MINUTES
UAF STAFF COUNCIL #254
Wednesday, October 22, 2014
8:45 – 11:00 AM
Wood Center – Carol Brown Ballroom

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 Beks at 8:53 a.m.

B. Roll Call

Present:
Jeanette Altman
Jesse Atencio
Jeff Baxter
Nate Bauer
Chris Beks
Jessica Desrochers, phone
Kim Eames, phone
Faye Gallant
Juan Goula
Jane Groseclose
Brad Krick
Jan Kristenson, phone
Jessica MacCallum
Richard Machida
Lawrence Murakami, phone
Susan Sanborn
Janine Smith

Present (cont.)
Lesli Walls, phone
Jami Warrick, phone

Proxies:
Dean Ojala, phone, proxy for T. Winners
Earl Voorhis, proxy for J. Toivanen

Excused:
Celena Brown
Evelyn Pensgard
Sherrie Rahlf
Jarkko Toivanen, proxy E. Voorhis
Trish Winners, proxy D. Ojala,

Absent:
Toni Abbey
Tom Langdon

- Quorum was met.

C. Approval of Agenda for Staff Council Meeting #254
   - The agenda was approved as amended.

D. Approval of Minutes of Staff Council Meeting #253
- The minutes were approved as presented.

II. STATUS OF PENDING ACTIONS

A. Leave Share Resolution
- UAS passed a ‘Leave Share’ resolution similar to UAF Staff Council resolution. UAA has yet to meet, but it is likely that they too will pass a similar resolution. Staff Alliance hopes to have a resolution that can be forwarded to Statewide by next month.

B. Term Employees
- Brad Lobland, Director of UAF HR will speak about this later in the meeting.
- The 45-day wait period, as opposed to the 90-day wait period, is prominently displayed on the website. This is not in the policy since, in good budget times, there would not be a waiting period. The memo from Chancellor Rogers to supervisors and managers also included information on the 45-day wait period for hiring off the wait list.
- We will send out the draft policy for everyone to review again. Please submit any feedback that you might have on this draft policy. We would like to pass a resolution in support of this policy at the Nov. Staff Council meeting.

B. Bullying Awareness Training Resolution
- The policy was signed by Chancellor Rogers yesterday. The memo is pending. The memo will be distributed once it is received.

D. Emergency Leave Policy –
- The Emergency Leave Policy is on the Summit Team’s agenda for next Tues. We expect to get some information on this policy after this meeting. Currently under discussion are an additional two days of sick leave, with the option to use sick leave when there are weather issues. This allows for staff to charge emergency weather leave to sick leave, even if you are on restricted funds.

III. PUBLIC COMMENT
- There was no present for public comment.

IV. OFFICER REPORTS

A. Chris Bekal, President

Smoking & Tobacco Use Ban
- Staff Council recently sent out a survey regarding the possible smoking and tobacco ban. This will be discussed later in the meeting, under item ‘X. Unfinished Business.’

Common Calendar
- Putting the common calendar into place will create issues with moving to one spring break for all universities. Right now, each university aligns its spring break with their local school district. UAF usually has a single day off for staff and faculty. This is usually the Friday of spring break. There is currently a proposal on the table to make this a Chancellor’s Day holiday, which could be used on a different date by each of the three universities.

- If you have concerns about this, please submit them to one of the officers. The officers can bring these to the next PreStaff meeting with the Chancellor
**Furlough Task Force**
- There were draft regulations at the last meeting. Once those are available, they will be distributed.

**Chancellor’s Planning and Budget Committee**
- After serious consideration, Chris has decided to remain the Staff Council representative to this committee. This committee’s current work is building upon the work done last semester. The committee held their first meeting last week to reorient everyone. They meet again this week.

**B. Faye Gallant, Vice President**

**Staff Alliance**
- The other universities are also looking at the smoke-free / tobacco free issue. They are each looking at passing resolutions independently. However, Staff Alliance is not looking to pass a resolution on this issue.
- We will discuss the proposed ‘UA Core Values’ later in the meeting.
- We are waiting on UAA regarding the leave share resolution. They are expected to pass a motion in favor of this. Once that occurs, System Governance can submit a formal resolution to the president recommending the change in the regulation.

**V. STAFF ACHIEVEMENTS AND HIGHLIGHTS**

**A. Doug Schrage, UAF Fire Chair** was recently honored by the Rotary Club of Fairbanks as Rotarian of the Year. His involvement in the community and his commitment to Fairbanks are impressive.

**B. Ben Stacey** was asked by the Association of Boards of Certification to travel to a review in Iowa. He was the only representative from Alaska. He contributed his knowledge and experience with water treatment, which he shared with representatives from across the country. He also brought information back to UAF.

**VI. CHANCELLOR’S REMARKS**

**Presented by Executive Officer, Kari Burrell**

- Executive Officer Burrell was present in place of Chancellor Rogers who was travelling. Chancellor Rogers currently chairs the Board of Governors for the University of the Arctic. They are meeting in Newfoundland.

**Proposed Smoking and Tobacco Use Ban**

- The Board of Regents (BoR) heard testimony a couple of times, asking the board to take a position to ban smoking and or even all tobacco products. The president had asked the three chancellors to think about the issue and to bring him their recommendations this Friday. Chancellor Rogers will not be there in person, but he does plan to provide input to the president this Friday. The chancellor appreciates Staff Council collecting feedback from staff.

**FY16 Budget**

- The chancellors had to submit their proposed budgets for FY16, to President Gamble, this past summer. Chancellor Rogers had a chance to present his budget to the President and his senior leadership team. We asked for some new funding. We also pushed for funding to cover fixed cost increases. We also asked for funding for new positions associated with Title IX and disability services, along with some funding for program expansions.
- The president has largely put forward the components of the UAF budget. There are a couple of items he pulled out that he thinks would be appropriate for another funding source for which we can do internal allocations through the system office. Basically everything else in the UAF proposal is intact and going forward to the BoR.

- The board will meet here in Fairbanks in Nov. This is an opportunity for people to attend, to encourage the board to be forward thinking towards where we would like to be in five to ten years.

- We do know that the budget it likely to be difficult this year. The state revenue picture does not look good. We are planning for either a flat budget or a cut budget.

- In his Convocation speech, Chancellor Rogers announced that he would like the Planning and Budget Committee to reconvene early this year. The committee usually meets in the spring. Chancellor Rogers asked the Provost to reconvene in the fall. This committee had its first meeting last week. In this meeting, the Provost outlined her initial thoughts on how we will conduct a special review of academic programs. In the past they have tried to preserve funding for academic programs. They believe that this will be hard to do this year. They have outlined a process for taking a look at some of the smaller programs. Planning and Budget Committee will set some criteria that will be used to identify those programs that will be subject to program review in the next couple of months.

- Additionally, last spring, the Planning and Budget Committee identified several areas where they recommended special program reviews. These were areas that they did not have time to analyze last spring. Last week, Chancellor Rogers kicked off a special program reviews for eLearning, Summer Sessions, and farms and large animals. Kari is still working with Chancellor Rogers to finalize an approach on five additional reviews which would cover:
  - Marketing & Public Information Officers
  - KUAC
  - Athletics
  - K-12 Programing
  - New revenue ideas, which was not one proposed by the Planning and Budget Committee, but something that the chancellor wishes to pursue.

**Arctic Activities**

- In March 2015, the US takes over as chair of the Arctic Council for a two year term. The Arctic Council is made up of the eight arctic nations. Secretary John Kerry will lead this group. This is an opportunity to have the folks in D.C. begin to think about arctic issues. This has been a boom for UAF. UAF has been contacted numerous times by the State Department for thoughts on what the chair’s agenda should be and how the agenda should look.

- Last week there was a soft announcement, today we will have a firm announcement that the State Department is kicking off an Arctic Fulbright’s Program. We are honored that Vice Chancellor Mike Sfraga has been selected as one of two people to lead this Fulbright program, which is the biggest Fulbright program ever. This will be focused on arctic issues. We hope to have some UAF people apply for some of these research opportunities.

- We now have permission from President Gamble to begin a ‘Center for Arctic Policy Studies.’ This will provide a front door for people interested in arctic issues to come to UAF as a central...
location to work on related activities. We have no money to put into our Center for Arctic Policy Studies. We will be using people’s time who are already on staff. Vice Chancellor Sfraga will be leading this. We do have, in or budget, a proposal for a director and a part time staff member. If we do not get the money we will still move forward with current resources.

Arctic Day

- The first annual Arctic Day for UAF will be Thurs. Nov. 13. There is a planning committee working on this. Kari thanked Juan Goula for being the Staff Council representative to this committee. The first annual event will possibly be smaller in scope than future years. The guest speaker will be Alice Rogoff, who is the publisher of the Alaska Dispatch. She has a very strong interest in arctic issues. Her presentation will be on Nov. 12.

- We are trying to raise awareness on campus about activities that will take place. There will be a poster and display session in the Great Hall. That afternoon Chancellor Rogers and Vice Chancellor Sfraga will hold a town hall event. They will discuss the key issues that we are working on. This will be available in Murie Auditorium, and via video conference.

Chancellor’s Day Discussion

- The BoR has decided that the three campuses will have a common calendar. This has been decided. All three universities will have the same spring break. They are currently trying to figure out what this calendar will look like and when spring break will be. We know that it is likely that one of more campuses will have a spring break at a time that does not align with their local school districts. The Chancellors’ Day holiday under discussion, would give each campus a floating holiday that they can have each year. The individual universities can decide where they think it would most benefit their staff and faculty.

Emergency Closure Policy Still Being Discussed

- We still have under consideration, at Statewide, the possibility of adding two more days a year of emergency leave that people can accrue and use for emergency circumstances. This has not been decided yet. Once this has been decided, they will send out a reminder about UAF sick leave and emergency leave.

Staff Achievements and Highlights

- Last week the federal Office of Civil Rights was on campus to review our title IX program. They were very happy with the materials that the marketing and communications group put together to inform staff and students about the law and the events. They had successful focus group sessions to discuss how the law is applied on campus. Executive Officer Burrell thanked all involved.

VII. GUEST SPEAKERS

A. Brad Lobland, Director of UAF Human Resources

- Brad was present to discuss the Term Funded Internal Applicant Policy. Brad does not believe that the policy has been approved yet by Chancellor Rogers. It is still in draft policy. It is hard for Brad to discuss this since the policy has not been approved. We are bound by our regulations. If we want to change regulation, this is not Brad’s department, this is the System Office.

- We have about 900 term funded staff on campus. About 50% are paid off of grants, and about 50% are paid off of Fund 1. In our budgets we will likely see more term funded positions in the
future since there is uncertainty in funding. Our goal is not to get rid of people. Our goal is to keep people employed. The term funded policy is one way to do this. Having university knowledge and having worked at the university for a long time is an asset to the university.

- With the term funded policy, you still do not have the same layoff rights as a regular employee, but we do want you to continue as an employee at the university in some capacity. This is why we have discussed professional development.

- There are somethings that we could probably do to give term funded employees some sort of security, but again, we have to realize that this is a cost to the university and we have to keep those costs down as we will have fewer employees if we have to offer more benefits to employees. We are still a business and we have to run this place as a business. This is a tough one, but he thinks that there are some things that can be proposed. One possibility is the right to grieve a term funded non-renewal. If this is something that you want, then this is something that Brad would support since everything is being done above board. Usually when institutions are worried about .this, is when they are doing things that they should not be doing. Brad is fully comfortable saying that we are not doing anything shady with term funded employment or employment at the university. So, if there is a problem that people want to be able to grieve, then so be it. Brad’s interest is to ensure that everything is above board and processes and policies are being followed.

- Another suggestion is to actually put into Regulation a notice period. Right now, it says nothing about notice. Despite the lack of required notice, they have created a best practice that people will receive at least four weeks’ notice.

- Once the policy is approved, they would like to redo their non-renewal notice. Their goal is to get people back into the workplace. Once we know that something is going to happen they will start working on it, they will not wait until a notice is given, since that is sometimes too late.

- Chancellor Rogers is waiting on final feedback from Staff Council before signing the policy.

*Title IX and Protection of Minors Training*

- HR is not tracking training on Title IX and Protection of Minors on Campus. These trainings are being tracked by Risk Management. Part of the problem is that Title IX training was forced on us and we had to implement these trainings quickly.

- There is a process improvement team. Jessica MacCallum is on this team. She will provide an update on training at the next meeting as part of the Ad Hoc Committee section. They have to figure out what needs to be tracked and how they are going to track this. This is a big initiative for Vice Chancellor Pat Pitney.

- There will probably be soft closure dates this year, however, they have not been nailed down yet and a memo has not gone out. Brad still needs to discuss this with members of the administration prior to making the announcement.

**B. Associate Vice Chancellor Raaj Kurapati; Amanda Wall, Director of UAF Bursar’s Office; and Martin Klein, Business Manager, Auxiliary & Contract Services - Upcoming Changes to Parking Services**

i. **Handout 254-4: Parking and Shuttle Services Presentation**

- The slides for this presentation are available online at: [www.uaf.edu/fin serv/bursar/parkingservices/UAF-Parking-Presentation-Staff-Council.pdf](http://www.uaf.edu/fin serv/bursar/parkingservices/UAF-Parking-Presentation-Staff-Council.pdf)
They recently analyzed how parking and shuttle services operated on campus. This was primarily driven by budgetary concerns, but also driven by the desire to enhance services and deliver services in a one-stop shop. They have not reached a one-stop shop yet, but they are working to reach this goal.

- Parking is comprised of two primary services rolled into one: parking and shuttle operations.

- Parking permits are the primary source of revenue, but they also get revenue student fees and other sources.

- Parking was in a deficit last year. The biggest cost to parking and shuttle operations is actually shuttle service. Historically we have incurred annual deficits in parking. We are not allowed to carry large deficits in any unit, therefore, they have had to provide subsidies the past few years to reduce the deficit. Despite the subsidies, the deficits have grown. This is obviously not a sustainable operation.

- About three years ago when Vice Chancellor Kurapati took this position, he was challenged to identify ways that we could deliver the services we are expected to deliver more efficiently.

- Prior to FY14, the front office of Parking was in Facilities. Effected FY14, this was moved under the Office of Bursar and consolidated under the different operations that report to Amanda Wall in the former Business Office. By doing this, they reduced overall staffing by 3 FTE’s, resulting in an overall savings of about one hundred eighty seven thousand dollars a year. They also reduced their space footprint. They hope that the result has been improved services by making services available in one area.

- They have begun to take steps to reduce the overall deficit. However, this has not been enough.

- In FY15, they moved parking enforcement form the Parking Office to the Police Station. The Community Service Officers were already doing rounds and it did not make sense to have another person issue parking tickets and enforce parking regulations. This saved money.

- Other costs continue to rise. Shuttle operations and parking lot maintenance continue to rise. Headbolt heaters also involve costs that continue to rise. At this rate, they still needed to take additional actions. The PBC recommended targeting an additional two hundred thousand dollars in savings.

- Chancellor Rogers challenged them to look at ways to further reduce shuttle operations.

- They are present today to get feedback and input before making some of these changes.

- They want to fully consider the impact before taking some of these actions.

- One recommendation was to eliminate Tāku shuttle services. They have taken this action and they estimate that this will save one hundred five thousand dollars a year. While they have taken the action, they are evaluating the impact and they are taking feedback on this change.

- They are also considering reducing shuttle operations in the summer. The summer had the second to least ridership. They are looking at significantly reducing this option it the summer. There will also be an electric bus that was paid for by the Office of Sustainability. This bus will operate in the summer to reduce the impact on students. If they take this action they expect to save about forty thousand dollars in FY15 and an additional forty thousand in FY16 and beyond.

- They have implemented, partially, reduced off-campus shuttle services. This runs to the Harper Building, Bowers, the Botanical Gardens, West Valley and 590 University Ave. They have
dramatically reduced this service and they expect to ramp this down over time with focus on making sure that students can get to classes.

- Despite these adjustments, this is not sustainable. In order for us to have a sustainable financial model for parking and shuttle services, they are looking at additional revenue generating ideas. They will be gathering all feedback from students, staff, and faculty and they will make final recommendations to the Chancellor for what they believe should be implemented. They do not plan to implement all of the changes. They will likely implement a combination of revenue generating ideas and cost reductions.
- See the attached handout (presentation) for specific information on proposed changes.
- Please look at what is being proposed and provide feedback. You can submit your feedback about parking at www.uaaf.edu/parking. They would appreciate any suggestions.

VIII. BREAK

IX. GOVERNANCE REPORTS

A. Debu Misra, President Elect – Faculty Senate
   - Debu informed Staff Council that he had nothing to report. He is going to listen to what is going on and he will comment when necessary.
   - In terms of the ban on smoking and tobacco use. The Faculty Senate Administrative Committee meets this Friday and he plans to bring this item up for discussion at this time. This has been informally discussed in Faculty Alliance and by some Faculty Senators, but there has not been any formal action. Debu was informed that the Chancellor has to have a response to President Gamble by this Friday.

B. Mathew Carrick, President – ASUAF
   (Mathew spoke immediately before the break due to time constraints.)
   - Mathew has been working closely with Dining Services. Last night ASUAF helped out with the Housing and Dining Forum. They have also reactivated the ‘Food For Thought Committee’ that advises dining services on student needs and concerns.
   - ASUAF has also been working on some internal revisions to solve some communications problems. They are moving in a better direction to better serve student needs and communicate these needs to administration, staff, and faculty.
   - Students have indicated that the food at Dine 49 has improved. They have been talking to Dine 49 about variety issues and meal plans concerns, especially with the new format. Dining services has been very receptive. They have discussed food quality and service quality. They are giving students the opportunity to provide input on the new dining services contract that is up.
   - In terms of students’ position on banning smoking, Mathew has a spot on the Fresh Air Challenge Committee. There are also additional student seats on the committee. The last student wide survey that was conducted through the traditional election polling was in fall 2013. They did not have great turnout in their last survey. They currently have a survey up that was based on the template used for the recent Staff Council survey on the same topic. The opinion of most involved in student government appears to be in opposition to the ban while the overall student position seems to be more in favor of a ban. They are committed to making sure that they have a solid base of student responses to know what students really want.
- Additionally, ASUAF has not weighed in on the Common Calendar discussion. Mathew plans to discuss this at the next ASUAF meeting.

X. UNFINISHED BUSINESS

A. Fall 2014 Odd Numbered Unit and Odd Numbered At-Large Representative Election
   i. Election Dates:
      - Nominations Opened Oct. 6
      - Nominations Close Oct. 24
      - Voting Opens Nov. 3
      - Voting Closes Dec. 3
   
   - We currently have a total of seventeen nominations that have been accepted. This is an improvement over recent years. If you know of anyone who is willing and able to serve, please encourage them to submit a nomination by this Friday.
   - The voting software is pretty well tested. Voting will be open for a month.

B. Smoke-Free Campus
   i. Consideration of Staff Council Resolution Regarding Smoke-Free / Tobacco-Free Campus Issue
   ii. Handout 254-2: 2014 Staff Council Smoking and Tobacco Use Survey – Final Results
      - The results were emailed to all Staff Council Representatives. The results were also read aloud. The Fresh Air Campus Challenge Committee is also looking at this issue. They are thinking about what a ban would mean and how it would be implemented; what the process would be.
      - There are many questions remaining including how a policy would be implemented by the BoR.
   
   iii. Resolution 2014-254-1: Resolution in Support of Smoking and Tobacco Use Ban at UAF - APPROVED
      - A draft resolution was read aloud. If the resolution were to pass, it will be submitted to the Chancellor’s Office along with the survey results and a summary of feedback received during the fall 2013 Staff Council survey. See Resolution 2014-254-1 for the exact wording.
      - A motion and second were made to approve the resolution. The resolution was approved by a vote of 11 for, 2 against.

B. University of Alaska Core Values
   - No feedback has been received on this issue. Please submit any feedback that you might have to one of the officers or to the Staff Council Office.

XI. NEW BUSINESS

A. 2015 Staff Council Meeting Schedule – Discussion
   There is a proposed change to the meeting that we would meet the morning of the first Monday of the month for a small cost savings. This is also a better time in terms of the Chancellor’s availability. Another questions is whether or not we would have a Jan. meeting. No decision needs to be made today, we will approve the schedule at the Nov. meeting.
B. Proposed Amendments to UAF Staff Council Bylaws (By Roll Call Vote)
   i. Motion 2014-254-1 - APPROVED
      Attachment 254-1: Motion 2014-254-1: Motion to Amend UAF Staff Council Bylaws to Correct Text Errors Pertaining to the UAF Staff Council ‘Executive Board’-APPROVED
         - A motion and second were made to approve the amendments to the bylaws. There was no discussion. The motion was approved by roll call vote by a vote of 12 for, with one person abstaining.
   ii. Motion 2014-254-2 – DRAFT – POSTPONED UNTIL NOV. 2014
   iii. Motion 2014-254-3 – DRAFT POSTPONED UNTIL NOV. 2014
      Attachment 254-3: Motion 2014-254-3: Motion to Amend UAF Staff Council Bylaws to Replace the Title ‘Alternate’ With the Correct Term ‘At-Large’

COMMITTEE REPORTS

XII. INTERNAL COMMITTEE REPORTS
   A. Elections – Richard Machida, Chair
      i. Attachment 254-5: Oct. Meeting Minutes
   B. Membership and Rules - Trish Winners, Chair
   C. Rural Affairs – Jeannette Altman, Chair
   D. Staff Affairs – Jeff Baxter, Chair
      i. Has not met
   E. University Advocacy – Nate Bauer, Chair

XIII. EXTERNAL STATEWIDE COMMITTEE REPORTS
   A. Staff Alliance- Staff Health Care Committee – Debbie Coxon, Lesli Walls, Chris Bek斯 (Alt), David Bantz (Alt)
      i. Handout 254-1: SHCC Notes
         - SHCC met recently, they discussed the incentive program for FY15. You must again participate in the person health assessment and the biometric screening. You must also earn five credits to be eligible for the rebate. There are various methods to receive the credits.
         - See Handout 254-1 for more information on the ways that you can earn the credit.
   B. Staff Alliance Compensation Working Group – Faye Gallant, Chair; Brad Krick, Janine Smith
   C. UA Statewide Furlough Task Force – Chris Bek斯 and Trish Winners

XIV. EXTERNAL UAF COMMITTEE REPORTS (Written)
   A. Accreditation Steering Committee
      i. Has not met
      ii. Representative needed
B. Chancellor’s Advisory Committee for the Naming of Campus Facilities – Debbie Coxon
   - Jesse Atencio will replace Debbie Coxon as the Staff Council Representative to this committee.

C. Chancellor’s Diversity Action Committee (CDAC) – On Hiatus

D. Chancellor’s Planning and Budget Committee - Chris Bek, Rep, Juella Sparks, Alt

D. Food for Thought Committee - Tom Langdon

E. Fresh Air Campus Challenge Committee – Jessica Desrochers, Rep; Brad Krick, Alt
   i. Attachment 254-9: Meeting Notes from Oct. 17, 2014

F. Master Planning Committee (MPC) – Richard Machida; Brad Krick, Alt
   i. Attachment 254-7: MPC Report from Sept. 25, 2014 Meeting

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

H. Parking Advisory Committee (PAC) – Tom Langdon

I. People’s Endowment Committee – Jessica MacCallum
   i. Attachment 254-8: Meeting Minutes Sept. 30, 2014


K. RISE Board – Ian Olson

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

M. Sustainability Master Planning Committee, Richard Machida

XV. AD HOC COMMITTEE REPORTS

A. Term Funded Ad Hoc Committee – Lawrence Murakami, Chair

C. Common Calendar Ad Hoc Committee - Jane Groseclose, Chair
   - Staff Alliance has formed a Task Force to address this issue. A motion and second were made to dissolve the Common Calendar Ad Hoc Committee. The motion passed unanimously.

XVI. ROUND TABLE DISCUSSION

XVII. ADJOURN
   - The meeting was adjourned by President Chris Bek at approximately 11:25 a.m.
University of Alaska Fairbanks
Staff Council
Motion 2014-254-1 – Approved

UAF Staff Council passed the following amendment to the UAF Staff Council Bylaws on Oct. 22, 2014, at Staff Council Meeting #254. This motion was approved by roll-call vote as follows:

For
Jessica Desrochers
Jesse Atencio
Lawrence Murakami
Janine Smith
Jan Kristenson

For (cont.)
Jane Groseclose
Juan Goula
Jeff Baxter
Dean Ojala (Proxy for T. Winners)
Susan Sanborn

For (cont.)
Nate Bauer
Earl Voorhis (Proxy for J. Toivanen)
Abstained
Richard Machida

UAF Staff Council Motion 2014-254-1
Motion to Amend the UAF Staff Council Bylaws to Correct Text Errors Pertaining to the UAF Staff Council ‘Executive Board’

MOTION:

UAF Staff Council moves to amend the Bylaws of the University of Alaska Fairbanks Staff Council, as follows, to replace remaining instances of the ‘Administrative Committee’ with ‘Executive Board.’

EFFECTIVE: Immediately

REASONING: Changing the name of the ‘Administrative Committee’ to the ‘Executive Board’ corrects references remaining from recent changes to the UAF Staff Council committee structure.
F. Special Appointments

I. Special appointments are made by the President;
II. Serve at the pleasure of the President;
III. Will expedite a specific duty of the President or Vice President;
IV. Will report to the President, and Staff Council Administrative Committee.
V. Can be made for the following duties and:
   a. Staff Alliance Representation for the President.
   b. Staff Alliance Representation for the Vice President.

Section 4. Officers
A. President
   I. The duties of the President shall be to:
      a. Preside over meetings.
      b. Serve as member of the Administrative Committee. EXECUTIVE BOARD
      c. Serve on the UAF Governance Coordinating Committee

UAF Staff Council Motion 2014-254-1 (cont.)

e. Attend and report Staff Council issues to Faculty Senate
f. Meet with the Chancellor.
g. Appoint ad hoc committees.
h. Provide leadership in issues of concern to UAF staff.
i. Report to the Staff Council on the outcome of all relevant meetings and events
   in which the President participates.
j. Serve as representative on Staff Alliance or make a special appointment
   to serve on Staff Alliance in their place.
k. Confirm appointments to external committees.

Chris Beks, UAF Staff Council President

11/14/14

Date
UAF Staff Council Motion 2014-254-3
Motion to Amend the UAF Staff Council Bylaws to Replace the Title ‘Alternate’ with the Correct Term, ‘At-Large’

MOTION:

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to replace the title “alternate” with the correct term “at-large”.

EFFECTIVE: Immediately
REASONING: Several motions from 2013-236 were passed, which eliminated “Alternate” seats and instituted “At-Large” seats in their place. Where the old term “Alternate” exists, in the by-laws, it should be replaced with “At-Large,” to reflect this change.

(CAPS) = Addition
strike through = Deletion

Section 4. Officers
C. Past President
   II. The term of office shall be until the current President completes their term of office. The Past President officer position may be vacated for a representative or alternate (AT-LARGE) position on Staff Council if the existing Past President is elected to represent their unit. The office may also be vacated upon an approval vote of the President, Vice-President, and Staff Council.
**Membership & Rules Committee**

**10/6/2014 Meeting Notes**

- **Roll Call - quorum met; Members Present:** Jessica Desrochers, Jessica McCallum, Trish Winners. Other present: Chris Beks, Nicole Dufour (guest)

- **OLD BUSINESS - Old motions to complete (see below)**
  - Draft Motions were accepted by the group with one small change to 254-2
  - Replace "Administrative Committee" with Executive Board (2 places)
  - Replace "Alternate" with "At-Large"
  - At-Large Representatives and At-Large seats: consistent usage

- **Constitution & Bylaws Review Schedule for the year agreed on.**
  - Add Review Schedule to Shared Drive
  - Add Constitution & Sect 1 of Bylaws in an editable mark-up form to M&R Folder for all M&R members to edit.

- **In reviewing the duties of the M&R Committee in the bylaws, we saw a few issues:** Jessica McCallum will write a motion to delete b.1. The SC Secretary maintains the membership list and has access to more timely information than the M&R Committee; we think this duty should be moved permanently to the Secretary. Jessica Desrochers will write this as a motion.

- **Parliamentary Minute - The idea was discussed to include a brief "Parliamentary Minute", like a safety minute, at each meeting brought by a different committee member each month. We suggested to Executive Board that we could even share this at the monthly Staff Council meeting. They suggested including one when we give our committee report to the SC Council to see how the council likes it.**

- **Recruitment Goal: Each CM (Committee Member) took 1 or more units to help recruit new candidates. Our goal is to have 2 nominations for each vacancy on the ballot by Oct 24.**
  - Jessica McCallum-1,3,5,7; Jessica Desrochers-9,13; Trish Winners-11; Toni Abbey (in absentia)-15

- **M&R Members will review the Constitution (2 pages) and Section I of the bylaws (1 para) and make their mark-ups by the 11/3 M&R meeting so we can prepare motions in time for SC Mtg 255.**

---

**Important Dates:**

- Committee Reports due: 10/17
- Next Staff Council Meeting: #254 - 10/22
- Next M&R Committee Meeting: 11/3
- Future Staff Council Meeting: #255 - 11/18
Staff Council Elections Committee Meeting
Monday, October 6, 2014

Attending: Richard Machida, Lawrence Murakami, Nicole Dufour

Reviewed the status of 2014 nominations and discussed the workflow. The Google group address has been set up and the Adobe xfdf files are being sent to that address. Current members of the group are the Elections Committee members, Staff Council Officers and Nicole.

The Elections software functionality was reviewed.

- Moving nominees to candidates is still a manual process
- The ability to put in a provisional ballot will be removed as the database updates from Edir three times per day
- Edits made on the voting-admin page get wiped out by the Edir update process
- Manual additions to the database are not changed or updated by the update process
- Write-ins will still be enabled possibly with the Javascript autocomplete.
- Richard is modifying the Perl script for elections to add in AT-LARGE voting.

The supervisor approval process with DocuSign was defined but needs to be tested completely by Nicole as a Docusign account is needed to submit docs.
UAF STAFF COUNCIL TERM FUNDED AD HOC COMMITTEE
Lawrence Murakami, Chair
October 2014 Committee Report

The UAF Staff Council Term-Funded Ad Hoc Committee did not meet since the last Staff Council meeting.

Faye Gallant provided a reply for the information request made on Number of term-funded employees - % of total employees

It includes numbers by positions (not FTE, and not specifying whether they are vacant or not). These numbers are based on categorizing PCNs that start with a 4 or a 9 as term. Attached is a pdf table showing the unit breakouts since 2008, but the snapshot for this spring is:

795 term funded positions (35% of all positions at UAF) including:
161 UNAC Faculty
47 UAFT Faculty
527 Non-bargaining staff
49 Non-bargaining Faculty 9-12 mo.
11 Local 6070.
1. **Meeting Location: Wood Center 101G**
   - The meeting location for the MPC was changed approximately at 8:30 am from Chancellor Conference room to Wood Center 101G before the meeting started at the request of Debby Queen. The meeting started at 9:13 am

2. **Introductions:**
   - Raphaelle Descoteaux indicated that she is graduating and the September 25 meeting was the last meeting she will be attending. A new graduated student representative is now required.
   - Lydia Anderson, asked if we have an undergraduate student representative as well.

3. **Remembrance Garden for UAF students – M. Carrick**
   a. Matthew Carrick and Celie Hull presented a proposal to establish a 10,000 SF Remembrance Garden for UAF students who have been affected by suicide. His idea was to plant trees and create a reflective and healing place.
   b. The garden will be managed by the students. Matthew thought he will be able to get ASUAF to allocate $5,000 to $8,000 annual for maintenance
   c. **MPC Response**
      - Consider broadening the request to include more students and staff at UAF as a memorial garden.
      - Create a functional committee and look for opportunities to work with other groups such as the psychology department, UAF Veterans, and Troth Yeddha Committee to better define the a UAF community need.
      - Provide concept drawings and look for examples of other remembrance gardens. DDC will work with Matthew to provide drawings and schemes.
      - Provide a financial plan to sustain the garden.
      - Mathew needs to bring the proposal back to the MPC when he has more details and options.

4. **Review of Campus Wide Core Access Plan**
   The MPC reviewed the Campus Core Plan that was originally present to the MPC by Mary Pagel on August 28, 2014 and the comments are as follows:
   - The plan does not show enough detail to demonstrate the resolution of the pedestrian and vehicle conflicts on the Wood Center Drop-off area “B4”
   - MPC felt the Wood Center drop-off is significant area of the campus and recommends a detailed traffic study to ensure the proposal meets the needs of all users; Borough buses, UAF shuttles, riders and pedestrians crossing Yukon Drive.
   - What is the feedback on the newly reconfigured Wood Center bus stop?
   - How is the increased pedestrian - vehicle conflict along Ambler Lane being addressed?
   - What is proposed pedestrian path from Chapman to Wood Center?
   - Add an area for a bike shelter north of Wickersham Hall. The old bike parking and shelter/repair station has been removed.
   - Correctly, identify the “26 additional parking spaces” as net zero relocation of spaces because of the proposed Eielson/Signers roundabout
Consider swapping the short-term Signer’s East parking lot with the Eielson west parking lot to be a metered lot. However, how does this impact the Signers and Eielson entrances that are east, south and north of the buildings?

- Are the proposed trees at the Eielson/Signers roundabout of appropriate size and height to promote visibility and security?

- The Quad is a significant campus feature that also requires a more detailed study and alternatives
  - Develop detailed plans or procedure for vendor vehicles
  - What can be done to make the quad a more inviting place?

5. **Subcommittee reports**
   a. **North Campus**
      - The North Campus Committee discussed the location of the 18-hole full disc course in the north campus with an idea to have a conditional approval for one year to see how the new 18-hole disc course works.
      - The 9-hole disc course is still in place
      - The North Campus committee will vote on the proposal of the 18 hole course during their next scheduled meeting
      - Kara Axx is work on changing the identification of trails by letters to names

b. **Campus Landscape**
   - No Report

c. **Art on Campus**
   - No Report

d. **Trails Planning**
   - Jonathan Shambare reported that the Himalayan Trail and Yukon Drive sidewalk improvements projects has not been funded this year and hope it will be funded next year

6. **Facilities Services update**
   a. Jonathan gave a brief summary that Facilities services is now in the process of closing any remaining projects for the winter

7. **Sustainability Plan**
   a. Ian Olson reported that the UAF Sustainability Plan is now Available for review and it can be downloaded at [http://www.uaf.edu/sustainability/](http://www.uaf.edu/sustainability/)

   b. Lydia Anderson, indicated the Student Free Market Store and Pantry is in need of a permanent storage space

8. **Public comment period**
   a. Brad Krick representing the Staff Council, was concerned with the proposed new Fire Station building parking layout. The proposed layout would leave one entrance/exit into the Nenana Parking Lot. This would create a bottle neck during busy hours to and out of the Parking Lot

   b. Brad Krick asked where the totem pole that was in front of the Wood Center was now located or stored?
      - Lydia Anderson indicated she will find out.

   c. Brad Krick indicated he supports the proposed Remembrance Garden idea as presented by Matthew Carrick
9. **Schedule**
   
   Next agenda item:

10. **Attachments:**
   - Suicide Remembrance Garden provided by Matthew Carrick
   - Disc Golf Course provided by Mark Oldmixon
   - UAF Campus Wide Core Access Plan (CWAP) provided by Mary Pagel
People’s Endowment Committee  
9/30/14

Jessica MacCallum – Staff Council Representative

About the People’s Endowment

The People’s Endowment was established at the UA Foundation in 1986 with the intent to provide a source of funds for projects that will improve UAF but would likely remain unfunded due to institutional priorities. Grants are intended to be used for a special project or to fill a critical need at UAF. Proposals will be accepted from UAF faculty, staff, and students. All proposals will be submitted to the People’s Endowment Board for review and selection.

Honorariums

Definition of honorarium was clarified and a draft honorarium policy will be presented by the next meeting. It was also made clear that the People’s Endowment does not fund honorariums, salaries and consultation service fees to UA employees.

Call for Proposals: Fall 2014

The submission period is open for Fall 2014 proposals. The deadline for proposals is 5:00pm on Wednesday, October 29th, 2014.

Membership Recruitment

The board is reaching out to departments that have past award recipients and current contributors to the fund to fill the few vacancies on the board. A soft request for donations will coincide with membership recruitment. The fund is highly self-sustaining, but contributions are always welcome and increase the amount of eligible staff and faculty members that can serve on the board.

Spring 2014 Award Recipients

Proposal 1: Acquisition of Books for new faculty members ($1400)  
Proposal 4: Book Repair Workshop Initiative ($1000)  
Proposal 6: The Claim you IX Project ($1000)  
Proposal 8: Marine Lipid Analysis at SFOS ($600)  
Proposal 14: Split Knuckle Theatre ($3130)  
Proposal 18: Kestrel Nest Box Project ($680)  
Spring 2014 Total $8010
Report for Staff Council Meeting #254

Fresh Air Campus Challenge Committee Meeting

The FACC committee met on Friday, October 17, from 3:00 – 4:00 PM. The committee is co-chaired by Kris Racina and Brad Lobland.

Attendees include representatives from UAF HR, SW HR, UAF Staff Council, SAA, DRAW, ASUAF, and the Health and Counseling Center. One of the first tasks for the group was to identify other parties that should be included, such as Faculty Senate, Residence Life, Facilities Services, and additional members from ASUAF and/or the student body.

The committee discussed its goals and timeline. One rough draft description of our mission went:

“Should UAF go tobacco and/or smoke-free, based on feedback received from affected groups? If yes, then how should we proceed?”

Eric Seastedt told the group that the President was looking for a response from the three Chancellors by October 25. SAA is currently conducting a survey. UAF Staff Council’s survey closes on Tuesday, October 21. ASUAF will ask the student body about going tobacco or smoke-free in a referendum during their November elections.

For our next meeting, we will discuss a mission statement for the group. We’ll also review a “Problem Analysis Worksheet” shared with Kris by a member of the American Lung Association. The worksheet includes questions to stimulate discussion about implementing tobacco-free policies.
The Sustainability Master Plan (SMP) is out in draft (http://www.uaf.edu/sustainability/smp/). Once final, the RISE Board and its subcommittees will begin work on implementation. The development of the SMP took place over the past year in consultation with the Brendle Group of Ft Collins, Colorado, a company that specifically works on campus sustainability master plans. The Plan process was steered by the Sustainability Master Plan Committee, and managed by the Office of Sustainability. It is anticipated that the Plan will be incorporated into the university Master Plan when the Master Planning Committee initiates its next master planning cycle within the next two years. As we move forward, workgroups and RISE Board subcommittees will do the work to implement and carry out the Sustainability Master Plan.

The Plan is composed of three main strategy components: Protect Resources (chapter 6), Support the Campus Community (chapter 7), and Close Loops and Conserve Materials (chapter 8). Each strategy component spells out recommended action for facilities (both maintenance and design), curricular and co-curricular objectives, waste management, food services, investment and development, and employee engagement. This latter aspect is of particular interest to Staff Council. Specifically addressed under section 7.1, the Plan calls for building employee engagement in sustainability though 1) the establishment of green teams which would be formed in localized areas to address specific issues such as building energy use, departmental waste management, or addressing transportation needs, 2) the development of employee orientation and supervisor training materials to highlight and communicate institutional sustainability goals, 3) the establishment of staff-oriented lunch-and-learn roundtable discussions, 4) the expansion of grant opportunities in sustainability-oriented staff projects, 5) staff awards and recognition for involvement in UAF sustainability objectives, and 6) the development of building sustainability challenges.

The Association for the Advancement of Sustainability in Higher Education (AASHE) operates a campus sustainability assessment called STARS (see: https://stars.aashe.org). A few years ago, UAF received a Gold rating on its STARS assessment. Most recently, AASHE issued an update to STARS (2.0) that significantly increased the thresholds for campus sustainability evaluation. The Gold rating for UAF has expired and the institution must reassess its campus environment for a new STARS ranking according to the new STARS 2.0 assessment. Though the RISE Board and the Office of Sustainability are interested in participating in another round of STARS assessment, given the workload implications of the SMP, it is unclear whether or not we will be able to participate in the STARS assessment in the near term. Still, the STARS 2.0 document is very useful in defining metrics and baseline
thresholds for assessment. It is anticipated that workgroups and subcommittees formed to implement the SMP will use STARS 2.0 for guidance and advice.

The RISE Board meets in the Office of Sustainability every other Thursday from 1 to 2 pm. Our next meeting is October 23. Staff members interested in campus sustainability are encouraged to attend.
UAF Master Planning Committee

Meeting Agenda
Thursday, October 10, 2014; 9am-11am
Chancellor’s Conference Room (SIH 330)

1. Welcome and introductions

2. Sustainability Plan – M. Hebert

3. Subcommittee reports
   a. North Campus
      • Information on the frisbee golf course use
      • Bike trail use – It’s a commuter trail
      • Recommendation to adopt without further action by the MPC
      • Question still out on membership on the committee
   b. Campus Landscape
      • Committee has not met since the last MPC meeting
      • Dining Hall completed and the planning for the new Engineering Bldg.
   c. Art on Campus
      • Have not met since the last meeting
      • Question about the pole that was next to Wood Center. It’s in storage and in good enough condition to re-install.
   d. Trails Planning
      • Facilities have completed a sidewalk survey and has presented it to the Office of Disability Services. It was not intended as a planning or funding priority.

4. Facilities Services update
   a. Veterans memorial question. How should facilities respond to requests. Question to the MPC.
   b. Putting the skin on the engineering building now.
   c. Wood Center, still minor engineering issues.

5. Public comment period

6. Schedule
   • Next meeting is scheduled for 10/23

Attachments:
MEMORANDUM

TO: Brian Rogers, Chancellor

FROM: Nicole Dufour, Executive Secretary, UAF Staff Council

DATE: Oct. 22, 2014

SUBJECT: Staff Council Resolution 2014-254-1 In Support of Banning Smoking and Tobacco Use at UAF and 2014 Staff Council Smoking / Tobacco Use Survey Results

UAF Staff Council respectfully submits the attached Resolution In Support of Banning Smoking and Tobacco Use at UAF, and asks that it be placed on record. This resolution was approved by Staff Council at Meeting #254, on Oct. 22, 2014.

Additionally, UAF Staff Council wishes to submit the final results of the ‘2014 Staff Council Smoking and Tobacco Use Survey,’ as a point of information, in support of the above resolution.

Copies of this resolution and the final survey results are attached. Please contact the UAF Staff Council Office if you have any questions or need additional information.

Attachments

cc: Debby Queen, Chancellor’s Assistant
Kari Burrell, Executive Officer
Chris Bekes, President, UAF Staff Council
Faye Gallant, Vice President, UAF Staff Council
University of Alaska Fairbanks
Staff Council
Resolution 2014-254-1

The UAF Staff Council approved the following action, Resolution 2014-254-1, at Staff Council Meeting #254, on October 22, 2014.

Resolution in Support of Banning Smoking and Tobacco Use at UAF

WHEREAS, The University of Alaska is considering banning smoking and tobacco use Systemwide; and

WHEREAS, Smoking and tobacco use are legal, and UAF students, faculty, and staff are adults who can make their own personal and informed decisions; and

WHEREAS, Allowing smoking and tobacco to be used in designated areas, away from building entrances and air intakes, largely reduces the negative impact on non-smokers and non-tobacco users; and

WHEREAS, The realistic impact that a ban would have on smokers and tobacco users’ needs to be addressed in a non-discriminatory manner; and

WHEREAS, Banning smoking and tobacco use would make UAF a nicer place (no cigarette butts, no spit bottles, cleaner air); and

WHEREAS, Banning smoking and tobacco use might discourage some people from starting to use these products or encourage some people to quit using these products; and

WHEREAS, A ban may lead to healthier people, reduced healthcare costs, and healthier lifestyles for those at UAF; now

THEREFORE, BE IT RESOLVED THAT, UAF Staff Council is in favor of banning smoking and tobacco use on UAF properties.

BE IT FURTHER RESOLVED THAT, Smoking and tobacco use be permitted in designated areas.

Chris Beks, President, UAF Staff Council

10/22/14

Date
University of Alaska Fairbanks
Staff Council
Smoking / Tobacco Survey—Oct. 2014
Final Results

UAF Staff Council recently surveyed non-represented UAF staff members to identify their positions on smoking and tobacco use on campus. Responses were collected between Oct. 17—Oct. 21, 2014. The following charts represent final survey totals.

Do you think UAF, including ALL UAF properties on and off main campus, should be smoke free?

- NO: 41% (251)
- YES: 58% (355)

Do you think that UAF, including ALL UAF properties on and off campus, should be tobacco free?

- NO: 50% (301)
- YES: 50% (303)

If a smoke and/or tobacco ban is put into place, do you think that designated areas for smoking and / or tobacco use should be made available?

- NO: 24% (148)
- YES: 75% (458)
<table>
<thead>
<tr>
<th>Activity</th>
<th>Max Credit Per Plan</th>
<th>Activity</th>
</tr>
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</table>
| Healthroads Contracted Facility Report could have a 90-day data lag. | | **Healthroads Contracted Facility**
| Data feed changes may apply. Healthroads needs a 60-day lead time for testing and set-up of data feeds. | | 1 Visit = 1,000 points; all 8 visits must be completed within 30 minutes. Fitness Facility (Healthroads Chekchi App)
| | | Swimming = 250 points
| | | Step 1: 1 point; 1 minute of biking = 250 points; 1 minute of manually added steps will count.
| | | Physical Activity: 8,000 points per one calendar month.
| | | Complete an Enterprise-Wide Healthroads Challenge.
| | | Complete 8 Coaching Classes.
| | | Complete 4 Healthroads Lifestyle Coaching Sessions
| | | Tobacco Free (for at least 6 months prior to April 30, 2015)
| | | Tobacco Cessation (Attainment Question):
| | | Vision Exam (VP***)
| | | Dental Exam (Premier*)
| | | Adult Immunization (Premier*)
| | | Routine Exam (data feeds only): July 1, 2014 look back for each
| | | Annual Wellness Visit (Premier*)
| | | Biometric Screening: July 1, 2014 look back
| | | Personal Health Assessment (PHA)
| | | November 1, 2014 – April 30, 2015
| | | 2015 Proposed Incentive Design
| | | Care Contributions.
| | | Participants must complete 2 Personal Health Assessments (PHA), get a Biometric Screening, and earn 5 credits to be eligible for the rebate on their FY2016 Health
| | | Note: Activity starts November 1, 2014, All other Contracted Activity: starts January 1, 2015

Handout 254-1

<table>
<thead>
<tr>
<th>5 Credit Max</th>
<th>2 Credit Max for Completing Challenge</th>
<th>6 Credit Max for Completing 8 Classes</th>
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<td>2 Credit for Completing 8 Classes</td>
<td>2 Credit for Completing 4 Sessions</td>
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<tr>
<td>1 Credit for &quot;Yes&quot;, Response</td>
<td>1 Credit for &quot;Yes&quot;, Response</td>
<td>3 Credit Max</td>
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<tr>
<td>1 Credit per Exam</td>
<td>1 Credit per Wellness Visit</td>
<td>1 Credit for Wellness Visit</td>
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<tr>
<td>Required</td>
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</tbody>
</table>

Handout 254-1
UAF Staff Council recently surveyed non-represented UAF staff members to identify their positions on smoking and tobacco use on campus. Responses were collected between Oct. 17–Oct. 21, 2014. The following charts represent final survey totals.

- **Do you think UAF, including ALL UAF properties on and off main campus, should be smoke free?**
  - Yes: 355
  - No: 251

- **Do you think that UAF, including ALL UAF properties on and off campus, should be tobacco free?**
  - Yes: 303
  - No: 301

- **If a smoke and/or tobacco ban is put into place, do you think that designated areas for smoking and / or tobacco use should be made available?**
  - Yes: 458
  - No: 148
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).
UAF PARKING

BUDGET ACTIONS AND RECOMMENDATIONS
FY Parking Revenue ($1.83M)
FY14 Parking/Shuttle Expenses ($1.94M)

Parking Expenses FY14

- Shuttle Operations: 47%
- Electrical (HBO): 13%
- Parking Operations Costs: 8%
- Parking Wages & Benefits: 19%
- Parking Lot Maintenance: 12%
- Improvements: 1%

SC 36
• Fund deficit reduction since FY12 as a result of significant subsidies. It was understood that to not allow for annual increases in fees, subsidies would be needed to maintain current service levels.

• Shuttle operations as a percentage of overall costs of parking is significant.

FY08 $223,882.40; $0 subsidy
FY09 ($209,501.17); $0 subsidy
FY10 ($344,058.48); $0 subsidy
FY11 ($319,060.75); $50K subsidy
FY12 ($507,367.50); $0 subsidy
FY13 ($324,824.26); $250K subsidy
FY14 ($179,994.66); $250K subsidy
HISTORICAL FINANCIALS

Actions taken to reduce administrative costs:

- **FY14** Official Transition of parking administration to Financial Services - Office of the Bursar. Reassigned responsibilities to all staff within Bursar’s office and eliminated 3 FTEs in the process (Annual savings $187,000).
- Parking enforcement moved UAF Police (net cost savings $15,000).

### Parking Services Payroll Historical

<table>
<thead>
<tr>
<th></th>
<th>FY08</th>
<th>FY09</th>
<th>FY10</th>
<th>FY11</th>
<th>FY12</th>
<th>FY13</th>
<th>FY14</th>
<th>FY15 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Benefits &amp; Leave</strong></td>
<td>243,143</td>
<td>250,621</td>
<td>243,143</td>
<td>217,777</td>
<td>179,726</td>
<td>151,942</td>
<td>131,490</td>
<td>85,480</td>
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<tr>
<td><strong>Total Office Admin</strong></td>
<td>183,495</td>
<td>200,044</td>
<td>206,030</td>
<td>168,169</td>
<td>152,169</td>
<td>148,066</td>
<td>143,926</td>
<td>108,320</td>
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<tr>
<td><strong>Total Enforcement</strong></td>
<td>93,581</td>
<td>78,217</td>
<td>80,722</td>
<td>81,301</td>
<td>90,180</td>
<td>87,969</td>
<td>97,919</td>
<td>75,000</td>
</tr>
</tbody>
</table>
In spite of significant actions to reduce personnel/administrative costs, non-payroll/operating costs continue to rise due to rise in annual fixed costs.

Payroll cost reductions are net of the annual increments.
PBC RECOMMENDATION: REDUCE SHUTTLE OPERATIONS ($200K IN SAVINGS)

- Taku by far has the lowest ridership among all routes
- Annual costs $105K

Action taken:
Eliminate Taku Service
PBC RECOMMENDATION: REDUCE SHUTTLE OPERATIONS (SAVINGS TARGET $200K)

• Summer Shuttle has the second lowest ridership (granted the decrease in number of people on campus)
• Annual costs $40K FY15 - $80K beyond

Recommendation 1:
Eliminate/Significantly reduce Summer Shuttle service (Effective Summer 2015)

• Student run electric bus to operate between West Ridge and Wood Center
• Single shuttle available for ADA service (on demand)
PBC RECOMMENDATION:
REDUCE SHUTTLE OPERATIONS (SAVINGS TARGET $200K)

Recommendation 2:
Reduce off-campus shuttle service (some actions already taken others will go into effect overtime)

• No longer on-demand. Replace with a limited fixed route from Wood Center, focusing on peak demand times.
• Focus on service to buildings offering classes such as:
  - Hutchison and Old University Park
• Eliminated or substantially reduced off-campus service.

<table>
<thead>
<tr>
<th>Location</th>
<th>Department</th>
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<tbody>
<tr>
<td>590 University Avenue</td>
<td>Administrative Services</td>
</tr>
<tr>
<td>Harper Building</td>
<td>Bowers - Spring 2015</td>
</tr>
<tr>
<td>West Valley Plaza</td>
<td>Georgeson Botanical Gardens</td>
</tr>
</tbody>
</table>

Estimate annual savings: $35K FY15 - $50K beyond
PARKING AUXILIARY MODEL

- Current model does not lend for a sustainable financial operation.
- Significant cost reductions are recommended for implementation.

Nominal increases in fees/parking permits must also be considered/implemented to ensure a sustainable operation going forward.
PARKING REVENUE RECOMMENDATIONS

Transportation Fee:
• Currently $13 per semester
• Unchanged since implementation
• Covers 15-20% of Shuttle costs

Permit Prices:
• Last changed in 2012
• No adjustment mechanism for inflation

Daily and Meter Prices:
• Unchanged since ?
• Current pricing: $0.50 hour* $3/day

*75 cents at metered/powered

Recommended Revenue Enhancements:

Transportation Fee:
Increase $2 per year for next three years. Estimated revenue increase ($9,500 per year, compounds or $28,500 over three years).

Parking Permits:
Recommend an annual increase of 3% per year for next three years. Estimated revenue increase ($33,500 per year, compounds or $100,500 over three years).

Daily and Meter Prices:
Change to $.75/hour $5/day Estimated revenue increase ($100,500 per year?).

Zone Parking
Lots near buildings rise $50 - Remote Lots Drop $50 annual Estimated revenue increase ($0 - $50,000 per year, depends upon adoption rate)
ZONE PARKING CONCEPT

A - Lots - Remote and lower priced
B - Lots - Most existing Decal lots
C - Lots - Current Gold and some new Gold on West Ridge
# Zone Parking Rates

<table>
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<tr>
<th></th>
<th>Based on Monthly Cost Multiplier --&gt;</th>
<th>Semester</th>
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<tr>
<td>A-Lots</td>
<td>$15.00</td>
<td>$68</td>
<td>$53</td>
<td>$180</td>
</tr>
<tr>
<td>B-Lots</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>$20.00</td>
<td>$90</td>
<td>$70</td>
<td>$240</td>
</tr>
<tr>
<td>Faculty/Staff</td>
<td>$25.00</td>
<td>$113</td>
<td>$88</td>
<td>$300</td>
</tr>
<tr>
<td>Gold Lots</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Gold</td>
<td>$70.00</td>
<td>$315</td>
<td>$245</td>
<td>$840</td>
</tr>
</tbody>
</table>

**Day Pass & Kiosk**

- Allows A or B Lot Parking
- Hourly: $0.75
- Daily: $5.00
- Weekly: $20.00

**Cost to plug in Car**

- Hours Per Day: 4
- Days per Week: 5
- Weeks: 16
- KWh Cost: $0.20
- Total Cost: $64.00
QUESTIONS?