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

I. CALL TO ORDER & ROLL CALL

A. Call to Order
   - The meeting was called to order by President Faye Gallant at 8:50 AM.

B. Roll Call

<table>
<thead>
<tr>
<th>Present:</th>
<th>Present (cont.):</th>
<th>Absent:</th>
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<tbody>
<tr>
<td>(GH=Google Hangout)</td>
<td>Phil Jacobs</td>
<td>Jesse Atencio</td>
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<tr>
<td>Mercedes Anderson</td>
<td>Brad Krick</td>
<td>Chris Beks</td>
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<td>Jessica Armstrong</td>
<td>Jessica MacCallum</td>
<td>Kim Eames</td>
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<td>Nate Bauer</td>
<td>Brandi Marrero</td>
<td>Dean Ojala</td>
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<td>Chris Brooks (GH)</td>
<td>Jenell Merrifield</td>
<td>Guests and Others Present:</td>
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<td>Celena Brown (GH)</td>
<td>Sue Mitchell</td>
<td>Mike Powers, Interim Chancellor,</td>
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<td>Aly Englert</td>
<td>Evelyn Pensgard (GH)</td>
<td>UAF</td>
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<td>Susie Frei (GH)</td>
<td>Chad Oleson (GH)</td>
<td>Orion Lawlor, President-Elect,</td>
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<td>Faye Gallant</td>
<td>Lesli Walls(GH)</td>
<td>Faculty Senate</td>
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<td>Jane Groseclose (GH)</td>
<td>Jami Warrick (GH)</td>
<td>Colby Freel, Vice President,</td>
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<td>Stacey Howdeshell</td>
<td>Trish Winners</td>
<td>ASUAF</td>
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<td>Melody Hughes (GH)</td>
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<td>Nicole Dufour, Ex. Secretary, Staff</td>
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<td>Connie Huizenga (GH)</td>
<td>Mathew Mund</td>
<td>Council</td>
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* Quorum was met

C. Approval of Staff Council Meeting #266 Agenda
   - Approved as presented

D. Approval of Minutes from Meeting #265 (Oct. 2015)
   - Approved as presented

II. STATUS OF PENDING ACTIONS

A. Leave Share Resolution

B. Staff Alliance Task Force to Review “Review Process” vs. “Grievance Process” and Make Recommendations
   - Staff Alliance Task Force wants to wait until the new ‘review process’ has been used before looking at it in more detail. Until it is used, this Task Force does not see looking at this issue as urgent.
   - If UAF Staff Council is interested in comparing the ‘grievance process’ and the ‘review process,’ prior to the use of the new ‘review process,’ it would be appropriate to look at it through this body. Any actions
approved by UAF Staff Council, or concerns identified, can be forwarded to UA Staff Alliance.

- Concerns were raised regarding consequences and the precedent of waiting until the 'review process' is used prior to taking a closer look at it.

- It is unclear how many people have been laid off recently. That number would have to come from Human Resources. This is a hard number to track through the layoff list, since people who are placed on the layoff list in one department may be quickly rehired in another position. Approximately half of the people who have received a layoff notice have left the university. Their names would not appear on the layoff list.

- The Staff Affairs Committee will take on looking at the difference between the grievance process and the review process. The committee was previously waiting on the Staff Alliance Task Force to take the lead. Since this will not occur, Staff Affairs will look into the issue.

- Anyone who is not on Staff Affairs who is interested in this topic should contact the Staff Affairs Committee Chair, Jane Groseclose at jsgroseclose@alaska.edu. You can serve on this committee on an issue by issue basis, as you can with most of the other Staff Council committees.

- The Staff Council Office will send out an email regarding Staff Affairs taking on this task. It will include a note that people can join the committee to address this topic.

- Concern was raised regarding the possibility that the lack of use of this process is due to people not knowing the process exists. Laid off employees are supposed to receive notice within a certain amount of time, typically four weeks for Non-Exempt and three months for Exempt. It unclear if this notice includes information about the review process, the grievance process, and rehire information.

- It is unclear if staff have been notified about the availability of the 'review process. It was also unclear if, once someone is laid off, they receive a rundown of their options including those involving the 'review process' and the 'grievance process.'

- The committee’s tasks will include identifying what is involved in the layoff process.

C. Staff Volunteer Day Proposal and Resolution

- The chancellor plans to convene a committee to discuss a Staff Volunteer Day. There will be an official committee and the Chancellor’s Office will be involved, as will Chancellor’s Cabinet and Staff Council. This has been the status for the past few meetings. The idea for a Volunteer Day has come up a few times informally, including at the last few Prestaff meetings and at the Title IX town hall forum. However, there has been neither formal discussion nor any decisions made. They have been some discussion about using this as an opportunity for staff to volunteer within the campus community. It has also come up as a possible opportunity to take volunteer training or to participate in campus aesthetic / beautification projects. This represents a bit of a shift from the initial intent of the University Advocacy Committee and Staff Council. While on one hand Nate is open to having a wide breadth of choices for people, this was not the idea behind the proposal that Chancellor Rogers signed.

- Nate and Faye met with Chancellor’s Cabinet a few months ago. Many of their concerns during that meeting and the concerns others have raised have focused on implementation, but these are not surprises. The way that we frame it, once the committee is formed and gets going, will likely have an impact on the success of the proposal. Chancellor’s Cabinet meets again today. Nate hopes to have a clearer timeline and plan by the end of the day.


i. Attachment 266-2: Resolution 2015-E-2 - Approved

- This resolution, in support of the Transformation Team’s report, was approved electronically. It was then submitted to the President’s Office. Nate Bauer was thanked for crafting the resolution.

- The resolution spoke to the general spirit of the team’s mission and expressed many of the concerns we have received regarding resourcing. If work is passed to UAF from Statewide, resources need to come with the work. The SW Transition Team is focused on looking at, not just shifting things, but really thinking
about whether or not it makes sense for these things to be done at Statewide.
- Next the Transformation Team will likely form five to seven subcommittees to look at various areas, such as Administration, IT, Human Resources, etc. The Transformation Team that put together this report will serve as a steering committee. The president is expecting these committees to meet for a total of three days, spread out over the next few months, to look deeply at the recommendations. The goal of the subcommittees is not to counter the recommendations. It is to see what the impacts and effects would be if we were to implement the recommendations. They will work their findings back through the steering committee and then they will present this to President Johnsen in March. He will review the recommendations with his leadership team so they can make any decisions by April. This would leave about three months for implementation, with the goal of changes being in place by the beginning of the new fiscal year.
- We have said that we would like more governance involvement in the teams, not just providing feedback in the end, but actively working on the teams. This appears to have been heard by the System level.
- Tom Langdon, President of the Statewide Administrative Assembly, and former UAF Staff Council Representative, did an excellent job with his research on this. He also conducted listening sessions and gathered feedback. The original role for governance in this process was limited to the final review. Tom took it upon himself to address this issue from the beginning of the process.
- Just as the Statewide Transformation Team included two representatives from each of the universities, it is expected that there will also be representation from each university on the various committees and teams.

III. PUBLIC COMMENT (none)

IV. GUEST SPEAKER
A. Keith Mallard, Police Chief and UAF Green Dot Program Chair
- The Green Dot Program is interactive training that equips participants with the knowledge and skill to recognize the early signs of power based interpersonal violence. Power based interpersonal violence includes domestic violence, dating violence, sexual assault, stalking, and similar types of behaviors. It includes the additional crimes that are included under Title IX after 2011’s Dear Colleague letter.
- The Green Dot Program uses the visualization of a map. We often track epidemics with red dots. Each red dot on a map represents an occurrence of the event that you are tracking. In this program, red dots represent that moment in time when someone makes the decision to hurt someone else, whether it is through their words or actions.
- The principle of the Green Dot is that these situations rarely occur in a vacuum. There always seem to be people around. The Green Dot Program works to equip participants with the ability to recognize when a bad event is happening, or about to happen, and arming them with choices. The green dot represents the moment in time where someone sees something happening and they chose to do something, they choose to get involved.
- Many times people chose not to get involved. The fact of the matter is that this is the reality of our society. Often times signs are there, signals and red flags are there, and people chose not to get involved, for lots of reasons.
- The program breaks green dots into two categories: reactive and proactive.
  ▪ 'Reactive' green dots involve the 3D’s – direct, delegate, and distract.
    ▪ ‘Direct’ involves directly getting involved in the situation, which many people are uncomfortable doing.
    ▪ ‘Delegate’ is for when you don’t feel safe or comfortable getting involved, and you get in touch with someone else to help. You are basically delegating the responsibility to someone else who is perhaps comfortable getting involved.
• ‘Distract means to get involved in a way that is non-confrontational. Distractions are about creating space.
• ‘Proactive’ green dots are the ones which will change our culture.
• We are talking about communicating clear messages. When a new staff or student comes to campus, they understand two things.
  1. Power based interpersonal violence is not acceptable.
  2. Everyone does their part to prevent these things from happening.
- Culture change or culture shift, may seem like a nebulous thing, but culture changes all the time. Such changes would include individuals making a choice to do something different today than what they did yesterday, finding what they feel comfortable with and getting involved.
- We need to communicate that violence is not okay here at UAF and we are all here to do our part.
- A lot of the training is focused on students. However, Chief Mallard believes that in order to see this cultural shift we need everyone involved, including staff and faculty.
- The violence prevention curriculum recommends six hours of training. Here at UAF, we have been able to narrow it down to 4 hours. They have offered this training to the Office of Admissions and the Registrar. They broke the four hours into 2-2 hour sessions. This week, they will finish their last session.
- They are also working on condensing the training down to about ninety minutes, specifically for faculty and staff. The ninety-minute training would include an overview of the Green Dot Program. They would also discuss, specifically, how staff and faculty can support the program to change our culture. The longer training can be offered to those who are interested in exploring it further.
- Additional, if anyone wishes to really get involved, they can become a trainer. Right now we only have three trainers at UAF – Chief Mallard, Ronny Hutchins, and Kim Swisher. We need to expand our training pool.
- We have contracted with the Green Dot company and they will be here in February to train additional trainers. If you are interested in being one of those trainers, contact Chief Mallard.
- Faye informed Chief Mallard that Staff Council would be willing to serve as a group to provide feedback or to take a test version of the training, if that would be useful.
- Green Dot Training would also be a great training to provide at Staff Development Day.

V. OFFICERS REPORTS
A. Faye Gallant, President
- Faye testified last week at the Board of Regents (BOR) meeting in Anchorage. She discussed the proposed compensation increase for staff, which was 2.5%. This was in line with union negotiated compensation adjustments.
- When staff systemwide were surveyed in spring, the overwhelming response was that staff do not want compensation increases if their peers will be laid off. In the current budget climate, we are looking at vertical reductions; which services we will provide or will not provide. We are looking to avoid these across the board decreases.
- There really is no clear 1 to 1 relationship between compensation adjustments and layoffs.
- The compensation committee at Staff Alliance discussed this before Faye testified. Since we have fewer people and higher stressed times, compensation increases are important. These are really salary adjustments that prevent people from making less from year to year and not increases.
- Staff Alliance’s Compensation Committee also discussed the possibility of furloughs. Depending upon how it is implemented, as a staff person, it is better to have the compensation increase before a furlough. Then, when the bad times are over, you are not further behind in your base pay. The furloughs are one time actions, pay adjustments impact future pay.
- Staff Alliance supported the 2.5% pay increase, which the BOR approved. It will now go to the governor. If approved, from there it will go to the legislature. Normally the legislature covers only half of our
compensation increases; we have to cover the other half. We will now wait to see this spring how it unfolds.
- In the operating budget, the BOR passed additional funding for Title IX support in terms of increasing positions. It is important that this be well-resourced as we struggle to adapt as a community and for our administration to handle the cases appropriately.
- We also spoke about the need for governance involvement and for transparency in the development of a contingency budget.
- The budget that was approved by the regents is what we believe is in the best case of the university. It is not based on what we expect the legislature will agree to fund. It included a slight increase over last year, when we expect a substantial decrease. We will be looking at how this will be absorbed. We are still awaiting the formation of the UAF Chancellor’s Planning and Budget Committee. We expect to have a staff representative on this committee.
- The regents passed a 5% tuition increase, compared to the proposed 9% increase, with an approximate 5 million decrease between the proposed 9% and the approved 5%. UAF’s impact will be about 1.5 million.
- UAF has also had a relatively steady trend of decreasing enrollment over the last few years, due in part to there being fewer Alaskan high school graduates which is our biggest pool of students.
- Faye continues to push on the Leave Share Resolution, which is long overdue. The new Leave Share Regulations should go to President Johnsen any day now. Faye will update council when this occurs.
- The next BOR meeting is in Fairbanks in Dec. There will be public testimony. It would be helpful to know what, from the staff perspective, are the most important things that we want the regents to know.
  ▪ Feedback included that the regents need to remember that research brings a lot of funding, impacting the university and the state, in terms of dollars coming in. This needs to be protected in order to support the students and the university as a whole.
  ▪ Some staff also feel that between research and academics, there are a lot of the staff support roles that seem to feel undervalued. Often some of the support services for students are what people feel are very administrative roles that are often deemed unnecessary or overfunded when in fact without this support, student have a hard time succeeding. There is value in the services that are provided that are not in academic departments that are still crucial for students to succeed.
  ▪ Over the next week or two, think about this question and email any thoughts you might have about staff who have that kind of impact on students to Faye. It is particularly useful if you have concrete examples, which always resonate a bit more with the board.
- We need to try to organize our public testimony ahead of time. It is public testimony, so you can speak about anything that you wish, you are not required to speak on any specific topic.

B. Nate Bauer, Vice President
- Faye did a great job representing both Staff Council and Staff Alliance at the recent BOR meeting.
- Nate thanked UAF’s leadership for taking responsibility and being accountable for inequalities and issues that have arisen. He also suggested that staff read Interim Chancellor Powers email regarding Title IX.
- The administration held a town hall on Title IX a few weeks ago and, earlier today, Chief Mallard clarified the functions and the goals of the Green Dot Program.
- In these times of budget crisis, there is a lot of discussion regarding what the functions of the university should be. In terms of a hierarchy of needs, the safety of students, staff, and faculty is at the top of the list.

VI. GOVERNANCE REPORTS
A. Colby Freel, Vice President - ASUAF
- ASUAF initially supported the proposed 9% tuition increase. Regent Fisher made a motion, which was approved, to reduce the increase to 5%. The sentiment shared by most students is that they are willing to do their part to reach the budget shortfall. Students are currently supporting less than 25% of that shortfall, which is less than they expected. They do expect that the regents, in future budgets, and the university
system as a whole, will continue to safeguard those areas of the budget that most directly impact student achievement and academic success.

- Students understand the need for qualified staff and qualified faculty support in the educational environment. We also need to continue to build successful programs.
- President Johnsen has advocated for vertical cuts and consolidating programs. As long as there are quality programs and quality faculty and staff, to support these, then those are student’s priorities.
- It is often difficult for students to graduate in four years as courses not always being offered when needed.

B. Orion Lawlor, President Elect – Faculty Senate
- Faculty Senate will hear from Keith Mallard about the Green Dot Program at their meeting this afternoon.
- Faculty Senate will continue to work on curriculum. Transforming O and W course designators into per department communication outcomes will be presented in a motion that is expected to pass today.
- They also have a motion on the table regarding the General Education Requirements (GER), Perspective on the Human Condition. Currently there is a very detailed list of classes. Their plan is to move to more of a classification list system.
- They are also working to streamline the process of getting everyone up-to-date on what Faculty Senate is working on. They are circulating an electronic agenda, which is a spreadsheet that basically tracks the issues that they are working on, who is working on them, and future steps.
- Several people have asked Faculty Senate to pass a sustainability resolution. This requested a $40 / year per faculty and staff match to the student sustainability fee. This resolution was not approved by Faculty Senate. A resolution is probably not an appropriate way to force people to make a donation.
- They are working to update their ‘blue book,’ which is the faculty evaluation handbook. This has not been updated in about a dozen years. Additionally, Faculty Senate’s review of their bylaws is nearing completion.
- The BOR told the president to look at four focus areas: e-learning, teacher education, developmental education, and general education requirements. The idea is to figure out how to make these more effective and efficient. The president is putting together teams to address these focus areas.
- There is a common calendar that has been approved for 2016.
- Faye mentioned that Staff Council’s Membership & Rules Committee now has a process for getting general meeting notes out to our constituents, and this may be something that Faculty Senate would find helpful.
- Staff Council also looked at the sustainability matching fee for RISE. Staff Council’s ad-hoc committee determined that formally endorsing one request for support out of the numerous areas people can support, without having a process to select one, was not appropriate.
- RISE Board has put together a payroll deduction form.

VII. BREAK

VIII. UNFINISHED BUSINESS
A. Fall Election - Update
- Voting is scheduled to close on Dec. 3. A final reminder will be distributed regarding the close of voting. Everything associated with the election is on track. Most supervisor approval forms have already been submitted. There will be an update in Dec.

B. University Advocacy Committee - ‘Staff Mentoring Interest Survey’
- University Advocacy will be inviting either Brad Lobland, UAF Human Resources (HR) Director, or Margo Griffith, Sr. HR, Consultant to the committee’s next meeting to discuss expectations of mentoring and what is involved. The recent survey results indicate that staff are interested in mentoring, but they are seeking information on structure, guidelines, and how it might be incorporated into training for new employees.
- The committee’s next meeting is scheduled for this Wednesday.
C. Chancellor Search Update
   - The committee met twice to work on some of the items that will be used in the recruitment. The consultant will also recruit candidates who might not be looking at job postings. If you have an idea of someone who would be a fantastic candidate, you can nominate them. The recruitment process will begin shortly. The application deadline is Jan. 15. The committee will review candidates as applications come in. The process is entirely confidential up to the point when finalists are named. They expect to have the finalists named on campus for interviews sometime in March. The committee will share their findings with President Johnsen, who will make the ultimate selection. We hope to have a new chancellor in place in June or July.
   - A suggestion was made that the finalists not be interviewed over spring break during the Arctic Science Summit and that they be at a time when students are available.
   - We plan to invite Paul Reichardt, committee chair, to speak at a future Staff Council meeting to provide an update on the process.

D. Committee Representatives
   i. Staff Alliance – Staff Health Care Committee (SHCC)
      - Stacey Howdeshell volunteered and was appointed to serve as a UAF Representative to SHCC.
      - Sue Mitchell volunteered and was appointed to serve as a UAF Alternate to SHCC.
      - SHCC is scheduled to meet next on Nov. 20th.

IX. INTERNAL COMMITTEE REPORTS
   - All committees have reported challenges with poor attendance at committee meetings. Committee meetings cannot function and be effective without solid attendance from members. If you will not be able to make a meeting, please notify your committee chair prior to the meeting. It may be possible to reschedule the meeting. Committee meeting attendance is one of the top three responsibilities of a Staff Council member. If you have problems attending the meetings due to the schedule, reach out to your committee chair and let them know. Committee meeting times are not set in stone; they can often be changed if a large number of committee members are unable to make the meeting.

A. Elections – Brandi Marrero, Chair

B. Membership and Rules - Trish Winners, Chair
   - Attachment 266-6: Nov. Committee Report

C. Rural Affairs - Chris Brooks, Chair
   - Rural Affair last meeting was Oct. 16.
   - After bringing up concerns regarding the lengthy turnaround time for travel repayment, the issue appears to be resolved with no additional complaints.
   - Rural Affairs needs more information from their constituents at rural locations, in order to prioritize concerns and issues. One of the problems is that due to the small size of these campuses there might be a fear to reporting. The committee is looking at possible ways for constituents to submit feedback.
   - Rural Affairs next meeting is this Wed., at 2 PM. The committee will not meet in Dec.

D. Staff Affairs – Jane Groseclose, Chair
   - The committee met, but there has been extremely low attendance for the past few meetings. Jane sent out a Doodle poll to see determine if the regularly scheduled meeting time needed to be changed. If you are on the Staff Affairs Committee and you did not receive the poll, please contact Jane.
   - The committee generally meets the third Monday of the month. If this is not a good time for everyone, this can be changed.
   - They are currently looking at staff morale issues and they are excited to begin looking at the ‘grievance
process’ / ‘review process.’

E. University Advocacy – Jami Warrick
   i. Attachment 266-5: Nov. Committee Report
      - The committee’s next meeting is Nov. 11.
      - They will be working on the mentoring initiative. They are also working on an effort to coordinate staff health and wellness classes through DRAW. This will include a survey to assess the desire for such courses.

X. STAFF ACHIEVEMENTS AND HIGHLIGHTS

A. Phil Jacobs – Staff Council Elections Committee
   - Phil updated the Staff Council election software and was able to get it fully functioning for both the nomination period and voting. He worked through many problems, which allowed Staff Council to continue running its elections through this software.

B. Tom Langon – OIT
   - As discussed earlier in the meeting, Tom did a phenomenal job collecting feedback from staff regarding the Statewide Transformation Report.

C. Paul Deys, GI - GI’s Aurora Website/Server
   - The GI’s Aurora Forecast website is extremely popular. We recently had very active auroras. Due to the exceedingly large number of people attempting to view the GI’s Aurora Forecast, the server crashed. Staff member Paul Deys was able to get the server up and running again very quickly. The repaired server saw over 3 million hits over a three-day period.

XI. CHANCELLOR’S REMARKS

Title IX:
   - There has been a lot of work on Title IX starting at the beginning of the academic year. This included a screening of “The Hunting Ground” movie, and a town hall meeting. Pages of ideas have been received. Last Friday a group of 16 met to begin mapping out ideas in a strategic effort for next year. A number of things have already been completed, but this puts the literally hundreds of project ideas and initiatives that we have identified into a coherent map that we can track. This will be completed next Tues. They hope to have this in a final form in the next few weeks. At that point, strategic activities surrounding Title IX include continued education, Green Dot Training, freeing funds needed for various initiatives, and communications for the next year. These will be addressed by the full cabinet and reported on bi-monthly. Interim Chancellor Powers will continue to update Staff Council as this progresses.
   - In terms of why we keep hearing about funding being an issue for Title IX - as you know, from last week’s meeting, this will be a very difficult budget year. We are looking at a 26-million-dollar gap. We will be scrutinizing everything. There is also some discussion of Title IX being a statewide initiative that UAF is taking the lead on. There is discussion on who should fund Title IX, statewide or UAF.

Employee Engagement Survey:
   - Employment Engagement survey results should be available next week. Results will first be shared with the Administration. The results will be rolled out to the public shortly after. Obviously these are tough times and there will be room for improvement.
   - Interim Chancellor Power is not familiar with the history of surveys like this at UAF, but he is familiar with how Fairbanks Memorial Hospital dealt with survey results and this will impact his thinking going forward. He will also be listening to UAF faculty, staff, students, and leadership. In terms of what kinds of data from this survey will be available to the general populous, he is not certain at this time.
- Interim Chancellor Powers has not seen the survey himself yet, but typically, when you have hundreds or thousands of results, you bring it back to key survey dimensions, numbering somewhere between ten and twenty. From there you would categorize some of the free text comments into various themes. This gives you a relatively high level look at the building blocks of engagement or what is preventing greater levels of engagement. He hopes there will be opportunities through the vendor and through sessions with employees, to work on ideas of how to address these major themes. When dealing with so much data, some type of meaningful summary is typically the best approach to develop an improvement plan.

- Faye noted that in conversations with Anita Hartman and Carla Browning, it would be surprising if we saw the raw data. They were clear that all of the individual data will go to the consultant, but the university will not receive anything that could be used to identify an individual for confidentiality reasons. The university will receive, from the consulting firm, a summarized report aggregated with no fewer than ten respondents per group. If every individual comment and free text was available for public viewing, this would seriously contradict some of the principles that they were using for confidentiality. We would not expect this.

Arctic Science Summit Week:

- Arctic Science Summit week is the week of spring break, March 12 - 20. We will have 1,000 scientists from across the world here on campus at UAF. We will need help from across campus with registration, note taking, technical expertise, etc. We are exploring ideas of how to free up time to help support this showcase which will bring an international spotlight to our campus.

Leadership Forum:

- The Leadership Forum is schedule for the week of Thanksgiving. This is an open meeting, typically held in the fall and the spring to address issues. They are currently working to organize this effort.

Testimony Before the Board of Regents:

- Interim Chancellor Powers, who is a former regent, was happy see that testifying before the board was discussed earlier in today’s meeting. It is important to get organized somewhat. You want to hit around 2.5 minutes and you want to practice ahead of time. If you have like issues, it is often effective to testify as a group. You want to efficiently use the time allotted and really give some thoughts to providing meaningful suggestions and improvements. It is an opportunity to not just criticize or constructively criticize, but to constructively criticize and then offer thoughtful solutions.

- It puts the campus in a good light when faculty, staff, and students speak before the regents.

Budget:

- UAF is facing a 26-million-dollar budget shortfall.

- Title IX has been really all consuming in many ways, but we are now clearly in the budget development process. As you know we had a 9% proposed tuition hike, 5% was approved. The number one capital project agreed upon system wide was the completion of the UAF engineering building and deferred maintenance. For UAF, deferred maintenance of $800 million is needed. This is critical to keeping older buildings maintained.

- A base budget was passed, but we expect this to change over the next few months as we wait to see what the governor puts in his budget and what the legislature ultimately funds.

- It is going to be tough. Right now, which is very early, we are looking at a 26-million-dollar gap and we are going to have to thoughtfully and diligently address this. This week they hope to get a memo out with more details. We will start developing contingency budgets now that the frontal ask has been submitted.

- Faye requested that there be Staff Council Representation on both the Planning and Budget Committee and Employee Engagement follow through. These are two areas where a Staff Council representative would be helpful in both directions. Interim Chancellor Powers said that he would expect that this would be the case.

- The Green Dot program will likely be one component of the cultural shift on campus.

- The university, having been around for 100 years and critical to the development of the state, may face great changes down the line, even program mergers between the three campuses. However, with a state university system and the level of support we are seeing from the state right now, there will always be a University of
Alaska. What that will look like is unclear.
- A suggestion was made to look at prior list of cost saving ideas that were previously classified as not viable, at the time. Departments may find some of the ideas useful at this time.

**Volunteer Day Proposal:**
- Interim Chancellor Powers sees the Volunteer Day proposal, signed by Chancellor Rogers, as a wonderful opportunity for UAF to engage with the community. There is an argument that perhaps we look after ourselves first and become an example for the community. Maybe Green Dot Training is one of those areas where potential participation and possible funding of a half day may be possible. Training and education are so important and needed with this program, yet it is one more thing on the busy schedules of staff. Use of the Volunteer Day for training could possibly lighten the load on staff.
- Concerns were raised that Volunteer Day, as originally proposed by Staff Council, was to focus on helping out the community, and was not originally intended for on campus training, as has recently been discussed. This proposal originated in Staff Council’s University Advocacy Committee whose focus includes promoting UAF to the community at large. Interim Chancellor Powers indicated that he was aware of these concerns.

**XII. 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**
- Membership & Rules recently conducted a survey of all Representatives regarding options for remaining on Staff Council after a Representative underwent a job change that placed them in a different unit than the one they were elected to represent. The attached draft motion was developed based on those survey results.
- The motion was read aloud.
- This motion was approved by roll-call vote with Representatives voting as follows:

**FOR (14):**
- Mercedes Anderson
- Jessica Armstrong
- Celena Brown
- Aly Englert
- Susie Frei
- Jane Groseclose
- Stacey Howdeshell
- Jessica MacCallum
- Brandi Marrero

**FOR (cont.):**
- Jenell Merrifield
- Sue Mitchell
- Evelyn Pensgard
- Lesli Walls
- Trish Winners

**AGAINST (2):**
- Brad Krick
- Chad Oleson

**ABSTAINED (1):**
- Chris Brooks

**XIII. ANNOUNCEMENTS**

**A. 2016 Staff Council Calendar Photo**
- The photo selected for this year, as voted on by Staff Council Representatives, is 'First Sign of Winter on Tok Cutoff Highway,’ by Julien Schroder.
B. FY17 Compensation Increase (2.5% for staff) proposed to Board of Regents
   - This was approved by the BOR, as discussed earlier in the meeting.

C. FY17 Tuition Increase (9% across the board) proposed to Board of Regents
   - The BOR approved a 5% across the board tuition increase, as discussed earlier in the meeting.

D. Special Parking Pass for New Mothers
   - There is a special parking pass that you can apply for at the Bursar’s Office, if you have appropriate
documentation, for example, for new mothers who will be nursing and need quick access to the building or
if their infant is being brought to them for nursing, or for women in their third trimester. This is part of
increasing family friendliness resulting from the Better Place to Work survey.

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. ROUND TABLE DISCUSSION

XIX. ADJOURN
   - The meeting was adjourned by President Faye Gallant at 11:20 AM.
University of Alaska Fairbanks  
Staff Council  
Motion 2015-266-1  
APPROVED

Motion 2015-266-1:  
Motion to Amend UAF Staff Council Bylaws to Add Language to Address Representatives Changing Units

UAF Staff Council approved the following motion on Nov. 9, 2015, at Staff Council Meeting #266. This motion was approved by roll-call vote with Representatives voting as follows:

FOR (14):
Mercedes Anderson  
Jessica Armstrong  
Celena Brown  
Aly Englert  
Susie Frei  
Jane Groseclose  
Stacey Howdeshell

FOR (cont.):
Jessica MacCallum  
Brandi Marrero  
Jenell Merrifield  
Sue Mitchell  
Evelyn Pensgard  
Lesli Walls  
Trish Winners

AGAINST (2):
Brad Krick  
Chad Oleson

ABSTAINED (1):
Chris Brooks

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.

Haye Gallant, President, UAF Staff Council  
Date  
12/16/15
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: [Signature]  
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](http://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.
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_ZKUpdGvWutnokLjkr4OyFdb-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.
Fresh Air Campus Challenge Committee
Report for Staff Council Meeting #266
November 2015

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.