AGENDA
UAF STAFF COUNCIL #266
Monday, Nov. 9, 2015
8:45 - 11:15 AM
Wood Center, Carol Brown Ballroom

I.  8:45 - 8:50  CALL TO ORDER & ROLL CALL
   A. Call to Order
   B. Roll Call
   C. Approval of Staff Council Meeting #266 Agenda
   D. Approval of Minutes from Meeting #265 (Oct. 2015)

II. 8:50 - 9:00  STATUS OF PENDING ACTIONS
   A. Leave Share Resolution
   B. Staff Alliance Task Force to Review “Review Process” vs. “Grievance Process” and Make Recommendations
   C. Staff Volunteer Day Proposal and Resolution
      i. Attachment 266-2: Resolution 2015-E-2 - Approved

III. 9:00 - 9:05  PUBLIC COMMENT

IV.  9:05 - 9:25  GUEST SPEAKER
   A. Keith Mallard, Police Chief and UAF Green Dot Program Chair

V.  9:25 - 9:35  OFFICERS REPORTS
   A. Faye Gallant, President
   B. Nate Bauer, Vice President

VI.  9:35 - 9:45  GOVERNANCE REPORTS
   A. Colby Freel, Vice President - ASUAF
   B. Orion Lawlor, President Elect - Faculty Senate

VII. 9:45 - 9:50  BREAK
VIII. 9:50 - 10:05  UNFINISHED BUSINESS
   A. Fall Election - Update
   B. University Advocacy Committee - ‘Staff Mentoring Interest Survey’
   C. Chancellor Search Update
   D. Committee Representatives
      i. Staff Alliance - Staff Health Care Committee (SHCC)

IX.  10:05 - 10:10  INTERNAL COMMITTEE REPORTS
   A. Elections - Brandi Marrero, Chair
   B. Membership and Rules - Trish Winners, Chair
      i. Attachment 266-6: Nov. Committee Report
   C. Rural Affairs - Chris Brooks, Chair
   D. Staff Affairs - Jane Groseclose, Chair
   E. University Advocacy - Jami Warrick
      i. Attachment 266-5: Nov. Committee Report

X.  10:10 - 10:15  STAFF ACHIEVEMENTS AND HIGHLIGHTS

XI.  10:15 - 10:35  CHANCELLOR’S REMARKS

XII. 10:35 - 11:00  NEW BUSINESS
   A. Motion to Amend UAF Staff Council Bylaws to Add Language to Address Representatives Changing Units
      i. Attachment 265-1: Motion 2015-266-1 - DRAFT

XIII. 11:00 - 11:05  ANNOUNCEMENTS
   A. 2016 Staff Council Calendar Photo
   B. FY17 Compensation Increase (2.5% for staff) proposed to Board of Regents
   C. FY17 Tuition Increase (9% atb) proposed to Board of Regents

XIV. INTERNAL AD HOC COMMITTEE REPORTS
   A. Performance Evaluation Joint Campaign Ad Hoc Committee

XV. 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 - Brad Krick, Chair; Faye
Gallant; Janine Smith; Mike Cox

i. Attachment 266-7: Nov. Committee Report

C. Staff Alliance Task Force to Review “Review Process” vs. “Grievance Process” and Make Recommendations

XVI. 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, Rep

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

D. Chancellor’s Planning and Budget Committee - On Hiatus

E. Chancellor Search Committee - Faye Gallant, Rep

F. Fresh Air Campus Challenge Committee - Brad Krick, Rep; Sue Miller, Alt
   i. Attachment 266-8: Nov. Committee Report

G. Master Planning Committee (MPC) - Brad Krick, Rep
   i. Attachment 266-3: Nov. Committee Report

H. Meritorious Service Award Committee - Connie Huizenga, Rep
   i. Did not meet

I. Parking Appeals Committee (PAC) - Brad Krick, Rep
   i. Did not meet

J. People’s Endowment Committee - Jessica MacCallum, Rep

K. RISE Board - Ian Olson, Rep

L. Staff Appreciation Day Planning Group - Ashley Munro & Maria Russell

M. Sustainability & Dining Committee - Mathew Mund, Rep
   i. Attachment 266-4: Nov. Committee Report

XVII. AD HOC COMMITTEE REPORTS (written only)

A. Training & Employee Development Working Group Update - Jessica MacCallum

XVIII. 11:05 - 11:15 ROUND TABLE DISCUSSION

XIX. 11:15 ADJOURN
Motion 2015-266-1:
Motion to Amend UAF Staff Council Bylaws to Add Language to Address Representatives Changing Units

MOTION

UAF Staff Council moves to amend the organization’s Bylaws to add language to address Representatives changing units, as follows:

EFFECTIVE: Immediately

RATIONALE: This motion amends and adds language in Section 3 to address when Staff Council members move from one unit to another in the middle of their term. ‘Elected’ is added to Section 3.A.VII. to differentiate between elected and special At-Large Representatives. Section 3.A.VIII. and Section 3.B.III. are added to allow Representatives to stay on Staff Council after their unit changes.

(addition) and/or CAPS = Addition
[[deletion]] and/or strike through = Deletion

Section 3. Staff Council Membership

A. Representation
VII. There shall be five Elected At-Large Representative seats on Staff Council. There is no unit or geographical designation to these five At-Large members; however, no one unit may occupy more than two Elected At-Large seats during any term. Elected At-Large Representatives shall be elected by all eligible voting members.

VIII. Special At-Large Representative Seats May Be Established According to Section 3.B.III. Special At-Large Representatives Would Retain Full Staff Council Rights and Privileges.

B. Vacancies

I. A vacancy occurring during the term of a Unit Representative shall be filled by someone volunteering from that unit, subject to approval of the president and the Elections Committee.

II. A vacancy occurring during the term of an At-Large Representative shall remain unfilled until the next election. If the vacancy is during the first year of a two year term, there will be a ‘special’ election to fill this position at the next election cycle. The remaining term will continue to be on the same election rotation as the position was originally intended.

III. When an Elected Representative Vacates Their Seat Due to a Unit Change, They May Choose to Move to a Special At-Large Seat Until the Next Election for Their New Unit.
University of Alaska Fairbanks
Staff Council
Resolution 2015-E-2
Approved
October 20, 2015

UAF Staff Council approved the following motion electronically, on Tuesday, Oct. 20, 2015:

Resolution in Support of Transforming the University of Alaska’s Statewide Office: A Statewide Transformation Team Report (September 2015)

In response to the report submitted by the UA Statewide Transformation Team to President Jim Johnsen on September 25, 2015 and distributed to employees for comment on September 29, UAF Staff Council sought review from its members regarding general support for the materials contained therein.

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WHEREAS, the Statewide (SW) Transformation Team was convened in March 2015 by UA President Pat Gamble to “review [Statewide] office programs and services and make recommendations to ensure SW work is tied to its essential purpose, efficient in use of resources, and effective in delivering results”; and

WHEREAS, the Transformation Team determined the SW office “[…] exists to provide leadership, broad policy and strategic direction, and a certain level of support to the three universities in its system,” of which UAF is the founding and flagship institution; and

WHEREAS, UAF Staff Council recognizes the need for a SW office that is “[…] lean, smart, and valued for its service”; and

WHEREAS, Staff Council also acknowledges the deliberate, balanced, and capable representation among SW Transformation Team membership; and

WHEREAS, its report serves to clarify the function and purpose of SW components, as well as prioritizing efficiency, collaboration, and accountability—virtues Staff Council generally supports and aims to foster; now

THEREFORE BE IT RESOLVED, that UAF Staff Council supports the recommendations of the Statewide Transformation Team, as contained in their September 2015 report “Transforming the University of Alaska’s Statewide Office,” and encourages UA President Jim Johnsen, his Summit Team, and UA Vice Chancellors of Administration to implement this report’s recommendations; and

BE IT FURTHER RESOLVED, that UAF Staff Council wishes to focus further attention on the process of implementation, including efforts to “improve transparency to foster equity and consistency across the system,” as well as assurance that appropriate support will follow relocated roles and functions.

Signed: Faye Gallant, President, UAF Staff Council

October 20, 2015
Date
Brad Krick, Representative; Alternate Not Filled

MPC met on October 22. The group discussed:

**DRAW Equipment Storage Outside SRC:**

DRAW currently has equipment stored out along the SRC’s western wall. The MPC asked DRAW to think on some options for storage and bring them back to MPC in a few months.

**Conex Containers on Campus:**

The MPC normally issues permits for Conex containers with an expiration date (the containers are intended to be short-term). However, there are many containers on UAF property that were never approved or are long past the date when they should have been removed. The group formed an ad hoc committee to look into a better permitting process and the possibility of a storage solution, like a Conex yard located somewhere on campus but out of immediate sight lines.

**Veteran’s Memorial Update:**

The group looked at preliminary sketches for a Veteran’s Memorial on campus. One concept sketch has the memorial placed near the south entrance to the Rasmuson Library. The other concept has the memorial at the observation point across from the Reichardt Building.

**Building Address Changes:**

Over the next several years, building addresses on campus will be reviewed. Some buildings may receive new addresses to improve emergency response. Visible building addresses will also be added to building exteriors.

MPC is scheduled to meet again on November 5, too close to meeting #266 to update this report.
Sustainability & Dining Committee  
Committee Report – November 2015  
Mathew Mund, Committee Representative

Composting  -- **Office of Sustainability will work with facilities** to discuss potential options for the location and operation composer and will look into systems that may be able to work in this climate including the original model proposed by Chartwells.

The SP strategies for dining were in the REP for a dining contractor. Chartwells has a plan to address these strategies. We know that the contract has not been signed officially, and are aware that things can still change at this point. **Mark will compile the list of sustainability related plans** in the proposed contract so that we have more information and are better able to move forward as a committee.

We would like to grow more food on campus. **Michele will contact Allen Tony** to set up a meeting between the experimental farm and Mark. Others are welcome to attend.

We will be selling reusable cups/bottles. They can be used (along with other reusable containers) at dining services locations for 25 cents off beverages. **OoS will deliver several cases** of them to the Campus Cache (Karlee). **Michele will delegating the making of stickers for these mugs/bottles. Michaela will contact Tim Elbell** to see if subway will honor the discount. **Mark will give Michaela Tim’s contact info.**
University Advocacy Committee Report – October 2015

Attendees: Jami Warrick, Nicole DuFour, Phil Jacobs, Connie Huizenga, Susan Frei (via Google Hangout)

The Advocacy Committee met October 14, 2015. Discussion topics included the following:

Staff Mentoring Survey and suggestions for moving ahead: The committee will invite Brad Lobland and/or Margo Griffith to attend the November meeting (currently scheduled for November 10, 2015. Margo had said that the initiative will need structure and guidelines to be effective. The Advocacy committee was asked to contribute suggestions which would clarify expectations and/or functions of a mentor. Future efforts may be incorporated into the initial training program for employees. Phil Jacobs had agreed to write up some examples of mentor/mentee guidelines for discussion at the November meeting. The TED team is working on an “expert” database (this will soon go live) that employees can use to find assistance within their field. Questions about the initiative remain:

- Would this be effective for any position?
- Would the mentor/mentee relationship be specific to career advancement, or extend also to general workplace support?

Staff tours/brown bag series: We discussed the Science Calendar which outlines lectures/events on campus. Available at www.cgc.uaf.edu/calendar.html

Exercise/wellness classes for staff: Questions at earlier meetings included the following:

- Is it possible that the program could partner with the SRC for staff support through classes?
- Are there opportunities for workplace wellness events?

I met with Kaydee Miller on 10/13/15. She is interested in facilitating onsite exercise and/or wellness events to benefit staff. This would be separate from the HealthyRoads offerings. Events and classes would be free to staff, but the instructor cost (approximately $10 - $15 per hour) would need to be paid. Feedback from staff is needed to determine what classes they would be interested in, days/times preferred, possible locations (SRC or within specific buildings), and whether they would be willing to contribute a nominal fee toward the instructor cost. A survey is being developed.
Staff Council Committee Report
MEMBERSHIP & RULES
October

Meeting Date: 10/20/15

Attendance: Brad Krick, Jessica MacCallum, Mathew Mund, Samara Taber, Aly Englert, Trish Winners (Chair). Quorum met.

PROJECT: How to Retain a Staff Council Rep with a Job/Unit Change – The group reviewed the results of the survey. There were 21 survey responses for an 84% response rate. We reviewed the 4 write-in suggestions for inclusion in the counts and all agreed that Option #1 had been clearly indicated as the preferred path. The group discussed how best to change the Bylaws to reflect the change. Jessica MacCallum is writing the Motion.

Option #1 reads: OPTION # 1 - RETAIN REP IN A ‘FLOATING’ AT-LARGE STATUS UNTIL THE NEXT ELECTION FOR THEIR NEW UNIT. REP WOULD RETAIN FULL STAFF COUNCIL VOTING RIGHTS AND STATUS.

BYLAWS REVIEW: Because they were short we had grouped Bylaws Sections 6, 7 and 8 together, however there were many comments and suggestions for changes which created a lot of great and lively discussion which filled most of our meeting time. We will be breaking up the 3 sections and discussing them over the month in order to make it more manageable and to complete the reviews.

The current bylaws review discussion can be viewed here: https://drive.google.com/open?id=1_ZKUjpdGvWutnokLjkr4OyFdb-G_pmhMo3Q-iUwE-fU

We also talked about future Bylaws reviews; we currently have them set up on a 2-year cycle and the question came up of whether we were going to start all over next fall with what we’re just finishing. Trish suggested that the first 2 years had been looking for obvious errors or things that were out of date or difficult to understand, and proposed that the next review should look at the relevant bylaws sections of other UA groups and compare ours to them to look for places where we can align with or incorporate great ideas.

It would also be great to make this a little more collaborative process with the greater Staff Council body rather than waiting to bring it when we already have motions for changes, although of course everyone is welcome to attend our meetings and join in the discussions on the Bylaws sections.

OTHER DISCUSSIONS:

● The Executive Board feels Membership & Rules is the right group to define the At-Large Rep role. We will begin a full discussion of this at a later meeting. A few ideas were brought up during the meeting including having the more experienced reps take the floating roles and mentor new reps, also perhaps have the floaters responsible for 3 units each for which they mentor and serve as a proxy as needed, perhaps only vote when they are serving as a proxy.

● When we have finished the Retaining a Rep survey/motion, we will be ready for a team celebration!! We will try out Doodle to book this.
Staff Alliance Compensation Committee Meeting
Report for Staff Council Meeting #266
November 2015

UAF Representatives: Brad Krick, Mike Cox, Janine Smith

The Compensation committee met on October 26. The meeting was primarily informational.

Faye Gallant asked the group about the proposed 2.5% ATB increase currently in UA’s FY17 budget proposal. The group supported that number.

Brad volunteered to chair the committee.

UA President Jim Johnsen and Compensation Director Tara Ferguson will meet with Staff Alliance on Dec 8. The Comp committee will meet again after Dec 8 to discuss FY18 compensation.
Brad Krick, Representative; Sue Mitchell, Alternate

FACC met on October 15 and October 29.

The group welcomed a new representative from Residence Life. We discussed concerned about enforcement and programming specifically related to Residence Life and students living on campus. Res Life is working on programs for RAs to run for their students and resources for student support.

Signs are still coming to campus. There will be transparent door clings for building entrances and some permanent signs at various points around the Fairbanks campus. The American Lung Association in Alaska has offered to fund additional signs at rural campus sites.

The group is scheduled to meet again on November 12 and on December 10. We have not yet decided if we will continue meeting after UAF goes tobacco free on December 31.