MINUTES
UAF STAFF COUNCIL #252
Wednesday, August 20, 2014
8:45 – 11:00 am
Wood Center – Rooms C/D

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

I. CALL TO ORDER AND ROLL CALL

A. Call to Order
   - The meeting was called to order by President Chris Bekis at 8:50 a.m.

B. Roll Call

   Present:
   Jeannette Altman
   Nate Bauer
   Jeff Baxter
   Chris Bekis
   Debbie Coxon
   Jessica Desrochers (phone)
   Faye Gallant
   Juan Goula
   Brad Krick
   Jan Kristenson (phone)
   Tom Langdon
   Richard Machida

   Present (cont.):
   Lawrence Murakami
   Evelyn Pensgard (phone)
   Sherrie Rahlfs (phone)
   Susan Sanborn (Proxy for J. MacCallum)
   Janine Smith
   Jarkko Toivanen
   Lesli Walls (phone)
   Jami Warrick (phone)
   Trish Winners

   Absent:
   Toni Abbey
   Celena Brown
   Kim Eames
   Adam Kane

   Others Present:
   Chancellor Brian Rogers
   David Withoff
   Jane Groseclose
   Mathew Carrick, ASUAF President
   Debu Misra, Faculty Senate President-Elect
   Nicole Dufour, Staff Council Ex. Scty.

   - Quorum was met

C. Approval of Agenda for Staff Council Meeting #252
   - The agenda was approved as presented.

D. Approval of Minutes of Staff Council Meeting #250
   - The minutes were approved as presented.

II. STATUS OF PENDING ACTIONS

A. Leave Share Resolution
   - The leave share resolutions passed by Staff Council in May, Resolution 2014-250-2 and 2014-250-3, were forwarded to the Chancellor’s Office. Additionally, Statewide passed motions in support of both of these resolutions. The staff groups from UAA and UAS plan to vote on either similar motions of support, or their own similar motions. At the next Staff Alliance meeting they plan to take this issue up on the systemwide level with the goal of moving this issue further through governance.
- Chris noted that these resolutions came out of the work of the Staff Council, Staff Affairs Committee, which shows the positive changes that this group if capable of making.

B. Term Employees
- Since the last meeting, things have changed some. The effects of some of the budget cuts are being felt. Currently, the layoff list includes term employees and permanent employees. It is Chris’ understanding that this has already been verbally conveyed to supervisors and managers. A formal memo regarding this is expected in the next few weeks. This list is supposed to be reviewed prior to starting the formal recruiting process.

C. Bullying Awareness Training Resolution – Resolution 2014-248-1
- This resolution was accepted by the chancellor. This training is moving forward, and we expect to see a memo regarding this soon. The implementation dates will be different from those on Staff Council Resolution 2014-248-1, since one of the requested dates has passed.

III. PUBLIC COMMENT
A. David Withoff, Geophysical Institute, UAF Staff Member
- This past spring, David attended a Staff Council meeting to bring up the issue of the term funded designation being abused, he thinks, by UAF as legal cover for terminating employees without cause. This issue is still relevant for David as he has received notice that he has been terminated as of the end of Sept. The contract, under which he is employed, is generously funded, the project is ongoing, but he was still terminated. He feels that a term funded employee is perpetually on probation and that there is currently no UAF policy regarding term funded employees. Other agencies use term funded to cover work of a specific length. David knows the reason for his termination but feels that the reasons of his own case are not relevant. The only way that David feels that the system can be made fair is to have a full grievance procedure with a hearing. David said that in his case, it was too late; his employment comes to an end in a little over a month and there will be no hearing, no investigation, and no grievance process, as he understands it. David stated that he was not sure if he could continue to be part of the Term-Funded Ad Hoc Committee if he is unemployed. David has been with UAF since 2008, during which time he has been term funded.
- Chris noted that the Term Funded Ad Hoc Committee would continue its work and would not be disbanded at this time. Chris will follow up with Brad Lobland, UAF HR Director to determine if term funded positions are being reviewed to ensure that they are accurately classified.

IV. OFFICER REPORTS
A. Chris Bekis, President

Layoff Lists
- The layoff list includes all employees that have been laid off. There will be an internal list for preferred hire. If hiring from this preferred list, the wait time is 45 days, not the full 90 days. Supervisors and managers have been verbally instructed that they are required to look at this list prior to beginning a recruiting process. This should be in writing in a few weeks.

Emergency Leave Policy
- There are several proposals being discussed regarding the emergency leave policy and how employees deal with days off. This includes a possible change in policy or a new category of emergency leave. We hope to have something in place before cold weather hits.
- Language has been proposed to the BOR. This will likely be taken up at the Sept. BOR meeting.
- UAF currently has a policy that determines emergency leave. The current discussion pertains to weather incidents and how employees deal with emergency leave situation without using annual leave.
Working Groups from Planning and Budget Committee
- Fifteen working groups came out of the Planning and Budget Committee. Staff will be involved in many of these, but some of the committees, such as those involving academic issues, may not have staff. These working groups will address most of what came out of the Planning and Budget Committee.

Technology Advisory Board (TAB) - Disbanded
- The Technology Advisory Board is being dissolved. This was due to budgetary issues. The responsibilities formally associated with TAB have been given to other entities.

B. Faye Gallant, Vice President
Furlough Policy Feedback
- Following up on the furlough policy feedback gathered this summer, we were thankful for the quick response from staff in submitting public feedback. A response was forwarded to Eric Seatedt, UA CHRO.
- Nate Bauer also spoke in front of the BOR at their meeting this summer and conveyed our feedback. One of the biggest concerns in the feedback were questions which were more relevant to regulations as opposed to policy. However we did make recommendations regarding the policy wording. Staff Alliance is also addressing this issue that mirrors closely what UAF put forward at the time.
- We requested more time to review and respond to proposed regulations being put, in addition to being more involved in the development of regulation. Concerns on the short turn-around time were acknowledged.
- To clarify, this is not a policy to furlough people. Rather, it is a policy that if furloughs become necessary, a structure is in place to deal with this, as there is currently nothing in place.
- The feedback form is still open and we are still receiving feedback. When regulation is being discussed and proposed we will be going into more depth than we did with the general policy.

Staff Alliance Retreat - July
Brad and Faye attended the Staff Alliance retreat at the end of July. A Staff Alliance blog post pertaining to Staff Alliance’s goals for the coming year was recently distributed. This includes better engagement with the BOR and better engagement with the people we represent.

V. STAFF ACHIEVEMENTS AND HIGHLIGHTS
- One of Staff Alliance’s goals for the coming year is to highlight staff achievements and accomplishments that we can bring before the BOR. We would like to see an effort similar to that of faculty in presenting their achievements and accomplishments during public comment. This will be a regular item on the Staff Council agenda from now on. A similar section will be included on the agendas of the other UA staff groups.

Achievements and Highlights
- Lesli Walls was recently awarded VIP Member of the Year for the National Association of Professional Women. She also recently received her research associate certification.
- UAF Power Plant Employees recently broke ground on the new power plant. Power plant employees wish to thank everyone for supporting this project.
- Lawrence Murakami recently received his party’s nomination for state house representative.

VI. CHANCELLOR’S REMARKS
- Chancellor Rogers welcomed everyone back and thanked everyone for serving on staff council for helping make a difference in how we think about our university. There are several policies and other issues which will require active engagement this year, either because of the budget situation or as we work through the Shaping Alaska’s Future agenda and the issues that the president and BOR have asked us to address.
- Chancellor Rogers received the recommendation from the Better Place to Work Committee. He thanked those who participated in this work and submitted ideas. These recommendations included a substantial
number of good ideas that are implementable even in tight budget times. Chancellor Rogers will try to provide feedback on the status of the various ideas as they work through them.

- Chancellor Rogers’ top priority is to figure out how to address the childcare issue. We have tried multiple ways of getting there, but we have not been successful to date. It is a barrier to employees to not have adequate childcare in the vicinity of campus. The Bunnell House has a limited size and number of licensed spots for childcare. We have looked at spots for possible building purchases at operations with others.

- Included in this year’s UAF budget request to the president is a capital item of $850,000 for building purchase for childcare. Some additional internal funds would also be used to purchase a building, if the right one was available, to expand Bunnell House. We think we can roughly double the size of the Early Childhood Education Program and the number of children that it serves.

- Chancellor Rogers noted that this would be a good time for Staff Council to consider sending a resolution to President Gamble in support of this project, since he must decide in the next few weeks which budget requests from across UA will go forward to the BOR.

- We will work forward on each of the six areas identified by the Better Place to Work Committee - appreciation and communication; hours, schedules, and leave; health & environment; education and training; facilities; and social issues.

**Hard/ Soft Closure**

- A formal announcement on hard closure will soon be distributed. There will be no change to the hard closure policy that we have had for the past few years. This means that the university will be closed between the Christmas and New Year’s holidays. The time before this period, or after, which we call ‘soft-closure,’ will still be a departmental and an individual decision. There will be no forced leave during the periods before and after the hard closure. Yet, this is a good time, for people to take a longer break if interested.

**Smoke-Free Campus**

- Our sister universities are pushing hard for smoke-free campuses. President Gamble has asked for Chancellor Rogers’ recommendation regarding this issue. Chancellor Rogers is waiting for resolutions from the new Staff Council and the new Faculty Senate prior to submitting his recommendation. He wants to hear what staff have to say about the possibility of going smoke-free on campus. Chancellor Rogers would like Staff Council to consider passing a resolution on the smoke-free issue identifying council’s official position.

**Emergency Closure**

- UAF is administratively relooking at the process used to make decisions regarding emergency closures and the related impacts. This has been challenging. We have to keep the heat and lights on and take care of students on campus whether or not others are coming to campus. We also have a funding challenge for grant funded positions, for which we do not have a provision to fund administrative leave. We also have times where in some areas of town, people cannot get to campus while there are other areas where people can get to campus. We understand that people have personal circumstances and make different personal choices about where to live and how to get to campus. We also have the issue of fairness. If some come to campus and others do not, should those that come to campus get compensatory leave for what is an emergency? There are a couple of proposals floating around. The one that Chancellor Rogers is most attracted to would expand our current sick-leave definition to add emergency leave to the definition. That would expand our sick leave to include emergencies for either a weather emergency that the university declares, or for a personal emergency. With this, those who come to campus would still have their sick leave available for later use.

- We will have to work on clear criteria for identifying whether something is an emergency and who makes such decisions. There is a section of state laws that it is a policy of the state that emergencies rarely occur. Chancellor Rogers expects one or more proposals on the emergency leave issue to go out to governance groups in the next few weeks.
Parking was an issue raised in the Better Place to Work survey. We view parking and shuttle as a single operation that continues to run a deficit. A suggestion was to move away from gold lots, the challenge here means that it would create a bigger deficit. There will be changes in shuttle service. They are looking at lowering the rates for the furthest out, the Taku lot, which would provide a discount for people willing to walk further. There are no anticipated changes on the fee side of parking for this fiscal year. Chancellor Rogers anticipates a plan would go forward next fiscal year. He has asked that once the options are out there that they be briefed at future Staff Council and Faculty Senate meetings. Our goal is to make sure that the cost of operating parking and shuttle together break even in the long run.

**Term employees**
- In terms of the policy on layoffs, it has been our informal policy that term employees have essentially the same rehire benefits as laid off employees. Additionally, hiring from the layoff list reduces the 90 day hiring hold to 45 days. Staff Council requested to have this policy in writing. They will act on this. Right now, it is the chancellor’s dictate to HR and supervisors.
- They will be asking departments to revise their emergency action plan to determine what employees can work from off campus in the event of an emergency closure that would allow them to stay in paid status as opposed to having to take leave. This policy will go out for discussion at the campus level.

**Technology Advisory Board (TAB) - Disbanded**
- As part of the budget changes a new process has been adopted. OIT is responsible for classroom tech refresh. They felt the biggest impact for students would be if funding is used for the classroom experience. 60% of TAB fee funding will go to OIT, specifically designated for classroom technology refresh. 25% of TAB fees will go to the library for equipment for student checkout. 15% will go to an URSA.
- Reviews of the prior TAB process indicated that it was impacting fewer students than the original goal.

**Budget Related Issues**
- A series of university activities will receive expedited review. Most were called for by the Planning and Budget Committee. This year the Planning and Budget Committee worked differently than in past years, when their job has been to build the budget request. This year they had were also tasked with looking at the things we can no longer do, due to budget issues. Nearly all of the Planning and Budget Committee’s recommendations were adopted with some changes to a few recommendations. A few were also held off.

**Bullying Awareness, Title IX, and Safety Training Updates**
- Staff Council’s resolution called for this Bullying Awareness Training to be up and running by now. We have taken a bit more time to develop the curriculum. The website should be up and we soon roll out training.
- This was slowed some due to the time needed for the Title IX review from the Office of Civil Rights. This included preparing Title IX training. They are calling it a review, rather than an audit. Chancellor Rogers knows of no triggering event at the university, but Alaska has some of the highest rates of sexual assault in the nation. This is a societal problem. Basically, the federal government is saying that universities are a place where they can have influence in trying to change the way we act as a society. The last Chancellor Rogers had heard, this review involved eighty-nine universities. We were not in the first tier. Many have had far worse circumstances than ours. We have not had circumstances such as this, to our knowledge.
- We thought we were doing the right thing in having our campus police investigate circumstances, but it is now clear that this was not the expectation under Title IX. There will be a separate university investigation in addition to any university police investigation, for any instance of sexual harassment. For us, this changes our procedures. We are adding Title IX investigatory staff since we expect that, as everyone is trained in the requirements, we expect more reports. This is why the training is being rolled out to everyone. The critical group will be students and ensuring that all of our students understand what is and what isn’t sexual assault and sexual harassment. We think this awareness may start to change the circumstances.
- Title IX training is mandatory. Chancellor Rogers hopes that everyone present has completed this training. The deadline for completing this training is Sept. 1. Just over 50% of employees had completed Title IX training by Aug. 10.

- All student workers, including graduate students, are required to take Title IX Training. People who are not employed by the Sept. 1 deadline will be expected to complete the training first thing, upon return. Title IX Training will ultimately be for every student regardless of whether they are employed or not. The Sept. 1 deadline is related to the anticipated onsite visit by the Office of Civil Rights in the late Sept. timeframe.

- We are doing better on Safety Training. 83% of regular employees have completed all Safety Training modules. We will be looking at other areas of compliance as well.

- We hope to roll out a single website that informs people of all necessary training.

**The floor was opened for questions.**

- The president is looking at a systemwide fee for building maintenance, which would be charged for each hour of credit. Each campus would use that money for deferred maintenance.

- A portion of the money collected at UAF will go to the combined heat and power plant.

- Funding for the combined heat and power plant was put together from five different funding sources in the legislature. One was that the university will issue 70 million dollars in bonds, which we will have to pay back. We had earlier estimated, based on our fuel cost savings that we would save off enough to pay off 50 million dollars in bonds, leaving us 20 million to pay back. A portion of this 20 million would come from the student fee, which is expected to escalate over a couple of years. A portion of this will be paid by research indirect costs. Under the indirect cost recovery model, when you invest in a plant that supports research, a portion of this can be charged as part of the Indirect Cost Recovery Rate. A lot will depend upon our success in the proposal and bidding process. We have a tentative award for the boilers, which came in at the lower range of what we thought they might cost, but it is still early in the process.

- Fees would go into effect essentially as an add-on based on number of credit hours throughout the system. The money would go to the campus the student is attending.

- An issue was raised regarding the use of port-a-potties and no running water by Alaska Center for Energy and Power staff related to the construction of the new power plant. This was the first that Chancellor Rogers had heard of this issue. He will look into it.

**VII. GOVERNANCE REPORTS**

**A. Debu Misra, President Elect – Faculty Senate**

- Debu is Faculty Senate’s President Elect. He is here, representing Faculty Senate, to address common issues shared by faculty and staff. He is vested in staff interests and rights in the governance realm. Even as a senator, he has looked at staff interests in the past. He will be discussing various issues with Chris and Faye as we progress over the year.

- Faculty Senate will be dealing with several issues this year such as moving toward a system wide learning management system, moving towards an electronic course evaluation system, Faculty 180, and dealing with the consequences of the budget shortfall.

- By far, the biggest issue facing Faculty is the new general education requirements. Many people have worked diligently on this issue for several years. In May of this year, the Faculty Senate - General Education Revitalization Committee (GERC), delivered its final recommendations to the Faculty Senate – Curricular Affairs Committee. Unfortunately, the conclusion to this work has been complicated by recent BOR mandates. It is not a mandate, per say, but a strong recommendation, at this point, to have common math and English core courses across the three universities and to work towards a common general education core. He sees staff as a major support for anything that we try to accomplish at the university.
- We are dependent upon technology these days. If something fails or is incomprehensible, it creates a lot of additional work for staff.

- In terms of staff accomplishments, Debu noted that there are many staff members who silently work, yet never get recognized. He does not know how to highlight these staff members. He does not think that the one annual staff award is enough to account for the number of staff who deserve the award. Additionally, students are great advocates of staff. Most of the time if faculty have an issue they send them to a staff member so that it can be addressed. We should not limit accomplishments to awards. Sometimes notes of recognition from Staff Council are thank you enough for them to be encouraged. We need to encourage staff and recognize what they do.

- Faculty Senate has not discussed the staff furlough policy. It is not on the current Faculty Senate agenda. The Staff Council representative to the Faculty Senate meeting can address this. Debu does not personally support the furlough for many reasons, but he does not know how others feel and cannot speak for them. He feels this regulation needs to be looked at critically.

B. ASUAF Representative
- Mathew Carrick, the newly elected president of ASUAF, was in attendance. He is supportive of staff and looks forward to working with Staff Council. ASUAF has yet to begin this year, since most people are still out of town. There are several unfilled student staff positions that will be filled in Sept., at the earliest.

- They have been working closely with Title IX investigators and he feels that this is a positive step forward.

- ASUAF’s priorities will include working with Title IX investigators and working to establish student involvement in preventing sexual violence. Most of this year will be focused on mobilizing and educating students to create a more positive, safer atmosphere. As Chancellor Rogers noted, it is hard to make improvements if students are not on board.

- They are also working on internal improvements to make ASUAF more efficient and accessible to students. In the past they have determined that students do not always know how to use available resources. He also wants to make ASUAF more available to students and to provide more services to students. In the past few months they have been working to provide more design services to students.

- They will also be addressing the ‘Smoke Free – Tobacco Free’ issue. Kelly Wilson emailed Mathew asking for a representative and an alternate for the Smoke Free Committee. Matthew will serve as the ASUAF Representative to this committee. Raya Culbert, the ASUAF Public Relations Director will serve as alternate.

VIII. UNFINISHED BUSINESS
A. “Better Place to Work” Survey
- Attachment 252-1: Better Place to Work Summary

- The survey results are included as an attachment. This came out of the Staff Affairs Committee. This resulted in the summary that was presented to Chancellor Rogers during PreStaff last week. There are several suggestions that are already being done, but, for example, are being done at the discretion of a supervisor. The structure already exists for many of these things to happen, but they may not be in use. During PreStaff, they discussed promoting these items as a way to improve morale.

- Chancellor Rogers is committed to some of the heavier lifts, including childcare. Chancellor Rogers and Kari Burrell, Executive Officer, will continue to provide updates, at least twice a year, on the items on this list.

- The initial call for feedback from Staff Council has already been done. There are no further planned actions for these items aside from check-ins with the chancellor. The items on the list of suggestions are not in any particular order.

- Chancellor Rogers did say that the 37.5 hour work week was not likely to move at the system level. This suggestion was, therefore, dead on arrival. The Planning and Budget Committee also addressed this issue and
also recommended not moving forward with this option. Other alternatives, including alternative schedules, or moving to part-time while keeping benefits, already exists as options.

- Chris thanked those involved in working on the ‘Better Place to Work’ survey.
- Staff Council agreed to consider Chancellor Rogers’ request for a resolution supporting the UAF capital budget request relate to childcare and the Bunnell House. A draft resolution regarding this request was composed during the break.

IX. BREAK

(VIII. Unfinished Business - Cont.)

A. “Better Place to Work” Survey

i. Resolution 2014-252-1: Resolution Supporting the University of Alaska Fairbanks FY16 Capital Budget Request Titled “Expanding the Early Childhood Program (Bunnell House) - Approved

- A draft resolution was composed during the break. Following amendments to the wording of the resolution, a motion and second were made to approve the following, Resolution 2014-252-1:

WHEREAS in recognition of the summary finding of feedback received during the recent Staff Council “Better Place to Work” Survey: Expand on-site childcare, now;

THEREFORE BE IT RESOLVED, that UAF Staff Council supports the University of Alaska Fairbanks FY16 capital budget request titled “Expanding the Early Childhood Program (Bunnell House)” for $850 thousand in State Appropriations

- The resolution was passed unanimously.

X. NEW BUSINESS (none)

COMMITTEE REPORTS

XI. INTERNAL COMMITTEE REPORTS

A. Elections – Richard Machida, Chair

- Has not met

B. Membership and Rules

- Request for Chair - If you are interested in serving as the chair of this committee please contact the officers.
- Has not met

C. Rural Affairs – Jeannette Altman, Chair

- Has not met
- They will meet the first Tuesday of the month in the Kayak room from 10-11 a.m. You can also join via the teleconference number or by Google Hangout.

D. Staff Affairs – Jeff Baxter, Chair

- Has not met
- They will meet the first Wed. of the month from 10-11 a.m. in the Murie Bldg. New members are welcome.

E. University Advocacy – Lesli Walls, Chair
- Has not met
- Request for Chair – Lesli recently notified Chris and Faye that she will be stepping down as chair of this committee due to other obligations. She plans to remain on the committee as a member. There were no volunteers to chair the committee. Anyone interested in serving as chair should contact the officers.
- Advocacy has been trying to champion staff mentoring and training. Vice Chancellor Pat Pitney has formed a committee that will work to centralize training.
- Chris thanked Lesli for her work as Advocacy chair.

- It is difficult to carve out time for Staff Council, especially in light of the current budget situation that has resulting increased workloads for many of us. Chancellor Rogers supports staff participating in Staff Council. This is during work time. This is part of your job, which is why your supervisor gives you permission to serve. Chancellor Rogers also encourages supervisors and managers to make sure that staff members can participate, if they want to. We have a lot of vacant seats on Staff Council. Elections will be in Oct. If you know of people who are interested in participating, please encourage them to do so.
- For even numbered units, which are not up for reelection this fall, people do not have to wait until next year’s election to join Staff Council. Mid-term appointments can be made for vacant seats in even units.

XII. EXTERNAL STATEWIDE COMMITTEE REPORTS

A. Staff Alliance- Staff Health Care Committee – Debbie Coxon, Lesli Walls, Chris Beks (Alt), David Bantz (Alt)
   - The committee met once over the summer.
   - There are essentially two proposals moving forward to the Joint Health Care Committee (JHCC), on how people will be able to retain their eligibility for the health care rebate. This will likely be mostly points based. It will likely include basically everything required for this year, plus being active, keeping numbers within thresholds, and/or making positive progress. These are just proposals at this time.
   - This paycheck is the last that people will receive the health care rebate if they did not qualify for the rebate. Please check Healthy Roads website at healthyroads.com to verify that your online record is accurate. There have been some problems.
   - Some staff members who did not complete the requirement have received and email that includes the email addresses of all people who fell into this category. This issue will be looked at further.

B. Staff Alliance Compensation Working Group – Faye Gallant, Chair; Brad Krick
   - Request for Representative
   - Attachment 252-2: Staff Alliance Motion for FY16 Compensation Increase Proposal
     - Faye will be chairing this Staff Alliance group; she will therefore be serving as a Staff Alliance representative to this group, not a UAF representative. This leaves two UAF seats on this committee. Brad Krick was appointed to fill one of these seats. Janine Smith volunteered and was appointed to fill the second seat.
     - The Compensation Working Group addressed two items over the summer. The first is Staff Alliance’s recommendation for the FY16 compensation increase. This originated in the Compensation Working Group. From there, it was forwarded to Staff Alliance, who approved it at their July meeting. It was then forwarded to Michelle Rizk, Associate Vice President, and UA Statewide.
     - In short, they proposed three options proposing around a 3.25% increase, which was viewed to be an appropriate increase due to inflation. They also looked state government employees who are receiving a smaller across the board increase for FY15, but are still receiving step increases. They also looked at negotiated increases for some of the groups on campus.
- For the three proposals, one was a straight across the board compensation increase. The second proposed rolling the grid up by a smaller amount and granting a step increase. The hope that this would be better for the university, in the long run by avoiding salary compression and better for staff in granting step increases. The third proposal was similar to that which occurred this year. This included a smaller across the board increase that is lower than some of the other options and an increase in the number of personal holidays.
- The committee also considered a geographical differential proposal. This was presented to Staff Alliance at their recent retreat. The proposal, as written, used the 2008 MacDowell Survey, which was the most extensive cost of living survey for the state. In some areas there would potentially be a decrease in geographic differential, but in regulation, employees who have their differential lowered should not see a loss in salary.
- Please send questions and comments to Faye.

XIII. 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
   - Has not met. The committee will meet later in the month.

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

D. Chancellor’s Planning and Budget Committee – Chris Bekis; Juella Sparks, Alt
   - The work for this committee is complete. You have seen the chancellor’s FY15 budget responses based on the committee’s recommendations. The Planning and Budget Committee will likely start working sooner for the FY16 budget than it did for the FY15 budget.

E. Food for Thought Committee – Tom Langdon
   - Has not met. The committee has yet to identify all committee members.

F. Master Planning Committee (MPC) – Richard Machida; Brad Krick, Alt
   - This committee last met in June. The only discussions were in regard to upcoming construction.

G. Meritorious Service Awards Committee – Faye Gallant,
   - The committee met and submitted two names for award recipients. They noted that the award process needs improvement. The award was originally created by the community colleges, before they were reorganized into one university. Since the reorganization, no rural campus or rural college staff members have received the award. We need to do a better job in this regard. The process for next year will likely begin in spring. Faye will provide an update at that time.

H. Parking Advisory Committee (PAC) – Tom Langdon
   - Has not met

I. People’s Endowment Committee – Debbie Gonzalez

   - A tentative draft final report was completed yesterday afternoon. The real issue was the lack of consistent information. There were no common metrics, making it difficult to determine what should be done. As a result they will recommend that the process be updated to include specific metrics and examples of what they are looking for. Before reading the report the chancellor identified what he was looking for, yet the committee was unable to meet his expectations due to the lack of information submitted. They expect to submit a final report to the chancellor by Sept. 1.
- After this, the initial committee is expected to be disbanded and a permanent committee is expected to be composed. This committee will remain on the Staff Council agenda for one more meeting, then it will be removed until the permanent committee is put in place.

K. RISE Board – Ian Olson

L. Smoke-Free / Tobacco-Free Campus Committee – Jessica Desrochers, Brad Krick, Alt
- The committee has not met.
- In Jan., the System Governance Council approved a resolution requesting that the BOR allow each chancellor to determine the policy for their university. Based on Chancellor Rogers’ comments today, he is looking for a resolution from this body, regarding the tobacco issue.
- The last smoking related survey was conducted approximately a year ago. This survey produced a significant amount of data. The survey data is available through the Staff Council Office.
- In order to get an answer that we can forward to the chancellor, we can put forward some a summary of major pros and cons from last year’s survey, along with a ‘yes’ or ‘no’ poll (with a closing date).

M. Staff Appreciation Day Planning Group – Ashley Munro & Maria Russell
- No report
- One “Better Place to Work” survey suggestion as to have an additional Staff Appreciation Day or staff development day at a different time of the year to allow people who cannot make the May event to attend.

N. Technology Advisory Board Committee (TAB)– Adam Kane & Chris Bekes (DISBANDED)
- Attachment 252-3: Memo from Chancellor Rogers Disbanding TAB
- TAB board was to review how money was spent the year before. Chris will look into this matter to determine if and how this will be accomplished with no committee.

XIV. AD HOC COMMITTEE REPORTS

A. Term Funded Ad Hoc Committee
- The Term Funded ad hoc committee last met in May
- If there is interest to continue the ad hoc and you are interested in serving, email Lawrence at lamurakami@alaska.edu.
- Lawrence formally re-requested the number of term funded employees in a format that shows the percentage of term-funded staff. He would also like to know if any union staff are term funded.
- Ian Olson started to pull the numbers for some of this. Lawrence will email Faye a list of data the committee would like and she will forward them Ian.
- Committee meetings are public meetings.

XV. ROUND TABLE DISCUSSION

XVI. ADJOURN
- The meeting was adjourned by President Chris Bekes at approximately 11:10 am.
Better Place to Work Findings
UAF Staff Council
Staff Affairs Committee
July, 2014

UAF Staff Council asked staff for their ideas on how to make UAF a better place to work, with a focus on near-term solutions that can be implemented at or below the level of the Chancellor. The ideas fell into six major themes:

1. Appreciation and Communication
2. Hours/Schedules/Leave
3. Health and Environment
4. HR/Education/Training
5. Facilities
6. Social

The Staff Affairs committee condensed the feedback and compiled a few ideas in each category that seem relatively easy to implement, or were heavily requested.

1. Appreciation and Communication
   - A bi-annual reminder to supervisors to thank their employees for their hard work. That personal communication would go a long way!
   - A thank you message from the University on an employee’s anniversary date.
   - A second, smaller version of Staff Appreciation Day at a different time of year.
   - “Less red tape and more fun,” like a “Happy” video made by senior admins and shared with staff: http://www.youtube.com/watch?v=w74HMrHkNiM&feature=youtu.be
   - Informal meetings with the Chancellor and different staff groups, explaining his vision and asking about their work culture, projects, concerns; once or twice a year with each group.
   - During busy times of year, have senior administrators spend an hour or two in key customer service areas. Staff feel that this would increase UAF leaders’ understanding and appreciation of the work being done, and would also really help with morale.

2. Hours/Schedules/Leave
   - In keeping with the recommendations from the Planning and Budget Committee, employees are interested in exploring alternative work schedules (moving to part-time while keeping benefits, shorter work weeks in the summer, moving to a 37.5 hour work week in lieu of compensation increases).
   - In summer months, allow for flex schedules (four ten-hour days, for example).
   - Facilitate the ability to work remotely, whether on a regular or ad-hoc basis. Clarify policy and provide tools for employees and supervisors to implement more easily.
3. Health and Environment
   - Better access to good drinking water
   - More healthy food options across campus, especially in the summer. Invite local food trucks onto campus during the lunch hour- staff can get outside, mingle, and get healthy local food.
   - Free lunchtime health/physical activity classes, like those provided by WIN.
   - Better air quality in buildings, especially during construction, fire and allergy season.
   - Offer incentives or lower rates for employees at the SRC.

4. HR/Education/Training
   - Make sure employees know what is available to them- many of the suggestions received were for programs or facilities that are already in place (lactation rooms, passes at the SRC, etc.)
   - “Alternative service” where employees spend a short period of time each year working in a different department. This allows employees to learn about other areas at the university they find interesting, as well as break down silos and the “us vs. them” mentality.
   - Provide an option for evaluation of supervisors and administrators.
   - Encourage 15-minute breaks to refresh employees during the workday.
   - Improved training, including a clear road map of trainings an employee should/could take throughout their career path. Note: Staff Council will be working with the Administrative Services Training Process Improvement team to implement this recommendation.

5. Facilities
   - Improve bicycle-friendliness of campus (additional signs, bike lanes where possible).
   - Expand on-site childcare
   - Where/if space is available, identify staff lounge areas. Make simple exercise equipment available (stationary bike, treadmill).
   - Improve the parking process (allow employees to renew a pass, rather than purchase new each year, consider reducing or eliminating Gold Lots as an additional cost).

6. Social
   - “TV Tuesdays,” where a popular program is shown during lunch once a week.
System Governance Office

MEMORANDUM

DATE: August 6, 2014

TO: Michelle Rizk

FROM: LaNora Tolman, Executive Officer, System Governance

RE: Staff Alliance - FY16 Staff Salary Increase Proposal

The following proposal is submitted on behalf of Staff Alliance for FY16 budget planning purposes:

Purpose/Justification

The Staff Alliance Compensation Working Group appreciates the opportunity to provide a proposal for the FY16 staff salary increase. We understand the financial hardship the university has been facing and will continue to face as State revenue declines. At the same time it is important staff compensation reflects the continued increases in the cost of living in Alaska communities and is comparable with unionized staff and faculty increases.

The 2013 CPI (Consumer Price Index) is at 3.1% and projected to increase for 2014. The new rate should be published August 2014. In relation to the increase in CPI, the staff increase for FY15 is 1.1% under the rate of inflation. This occurs at the same time that the elimination of positions due to attrition, hiring delays and in some cases lay-offs is putting increasing pressure and work demands on remaining employees and is making retaining and recruiting staff even more difficult.

University staff is regularly compared to state staff when discussing benefits and compensation increases. For FY15, state staff will receive a 1% ATB increase plus a step increase. The university no longer has an annual step increase, whereas state staff workers receive an annual step increase of 2.5-2.9% up to Step I, while steps J to Z receive a 3.6% step increase. Their compensation increase system has been consistent these past few years despite these tough financial times. Since the loss of an annual step increase in addition to cost of living adjustment, university staff have seen some highs and some lows and the uncertainty that accompanies such unpredictable forecast makes staff increasingly nervous. In addition, the loss of annual movement up steps is leading to salary compression, where new hires are coming in to pay steps equal or above longer-term employees in the same position who have more institutional
knowledge and experience.

Proposals

Considering the increases union-represented faculty and staff will receive for FY16, along with the 2013 CPI, the Compensation Committee would like to offer three proposals for UA staff FY16 compensation increase.

1. Straight ATB (Across the Board) increase: To better compensate for the rising CPI, an increase in the range of 3.25-3.75%, with a 3.25% increase being the minimum.

2. Reinstating grid and step increases: To encourage staff retention and for use as a recruiting tool, the committee proposes a grid increase of 2.0%-3.0% and a step increase of 1.0-2.0%.

3. ATB increase with a non-salary benefit: For FY15, this option was offered. Though staff prefer monetary increases to keep pace with rising costs, we understand the need for alternative solutions. The Compensation Committee proposes an ATB increase of 2.75%-3.25% plus two additional personal holidays for both exempt and nonexempt employees. This will total two personal holidays for exempt and three personal holidays for nonexempt.

Sources


CPI 2013: http://www.bls.gov/cpi/cpi_dr.htm#2014

State Employee Salary Schedules: http://doa.alaska.gov/dof/payroll/sal_sched.html

cc: Patrick Gamble, President, University of Alaska  
Dana Thomas, Vice President, Academic Affairs and Research  
Staff Alliance Members: Monique Musick, Chair; Kathleen McCoy, Vice Chair; Chris Beks; Faye Gallant; Tom Langdon; Dayna Mackey; Gwenna Richardson; and Liz Winfree
Date: August 13, 2014

To: Technology Advisory Board (TAB) Members and Ex-officio Members

From: Brian Rogers, Chancellor

Subject: New TAB Allocation

With the constrained budgets that the university is facing this year I have decided to strategically allocate TAB funds between OIT, the Rasmuson Library and URSA to ensure that these units are able to continue to provide technology support to students despite reductions to their respective budgets. Beginning in FY15 TAB allocations will be distributed as follows:

- 60% to OIT for smart classrooms and equipment supporting students;
- 25% to the Rasmuson Library for computer and technology improvements supporting student access to library materials; and
- 15% to URSA to establish a student-led process for distribution to support instructional equipment.

Due to this change in the allocation process the Technology Advisory Board will no longer receive funding proposals and will be disbanded. I would like to thank each member of the TAB committee for their effort and commitment to the Board and technology issues at UAF. The decision to change the allocation process is not a reflection on this board, but rather on the current fiscal situation at the University and the need to ensure that existing technology services continue to be available.

cc. Karl Kowalski, CITO
    Dr. Barbara Taylor, URSA Director
MEMORANDUM

TO: Brian Rogers, Chancellor

FROM: Nicole Dufour, Executive Secretary, UAF Staff Council

DATE: Aug. 25, 2014

SUBJECT: Staff Council Resolution 2014-252-I Supporting the UAF FY16 Capital Budget Request Titled “Expanding the Early Childhood Program (Bunnell House)”

UAF Staff Council respectfully submits the attached Resolution Supporting the University of Alaska Fairbanks FY16 Capital Budget Request Titled “Expanding the Early Childhood Program (Bunnell House),” and asks that it be placed on record. This resolution was unanimously approved by UAF Staff Council at Meeting #252, on Aug. 20, 2014.

A copy of this resolution is attached. Please contact the UAF Staff Council Office if you have any questions or need additional information.

Attachment

cc: Debby Queen, Chancellor’s Assistant
Kari Burrell, Executive Officer
University of Alaska Fairbanks
Staff Council
Resolution 2014-252-1

The University of Alaska Fairbanks Staff Council unanimously approved the following resolution at Staff Council Meeting #252, on August 20, 2014.

Resolution 2014-252-1: Resolution Supporting the University of Alaska Fairbanks FY16 Capital Budget Request Titled “Expanding the Early Childhood Program (Bunnell House)”

WHEREAS in recognition of the summary finding of feedback received during the recent Staff Council “Better Place to Work” Survey: Expand on-site childcare, now;

THEREFORE BE IT RESOLVED, that UAF Staff Council supports the University of Alaska Fairbanks FY16 capital budget request titled “Expanding the Early Childhood Program (Bunnell House)” for $850 thousand in State Appropriations.

Christian Bekx, UAF Staff Council President

8/25/14
Date