AGENDA

UAF STAFF COUNCIL #263
Monday, August 17, 2015
8:45 - 11:00 AM
Gruening Bldg., Room 208

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

I. 8:45 - 8:50 CALL TO ORDER & ROLL CALL
   A. Call to Order
   B. Roll Call
   C. Approval of Consent Agenda
      i. Approval of Staff Council Meeting #263 Agenda
      ii. Attachment 263-1: Resolution in Recognition and Appreciation of Chancellor Brian Rogers and Sherry Modrow

II. 8:50 - 9:00 STATUS OF PENDING ACTIONS
   A. Leave Share Resolution
      i. Attachment 263-2: Memo from President Gamble Regarding Staff Alliance Leave Share Resolution 2015-1
   B. Staff Alliance Task Force to Review “Review Process” vs. “Grievance Process” and Make Recommendations
   C. UAF Term Funded Internal Applicant Policy
      i. Attachment 263-4: Signed UAF Term Funded Internal Applicant Policy
   D. Resolution Requesting Staff Council Involvement in the Selection of the New UAF Chancellor and the Interim UAF Chancellor
   E. Staff Volunteer Day Proposal and Resolution

III. 9:00 - 9:05 PUBLIC COMMENT

IV. 9:05 - 9:20 OFFICERS REPORTS
   A. Faye Gallant, President
   B. Nate Bauer, Vice President

V. 9:20 - 9:25 STAFF ACHIEVEMENTS AND HIGHLIGHTS
VI. 9:25 - 9:45  CHANCELLOR’S REMARKS

VII. 9:45 - 9:55  BREAK

VIII. 9:55 - 10:15  GUEST SPEAKERS
   A. Employee Engagement - Anita Hartmann, Director of UAF HR; Carla Browning, Communications Manager

IX. 10:15 - 10:25  GOVERNANCE REPORTS
   A. Mathew Carrick, President, ASUAF
   B. Orion Lawlor, President Elect - Faculty Senate

X. 10:25 - 10:35  UNFINISHED BUSINESS
   A. University Advocacy Committee - ‘Staff Mentoring Interest Survey’
   B. Committee Representatives
      i. ASUAF Food for Thought Committee - Representative needed
      ii. Meritorious Service Award Committee - Representative needed

XI. 10:35 - 10:45  NEW BUSINESS
   A. Performance Evaluation Joint Campaign
   B. RISE Board Sustainability Fee

XII. 10:45 - 10:55  INTERNAL COMMITTEE REPORTS
   A. Elections - Phil Jacobs, Chair
   B. Membership and Rules - Trish Winners, Chair
   C. Rural Affairs - Chris Brooks, Chair
   D. Staff Affairs - Jane Groseclose, Chair
   E. University Advocacy - Jami Warrick, Chair

XIII. INTERNAL AD HOC COMMITTEE REPORTS (none)

XIV. EXTERNAL STATEWIDE COMMITTEE REPORTS (written only)
   A. Staff Alliance- Staff Health Care Committee - Lesli Walls; Kim Eames; David Bantz, Alt; Stacey Howdeshell, Alt
   B. Staff Alliance Compensation Working Group - Faye Gallant, Chair; Brad Krick, Janine Smith, Mike Cox
XV. EXTERNAL UAF COMMITTEE REPORTS (written only)
   A. Accreditation Steering Committee - On Hiatus
   B. Chancellor’s Advisory Committee for the Naming of Campus Facilities - Jesse Atencio
   C. Chancellor’s Diversity Action Committee (CDAC) - On Hiatus
   D. Chancellor’s Planning and Budget Committee - Chris Bekx, Rep; Juella Sparks, Alt
   E. Dining Committee, Jane Groseclose, Rep
   F. Food for Thought Committee - vacant
   G. Fresh Air Campus Challenge Committee - Brad Krick, Rep; Sue Miller, Alt
   H. Master Planning Committee (MPC) - Richard Machida, Rep; Brad Krick, Alt
   I. Meritorious Service Award Committee - vacant
   J. Parking Advisory Committee (PAC)
   K. People’s Endowment Committee - Jessica MacCallum
   L. RISE Board - Ian Olson
   M. Staff Appreciation Day Planning Group - Ashley Munro & Maria Russell
   N. Sustainability Master Planning Committee - vacant??

XVI. AD HOC COMMITTEE REPORTS (written only)
   A. Training & Employee Development Working Group Update - Jessica MacCallum
      i. Attachment 263-3: August Committee Report

XVII. 10:55 - 11:00 ROUND TABLE DISCUSSION

XVIII. 11:00 ADJOURN
University of Alaska Fairbanks
Staff Council
Resolution of Recognition and Appreciation of
Chancellor Brian Rogers & Sherry Modrow
Resolution 2015-263-1-DRAFT
August 17, 2015

WHEREAS, Brian D. Rogers served as Chancellor of the University of Alaska Fairbanks from 2009 to 2015 and a member of the UAF and Fairbanks communities since the early 1970’s; and

WHEREAS, UAF alumni, Brian D. Rogers and Sherry Modrow, his spouse and unwavering companion, have approached the chancellorship as a team, working tirelessly to promote, support, and develop UAF within the Fairbanks community and abroad; and

WHEREAS, Brian D. Rogers is a true leader and Renaissance man, having held the titles of chancellor, vice president, regent, student, alumni, state representative, commercial fisherman, course instructor, director, dishwasher, consultant, mailman, manager, business owner, lemonade proprietor, ally, and friend; and

WHEREAS, Brian D. Rogers has earned the trust of staff through his commitment to respect, transparency, open communication, shared governance, and collaboration; and

WHEREAS, Brian D. Rogers has championed supervisor training, staff development, and staff appreciation throughout his time as UAF Chancellor; and

WHEREAS, Brian D. Rogers and Sherry Modrow have implemented and spearheaded the Chancellor’s Gala in support of the greater Fairbanks community; and

WHEREAS, Sherry Modrow, a lifelong Alaskan, has volunteered countless hours to improve UAF, including her impressive work with the UAF Development Office; and

WHEREAS, throughout his tenure as Chancellor, Brian D. Rogers and Sherry Modrow have been strong supporters of UAF Staff Council and all staff, while championing UAF as a unique and world class Arctic institution; now

THEREFORE BE IT RESOLVED, that UAF Staff Council recognizes and applauds the outstanding contributions and accomplishments of Brian D. Rogers and Sherry Modrow during their tenures at UAF, during which time they have helped make UAF a better place.
MEMORANDUM

DATE: July 31, 2015

TO: Monquie Musick, Staff Alliance Chair

FROM: Pat Gamble, President

RE: Staff Alliance Motion 2015-01 – Addition of Language to UA Regulation 04.06.130 Sick Leave for the Purpose of Allowing Sick Leave Donation for Bereavement

Based on Staff Alliance’s Motion 2015-01 proposing changes in the Leave Share regulation to allow use of donated leave for bereavement and intermittent Family Medical Leave, I concur changes should be made and have instructed the Statewide Human Resources office to draft regulation revisions in cooperation with General Counsel to reflect these issues.

Necessarily, regulation changes must be circulated to University leadership and governance for proper vetting and I have asked that the necessary changes be made and circulated expeditiously.

Preliminary conversations with SWHR indicate that changes to these regulations are near completion and will include the following:

- Add a new use of sick leave for bereavement leave of up to 5 days after the death of an immediate family member, in addition to the 5 days of funeral leave that is currently permitted.

- Amend the leave share regulations to include bereavement leave (as requested by Staff Alliance).

- Change the leave share qualifying time period from 10 consecutive work days (also as requested by Staff Alliance), to 80 work hours within a period of 28 calendar days (pro-rated for part-time employees).
• Incorporate several other changes that have been discussed in recent years, including a change from a calendar year system for leave share to the same rolling 12 month system that is used for FMLA leave, and new definitions that more closely match the IRS definitions for a bona fide leave sharing program for medical emergencies.

PKG

cc: Joseph Altman, System Governance Office Executive Officer
    Ardith Lynch, Associate General Counsel
    Erik Seastedt, CHRO
    Chancellors
UAF Training and Employee Development (TED) Team Update

Thank you to all the employees who took the Training and Employee Development survey this spring. The final report is now posted and available to view at www.uaf.edu/files/finserv/omb/Process_Impovement/UAF-Training-and-Development-Survey-Results.pdf.

Some key findings of the survey are:

- Recommend a centralized resource for training (training center), easy to navigate and access, with transparent reporting capabilities at the employee and dept. level
- Recommend targeted trainings for employees related to their jobs and career goals
- Performance evaluations are generally not being used to support development - support is needed for supervisors and employees to have productive and timely evaluations
- Employees want maps to advance their career within UAF

The valuable information received from the survey will allow for UAF to better meet the needs of employees as we adapt to our current challenges.

Moving forward, the TED (Training and Employee Development) team will be presenting a business case to their steering committee with actions to address the findings from the survey. Please feel free to continue making recommendations to the team.

For more information on Training and Employee Development, please visit uaf.edu/training.

This information will also be communicated to all employees via the Cornerstone.
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.
Collective Bargaining Agreements: United Academics, University of Alaska Federation of Teachers (UAFT), Alaska Higher Education Crafts and Trades Employees Local 6070 and Fairbanks Firefighters Association Local 1324
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:

[Signature]
Brian Rogers, Chancellor
University of Alaska Fairbanks

Date: June 9, 2015