AGENDA  
UAF STAFF COUNCIL #243  
Wednesday, October 16, 2013  
8:45-11:00AM  
Wood Center Ballroom  

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

I.  **8:45 – 8:55** CALL TO ORDER AND ROLL CALL  
   A. Call to Order  
   B. Roll Call  
   C. Approval of Agenda for Staff Council Meeting #243  
   D. Approval of Minutes – Staff Council Meeting #241

II. **8:55 – 9:00** STATUS OF PENDING ACTIONS (none)

III. **9:00 – 9:05** PUBLIC COMMENT

IV. **9:05 – 9:15** OFFICER REPORTS  
    A. Brad Krick, President  
    B. Ashley Munro, Vice President

V. **9:15 – 9:25** REMARKS BY CHANCELLOR ROGERS

VI. **9:25 – 9:35** GOVERNANCE REPORTS  
    A. David Valentine, President – Faculty Senate  
    B. Cordero Reid, Senator – ASUAF

VII. **9:35 – 9:45** UNFINISHED BUSINESS

VIII. **9:45 – 9:50** BREAK

IX. **9:50 – 10:00** NEW BUSINESS  
    A. 2014 Staff Council Meeting Schedule  
       i. Attachment 243-1: Proposed 2014 Staff Council Meeting Schedule  
       ii. Motion 2013-243-1: Motion to Approve 2014 Staff Council Meeting Schedule

X. **10:00 – 10:15** GUEST SPEAKER  
   A. Brad Lobland, Interim Director - UAF Human Resources
COMMITTEE REPORTS

X. 10:15 – 10:30  INTERNAL COMMITTEE REPORTS

A. Elections – Richard Machida, Acting Chair
   - Attachment 243-6: October Committee Report

B. Membership and Rules – Kirsten Bey, Acting Chair
   - Attachment 243-9: October Committee Report

C. Rural Affairs – Jeannette Altman, Chair
   - Has not met

D. Staff Affairs – Mary Alice Short, Chair
   - Attachment 243-2: October Committee Report

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

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

XI. 10:30 – 10:35  EXTERNAL STATEWIDE COMMITTEE REPORTS

A. Staff Alliance’s Staff Health Care Committee – Debbie Coxon, Lesli Walls, Chris Bek’s (Alt)
   - Attachment 243-8: October Committee Report
   - Alternate Needed
   - Information from October 15, 2013 SHCC Meeting

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

XII. 10:35 – 10:45  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

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

E. Food for Thought Committee
   - Attachment 243-5: Committee Information
   - Representative needed

F. Intercollegiate Athletic Council – Debbie Coxon & Jesse Atencio
   - Has not met

G. Master Planning Committee (MPC) – Richard Machida, Brad Krick, Alt
   - Attachment 243-4: October Committee Report

H. Meritorious Service Awards Committee – INACTIVE (Active only in spring)
I. Parking Advisory Committee (PAC) – Tom Langdon (INACTIVE)

J. People’s Endowment Committee – Debbie Gonzalez
   * Attachment 243-7: October Committee Report

K. RISE Board – Ian Olson

L. Staff Appreciation Day Planning Group – Ashley Munro and Maria Russell
   * Has not met

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

N. Work-Life Balance Committee – INACTIVE

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

XIV. 10:45 – 10:50  AD HOC COMMITTEE REPORTS

   A. 2014 Calendar Committee
      * Attachment 243-3: October Committee Report

XV. 10:50 – 11:00  ROUND TABLE DISCUSSION

XVI. 11:00 ADJOURN
2014 Staff Council Meeting Schedule

Call-in number: 1-800-893-8850    PIN: 8244236

<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>
</tr>
<tr>
<td>248</td>
<td>Wednesday, March 26, 2014</td>
<td>8:45-11:00 AM</td>
<td>TBD</td>
<td>Audio Conference</td>
</tr>
<tr>
<td>249</td>
<td>Wednesday, April 16, 2014</td>
<td>8:45-11:00 AM</td>
<td>TBD</td>
<td>Audio Conference</td>
</tr>
<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>
</tr>
<tr>
<td>251</td>
<td>Wednesday, June 18, 2014</td>
<td>8:45-11:00 AM</td>
<td>TBD</td>
<td>Audio Conference</td>
</tr>
<tr>
<td>252</td>
<td>Wednesday, August 20, 2014</td>
<td>8:45-11:00 AM</td>
<td>TBD</td>
<td>Audio Conference</td>
</tr>
<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>
</tr>
<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>
<td>Audio Conference</td>
</tr>
</tbody>
</table>

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*
UAF Staff Council – Staff Affairs Committee  
Committee Report for October 2013  
Committee Chair – MaryAlice Short  

Staff Affairs last met on March 18, 2013.

Members Present: MaryAlice Short (Chair), Kirsten Bey, Juan Goula, Juella Sparks

*Performance Evaluation Survey:*  
– The committee discussed Chancellor Rogers request for a survey. He wanted to know what his staff thought before he moved forward.  
– The committee came up with four questions to complete the survey via survey monkey, with comments.  
– The survey would launch Friday morning.

*Chancellor Rogers asks for suggestions to “non-salary ways he can help staff at UAF”*  
– Several suggestions were put forward to Chancellor Rogers to include:
  – Longevity rewards recognition.  
  – SRC – no limited hours  
  – Staff sash – University identified employee graduate  
  – Professional development  
– Request was made to have an announcement on what actions would be taken at the staff appreciation day.

*Smoking Survey*  
– Reviewed questions and motion to move forward, suggested putting both surveys in one email for better response.  
– Launched Friday.

*Coffee or lunch with the Chancellor (working together with University Advocacy Committee)*  
– Chancellor agreed in pre- staff to have coffee with 10-12 employees.  
– Staff affairs would address a question and launch it on the blog to get volunteers.  
– Question chosen was: If you could ask the Chancellor a question, what would it be?  
– If more than 10 responses were received we would do a lottery for the names.  
– Questions would be provided to the Chancellor prior to the meeting.
Staff Council Calendar Committee – Ad Hoc
Greg Simpson, Chair

Calendar Committee met on Monday, Sept. 23, 2013. In attendance was: Richard Machida, Greg Simpson (chair), and Juan Goula. Brad Krick attended to provide insights, lessons learned, and guidance from prior year’s committee meetings and process.

Discussed processes and procedures, reviewed some of the picture archives and pictures submitted for last Staff Appreciation Day. Discussed timeline for soliciting more (current or newer) pictures from staff members and general focus/themes of what pictures should represent (i.e. outreach, research, teaching, & UAF activities). A solicitation memo or email will be sent out soon to all staff with a two week deadline. Discussed differing ideas of how to have solicitations sent to committee (i.e. Google Drive or Drop Box).

Our next scheduled meeting is Oct. 14th, 2013. Place and time TBD soon.
Master Planning Committee
October Committee Report
Submitted by Richard Machida, Staff Council MPC Representative

The meeting on 10-10-13 was cancelled.

The notes for the 9-26-13 meeting have not been published. Design an Construction has proposed a gate near the entrance to the SRC to eliminate the general public from driving up to the ski hill.

The North Campus will be re-chaining the gates to the West Ridge trails during break-up to minimize damage to the trails when they are very soft.

The un-groomed trails will have branches cleared and a snow machine driven over them periodically. No trees will be affected.

Updates on Signers' Hall parking and new parking near the bridge to West Valley.

Trail from Sheep Creek Rd to Smith Lake will be cleared for the ski class. This can't be done until the lakes are frozen.

No other updates.
600. Other ASUAF Committees

600.1 Other ASUAF Committees shall be created or dissolved by a resolution passed by 2/3 vote of the Senate.

605. Powers and Duties of Other ASUAF Committees

605.1 Other ASUAF Committees shall have the powers and duties specified by the respective legislation which created each committee.

605.1.1 If the legislation that creates a committee does not specify powers and duties of that committee, the Executive Committee shall have the power to set forth powers and duties and to add such to the bylaws.

605.1.2 The powers and duties specified by the legislation that creates each committee, or by the Executive Committee may not exclude any committee from the powers and duties specified in Section 605 of these bylaws.

605.2 To meet regularly, at least once every month, during the Fall and Spring semesters.

605.3 To keep and maintain records of their membership and actions in the appropriate places in the ASUAF office.

505.4 To report to the Senate every three weeks.

505.5 To present to the Internal Affairs Committee by the 31st of March an end of the year report.

606. Other ASUAF Committee Chairs

606.1 Chairpersons shall be elected by the Senate by a 2/3 vote and have such powers and duties as specified by the bylaws of each individual committee.

610. The Food for Thought Committee

611. The Food for Thought Committee shall act as a liaison between the students of ASUAF, the ASUAF Student Government, and Dining Services.

612. Membership

612.1 Membership shall be determined at the beginning of each academic year and include the following:

612.2 Two (2) students appointed by the ASUAF President and confirmed by the Senate and three (3) students appointed by the ASUAF Senate Chair; at least one of which shall not be a participant in the UAF meal plan.

612.3 A staff member appointed in a manner to be determined by the UAF Staff Council.

612.4 The chair shall be a member of the committee nominated and confirmed by the Senate.

612.4.1 In the absence of a chair, the Senate Chair shall chair the committee.

612.5 The committee shall require at least three (3) student members to operate.

612.6 Student vacancies shall be filled by the ASUAF President and confirmed by the ASUAF Senate.

623. Powers and Duties

623.1 The Food for Thought Committee shall have the following powers and duties under the authority of ASUAF

623.1.1 To set up and facilitate a secret shopper program with the goal of ensuring that Dining Services and its employees are providing a quality of service appropriate to student needs.
623.1.2 To hear concerns from students, staff, and faculty about the quality, policies, and overall operations of Dining Services and their food providers and to report these concerns to the ASUAF Senate and Dining Services.

623.1.3 To act in the best interest of ASUAF to resolve any concerns brought by the students about Dining Services and their food providers, and to request assistance from the ASUAF Senate for such endeavors.

623.1.4 To mediate problems and concerns brought to Dining Services by their student patrons.

623.1.5 To report to the ASUAF Senate at least once every three (3) weeks.

623.1.6 To act as directed by the ASUAF Senate; or to act at the request of Dining Services when those requests are deemed consistent with the goals of the committee by the ASUAF Senate.

623.1.7 To act in a manner prescribed and deemed appropriate by a majority of the committee as a whole, provided these actions are consistent with the ideals of ASUAF.
Elections Committee  
Richard Machida, Chair

The newly formed Elections Committee held a joint meeting with the Membership and Rules Committee at 3:00pm AKDT on October 7, 2013.

Present: Richard Machida, Kirsten Bey, Toni Abbey, Chris Bek, Nicole Dufour, Brad Krick

Each of the members of the former Elections, Membership, and Rules Committee stated which of the committees that they wished to continue serving with.

Elections Committee membership is Richard Machida and tentatively, Jeanette Altman (not present), based on a comment at a previous meeting.

We discussed the data feed from Institutional Research and Nicole was going to try again. Based on an election period of November 4th for 30 days, the nominations need to be opened up on October 21, 2013, for two weeks. Nominations will be done via email since the status of the data feed was still unknown.

No modifications would be needed with the software as there will be no At-Large positions. Walker assured me that the database upload process is fairly seamless though I do not yet have an ID on the staff council VM. I will be contacting the Rasmusson Library for an ID.

The meeting was then turned over to Membership and Rules.

Respectfully submitted by Richard Machida, Chair Elections Committee
Peoples’ Endowment Committee
Debbie Gonzalez, Representative
October Committee Report

We met on Sept 18 to discuss upcoming proposal cycle, see announcement below, and will meet the week of Nov 11-15, 2013 to discuss proposals and hope to have Award(s) Announcement on Nov. 18, 2013.

The group also discussed ways to increase awareness of the Endowment and funding available for awards. Please consider the People's Endowment as part of your philanthropic activities. Debbie Gonzalez

The People’s Endowment Board at the University of Alaska Fairbanks is pleased to announce the availability of funds for Fall 2013.

The People’s Endowment was established at the UA Foundation in 1986 with the intent to provide a source of funds for projects that will improve UAF but would likely remain unfunded due to institutional priorities. Grants are intended to be used for a special project or to fill a critical need at UAF. Proposals will be accepted from UAF faculty, staff, and students. All proposals will be submitted to the People’s Endowment Board for review and selection. **Deadline:** The deadline for receipt of complete proposals is **October 28, 2013.** Proposals received after 5 p.m. of the deadline date will not be considered. Successful recipients will be notified on November 18, 2013.


Examples of projects not likely to receive funding include scholarships or pure research projects, for which there are other funding opportunities available. In general, grants will not fund projects that are part of normal university activities.

**The People’s Endowment does not fund honorariums, salaries, and consultation service fees to UA employees.**


For more information on the People’s Endowment and how to submit your proposal, please click on:[http://www.uaf.edu/provost/peoples-endowment/](http://www.uaf.edu/provost/peoples-endowment/) Please contact Jennifer Hoppough at 474-7096 or [jahoppough@alaska.edu](mailto:jahoppough@alaska.edu) for inquiries.
**Staff Health Care Committee**
10 a.m., Wednesday, October 2, 2013

Present
Monique Musick, Statewide
Linda Hall, Statewide
Melodee Monson, UAA
Louise Kempker (for Tamah Haynes), UAA
Sarah Arntson, UAS
Debbie Coxon, UAF

The group discussed times for regular meetings and agreed to a schedule of meeting on the 3rd Tuesday* at 10 a.m. beginning October 15.

At the official October meeting we will ask for an overview of the current benefits and vendors to orient new members; an update on RFPs; an update on the wellness vendor litigation process; the projected rates for the coming year and data on the last year’s plan usage (over- or under-recovery to be applied to this year); plans to implement wellness incentives and biometric screenings; and our charge to think of out-of-the-box solutions to rising health plan costs.

Melodee Monson described the history of the SHCC and its relationship to the Joint Health Care Committee (JHCC). The membership of the JHCC comprises union representatives, administration and two staff representatives. The unions have three representatives each. The JHCC is part of the collective bargaining agreements of unions at UA. However non-represented staff are the largest group on the plan. The SHCC serves as the voice of this large group to the administration. It is an advisory board for the administration and an advocacy group for staff.

To prepare for the Oct. 15 meeting Monique Musick suggested that the group review documents prepared for the last JHCC meeting found on the benefits website, [http://www.alaska.edu/benefits/joint-health-care-committ/9-19-2013/](http://www.alaska.edu/benefits/joint-health-care-committ/9-19-2013/), and to review past Statewide Voice articles that describe changes to the health plan this past year, and how under- or over-recovery affects how new plan rates are determined. It was a multi-part series beginning July 2012: [http://www.alaska.edu/voice/2012/July_2012/News/health-plans/](http://www.alaska.edu/voice/2012/July_2012/News/health-plans/).

Linda Hall noted that SHCC has been asked to look at other group plans, university wellness systems, etc. to find out-of-the-box solutions to keep costs down. The group has not met to discuss any research or make any proposals yet.

*POST MEETING NOTE:
Gwenna Richardson let me know that UAS Staff Council meets on the third Tuesday. This month’s meeting will proceed as planned, but we need to find another day to meet so that our Southeast partners can join us.
TO: Staff Council
DATE: 10-9-13
FROM: Kirsten Bey, Acting Chair Membership & Rules Committee
RE: Membership & Rules Committee Report

*****************************************************************************

The newly created (separate) Membership & Rules committee met for its first meeting on October 7th along with the Elections committee.

Membership & Rules Committee will meet on the first Monday of each month at 3:00 pm.

Current Committee members are: Kirsten Bey, Chris Becks, Toni Abbey. If I’ve missed anyone please let me know. And we would like more members (Richard Machida is heading up Elections).

Upcoming Committee Tasks/Projects:

- Review Staff Council materials on parliamentary procedure and prepare a short explanation/presentation on basic parliamentary procedures for meetings (If anyone has particular expertise in parliamentary procedure and wants to help, let me know. Or if you have particular questions you would like addressed let me know.
- Review the committee’s charge and make sure we’re doing what we’re supposed to.
- Review the bylaws and see if there are inconsistencies or other things that should be addressed via changes.

Our next meeting is November 4th at 3:00 PM. We will be taking a look at the parliamentary procedure task.