AGENDA
UAF STAFF COUNCIL #248
Wednesday, March 26, 2014
8:45 – 11:00 AM
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 #248
    D. Approval of Minutes for Staff Council Meeting #244
    E. Approval of Minutes for Staff Council Meeting #247

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
       - Attachment 248-6: Vice President’s Report

V.  9:15 – 9:25  CHANCELLOR’S REMARKS
    - Presented by Kari Burrell, Executive Officer

VI.  9:25 – 9:35  GOVERNANCE REPORTS
    A. David Valentine, President – Faculty Senate (No Report)
    B. Cordero Reid, Senator – ASUAF

VII.  9:35 – 9:40  BREAK

VIII.  9:40 – 9:55  GUEST SPEAKER
    A. Erika Van Flein, UA Director of Benefits

IX.  9:55 – 10:00  UNFINISHED BUSINESS

X.  10:00 – 10:05  NEW BUSINESS
    A. 2014-2015 Officer Election - Nominations Open
    B. Bullying Awareness Training Resolution
- Attachment 248-10: Draft Resolution 2014-248-1 – Resolution Regarding Bullying Awareness Training

C. Outstanding Staff Council Achievement Award – Nominations Open

D. Upcoming Administrative Services Open Forum
   - The forum will take place Thursday, March 27, from 3:30 - 5:00 PM, in the Murie Building Auditorium

E. Chancellor’s Town Hall-Style Forum
   - The forum will take place Tuesday, April 8, from 1:15 – 2:15 PM in the Murie Building Auditorium

COMMITTEE REPORTS

XI. 10:05 – 10:15 INTERNAL COMMITTEE REPORTS

A. Elections – Richard Machida, Chair
   - Attachment 248-1: March Committee Report

B. Membership and Rules – Chris Bek, Chair
   - Attachment 248-7: March Committee Report

C. Rural Affairs – Jeannette Altman, Chair

D. Staff Affairs – Faye Gallant, Chair
   - Attachment 248-4: March Committee Report

E. University Advocacy – Lesli Walls, Chair
   - Attachment 248-5: March Committee Report

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

XII. 10:15 – 10:25 EXTERNAL STATEWIDE COMMITTEE REPORTS

A. Staff Alliance- Staff Health Care Committee – Debbie Coxon, Lesli Walls, Chris Bek (Alt), David Bantz (Alt)
   - Attachment 248-2: Healthy Roads Health Care Provider From

B. Staff Alliance Compensation Working Group – Brad Krick (Chair), MaryAlice Short, Mike Cox
   - Attachment 248-9: March Report

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

XIII. 10:25 – 10:35 EXTERNAL UAF COMMITTEE REPORTS - Written Format

A. Accreditation Steering Committee – Trish Winners
   - Has not met

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 – Chris Beks; Juella Sparks, Alt
   - Attachment 248-11: March Committee Report
E. Food for Thought Committee - Tom Langdon
F. Master Planning Committee (MPC) – Richard Machida; Brad Krick, Alt
G. Meritorious Service Awards Committee – INACTIVE
H. Parking Advisory Committee (PAC) – Tom Langdon
I. People’s Endowment Committee – Debbie Gonzalez
   - Attachment 248-8: March Committee Report
J. RISE Board – Ian Olson
K. Smoke-Free / Tobacco-Free Campus Committee – Jessica Desrochers, Brad Krick, Alt
L. Staff Appreciation Day Planning Group – Ashley Munro and Maria Russell
   - Attachment 248-3: Monthly Committee Report
M. Technology Advisory Board Committee (TAB) – Adam Kane & Chris Beks

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

XIV. 10:35 – 10:40 AD HOC COMMITTEE REPORTS
A. Chancellor’s Cornerstone Award Committee – Jessica MacCallum, Chair
   - Has not met

XV. 10:40 – 10:50 ROUND TABLE DISCUSSION

XVI. 10:50 ADJOURN
Elections Committee
March 2014 Committee Report
Submitted by Richard Machida, Chair

Time: Monday, March 3, 2014 from 1:30pm to 2:00pm.

Present: Richard Machida, Jeanette Altman

Absent: Nate Bauer, Lawrence Murakami

Topics covered:

Unit 7 candidates: I was supposed to contact the candidates who submitted their names during the nomination period. I haven't contacted them yet.

No other topics covered.
University of Alaska is providing the opportunity for eligible members to submit biometrics screening results from your Health Care Provider (HCP) to participate in the screening component of your incentive program. Please refer to the Instructions on the following page.

The date of your screening must occur on or after 7/1/2013 and this form must be completed and received by Healthyroads on or before 6/30/2014 to be eligible for the biometric screening component of your incentive program.

Please print neatly. Incomplete or illegible forms will not be processed and you will not receive incentive credit. Write your first and last name exactly the way that they appear on your payroll stub and/or your medical benefits card. PLEASE NOTE: Values below with an asterisk (*) are required. This form will not be processed if any required values are missing. Fax completed form to:
1-877-495-2746 by 6/30/2014

PART I – To be completed by Eligible Member

<table>
<thead>
<tr>
<th>Employer Group:</th>
<th>University of Alaska</th>
<th>Relation to Employee:</th>
<th>Self</th>
<th>Spouse/Domestic Partner</th>
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<td>Phone Number:</td>
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MEMBER ATTESTATION/AUTHORIZATION: By submitting this form, I am authorizing my HCP to report my laboratory and biometric results to Healthyroads to be included as part of my employer-sponsored biometrics screening. I have provided this form to my HCP and authorize him or her to send the requested results to Healthyroads. I authorize Healthyroads to contact my HCP to validate the results, if necessary as determined by Healthyroads. I attest that I have read and agreed to the Use and Disclosure Statement on the following page.

*Member Signature: ____________________________ Date: _______________

PART II – To be completed by Health Care Provider

Your patient’s employer (or spouse’s or domestic partner’s employer) is encouraging all of its members to take an active role in managing their health by completing a biometric screening. Please complete all sections of Part II of this form, sign, and submit according to the instructions below.

<table>
<thead>
<tr>
<th>*Date of Screening: (No earlier than 7/1/2013)</th>
<th>*Fasting?</th>
<th>*Total Cholesterol (mg/dL):</th>
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<tbody>
<tr>
<td>Pregnant?</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Waist Circumference (in):</td>
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<td>*LDL (mg/dL):</td>
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<td>*Weight (pounds):</td>
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<td>*HDL (mg/dL):</td>
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<td>*Height: ft in</td>
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<td>*Triglycerides (mg/dL):</td>
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<tr>
<td>*Blood Pressure (mmHG):</td>
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<td>Total Cholesterol/HDL Ratio:</td>
</tr>
<tr>
<td>Health Care Provider Name:</td>
<td>NPI#:</td>
<td>*Blood Glucose (mg/dL):</td>
</tr>
</tbody>
</table>

*Health Care Provider Signature: ____________________________ Date: _______________

Please send completed form in before 6/30/2014
Fax: 1-877-495-2746; *SECURE Email to: PhysicianReportedForms@ashn.com
Mail to: Healthyroads – Attn: BIO DATA-C4-1, P.O. Box 509040, San Diego, CA 92150-9040

*NOTE – This email address is for incoming forms only. Please do not send questions, status inquiries, or emails to this inbox. Inquiries can be directed to Healthyroads at 1-877-330-2746 or emailed to Healthyroads at service@healthyroads.com

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INSTRUCTIONS:

1. Attend a preventive health visit with your Health Care Provider (HCP) within the dates specified on the top of the form. Provide this form to your HCP and ask them to complete Part II and sign the form after validating your screening results. You are responsible for any charges that may be incurred from your HCP as a result of completing this form.

2. Please Note: Laboratory reports should not be submitted. Healthyroads will not review laboratory reports to obtain and process data values. Healthyroads will only process data entered on this form by your HCP. Any laboratory reports that are submitted will be shredded by Healthyroads upon receipt.

3. Make a copy of the form for your records. Forms must be received by the deadline printed on the top of the form.

4. Please be sure the form is complete and legible. Incomplete forms will not be processed. Fax, email securely, or mail completed forms:
   - Fax Number: 1-877-495-2746
   - Email Address: PhysicianReportedForms@ashn.com
   - Mailing address: Healthyroads – Attn: BIO DATA-C4-1, P.O. Box 509040, San Diego, CA 92150-9040.

5. Your screening data will be viewable on www.healthyroads.com under My Programs/Biometrics Screening and will also be submitted to your incentives program within 30 calendar days of receiving your completed form, but no earlier than the start of your company’s Healthyroads program. (Member-level biometric results will not be shared with your employer.) Once your form has been processed, you will receive notification via email (if valid email address is provided) that your data is viewable on Healthyroads.com. You can view your data and get customized recommendations for improvement by going to the Personal Scorecard tab after logging in to the website.

6. If you have questions about your incentive criteria, please contact your Human Resources Department. For any questions related to this form, please call Healthyroads at 1-877-330-2746 or email Healthyroads at service@healthyroads.com

Healthyroads® Biometric Assessment Information Use and Disclosure Statement

Healthyroads, Inc. and its affiliates or subsidiaries as well as their successors, assignees, and licensees (hereinafter “Healthyroads”) may use and/or provide the information relating to the biometric assessment tests to your plan sponsor or health plan, as applicable, to administer your plan. In addition, Healthyroads may also use your personal information obtained through the biometric assessment results form to provide you with information about other health-related benefits available to you through your plan sponsor or health plan, as applicable. That data may also be used to populate your online tools and trackers on Healthyroads.com, which may be used by your Healthyroads Coach® in connection with the Healthyroads Coaching Program if that program is available to you and you choose to participate in it. Provision of the information noted above to your plan sponsor, health plan, or other entities, as applicable, that have contracted with your plan sponsor or health plan to administer your plan, is intended for purposes related to treatment, payment (billing, eligibility) or operational and administrative requirements. Such purposes will vary by entity, but may include, eligibility for incentives due to participation in the program, quality control and auditing purposes, and facilitation with case management or disease management programs available from your plan sponsor or health plan, as applicable. In these situations, Healthyroads requires recipients of the information to ensure that there are safeguards in place so that personal information is only used for the purposes noted. If information is disclosed to plan sponsors who are employers, then such information is required to be used for benefit administration purposes only.
Staff Appreciation Day Committee
March 2014 Committee Report
Submitted by Maria Russell

The Staff Appreciation Day Committee had its first meeting March 7th and although we had a late start, we are very optimistic that registration will open up on time in mid-April. This year's committee members are: Maria Russell, Ashley Munro, Carla Browning and Rauchelle King. Brad Lobland is also assisting the committee.

One big change to the schedule this year, is that we have combined the chancellor's opening remarks and the longevity and award ceremony to the morning. Some door prizes will be moved to the morning. We will still have an ice cream social with the remaining door prizes from 4-5pm.

We have finalized the longevity recipient and are ordering the gifts.

Once we have the website up and running, we will send a link out to Staff Council.

We are working with Jeannette Altman for providing funds to rural sites so that they may participate in appreciation festivities. This year we are asking that rural site request funds, we are hoping that this facilitates the actual usage of the funds. In past years some rural sites funds have gone unspent.

Currently we are looking for sessions. If you have session ideas or would like to volunteer for a session please email UAF-Staff-Appreciation@alaska.edu We plan to have all sessions finalized by the first week of April.

We will send out a volunteer request mid to late April, so be on the look out.
Staff Affairs Committee Report, March 2014

The Staff Affairs Committee met on March 13. Major topics of discussion were:

- **Make UAF a Better Place to Work:** Staff Affairs will be rolling out an anonymous google form for staff to submit suggestions to the Staff Affairs Committee. The focus will be on actions that can be implemented at the supervisor to campus level, without Statewide coordination.
- **Smoking Ban:** No further action needed at this time.
- **Leave Share Policy:** The SA Committee reviewed a recent employee situation and agreed that the current process may exacerbate the hardship an employee experiences during a serious medical event. A subcommittee was formed, chaired by Jeff Baxter, to look for ways to better meet employee needs with leave share (including a separate mechanism for donating annual leave with fewer restrictions/requirements than sick leave donations). Interested representatives may contact Jeff to volunteer to serve on this committee.

The next meeting will be on April, at 10am in the Chancellor’s Conference Room (Signer’s Hall 330).
University Advocacy Committee Report – March 2014
Submitted by Lesli Walls, Chair

The Advocacy Committee met on March 12 to review Staff Make Students Count Award nominations and write an award recommendation. The following members were present: Lesli Wall (Chair), Jessica Desrochers, Janine Smith, Jami Warrick, and Jessica MacCallum. Also present was ASUAF President, Ayla O’Scannell who provided student input as part of the nomination review process.

Three nominations were submitted for this year’s award. During the meeting, committee members read the nominations and scored each using the predefined award protocol. Nominations and scores were discussed and the committee reached a consensus regarding their final recommendation. The committee’s recommendation was submitted to the System Governance Office on March 17.
Staff Council Report  
March 2014

Staff Alliance Retreat, March 11-12

- Reviewed 2013-2014 Goals, some are completed, some are added
- Proposal for new ad-hoc groups to support new goals: Staff Development Group/Career Planning and Hiring/Recruitment/Job Families Group. Not official yet, waiting for next month.
- Shaping Alaska’s Future- being wrapped. Final goals and statements are published.
- System Governance Council- in order to create better communication with Summit Team, and align more with Alliances, want to re-organize. 2 or 3 seats from Staff Alliance, Faculty Alliance, Student Government and Alumni, as opposed to one from each MAU group.
- Looking into creating of a Secretary and Treasurer position within Staff Alliance.
- Visit from Student Regent Courtney Enright. Q. Why don’t staff advocate to legislature? A. We can’t do it from university resources (email or computer) or during work time. Who has time at home to do this?
- Mike O’Brien visit about Bullying Awareness Training- UA Statewide all required, UAS has started, UAA is ready to start, UAF is not. Bullying falls under corrective action regulation “inability to work with co-workers”. Statements about performance don’t count. During “open” trainings, 60-70% reports bullying and feedback from session was very positive. During department specific trainings, only 20% reported bullying and feedback from sessions was negative. Coverage about retaliation, its easier to prove than the original complaint. HR is still looking at Grievance Policy.
- Dana Thomas- Shaping Alaska’s Future nearly done. Purposefully left vague so that we don’t stop when we reach a goal, but it supports continuous improvement. Summit Group very supportive of shared governance. Spoke about reduction in travel, Board of Regents meetings are limited to people who are actually presenting, no support staff.
- UAA Update: moving towards Smoke Free Campus. Students voting this fall to go towards a 1 year cessation/transition plan.
- Staff Health Care: We will need biometric screening by June 30 to take advantage of discounted/rebated premiums.
- Compensation: Following up on proposals, drafting a history of COLA and Geographical Differentials. Meeting in 2 weeks with Tara Ferguson and Heather Arana.
- Resolution to support administration’s line for Gun Bill (SB 176)
- Working on drafting a resolution to request President’s continued support of supervisors supporting our participating in governance.
- Working on inviting ourselves to Human Resources Council, or similar group.
- Hotline Update- this is almost ready to go! Looking for a name and information should be sent our shortly. We now have a representative on this implementation committee.

Executive Board Meeting, March 18
• Assignment to Elections Committee to send a memo to units with no or low Staff Council representation to encourage participating and volunteers to fill seats.
• Guest Speakers for April and May decided (Mae Marsh in April, Brad Lobland in May)
• Discussion about Pre-Staff Agenda
• Draft resolution for Bullying Awareness Training Roll-out by July 1

Pre-Staff Meeting with Chancellor Rogers, March 20
• Support needed from supervisors, deans and directors for participation. We have upper administration support, and we have bottom staff support, but nothing in the middle. This is something that he will mention at Cabinet.
• Summit Team- they are currently working on several projects:
  o Replace the term MAU with 3 universities
  o Common UA Core Values (service, excellence, innovation, intelligence, integrity)
  o Common financial aid practices between 3 universities
  o Common learning management systems (i.e. Blackboard)
  o Math and English general education requirements
  o Future topics include: other general ed requirements, shared programs, standardized IT, Financial Aid and Bursar’s Offices
• Weather/Emergency Leave Policy- this was brought to statewide, not sure who is the “owner” of this, but Chancellor Rogers will continue to follow up with the approval process.
• Bullying Awareness Training- concern with getting this as a required training. UAF has 4000 employees, this would be someone’s full time job to write and offer trainings, budget issue! Chancellor Rogers will see if Mike O’Brien and Anne Sakomoto will offer a pilot training with Staff Council soon. We can evaluate the training and see if we need it, and what we would want to change.
• Term-Funded Lay off policy- nothing has been formalized. Will continue to work on this.
• Budget Planning Process- Chancellor Rogers and Kari Burrell will discuss this further at Staff Council. We want to relay the message of thoughtfulness, time and effort that has been put into this process. Chris Bek’s, our rep, can also share his thoughts.
• Smoking Committee- is this still happening? UAA is moving towards smoke-free, will UAS and UAF join in too? Still considering options.

Supervisor’s Safety Kit Pilot
Brad and I were invited to participate in a Safety Training Pilot program. It’s a folder tool kit to promote “making UAF a safe and welcoming place.” The materials are developed quick tips to share at meetings. Anyone can download the quick tabs at www.uaf.edu/safety/. We will receive a survey and will report what we thought at some later date. Materials arrived March 19, I’ve not used them yet.

Staff Appreciation Day
(Not really sure if this is part of my VP duties, but I’ll report anyway, since I’m the only Staff Council member on the committee)
• Started meeting early March
• No general, open call for session leaders, since we’re too close to event. We’re inviting presenters. If anyone is interested in committing, see Ashley or Maria Russell.
• 5, 10, 15 year awards are ordered. Waiting for quotes still for other awards.
• Longevity Awards will be in morning with Chancellor’s Address.
• Pat Pitney’s office is buying breakfast (so say Thank you to her!)
• Lunch and Ice Cream Social provided.
• We will need volunteers, call for volunteers at April Meeting for award set-up, door prize distribution, Longevity liner-uppers, lunch counters, cotton candy makers and ice cream scoopers (usually reserved for Faculty Senate)
The committee is very pleased to welcome new members Jessica MacCallum, Jessica Desrochers, and Nate Bauer.

Items from our last meeting:

- Review the bylaws & constitution for any items that may need revising/changing. This has been an ongoing process, which the committee hopes to finish by next month.

- Resolution to request greater input into the budget development process at the University of Alaska Fairbanks. The committee has started working on a resolution and is doing some research into policy and the current status of Staff Council representation on this. More on this next month as well.

- Review Unit compositions and any issues there may be with unit membership. The committee is currently gathering information on the current units, and looking at recent merged units as well as other changes.

Next Meeting:
April 7th, 1014 3-4 PM
Online, using Fuze Meeting
Peoples' Endowment Committee
Submitted by Debbie Gonzalez

Committee met February 21, 2014 Friday to discuss spring proposals process/timeline, as follows:

CALL FOR PROPOSALS FOR SPRING 2014

February 27, 2014

Deadline: The deadline for receipt of complete proposals is March 28, 2014. Proposals received after 5 p.m. of the deadline date will not be considered. Successful recipients will be notified on April 14, 2014.

Committee will meet the week of April 7, 2014 to review proposals and make awards.
The group met on February 24. We discussed last year's written proposals (available on the Staff Alliance blog, the Ally). We decided that we had three main goals:

1) Follow up on last year's written proposals and obtain a formal response from UA HR
2) Write up the three unwritten proposals from last year (Veteran's Day, Leave Accrual, & Longevity Recognition)
3) Consider new proposals. However, our first priority are Goals 1 & 2

The group invited Tara Ferguson, UA Compensation Director to our March meeting to help with goal 1.

Gwenna Richardson volunteered to draft the three unwritten proposals to help meet goal 2.

Mike Cox volunteered to do a comparison of UA's cost of living increases vs. inflation in Alaska.
Resolution 2014-248-1: Resolution Requesting Bullying Awareness Training Be Provided to UAF Employees by July 1, 2014

WHEREAS, UA Statewide created a bullying awareness training in response to concerns raised in a system-wide survey conducted in 2012-13 by the Staff Alliance; and

WHEREAS, UA Statewide employees received the training in Fall 2013; and

WHEREAS, in mixed training groups, 60% - 70% of those attending the Statewide training reported either experiencing or witnessing bullying; and

WHEREAS, the Staff Alliance, on September 26, resolved that the University of Alaska support the training system-wide¹; and

WHEREAS, President Gamble responded to Staff Alliance’s resolution and encouraged Staff Alliance representatives to “work with . . . campus HR offices to include bullying awareness training in . . . [their] staff training suite”²; and

WHEREAS, the training materials have been provided to the University of Alaska Fairbanks, Human Resources Department; and

WHEREAS, UA is rolling out a third party fraud, waste, and abuse reporting hotline that will include options for reporting bullying,

NOW, THEREFORE BE IT RESOLVED, that the UAF Staff Council requests that bullying awareness training be made available to UAF staff by July 1, 2014; and

BE IT FURTHER RESOLVED, that the Staff Council requests that bullying awareness training be made mandatory for supervisors by July 1, 2014.

¹ Staff Alliance Resolution in Support of Bullying Awareness Training: https://www.alaska.edu/files/governance/SABullyingResolutionFINAL.pdf
² Response from President Gamble to Staff Alliance Resolution: https://www.alaska.edu/files/governance/SA_PresidentsMemo_Bullying.pdf
UAF Staff Council
Planning & Budget Committee Update
3/21/14

The Planning and Budget Committee (PBC) serves in an advisory role to the Chancellor’s Cabinet. The process for this committee is different this year than in past years, as UAF must consider both long-term budget reductions (FY15) as well as strategic areas to invest in for FY16.

The PBC has been meeting twice a week since late February. The committee is chaired by the Provost, and includes vice-chancellors, deans, and representatives from faculty senate, and staff council.

The PBC will recommend a prioritized list of quantifiable reduction options to the Chancellor’s Cabinet. After considering all input, the Cabinet will then aim to finalize decisions by May to allow implementation lead time prior to the beginning of the fiscal year.

This year, the Planning and Budget Committee process is to:

- Identify any additional cost reductions or revenue enhancements, beyond those suggested by the Budget Options Group (BOG).
- Add to the assessment of each option provided by the BOG.
- Recommend to the Cabinet the options to be implemented, in priority order.

The goal is to identify $15 million in reductions or revenue enhancements for FY15 and beyond, expecting that additional reductions may be necessary in FY16 and FY17.

The Chancellor’s Budget Options Group (BOG) has compiled and analyzed several options to address the budget gap, and I shared their findings in an email earlier this month.

During the past two months, the PBC established a set of guiding principles that align with UAF’s mission statement, and identify the strengths, and successful programs and services. The PBC is committed to address the budget reductions in a manner that is thoughtful and considerate even while realizing that its recommendations will undoubtedly have negative effects.

In addition to the BOG options report, the Office of Management and Budget (OMB) has collected ideas from other groups, including Staff Council. The PBC spend approx. a month gathering information and brainstorming ideas. All of the options are currently being considered, and nothing has been eliminated or decided at this point.

The next, and current part of the process, is the evaluation phase and initial rating of options. This is done in PBC subcommittees, each of which have an assigned group of reduction options, sorted according to the categories established by the BOG.
Each subcommittee has a staff member of OMB assigned to them, who can provide further information regarding the options/ideas it has been given. In addition, the subcommittee can ask to speak with key individuals responsible for the area that it is considering options/ideas for.

The Planning and Budget Committee’s tasks are difficult, and will be ongoing until the end of April. It has been encouraging to see the careful and considerate manner with which the committee has handled each idea and option it has been given. While it may not appear so, the focus is on the University of Alaska as a whole, not on one or two particular areas, and not just on academic or non-academic issues.

If you have any questions or concerns regarding the current budget process, please feel free to contact me.

Chris Beks
Staff Council Representative
Planning and Budget Committee