UAF STAFF COUNCIL #253
MINUTES
Tuesday, September 23, 2014
Elvey Bldg., Room 215 - Globe Room

I. CALL TO ORDER AND ROLL CALL

A. Call to Order
   - The meeting was called to order by President Chris Bek at 8:49 a.m.

B. Roll Call
   Present:
   Jeannette Altman
   Jesse Atencio
   Nate Bauer
   Jeff Baxter
   Chris Bek
   Jessica Desrochers
   (phone)
   Jane Groseclose
   Brad Krick
   Tom Langdon
   Jessica MacCallum
   Lawrence Murakami
   Evelyn Pensgard (phone)
   Trish Winners

   Excused:
   Faye Gallant
   Juan Goula (Proxy B. Marrero)
   Richard Machida (Proxy D. Bantz)
   Sherrie Rahlfs
   Jarko Toivannen (Proxy E. Voorhis)
   Lesli Walls

   Absent:
   Toni Abbey
   Celena Brown
   Debbie Coxon
   Kim Eames

   Absent (cont.)
   Jami Warrick
   Janine Smith
   Jan Kristenson

   Proxies in Attendance
   David Bantz (for R. Machida)
   Brandi Marrero (for J. Goula)
   Earl Voorhis (for J. Toivanen)

   Others Present:
   Chancellor Brian Rogers
   Eric Seastedt, UA CHRO
   Brad Lobland, Director - UAF HR
   Celi Hull, ASUAF Vice President
   Debu Misra, Faculty Senate Pres. Elect (phone)
   Nicole Dufour, Staff Council Ex. Scty.
   David Withoff

   - Quorum was met.

C. Approval of Agenda for Staff Council Meeting #253
   - Approved as presented

D. Approval of Minutes of Staff Council Meeting #252
   - Approved as presented

III. STATUS OF PENDING ACTIONS
A. Leave Share Resolution
   - The Leave Share Resolution is still being assessed by the staff organizations at UAA and UAS. UAA is asking for feedback from staff. The status at UAS is unclear.

B. Term Employees
   - Attachment 253-1: Term Funded Internal Applicant Policy – Draft
     - The attached draft UAF policy came back from HR with the current language in draft form. Chancellor Rogers is satisfied with this policy, but he would like feedback before signing it. If there is no feedback, he is ready to sign the policy.
     - This is a major accomplishment for UAF Staff Council. While this has been in practice, according to Chancellor Rogers, this makes this requirement official, in written format.
     - The policy does not contain information on reducing the hiring hold from 90 to 45 days. This is because the hold period is not supposed to be permanent.
     - If you hire from the internal applicant pool, you can hire within 45 days. You do not have to wait the entire 90 days. Chris will determine if this is written in the policy.
   - A Representative noted that they would soon be a 24 year term funded employee. This highlighted the need for clarification regarding the “term funded” category.
   - There is an ad hoc Term Funded Committee. New members are welcome.
   - Staff Council would like clarification about how and when staff will be notified of this policy.
   - Chris will look into answers to the remaining questions and will provide an update at the Oct. Staff Council meeting.

C. Bullying Awareness Training Resolution
   - Chris has been informed that the reply to this resolution is ready. Brad Lobland, UAF HR Director, will address this later in the meeting.

D. Emergency Leave Policy
   - This policy is close to being resolved. Chancellor Rogers will discuss this later.

IV. PUBLIC COMMENT

A. Jessica MacCallum, Training and Employee Development Working Group
   - Jessica is part of a training initiative work group named Training and Employee Development (TED), under Division of Administrative Services and Vice Chancellor Pat Pitney. Their mission is to implement a comprehensive, accessible, and innovative training program empowering UAF employees to pursue career development or career change that is accomplished by partnering with experts and providing a clear and relevant program.
   - Over the next few weeks you will see emails from Vice Chancellor Pat Pitney regarding this training. They are in the information gathering stage. They are compiling information on the types of training currently offered. The second request will go out to everyone. This request will seek information about existing training gaps and specific training needs.


V. OFFICER REPORTS
A. Chris Bekis, President
- All staff should have completed Title IX training. The Office of Civil Rights will be visiting UAF in Oct., regarding Title IX. There will be focus groups. If there is a staff focus groups, they will be looking to us to help organize these groups. Chris does not have a lot of details regarding this, at this time. Chancellor Rogers may address this issue later in the meeting.
- There should be a weather email reminder distributed soon reminding people of our current policy for weather and emergency closures.

TAB Question – Follow Up
- During the last meeting someone asked who makes sure that funds previously distributed by the Technology Advisory Board (TAB), are distributed appropriately, since TAB was disbanded recently. OIT, Rasmuson Library, and the Bursar’s Office all received part of the funding formerly distributed by TAB. These three groups will submit an annual report indicating how the funds were used. These reports will be made public.

Annual Leave Cash In
- Beginning next year, Annual Leave cash in, will likely be limited to grades 79 and lower.

Staff Compensation FY16
- An information email was received recently, stating that President Gamble would be recommending a 3.1% compensation increase to the UA Board of Regents (BOR). This was on the regents agenda last week, as part of the President’s recommendation for FY16. There are many steps remaining before we know the final outcome of this recommendation.

Code of Conduct and UA Core Values
- Attachments 253-2: Staff Alliance’s Proposed ‘UA Core Values’ - Draft
- Attachment 253-3: UAF Core Values
- Monique Musick, Staff Alliance Chair, composed the draft ‘UA Core Values’ that is attached to today’s agenda. This is a draft idea that is coming out of Staff Alliance. This is an idea and is being distributed for discussion. At this stage, we can rewrite them.
- Chancellor Rogers has requested that we look at the UAF Core Values to ensure that the two sets of values line up. We also need to make this aligns with ‘Shaping Alaska’s Future.’
- OIT has created a similar system called ‘OIT Cultural Beliefs.’ This has been very successful for OIT. These beliefs are tied to specific achievements. If you are interested in finding out more about OIT’s system, contact Chris directly.
- Email any suggestions that you may have regarding the proposed ‘UA Core Values’ to either one of the officers or the Staff Council Office.

B. Faye Gallant, Vice President
- Vice President Faye Gallant was in training and unable to attend today’s meeting.

VI. STAFF ACHIEVEMENTS AND HIGHLIGHTS
- A form was setup to collect Staff Achievements and Highlights, but no submissions were received for this meeting. This is designed to highlight accomplishments that staff have made, this is not limited to accomplishments at work.
VII. CHANCELLOR’S REMARKS

(Chancellor’s Remarks were presented following Guest Speaker Erik Seastedt, CHRO, due to a scheduling conflict.)

Title IX issues

- UA is one of approximately 80 universities around the country that the U.S. Department of Civil Right is reviewing. We received word that our submission, from the three universities, which described everything that we have done over the past few years, was exemplary. Thank you to all of the staff involved in working on this report.
- They have setup mandatory Title IX training. As of Sept. 12, 89% of regular staff have completed the training. This is remarkable for such a short time frame.
- For mandatory safety training, we went from 83 to 85% in the last month, in terms of people who have completed all of their safety training. This helps us ensure that we have a safe workplace. It is not just because it saves us money when people do not get hurt, it makes it a better workplace overall.

UA Budget

- The BOR looked at the budget, they are not happy with the budget. They believe that there is still fat to trim from the budget. Some board members think that we need to cut programs. Chancellor Rogers is not sure what programs these are, because when he looks at our programs he sees people who are benefitting from each program. When he looks at our research, we are doing exciting stuff. He wants to be doing more. We want to be doing more than we currently are for students. Chancellor Rogers does not know where the BOR’s sentiment is coming from. Clearly there are concerns about the level of state revenues.
- It is hard to name one strong state economy in the U.S. that does not have a strong research university.
- For the BOR, the primary issue for capital spending is completion of the engineering building, which aligns with Governor Parnell’s priority of first addressing unfinished items.
- We also have several research projects in the budget that are designed to help us support the state’s economy.
- The BOR had some discussion of some of the additional projects that they would like to see moved into the newer term. They would like to see the establishment of CTCs Fire and Emergency Training Center, combined with a new fire hall, here on main campus. They would also like to see a culinary arts facility expansion in Anchorage.
- The board turned down our request for a tuition increase. The administration had proposed a 4% tuition increase, which would have brought in around four million dollars systemwide. This was really to address the fact that we have do not have a new revenue sources for half of our pay raises. In recent years, the state government has been funding only 50% of pay increases. We are on our own for the other 50%. Turning down the tuition increase results in us not being able to pay for about 15 – 20 positions. Whether these will be jobs cut from vacancies or if this will mean layoffs is unknown at this time. We really will not know until we see the rest of the budget.
- The picture is not pretty. If we receive the same amount of money for FY16 that we received from the state this year, we would have to cover half the cost of pay raises, at around three million dollars. We would also have to cover any other inflationary costs in our fixed costs. If we don’t have the money from a tuition increase, which the regents turned down, to support a portion of this, then the only place we can go is reducing staffing. Chancellor Rogers is concerned about this, as we are likely looking at a 7 or 8 or 9 million dollar shortfall. If we do not have the money to cover staff increases, then we will have to work with fewer staff.
- The BOR did approve the sale of a parcel of land across Geist Rd., in what is known as Bunnell Park. About 6 or 7 years ago the owner half donated and half sold the land to UA. The idea was the donation value was to support UA expansion. The portion that was paid by the land-grant trust fund will be paid back as the land develops. A portion of it sold, about half the revenue will go to reimburse the land-grant trust fund. The other half has been set aside for potential use for facility acquisition, for potential expansion of the UAF Bunnell House, which is the childcare center on campus. We have not, yet, found the right facility, but this helps pay for it when we find the right location.

**Tobacco Free or Smoke Free Campus**
- The BOR had scheduled action on a policy for the Dec. meeting. The only real descent against a policy to go tobacco free at the Dec. meeting, was that some would like to do this at the Nov. meeting.
- Chancellor Rogers has asked Staff Council for its position on this issue. He has held back providing a position to President Gamble until he hears from this year’s Staff Council and this year’s Faculty Senate.
- Chancellor Rogers thinks that the new policy will be approved. It is just a matter of what the policy will say. The real question now is whether it is tobacco-free or smoke-fee, and whether there are any areas that smoking is allowed. The board will address this at their Dec. Meeting. Whether this includes smokeless tobacco and electronic cigarettes, is unclear. In large part the board seems to be decided. Chancellor Rogers has tried to be sensitive to the split vote seen in UAF Staff Council’s last survey, but it does not appear as though this will matter.
- Convocation will be held at 1 p.m. on Friday, in David Concert Hall.

**The floor was opened for questions**
- They have been looking at a weather policy, which Chancellor Rogers expects to come from the Summit Team in the next few months. They are looking at expanding the number of hours of sick leave that accrue each pay period to increase the total by two days a year. This would also expand the use of sick leave to include a declared weather emergency at the campus level. Two days is the average that is being used among our campuses. They are still working on some of the other implications. The final policy is not ready for review yet. They hope to have something in place before any bad weather events occur this year.
- The BOR meets to discuss the budget in Nov., here in Fairbanks. A lot will depend up on the makeup of the state government.
- Chancellor Rogers hopes that everyone will take the opportunity to vote and talk with your legislators and perspective legislators about the importance of UAF.
VIII. Brad Lobland, Director of UAF Human Resources  
(Brad Lobland’s presentation took place immediately following ‘Staff Achievements and Highlights.’)

- **Handout 253-I: Bullying Awareness Training**

  *Bullying Awareness Training*

  - Workplace Bullying Awareness Training is available. There are three options for training:
    1. Online statewide video put together by Anne Sakamoto
    2. In-person training during one of four, already scheduled, sessions this winter.
    3. Specialized training for your department, upon request.

  - There are four scheduled trainings this winter. The first is today at 1 p.m. No participants have signed up for today’s training.

  - They do need to get the message about training out to staff. A memo is being drafted today. Brad will have the memo in front of the chancellor, for his approval, then they will distribute it to staff to inform them of the available training and how they can take part in training.

  - Groups interested in having specialized training can contact Brad Lobland directly.

  - Risk Management tracks training, not HR. Risk Management is also responsible for the ‘Protection of Minors Training.’

  - Workplace Bullying Awareness will be required of supervisors and managers; Brad will look into the deadline for supervisors to take the training.

  - Staff noted that it is sometimes difficult to prove that you have taken training.

  - If someone feels that that are being bullied, see your supervisor first. If your supervisor is the problem, then contact HR directly. If your supervisor does not address it, or does not know how to address it, contact HR.

  - Vice Chancellor Pat Pitney is working to get all trainings on one website. Right now we have several websites, which is confusing. VC Pitney has put together a taskforce that is pulling together all trainings so that you can see on one page what training requirements exist.

  - Once all trainings are in one location, they will determine how to track trainings. Ideally there will be one training tracking system for the entire UA system. Trainings need to be reviewed to determine if they are value added, if they serve a purpose, or if they need to be changed.

  *Term Funded Policy*

  - Brad believes that the Office of Management and Budget (OMB), including Faye Gallant and Julie Queen, were working to pull together data on the number of term funded staff.

  - The new draft ‘Term Funded Applicant Policy’ has not been signed. However they are already working with term funded staff who have not been renewed.

  - Brad will speak to Staff Council at the Oct. meeting to provide an update on the policy and answer any questions regarding the number of term funded employees.

IX. **GUEST SPEAKER**

A. **Erik Seastedt, UA Chief Human Resources Officer (CHRO)**

  - CHRO Seastedt was present to discuss the recently created furlough policy.
- The intent is not to have to use furloughs. It is not the intent for furloughs that resemble those imposed by the federal government.
- This started out as a discussion in light of continued increases in costs and issues with declining funding. We need to look at the tools that we have to address these issues.
- Unfortunately, the biggest percentage of our budget is people. We need to figure out how we continue to pay our bills while not hurting our employees. Up to this time, in board policy there has been nothing short of layoffs. The use of furloughs is a more surgical approach to reducing costs. It shares the pain with all people as opposed to eliminating the jobs of some.
- The policy, as written is scary because it is vague and nebulous. Where the fear reduction comes in, is the writing of the regulations that go with the policy.
- The president has established a taskforce to put together the regulations that determine how the policy will be implemented. The taskforce will have staff representatives from each of the universities. Their first meeting is this Thurs. afternoon.
- A furlough is a pay reduction, it is a way to save money. Typically, furloughs cut people’s pay by a little bit. The amount depends upon the amount of money that we need to make up.
- CHRO Seastedt has been through this process before when he was in New York. He understands the process and realizes that a furlough can mean different things. The idea is to minimize the impact, to ensure that everyone gets a paycheck at the end of two weeks, to ensure that everyone maintains their health benefits.
- A furlough would impact your retirement contribution since it is a reduction in pay. The details still need to be worked out.
- How does a furlough affect unionized groups? These are discussions still to be had with the unions. With 6070, it looks like they can reduce hours. However, they would rather furlough people as opposed to having layoffs.
- A furlough could impact the whole university or a unit within the university.
- Anything voluntary and innovative that we can do will help. Layoffs are a last resort, furloughs are a next to last resort.
- A reduction in pay comes with a reduction in effort. If they ask you to cut your pay by 5%, then they ask you to make your workload 5% less.
- We have already trimmed all available fat from our budgets. We are now experiencing reductions in services. We have reached a point that we are unable to continue doing more with less money.
- There will be an email distributed tomorrow regarding changes to the Annual Leave Cash In Program.

X. BREAK

XI. GOVERNANCE REPORTS

A. Debu Misra, President Elect – Faculty Senate
- Debu attended the meeting by phone. There is not much to report, except he would like to get input from Staff Council regarding the common calendar. We are going towards a common calendar. Faculty Alliance has put forth a motion to create a committee to work on
the calendar. There are a lot of challenges with coming up with a common calendar, since we have different cultures at the three universities. People are also overworked and are voicing concerns about what this calendar might look like. This is where staff come in, in that we need some critical thinking in how we will address this. Staff brings value to the university. If you have any input, please send it to Debu.
- A motion and second were made to create an ad-hoc committee to address the common calendar issue. The motion was unanimously approved, creating the Common Calendar Ad Hoc Committee. Jane Groseclose volunteered to chair the ad hoc committee.

B. Celie Hull, Vice President – ASUAF
- Celie Hull, ASUAF VP was present. ASUAF recently filled all of their senate seats, they have made filled their RISE Board and Food for Thought Committee. It is an exciting, since these appointments usually are not taken care of this early in the semester.
- They hope to bring even more awareness to Title IX after Starvation Gulch. They want to eventually hold a Title IX event to help bring awareness to the resources that are available.
- ASUAF will be addressing the Master Planning Committee to attempt to get space for a remembrance garden for students who have committed suicide.
- They will be forming a club council to address all funding requests. They have about half of the club council seated. By Sat. they will have the full club council formed and all of their funding allotments figured out by Oct.
- ASUAF is not currently involved in the common calendar. They will be looking into becoming involved with this issue.

XII. UNFINISHED BUSINESS (none)

XIII. NEW BUSINESS
A. Fall 2014 Odd Numbered Unit and Odd Numbered At-Large Representative Election
- Election Dates:
  - Nominations Open Oct. 6
  - Nominations Close Oct. 24
  - Voting Opens Nov. 3
  - Voting Closes Dec. 3

B. Smoke-Free Campus
- This was addressed in the Staff Affairs report later in the meeting.

C. University of Alaska Core Values
- Attachment 253-2: UA Staff Alliance Proposed University of Alaska Core Values - Draft
- Attachment 253-3: UAF Core Values
- Discussed earlier in meeting under agenda item V.A., as part of the President’s Report.

D. Convocation - Friday, Sept. 26, 1 p.m., Davis Concert Hall
- Also available on the web via LiveStream.
  - Link to webcast available at: www.uaf.edu/chancellor

COMMITTEE REPORTS

XIII. INTERNAL COMMITTEE REPORTS

A. Elections – Richard Machida, Chair
   - Attachment 253-8: Sept. Committee Report
   - Richard and the committee have spent a lot of time updating the software. We only have about half of our seats currently filled. You are encouraged to try to help us fill these seats.

B. Membership and Rules - Trish Winners, Chair
   - Has not met

C. Rural Affairs – Jeannette Altman, Chair
   - Attachment 253-4: Sept. Committee Report

D. Staff Affairs – Jeff Baxter, Chair
   - Attachment 253-10: Sept. Committee Report

E. University Advocacy – Nate Bauer, Chair
   - Attachment 253-9: Sept. Committee Report
   - There is now an online form for people to submit feedback regarding staff achievements and highlights.
   - The committee is working a possible day of volunteer leave for staff to encourage staff to volunteer in the community. More information will be forthcoming.

XIV. EXTERNAL STATEWIDE COMMITTEE REPORTS

A. Staff Alliance- Staff Health Care Committee – Debbie Coxon, Lesli Walls, Chris Beks (Alt), David Bantz (Alt)

B. Staff Alliance Compensation Working Group – Faye Gallant, Chair; Brad Krick, Janine Smith
   - President Gamble has recommended to the Board of Regents a 3.1% across the board increase to all staff salaries.

XV. 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. Food for Thought Committee - Tom Langdon

E. Master Planning Committee (MPC) – Richard Machida; Brad Krick, Alt
   - Attachment 253-5: Committee Report

F. Meritorious Service Award Committee – Faye Gallant - On Hiatus until April 2015

G. Parking Advisory Committee (PAC) – Tom Langdon

H. People’s Endowment Committee
   - Has not met
   - Representative Needed
     ▪ Committee meets twice each semester, or four times during the academic year.
     ▪ Meetings are average around two hours
   - Jessica MacCallum volunteered and was appointed to serve as the Staff Council representative to this committee.

I. Research Program Review Task Force – Richard Machida & Marie Thoms
   - Attachment 253-6: Sept. Committee Report

J. RISE Board – Ian Olson

K. Smoke-Free / Tobacco-Free Campus Committee – Jessica Desrochers, Brad Krick, Alt
   - Has not met

L. Staff Appreciation Day Planning Group – Ashley Munro & Maria Russell
   - Has not met

M. Sustainability Master Planning Committee, Richard Machida
   - Attachment 253-7: Sept. Committee Report

XVI. AD HOC COMMITTEE REPORTS

A. Term Funded Ad Hoc Committee
   - Attachment 253-11: Sept. Committee Report
   - New members are welcome. They are looking for feedback.

XVII. ROUND TABLE DISCUSSION

XVIII. ADJOURN
   - The meeting was adjourned by President Chris Bek at 11:18 a.m.
Term Funded Internal Applicant Policy

POLICY STATEMENT
This policy establishes standards, considerations and approval processes for regular, term employees (staff and faculty) to be considered as an internal applicant when an employee’s contract is not renewed or ended prior to the end of the current contract period.

BACKGROUND & JUSTIFICATION
Term-funded employment is for a specific period or project identified within the contract letter and subject to the terms of that contract. Employment of these positions may not be renewed at the end of the contract period or prior to the end of the specified period as a result of inadequate funding or expiration of the grant, pursuant to University Regulation 04.05.020.C(1)(a) and 04.09.040.B.

Retaining employees within the university is an element of “putting people first” and not only serves to motivate and reward employees for exemplary work, but also allows the university to retain talent and reduce the impacts of turnover.

DEFINITIONS
Term Funded Employment- Employment with a specified employment period or project identified in and subject to the terms of the appointment letter.

Eligible Employees - All exempt and non-exempt term funded faculty and staff employees.

Non-renewal- When an employee’s contract is not renewed or ended prior to the end date of the current contract period.

Internal Applicant Pool- Offers a chance of rehire to employees in a non-renewed status, prior to a posting being advertised as a competitive recruitment for up to 12 months after the non-renewal notification, however does not guarantee rehire. If an employee is rehired at the university prior to the end of the 12 month period, the employee will no longer be held in the pool for future consideration, unless a future non-renewal event occurs.

EXCEPTIONS:
Represented employees are subject to terms of the current collective bargaining agreement.

REFERENCES:
University Board of Regents Policy 04.05.020 and 04.09.040.
RESPONSIBILITIES:

Non-renewed Employee:
- Must work with UAF HR Consultant to upload appropriate application materials to the Internal Applicant Pool. Application to the pool must be completed within 30 calendar days of the non-renewal date. Consideration is not automatically applied on the employee’s behalf.

Supervisor:
- Must ensure that the unit leadership and UAF HR Consultant are notified, in writing, of the non-renewal.
- Will initiate the meeting with the UAF HR Consultant and employee to deliver notification.

UAF HR Consultant:
- Assist the supervisor with the appropriate notification period and process.
- Complete and provide the supervisor with the appropriate employee notification memo.
- Notify the non-renewed employee of the Internal Applicant Pool and assistance with the application process.
- Notify hiring authorities of internal applicants in the pool for consideration, prior to a benefited recruitment being posted for competitive recruitment.
- Assist hiring authorities throughout the process of considering internal applicants.
- Assure that employees are considered for no more than 12 months after date of non-renewal or rehire at the university.

Perspective Hiring Authorities and/or Units:
- Review the internal applicants prior to a position being posted for competitive recruitment; however are not required to hire the internal applicant(s).
- Due diligence and a good faith effort when reviewing resumes, interviewing, testing, reviewing employee personnel files and checking references.

APPROVED:

_________________________________ Date: ____________________
Brian Rogers, Chancellor
University of Alaska Fairbanks
The University of Alaska is committed to maintaining the highest ethical standards and to upholding the public’s confidence in the university. We recognize that our behavior affects not only our own individual reputation, but also that of the University of Alaska. It is essential to promote an environment that allows everyone who is a part of the university community to do their best work, be respected and have as positive an experience as possible. These expectations are in alignment with the university's goal to continually improve, maintain its status as a world-class research university and to be an employer of choice in Alaska. Accordingly, these University of Alaska Core Values form the ethical principles that guide members of the university community in all decisions and activities. These principles are:

**Integrity:** Individually and as a community we act and communicate truthfully and responsibly. We avoid activities and actions that perpetuate personal conflicts, self-dealing or portray the appearance of impropriety. We accept accountability for our conduct while fostering the responsible actions of others.

**Respect:** We cultivate a multicultural climate where we treat each other with fairness and dignity even in the face of disagreement. We are accepting and tolerant of differences on campus communities that are supportive, safe and welcoming of diverse ideas, beliefs and cultures.

**Service:** We contribute to the advancement of the state by providing excellent service to and collaboration with students, alumni, business and industry partners, donors, government bodies, accrediting agencies and the communities and stakeholders the university serves.

**Innovation:** We strive to produce the highest quality outcomes in all endeavors as we seek knowledge, discovery, creative achievement and continuing intellectual development.
Strategic Plan

CORE VALUES

As the nation’s arctic university, UAF is defined by its location in the circumpolar North, Alaska’s diverse cultures, rich history, unique geography and environment. The students, faculty, staff and alumni, in honoring the public trust, commit themselves to the pursuit of excellence and work of the highest possible quality. We hold the following values to be the cornerstone of our identity as an academic community:

- Student success
- Vitality and creativity of new discoveries and scholarship
- Access to comprehensive higher education and lifelong learning
- Sharing assets and resources with Alaska communities through active engagement
- Independence of thought and action in the pursuit of knowledge
- Diversity of our students and employees
- Accountable for and efficient use of university resources
- Promoting sustainable living in the North

21 June 2012, Thursday 11:57

The University of Alaska Fairbanks is an affirmative action/equal opportunity employer and educational institution and is a part of the University of Alaska system.

UAF photos by Todd Paris unless otherwise noted.
For questions or comments regarding this website, contact uafweb@alaska.edu.

The site is Mobile Web Ready
Staff Council Rural Affairs
September Meeting Report

Attended:
Jeannette Altman (Chair), Adam Kane, Jan Kristenson, Evelyn Pensgard, Sherrie Rahlfs, Nicole Dufour

Rural Affairs is seeking a new chair to assume the post in January 2015.

The committee is crafting a welcome letter to Evon Peter, the new Vice Chancellor of CRCD, to let him know that our committee exists and what our purpose is, as well as our concerns.

The committee has decided against pursuing action to request the addition of an ombudsman position, as the current fiscal climate does not seem to support it. A new hotline has also been adopted and it is hoped that it will fulfill some of the needs that an ombudsman might meet.

Next Meeting:
October 14, 2014 10:00 am
In Fairbanks: Kayak Room
Online in Google Hangout (see calendar invite)
Dial in at 1-800-893-8850, PIN: 8244236
Brad Krick attended the August 28 meeting for Richard Machida. The September 11 meeting was cancelled. The next scheduled meeting is on September 25.

Agenda information and some attachments are available online here:


**UAF-CTC Fire and Emergency Services Training and Education Facility**

Cameron Wohlford presented on a plan to build a “UAF-CTC Fire and Emergency Services Training and Education Facility”. Funding has been received for a concept plan and a planning design is out for review.

The 67,000 sq. ft. building would serve as a fire station, police station, and CTC Fire and EMS training center. It would also include infrastructure to serve as an emergency operations center. They’re currently looking at a location on Tanana Loop across from the Lola Tilly building (see attached).

This would displace some parking in the Nenana lot. To account for the missing spaces, Cameron suggested that either the Nenana lot could be extended (which could be funded by this project) or a proposed three story garage is built near Bunnell (which would have to be a separate capital project).

Estimated cost is 30 million, with a capital request and construction estimated to happen in FY16/FY17

**Facilities Services Greenhouse**

Bear plans to move the greenhouse as soon as possible to a location at U Park. The location apparently preferred by all would not impact parking, would receive sunlight, and would be close enough to run utilities. The building will be operated by RISE with assistance from FS.

**Troth Yeddha Sign**

There is now a sign at the park’s location.

**709 Colville House**

The house has been or will be soon demolished.

**Campus Wide Core Access Plan**

The committee received a presentation on a plan developed by Corvus Design to improve/update the campus core region. For example proposed improvements to Salcha Street
include a roundabout at the old shuttle drop-off location near Signer’s Hall. There are suggested changes to the Wood Center’s north entrance and to Yukon Drive, adding a third lane on the road for bus traffic and some changes to stairs and pathways.

Some pages of the print out appear to be online here:

http://www.corvus-design.com/project/planning/uaf-campus-wide-core-plan/

The Chancellor’s Cabinet has seen the plan and given feedback.
Whitaker Hall Replacement
Fire Station
590 University Ave, Suite 200
University of Alaska Fairbanks
CONCEPT DESIGN SUBMITTAL
Research Program Review Committee
Sept. 2014 Committee Report
Submitted by: Richard Machida

The final report being presented to the Chancellor by the Office of the VCR has been completed by the working group. The working group met on Wednesday, September 16, 2014, to finalize some open issues for upcoming reviews. We were told that the existing group will be participating in the second review possibly with the addition of several more reviewers to lessen the workload. Two subcommittees were formed to identify what additional data would have been useful and revising the instructions to the units.

The second review will start mid January to be completed early February.
UAF Sustainability Master Planning Committee

Submitted by: Richard Machida

Our last meeting was held on September 16, 2014. The draft of the SMP document was reviewed and is being sent back to the Brendle for some final edits. UAF Marketing and Communications are also making minor changes to the language.

The draft will be available along with an opportunity for UAF community feedback before the plan is finalized. The timeline for the draft being available is by the end of September.
Elections Committee @ Thu Aug 28, 2014 9am - 10am
Invited:
Richard Machida - organizer
Nate Bauer
Lawrence Murakami
Jeannette Altman
Christian Bek - optional
Faye Gallant - optional
Nicole Dufour - optional

Attended via conference call: Nicole Dufour
Attended in Butrovich 106a Conf Rm: Richard Machida, Jeannette Altman, Nate Bauer, Lawrence Murakami

- Richard provided a hand-out with 4 pages: ldapsearch, current nomination login pages (2 sided)
- Discussed VM for Staff Council
  - Richard reported that the system is mostly ready for the process
  - Jeannette reported that she had applied 700 RH updates to the system to get it up to date
- Richard reported that he had been brainstorming with Walker on some changes to the system
  - An edir service account for the election system was requested and approved so the UA ID and other information not available to a regular user can be queried / returned
  - Richard reported that Shiboleth SP is working on the Staff Council VM (originally installed by Walker Wheeler)
  - Richard discussed daily update to local database allowing JavaScript auto-complete for name of person to be nominated.
  - Alternative was to perform real-time validation at the time of nomination
  - Local database and JavaScript option would also allow name of person to be nominated to be selected from a list.
  - It was agreed that a local database updated daily would be a good approach.
- Some discussion on the accuracy of the edir information
  - It is believed that basic information is pretty good but there was questions on whether TKL, supervisor and some other related information is up to date or even exists
  - Nicole stated she sees chronic problems with edir listserver email lists for Staff Council
- The data used in prior elections was based on data as of spring HR freeze provided by Ian Olsen from PAIR
  - This is used to count # of people / unit to determine # of representatives / unit
- *** Must go through Statewide VPN to access the Staff Council server via
ssh

- Discussion on problems with VPN access - breaks ability to access local LAN, mounts etc
- VPN is problematic and not well supported on Linux machines
- Richard reported that only the IPv4 address space gets affected and IPv6 access may still work

- We might have to change the bi-laws to elect 5 At-Large representatives this year.
  - It was agreed that filling At-Large positions 1, 3, 5 this year (odd) would be filled during this election without a change to the bylaws.
  - With the process in place we can do 2, 4 next year and be ready for future elections.
  - According to the bylaws, At-Large representatives must be elected and can't be appointed when unfilled like Unit representatives.

- We set the following dates:
  - Monday October 6, 2014 - Nominations open for Odd Units and Odd At-Large seats
  - Friday October 24, 2014 - Nominations close
  - Monday November 3, 2014 - Elections Open
  - Tuesday December 2, 2014 - Elections Close

  - This allows a week between Nominations closing and Elections opening to confirm all have accepted and have supervisor approval.

- A single Docusign form could be used for supervisor approval of Unit and At-Large
University Advocacy Committee (UAC)
September 2014 Committee Report

Nate Bauer, Chair

UAC last met Wednesday, September 10, 2014, Rasmuson Library 502

Topics of discussion:

Staff Mentoring

Staff Council VP Faye Gallant briefed the committee regarding ongoing staff training efforts led by UAF Vice Chancellor for Administrative Services Pat Pitney. Though UAC had prior questions about the possibility of designing and integrating formal staff mentoring components for inclusion in any new staff training programs, it became clear from Faye’s reports that it would likely be inconsistent and/or unwieldy to attempt to fuse the two.

As a result, UAC will move forward in outlining and proposing parallel and separate staff mentoring initiatives. Committee members will independently research and evaluate staff mentoring programs for use as models for UAF. Members will report back on findings and recommendations at the next UAC meeting on Oct. 8.

Chancellor’s Staff Forum

UAC has requested S/C officers inquire with Chancellor Rogers about restoring periodical town hall meetings devoted to staff concerns, and Chris and Faye have agreed that the renewal of these forums, or something like them, is worth the time. They also recommend a prospective list or agenda of conversation topics/questions for the Chancellor to review in advance, in the event such forums take place. UAC has agreed to take charge in assembling such a list.

Staff Recognition

Following its discussion during last S/C meeting by the Chancellor and members, UAC is interested in piloting efforts to more regularly recognize and commend special (on and off campus) achievements by staff throughout UAF. A few options for how to organize these efforts were discussed, before agreeing to solicit suggestions via open Google form, review by UAC designees, and publication on the S/C blog. We may also seek inclusion of highlights in the UAF Cornerstone newsletters and other campus publications. Thanks to Nicole for setting up the nomination form (available here).

Staff Volunteer Leave

Discussion was held regarding a new proposal to establish a set time period during the year when staff would be encouraged and motivated to commit time to the Fairbanks community’s many volunteer organizations. Aside from UAC and S/C’s own efforts to promote this activity, UAC is moving forward with a proposal for “volunteer leave matching,” under which staff and the university could each provide a half day of annual leave for use during UAF Volunteer Week. UAC is currently seeking feedback from S/C and UAF administrative departments regarding prospective time periods for such designation.

Caroline Sampson Memorial Scholarship, 2014

At the suggestion of S/C officers, committee broached discussion of the 2014 Caroline Sampson Memorial Scholarship (CSMS), as S/C (and UAC, specifically) is responsible for evaluation and selection of scholarship candidates. It was confirmed that candidates are selected from among general UA Foundation scholarship applicants according to CSMS guidelines, which UAC is in the process of reviewing, with the objective of limiting the initial field of candidates from which to select.

Staff Travel Fund

UAC also discussed the promotion of the use of existing travel staff travel funds; it was generally agreed that requirements for these funds use is quite restrictive and discourages staff from seeking their use. As chair, Nate will review these restrictions and attempt to address them before the next UAC meeting (10/8).
Report from the Staff Affairs Committee  
for the  
September 23, 2014 Staff Council Meeting

The Staff Affairs Committee met at 10am on September 3 in Murie 330.

There was only one item of discussion which focused on the Chancellor’s request for updated information on the Smoke Free Campus issue.

Comments from the previous survey (about 18 months ago) were made available. Jarkko Toivanen and Jeff Baxter agreed to review the comments to extract 3-4 comments on each side of the issue to be used in formulating a new survey.

The following are the comments Jarkko and Jeff recommend be used in a future survey:

Against the ban:

- Smoking and tobacco use is not against the law. Smokers already have to comply with rules when they're on campus by smoking in designated outdoor spaces. It seems en vogue nowadays to attack smokers and smoking. The reality is, if you don't like it, don't do it. Everyone has the right to make their own decisions. Creating a smoke-free or tobacco-free campus is over-the-top.

- I am not a smoker but I don't think it's right to take away a person's right to their vices. I also think that you couldn't really enforce this and if you tried it would be a waste of time/energy. I do appreciate the signs letting people know they have to remain a certain distance from building entrances, though there's no way to enforce this either (which is why I think there's no way you could enforce people to not smoke).

- Enforcement of current restrictions should be made a priority. Adding more rules which may not be enforced (as is the case with current restrictions) does not make sense. The impacts on populations with higher use of tobacco products needs to be taken into consideration in a realistic and non-discriminatory manner.

For the ban:

- This would make UAF a much nicer place to be (no cigarette butts on the ground, no smoke clouds outside building entrances). Moreover, it would help a lot of faculty and staff who smoke take steps toward quitting, and ultimately reduce health care costs.

- I think doing so will assist in promoting healthy lifestyles in students, staff, faculty, etc.

- Since the University is promoting good health and prevention, I feel it is essential to have a smoke and tobacco free campus.

The committee recommends a new survey be published that basically asks participants whether they are for or against a Smoke Free Campus (leaving no space for comments).

Respectfully submitted,  
Jeff Baxter, Chair
Staff Council Term Funded Ad Hoc Committee  
Submitted by Lawrence Murakami, Chair

The UAF Staff Council Term-Funded Ad Hoc Committee met Friday, 9/19/2014 at 10:00 by conference call for one hour.

In attendance were Lawrence A. Murakami - Chair, David Withoff and Nicole Dufour.

There was not that we have still not received figures for how many term funded employees there are at the University of Alaska. Lawrence will resent that request for information.

The resolution proposed by David Withoff was discussed and it was moved by David Withoff and seconded by Lawrence A. Murakami to bring this resolution to the Staff Council for consideration and direction for further actions.

It was discussed that this is an issue that affects all MAUs. There are 4 or 5 Staff Councils who have representation on Staff Alliance. This resolution could be forwarded to the other Staff Councils or sent back to the UAF Staff Council Term-Funded Ad Hoc Committee for further work.

The group did discuss possible areas of further consideration for inclusion:

- Guidelines on hiring another for same or equivalent work.
- Spelling out when an appointment to a new term is appropriate or conversion to regular employment is appropriate.

David stated an alternate approach would be to subject non renewal of term contracts to the same grievance procedure that regular employees get when laid-off.

The group questioned whether Policies or Regulations guide term funded vs regular employment.

The following is the resolution after three amendments passed with no objection. There was still discussion ongoing on the final paragraph of the resolution when our hour for the meeting was up.
Other Basic Training

Driver Training

PowerPoint

QUIZ

UAF Driver Training Handout - One page information sheet with important phone numbers, accident notification procedures, and information on how to fill out an accident report. Print this page as a quick reference. This is also a good reference page to place in all the vehicles leased/owned by your department.

Bullying Awareness Training

Training Documents and Certifying Statement
Training: Workplace Bullying

Workplace Bullying video presentation (75 minutes):

Presented by Ann Sakumoto

https://www.youtube.com/watch?v=Qa0Jb0F734s

UA Statewide Workplace Bullying powerpoint presentation:


In-Person Workplace Bullying Training Sessions

Instructor: Brad Lobland

Location: Wood Center C/D

Time: 1:30 - 2:30 PM

Dates:

- Tuesday, September 23, 2014
- Tuesday, October 7, 2014
- Tuesday, March 17, 2015
- Tuesday, April 14, 2015

**Session Limit, 30 people.**

Please go to the UAF HR Training Calendar to register for any of the trainings. Once submitted, the session you’ve registered for will automatically be added to your own Google calendar.

If you have been "wait listed“ for a particular session and not added as an attendee for that session, you will have to re-register for a later session. We do no automatically move the "wait listed" people to the next session.

If you would like to arrange an in-person training session for your whole department, please contact Human Resources at 474-7700.