting alternate for every representative. Alternates are ranked by number of votes received or date appointed.

II. Vacancy of a representative's seat shall be filled by the first alternate of that unit and the alternate shall serve the remainder of the term.
Section 3.

[[B. Alternates]]

III. Vacancy of the alternate seat will be filled in good faith by the representative(s) choosing an eligible person from their unit, with approval by the President through the Elections, Membership, and Rules Committee.

IV. If an elected representative is unable to attend a meeting, the representative will request that a (the) designated alternate attend and act as proxy.

V. The alternate must indicate they are acting as proxy for a specific representative during Roll Call. When acting as proxy the alternate will have the same voting rights as the representative.

VI. Alternates are encouraged to participate in permanent, ad-hoc, and external committees and will have full representative rights within the committee(s).]]}
UAF Staff Council Motion 2013-242-2  
(Postponed Draft Motion 2013-239-9)

Motion to Amend the UAF Staff Council Bylaws to Add Five At-Large Representative Seats to Staff Council

UAF Staff Council unanimously approve the following motion, Motion 2013-242-1, by roll-call vote at Staff Council Meeting #242, on Sept. 17, 2013. The following Staff Council Representatives listed below voted in favor of this motion:

<table>
<thead>
<tr>
<th>Adam Kane</th>
<th>Greg Simpson</th>
<th>Jeannette Altman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kirsten Bey</td>
<td>Juan Goula</td>
<td>Richard Machida</td>
</tr>
<tr>
<td>MaryAlice Short</td>
<td>Robin Weinant</td>
<td>Chris Beks</td>
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<tr>
<td>Debbie Gonzalez</td>
<td>Trish Winners</td>
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<tr>
<td>Debbie Coxon</td>
<td>Jennifer Youngberg</td>
<td></td>
</tr>
</tbody>
</table>

**MOTION:**

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to add five at-large representative seats to Staff Council.

**EFFECTIVE:** Immediately

**REASONING:** At-large seats may allow more people to participate on Staff Council, as opposed to alternate seats, even if there is no open seat in their specific Staff Council Unit.

---

Brad Krick, UAF Staff Council President  
10/11/13  
Date
Section 3. Membership

A. Representation

VII. THERE SHALL BE FIVE AT-LARGE REPRESENTATIVE SEATS ON STAFF COUNCIL. THERE IS NO UNIT OR GEOGRAPHICAL DESIGNATION TO THESE FIVE AT-LARGE MEMBERS; HOWEVER, NO ONE UNIT MAY OCCUPY MORE THAN TWO AT-LARGE SEATS DURING ANY TERM (THIS WILL BE EFFECTIVE FOR THE 2015 TERM). AT-LARGE REPRESENTATIVES SHALL BE ELECTED BY ALL ELIGIBLE VOTING MEMBERS.

Section 3. Membership

B. AT-LARGE REPRESENTATIVES

I. A VACANCY OCCURRING DURING THE TERM OF AN AT-LARGE REPRESENTATIVE SHALL REMAIN UNFULFILLED UNTIL THE NEXT ELECTION. IF THE VACANCY IS DURING THE FIRST YEAR OF A TWO YEAR TERM, THERE WILL BE A 'SPECIAL' ELECTION TO FILL THIS POSITION AT THE NEXT ELECTION CYCLE. THE REMAINING TERM WILL CONTINUE TO BE ON THE SAME ELECTION ROTATION AS THE POSITION WAS ORIGINALLY INTENDED.

Section 3. Membership

D. Length of Terms

III. AT LARGE REPRESENTATIVES SHALL BE NUMBERED 1, 2, 3, 4, & 5. AT-LARGE REPRESENTATIVES FILLING POSITIONS 1, 3, & 5 SHALL BE ELECTED IN ODD NUMBERED YEARS. AT-LARGE REPRESENTATIVES FILLING POSITIONS 2 & 4 SHALL BE ELECTED IN EVEN NUMBERED YEARS.
UAF Staff Council Motion 2013-242-3  
(Postponed Draft Motion 2013-239-10)

Motion to Amend the UAF Staff Council Bylaws to Reflect the Recent Addition of Five At-Large Representative Seats to Staff Council

The following motion to amend the UAF Staff Council Bylaws was unanimously approved, by roll-call vote, at Staff Council Meeting #242, on September 17, 2013. The following Representatives voted in favor of this motion:

Adam Kane  Greg Simpson  Jeannette Altman  
Kirsten Bey  Juan Goula  Richard Machida  
MaryAlice Short  Robin Weinant  Chris Bekks  
Debbie Gonzalez  Trish Winners  
Debbie Coxon  Jennifer Youngberg

**MOTION:**

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to reflect the recent addition of five at-large representative seats on Staff Council.

**EFFECTIVE:** Immediately

**REASONING:** Five at-large representative seats were recently added to Staff Council. These changes update the bylaws to reflect this change.

---

CAPS = Addition  
[[]] and/or strike-through = Deletion

---

**Section 3.A.**

III. UNIT Representatives shall be elected from and by the unit they will represent.
Section 3.A.

VII. A VACANCY OCCURRING DURING THE TERM OF A UNIT REPRESENTATIVE SHALL BE FILLED BY SOMEONE VOLUNTEERING FROM THAT UNIT, SUBJECT TO APPROVAL OF THE PRESIDENT AND THE ELECTIONS COMMITTEE

Section 3.D.

II. Even numbered unit representatives [[and-alternates]] up for reelection shall begin their term on an even numbered year. Odd numbered unit representatives [[and-alternates]] shall begin their term on an odd numbered year.

Section 3.E.

II. The elections for UNIT representatives [[and-alternates]] shall adhere to the following:

Section 7. Quorum

A. A majority shall consist of 51% of the total count of [[unit]] STAFF COUNCIL representatives [[on-Staff-Council]].
UAF Staff Council Motion 2013-242-4
(Previously presented as draft Motion 2013-239-15)

Motion to Amend the UAF Staff Council Bylaws to Allow Proxies to Attend Meetings In Place of Staff Council Representatives

The following motion to amend the UAF Staff Council Bylaws was unanimously approved, by roll-call vote, at Staff Council Meeting #242 on September 17, 2013. The following Staff Council Representatives voted in favor of this motion:

Adam Kane
Kirsten Bey
Mary Alice Short
Debbie Gonzalez
Debbie Coxon

Greg Simpson
Juan Goula
Robin Weinant
Trish Winners
Jennifer Youngberg

Jeannette Altman
Richard Machida
Chris Bek

MOTION:

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to allow for representation by proxy.

EFFECTIVE: Immediately

REASONING: The use of proxies would allow a unit’s voice to be heard in the absence of their elected representative. This also allows those not familiar with Staff Council to learn more about the organization.

Brad Krick, UAF Staff Council President

[Signature]

Date

Motion 2013-242-4
Page 1 of 2
Approved
Section 3.C.

II. If a representative is unable to attend a meeting, it is the responsibility of the representative to contact SOMEONE TO SERVE AS THEIR proxy. FOR UNIT REPRESENTATIVES, THE PROXY MUST BE FROM THAT UNIT. FOR AT-LARGE REPRESENTATIVES, THE PROXY CAN BE FROM ANY UNIT. THE PROXY HAS THE SAME VOTING RIGHTS AS THE REPRESENTATIVE FOR WHOM THEY ARE FILLING IN. SOMEONE WHO IS A CURRENT REPRESENTATIVE ON STAFF COUNCIL CAN BE A PROXY FOR ANOTHER STAFF COUNCIL REPRESENTATIVE. Excused absences will be granted for members at the discretion of the President.

Section 3.E.III

d. Voting shall be limited to representatives and/OR a designated PROXY THROUGH USE OF secret ballots on site and using voice vote for the outlying areas.

Section 5.A.VII.

d. Membership is not limited to Staff Council representatives or OR A DESIGNATED PROXY.

Section 7.

B. The presence of a majority of the representatives or their designated PROXIES, either in person or by electronic media, shall constitute a quorum.
Chancellor’s Advisory Committee on the Naming of Campus Facilities

Staff Council Representative – Debbie Coxon

September 2013 Committee Report

On June 24, 2013 the CAC Chair, Martin Klein received a Commemorative Name request for naming of a Secondary facility. The request was reviewed and discussed by committee members via email. The CAC supports the naming request. On August 28, 2013 the CAC recommendation was forwarded by Martin Klein to Chancellor Rogers for approval.
# 2014 Staff Council Meeting Schedule

All Staff Council meetings are open to the public. University employees are encouraged to attend and share their concerns and provide input.

**DRAFT 8-29-13**

<table>
<thead>
<tr>
<th>Meeting Number</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Meeting Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>246</td>
<td>Wednesday, January 22, 2014</td>
<td>8:45-11:00 AM</td>
<td>TBD</td>
<td>Audio Conference</td>
</tr>
<tr>
<td>247</td>
<td>Tuesday, February 18, 2014</td>
<td>1:30 - 3:45 PM</td>
<td>TBD</td>
<td>Face-to-Face and Audio Conference</td>
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<td>248</td>
<td>Wednesday, March 26, 2014</td>
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<td>Wednesday, April 16, 2014</td>
<td>8:45-11:00 AM</td>
<td>TBD</td>
<td>Audio Conference</td>
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<tr>
<td>250</td>
<td>Tuesday, May 13, 2014</td>
<td>8:45-11:00 AM</td>
<td>TBD</td>
<td>Face-to-Face and Audio Conference</td>
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<tr>
<td>251</td>
<td>Wednesday, June 18, 2014</td>
<td>8:45-11:00 AM</td>
<td>TBD</td>
<td>Audio Conference</td>
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<tr>
<td>252</td>
<td>Wednesday, August 20, 2014</td>
<td>8:45-11:00 AM</td>
<td>TBD</td>
<td>Audio Conference</td>
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<tr>
<td>253</td>
<td>Tuesday, September 23, 2014</td>
<td>8:45-11:00 AM</td>
<td>TBD</td>
<td>Audio Conference</td>
</tr>
<tr>
<td>254</td>
<td>Wednesday, October 22, 2014</td>
<td>8:45-11:00 AM</td>
<td>TBD</td>
<td>Audio Conference</td>
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<tr>
<td>255</td>
<td>Tuesday, November 18, 2014</td>
<td>8:45-11:00 AM</td>
<td>TBD</td>
<td>Audio Conference</td>
</tr>
<tr>
<td>256</td>
<td>Wednesday, December 10, 2014</td>
<td>8:45-11:00 AM</td>
<td>TBD</td>
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</table>
UAF Master Planning Committee  
Thursday, August 29, 2013; 9am-11am  
Meeting Notes

Members Present: Raphaelle Descoteaux, Jim Dixon, Morgan Dufseth, John George, Josh Greenberg, Richard Machida, Da-ka-xeen Mehner, Steve Murphy, Gary Newman, Michelle Renfrew, Doug Schrage

Others Present: Martin Klein, Business Manager, Auxiliary and Contract Services

1. Welcome and introductions

The meeting was called to order at 9:00 a.m.

2. MPC Officers

The committee agreed to postpone the election of the vice chair and secretary until the next meeting.

3. Placement of ATCO Unit

Martin Klein presented a proposal to move an ATCO unit at the Alaska Center for Energy and Power (ACEP) test modules off Tanana Loop to an adjacent clearing in order to allow the creation of twelve parking spots with head bolt heaters. After a brief discussion, a motion to approve the ATCO placement and the new parking spots was made by Gary Newman, seconded by Jim Dixon.

“The UAF Master Planning Committee recommends approval an additional office modular (ATCO) 14 feet south of the existing Alaska Center for Energy and Power ATCO and the addition of approximately 12 parking spaces with head bolt power outlets north of the facility’s existing drive. The committee has concerns that the ATCO not become permanent and views its placement to be a temporary solution. The committee requests that Facilities Services come back to the MPC in two years with an update on the status of the ATCO. The MPC recommends that landscaping be considered to lessen the visual impact of the addition while also allowing for sight distance.”

The motion passed 11-0. Jonathan Shambare will be asked to update the group as plans progress.

4. Signers’ Hall Parking Lot Addition

Martin Klein presented a proposal to create twenty new parking spots across from the existing row. The new spots would be metered and will include additional handicap spots. Gary Newman made a motion to approve the spots, seconded by Doug Schrage.

“The UAF Master Planning Committee recommends approval of the Signer’s Hall Parking Option 4. The MPC has concerns about how the spaces are metered and intends to further discusses lot designation at its next meeting.”
The motion passed 11-0. Discussion about meter designations will continue at the September 12 meeting.

5. **Facilities Services Updates — Martin Klein**

   a. MBS bike shelter: The bike shelter project is moving forward. Residence Life is also planning to install cameras and lighting at the new location across the street by the bus stop.

   b. Taku stairs: This project is going out to bid and will begin in spring 2014, with an expected completion date of August 2014.

   c. Alumni Drive stairs: The Alumni Drive stairs will re-open on September 14, 2013, and will be diverted three-quarters of the way up the hill to terminate by the Cooperative Extension Service building.

   d. Butrovich parking lot: The parking lot is open but work is still being done on the southern retaining wall.

   e. Wood Center addition: This project is on schedule and the main entrance will open shortly after the start of classes.

   f. Engineering building: This project is on schedule.

   g. South Bunnell parking lot stairs: Both sets of stairs will be rebuilt this fall using metal grating. The set closest to the Bunnell building will be done first, followed by the set in the middle of the lot.

   h. North Campus road: The road is open and there are plans to install speed limit signs (20 mph). The road will be plowed for winter but there are no other major upgrades planned.

   i. Yankovich/Miller Hill bike path: A plan will be forthcoming to UAF from the Department of Transportation.

   j. Sewer repair: The road by the fine arts complex will be opened by September 2.

6. **Subcommittee reports**

   None of the subcommittees met over the summer and there were no new reports.

7. **Public comment period**

   None.
8. **Schedule**

   The next meeting will be held on September 12 from 9:00 a.m. to 11:00 a.m. in the Chancellor’s Conference Room, Signers’ Hall Room 330.

9. **Announcements**

   None.

The meeting adjourned at 10:30 a.m.
The RISE Board has made significant progress on key projects over the summer.

1) Sustainability Management Plan – When the SIREN fee and RISE Board were first established, there was initial vision for advancing sustainability efforts at UAF. Three years later, RISE and the Office of Sustainability have established a student proposal program for implementing sustainability concepts on campus, a robust recycling program, Green Bikes, a Gold rating under the STARS campus sustainability benchmarking program, the UAF Campus Community Garden, campus building energy dashboards, support for the Sustainable Village concept, and more. Now, the Board is developing a new vision for the future work of advancing sustainability at UAF. To that end, RISE solicited for proposals to develop a campus Sustainability Management Plan (SMP). The SMP is a strategy map for achieving sustainability goals. The Board is moving forward with the Brendle Group, a sustainability consulting firm that specializes in sustainability plans for institutions of higher education. Brendle's proposal includes a four-phase approach for assessing campus and collecting required data, working with the RISE Board to develop the plan, development of strategies and metrics, and assembly and publication of the final report and plan. Brendle's proposal includes some optional items, but the core work outlined above, including a two-day site visit from Brendle staff, will cost roughly $50,000. The RISE Board is meeting with Chancellor Rogers on September 12 during a regular board meeting to present the proposal and to gain his feedback.

2) RISE is scheduled to meet with Mayor Luke Hopkins on September 19 to discuss the new borough recycling program, bicycle and pedestrian routes to and from campus, and other issues concerning sustainability at UAF and the borough.

3) Stemming from work initiated by the RISE Sustainability in the Curriculum subcommittee, the RISE Board has rolled out a new faculty proposal program wherein faculty interested in developing sustainability curriculum or adding a sustainability component to their existing courses may write a proposal to the RISE Board following a proposal process similar to that used for student proposals.

Miscellany: The Office of Sustainability has moved out of its location in the Rasmuson Library to its new location atop the Lola Tilly Commons. ... The Office of Sustainability and RISE Board members staffed a table at the Chena Hot Springs Sustainability Fair this year.
Staff Council Rural Affairs
September Meeting Report
9/3/2013

Present:
Jeannette Altman (Chair), Sara Battiest, Christian Bekis, Kirsten Bey, Travis Brinzow, Emily Hemenway, Deb Jeppsen, Adam Kane, Richard Machida, Evelyn Pensgard, Greg Simpson, Ben Tucker, and executive members Brad Krick, & Nicole Dufour

Excused:
Sara Battiest, Deb Jeppsen, Evelyn Pensgard

Kay L. Thomas Pathfinder Award
This award honors Kay Thomas, a soft-spoken lady who gave over twenty years of herself to ensure Alaska Native student retention and success in their university studies and experience. Kay is blessed with the gift of humility, grace, and compassion, a person who does not seek praise or accolades. Through her compassionate and highly effective guidance and academic advising skills, Kay impacted the lives of over 2,000 students at the University of Alaska. Kay retired from the Department of Alaska Native Studies and Rural Development (DANSRD) in January 2012.

Our committee is interested in making staff on rural campuses aware that this award is accepting nominations in the near future. Jeannette sent an email to Cathy Brooks, who will notify us when the nomination period opens and will also send us flyers to distribute on our campuses.

Weekend Pay for Rural Campuses
Following up with the discussion with Chancellor Rogers in August’s Staff Council meeting: how does a UAF employee make up time on weekends? Is it flex time, or another informal avenue? What about overtime? The rules governing this seem to be open to interpretation. We will be researching this and bringing information back to the October meeting.

Motion Crafting – Alternate vs. At-Large
Discussion continued; the spirit of the proposed amendments are agreeable, but there is concern about how they will be implemented. It is proposed that seats 2 & 4 are elected with even numbered years/units, and 1, 3, & 5 are elected with odd numbered years/units. Currently there are no alternates in Units 2 & 4, so by default odd-numbered unit alternates will finish out their terms. We will continue work on the wording of the amendments outside of regular meetings in order to be prepared for the September 17th meeting.
UAF Staff Council
September 2013
Fiscal Context FY14-FY17

Presented by:
Pat Pitney, VC Administrative Services
May 2013
Annual Revenue Growth Rate
FY08-FY12 Annual Change & FY13 Projected Growth

Federal Receipts General Funds Indirect Cost
Recovery Tuition & Fees UA Receipts

$ in Thousands

FY08 FY09 FY10 FY11 FY12 FY13 Projected
FY14-FY17 Budget Conditions

• Federal environment
  – Sequestration
  – Overall Fiscal Position/Deficit Impact
• State environment
  – Oil Dependence
  – Demographics / Fairbanks & Rural
• Board of Regents & Strategic Direction Initiatives (SDI)
• State funding process
• UAF relative to peer institutions
• UAF’s school/college/institute/division impact
FY15-FY17 Impact

- State GF: 0% vs. 2% growth is $0 or $16M
- Tuition Rate: 2% vs. 5% is +$0.5M or $1.3M
- Enrollment: -1% vs. +2% is ($1.0M) or $2.8M
- Research: 0 vs. 3% increase is $0 or $6.0M

Compare to....

- Compensation 3.0% avg increase is $24M
- Other Costs 2.2% avg increase is $8.3M
Active Management Solutions

- Delay employee hires for 90 days to maximize vacancy savings ($3.0M) - one-time - position eliminated for Base Savings
- Reduce off-campus lease obligations ($0.3M)
- Reduce expenses via energy management ($0.5M)
- Identify specific reductions to programs & services ($1.5-1.9M)
- Utilize staff benefit rate reductions ($3.0M) from original budgeted amt
- Manage year-end & central reserves ($1.2-1.7M)
Everyday Expectations

• Streamline existing processes & look for service partners
  – Travel, OIT, PPAs, etc.
• Find ways to generate additional revenue from non-general fund resources
• Allocate Space Strategically
• Strategically reinvest internal resources to high priority programs that align with UAF’s Strategic Plan, core themes & the UA SDI
• Review academic plans, services & programs regularly
• Review & manage administrative & academic staff support
• Pursue new including public-private partnerships (P3)
Unrestricted Salary Expenditure Distribution

- Students: 6%
- Executive: 4%
- Staff: 47%
- Faculty: 43%
Areas of Staffing Investment (FTEs) Spring 2008-2013

- Traditional Admin
- Student Svcs. & Comm/Dev
- Res & Program Staff
- Faculty & Research

Comparison between 2008 and 2013.
UAF Staff Strength

- Committed to the institution
- Hard Working
- Seek education and training
- Build technical expertise
- Work across traditional boundaries
- Participate in process improvement
- Keep communication lines open
Questions

• Share your ideas via the OMB website

www.uaf.edu/finserv/omb/budget-planning