

AGENDA  
UAF STAFF COUNCIL MEETING #165  
Friday, 14 October 2005      8:45 – 11:15 a.m.  
Face-to-face No audio-conference  
Wood Center Carol Brown Ballroom

1.      8:45-8:50      CALL TO ORDER AND ROLL CALL
  - A.      Adopt Staff Council #165 Agenda, Friday, 14 October 2005
  - B.      Approve Staff Council Minutes #164, Wednesday, 14 September 2005
2.      8:50-9:00      OFFICER'S REPORTS
  - A.      Maya Salganek, President Staff Council
  - B.      Jeff Stepp, President-Elect Staff Council
3.      9:00-9:05      PUBLIC COMMENT
4.      9:05-9:25      GUEST
  - A.      Chancellor Stephen B. Jones

ACTION

5.      9:25-9:45      OLD BUSINESS
  - A.      Staff Council Administrative Committee Retreat  
Friday, 14 October, 3-5 p.m., Room 341 Rasmuson Library
  - B.      Recognition for serving on Staff Council, 14 April 2004 letter  
from Carolyn Chapman, Human Resource Director (handout and sent as an attachment)
  - C.      Staff Council Budget (handout)
6.      9:45-9:50      BREAK
7.      9:50-10:00      NEW BUSINESS
  - A.      MOTION: Proposed Fall 2006-Spring 2007 Staff Council  
schedule, \*Attachment #1 (sent as an attachment)

INFORMATION

8.      10:00-10:10      GOVERNANCE REPORTS
  - A.      Paul Layer, President Faculty Senate
  - B.      Joe Blanchard, President ASUAF
9.      10:10-10:40      COMMITTEE REPORTS
  - A.      Staff Affairs, Liam Forbes, Attachment #2
  - B.      Rural Affairs, Barbara Oleson, Attachment #3
  - C.      Elections, Membership and Rules, Gary Newman, Attachment #4
  - D.      Advocacy Committee, Angela Linn, Attachments #5 and #6

- E. Ad Hoc Committee on Work Place Ethics, Dorene Walrath
- F. Draft Ad Hoc Chancellor's Recognition committee rewrite - Attachment #7 and Website link for Chancellor's Recognition award as approved February 5, 1997  
<http://www.uaf.edu/uafgov/staff/chancellor-recognition/>

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Committee Reports if available may be viewed at <http://www.uaf.edu/uafgov> University News Room Announcements – Please check for Staff Council Announcements:  
<http://www.uaf.edu/news/news.html>

10. 10:40-10:50 EXTERNAL COMMITTEE REPORTS

- A. Chancellor's Campus Diversity Action Committee
- B. Governance Coordinating Committee – Maya Salganek
- C. Master Planning Committee – Gary Newman, Attachment #8
- D. Master Planning Subcommittee on Circulation and Parking – Annette Chism
- E. Strategic Plan Committee: Jackie Alleyne-McCants

External committee reports will be attached to the agenda if available.

11. 10:50-10:55 UAF COMMUNITY EVENTS

- A. **Ice, Lights and Northern Nights: A Gala Celebration Saturday, October 15 • 7 PM**  
A Gala Celebration at the University of Alaska Museum of the North featuring elegant hors d'oeuvres, sparkling drinks, music and dancing. Attire is Black Tie optional. Tickets are \$75. The Gala is sponsored by Wells Fargo with beverages provided by Specialty Imports.
- B. Thursday, October 20, 2005 from noon-1:30 at the Wood Center Carol Brown Ballroom

12. 10:55-11:00 STAFF COUNCIL ROUNDTABLE

13. ADJOURN

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Staff Council Meeting #165/Attachment #1  
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STAFF COUNCIL MEETING SCHEDULE FALL 2006 – SPRING 2007  
\*(sent as an attachment)

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Staff Council Meeting 165 Attachment #2  
UAF Staff Council #165  
Friday, 14 October 2005

Staff Affairs Committee Report  
September 26, 2005 9:00 am

- I. Roll Call
- Present: Jackie, Faith, Gabrielle, Liam, Nici
- Excused: - - Absent: Susan, Steve, Barbara, David

## II. UAF Community Service Outreach Program

A. Two versions of a motion requesting the creation of paid leave to perform volunteer work have been rejected by Chancellor/HR with legitimate concerns that SA couldn't resolve. Where do we want to go with this topic?

What opportunities currently exist for staff to perform volunteer work encouraged by, supported by, or lead by UAF? Talk to Development Office, University Relations, and Chancellor's Office? \* How many staff take leave to volunteer? Faith will talk to Josh Steadman to find out what work has already been done to answer this question.

B. Parking changes presented at last SC meeting.

In general the information presented was well received.

Lots of changes; several people thought that the changes are being communicated better than previous parking leadership did.

C. Are staff being "required" to take courses for self improvement and Pay out of pocket? Liam will talk to Diane/Maya to find out what happened and determine if follow up is required.

B. Help with May Carolyn Sampson ice cream social/raffle.  
Liam will find out Staff Affairs task.

## III. UA

A. Performance Based Budgeting-Liam.

Latest info at <http://www.alaska.edu/swbudget/pm/details.xml>.  
very quiet over the summer

Liam will contact Gwen and find out what's going on.

B. SW classification project-<http://www.alaska.edu/hr/classification/index.xml>

Status of 5/23/05 motion for target completion date?

Gabrielle will talk to Lynnette/Maya and find out what happened to the motion. [Note: the motion has been forwarded to the Chancellor, the UAF HR Director, the Vice Chancellor of Administrative Services, the Vice President of Faculty and Staff Relations, and the UAF System Governance Office. No response from any of those parties at this time.]

C. Wellness Program

Information about the Wellness Program was a surprise to several people. One month before the survey seems like a late start to get information out to the constituency.

Concerns about survey, possibly because this is all new information. x privacy regarding individual's health and health care issues x University using risk level to modify/change/deny coverage Liam will ask Mike Humphries for more information on what gets reported to the University by Summex. Liam will ask Mike Humphries for advance copies of the HRA.

[Note: a copy of the 2004 survey has been forwarded through Staff Alliance.] \* Liam will ask Maya if Staff Alliance is already working on this. Is there another committee somewhere providing opportunity for staff input; what other activities would she like Staff Affairs/Staff Council to be doing?

D. UA/UAF HR seems to be making training more accessible to rural sites.  
Gabrielle is drafting a thank you letter.

## V. Next Meeting

10/31/05 at 9:00 am in the Chancellor's Conference Room and via telecom.

Adjourn

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Staff Council Meeting 165 Attachment #3

UAF Staff Council #165

Friday, 14 October 2005

Rural Affairs Committee Meeting Minutes of October 6, 2005

Present: David Miller, Chris Todd, Sheena Tanner, Denise Wartes, Katrina Nelson, Pam Twitchell, Maya Salganek, and Barb Oleson

1. The meeting was called to order by Acting Chair Barb Oleson at 10:06 a.m. The agenda was reviewed and Denise Wartes was added to give update on Campus Diversity as # 6. In the future there will be an "Other" category so that anyone can add items to the agenda.
2. Election of Chair for FY'06 – This agenda item was tabled until more members signed on and will go after #4.
3. Update from Membership & Rules Committee Regarding Margaret "Peggy" Wood Staff Recognition Award – Barb reported that she talked with Gary Newman and he thought that we did not need to add this to our responsibilities in the bylaws. Gary thought that it was more of a thing we did to facilitate the award. So, no action is needed.
4. Committee Goals: The goals of improving communication and improving training opportunities were goals that the group could agree to focus on. Discussion followed at length. In trying to determine our biggest area of concern, it was established that general information is very important. It was determined that as new people are hired in the rural campuses and CRCD they need to get onto the CRCD list serve, which is maintained by Northwest Campus faculty member Joe Mason. No one knew of any instances when something wasn't put on the list serve that had been sent to Joe. But the group agreed just sending in every little change could overload the list serve. Discussion followed on someone with HR letting new staff know about this list serve. It was also suggested to let the local PPA's know so that it can be standard information that they hand out to new employees (as UAF HR does orientation for full-time staff, and temporary staff are handled by local PPA's). Maya suggested that we may want to develop a place to post notices of change. It was mentioned that some people may need something more proactive. Maya mentioned that there is a new position at Statewide for an Employee Communication Specialist. This position may be able to assist us as we try to figure out ways to improve communication. Sheena gave an overview of the CRCD HR/Fiscal staff floater person. The Dean's office did ask for this position, but was denied. Since CRCD was not able to hire someone to do this, Twyla is the HR contact in the Dean's office and Cecelia and Sheena are the CRCD's contact staff for anyone having fiscal problems or issues from the Dean's office. Discussion followed on training. Banner, adjunct training, supervisory, computer, benefits (especially Fidelity, Valic reps), and program changes were all items that rural staff is interested in getting further training in. Discussion followed on CRCD's ability to have some events web based. The group was running out of time to finish all of the remaining agenda items, so this will be discussed further at the next meeting.
- #2. Election of Chair – Motion was made to nominate Barb Oleson and seconded. Pam Twitchell made the motion to close nominations and move for unanimous consent. Motion seconded by Katrina Nelson. Motion carried.
5. New Wellness Program – Barb solicited ways to encourage rural staff to participate in completing the Health Risk Appraisal form that will be online on October 17<sup>th</sup>. The following ideas were suggested: do an event coffee and donut/healthy food session to encourage each other to complete the form online, coordinate with regional health corporation, coordinate with the Alaska State Health Fair, and put info out on the CRCD list serve. Maya will work to get the Alaska State Health Fair coordination with Phyllis Alexander for the next two years, as they offer all the tests for free or minimal charge with their visits, and they do come out to the rural areas. Rural members were encouraged to do

- something at their sites to help get rural faculty and staff to complete the Health Risk Appraisal forms.
6. Update on Campus Diversity – Denise reported on their last meeting and their concerns. Two major concerns is the change to selective enrollment and the need for more rural representation at their meetings. Each member was asked to find someone from their campus to participate in these meetings. Their next meeting is November 10<sup>th</sup> at 11:30 a.m.
  7. AFN Agenda – Denise had copies of the AFN agenda's and asked if anyone wanted copies. Denise will ask Joe Mason to put them out on CRCD's list serve.
  8. Roundtable – Cancelled due to time.
  9. Announcements – Our next meeting is scheduled for Thursday, November 3, 2005 at 10:00 a.m.
  10. The meeting adjourned at 11:04 a.m.

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Staff Council Meeting 165 Attachment #4  
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EMR Committee Meeting Report - October 3, 2005  
Present: Gary Newman, chair, Leah Swasey, Lynette Washington  
Absent: Mary Pat Boger, DeShana York

Status of online elections: Maya talked with Chancellor Jones about the difficulty in getting computing services assistance in having Staff Council get on line elections. He was given the previous documentation Gary and Leah had developed and in turn forwarded it to Steve Smith, head of IT services for UAF/SW (now called OIT – "Office of Information Technology"). Steve Smith replied to Maya last week that he was going to assign this to someone and have that person contact us. No contact to date, but we will contact him this week. Re-align Units 7 & 9, based upon UAF organizational changes in Enrollment Management. We still do not have a clear picture of exactly who moved. Lynette has been trying to work with PPA's, Susan Miller with UAF HR, and also pending information from rep Cheryl Conner, who is affected by this change. Once this is done, EMR can make these changes in our unit structure and examine changes in reps/alts. A rough estimate is that up to 60 staff would be affected and we want to be careful to make only the correct changes. Regular elections are typically held in November for 2-year terms to begin the following Jan. Even units are up this time. EMR needs to make sure we have candidates set for each even unit. A slate of candidates needs to be in hand by Oct. 24. EMR members were assigned to follow through with units/reps as follows:

Unit 2 – DeShana York  
Unit 4 – Leah Swasey  
Unit 6 – Gary Newman  
Unit 8 – Mary Pat Boger  
Unit 10 – Leah Swasey  
Unit 12 – Gary Newman  
Unit 14 – Mary Pat Boger

Leah offered the idea of having a task calendar of EMR duties to help guide us in knowing what we have to regularly do on a monthly basis. This may be a handy thing to have for incoming members, chairs, and perhaps also as a tool for other committees. Leah will work on an outline to be presented at Admin meeting. This concludes the EMR report. Notes taken by Gary Newman

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Staff Council Meeting 165 Attachment #5  
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UAF Staff Council Advocacy Committee - 9/15/2005, noon-1:00, Wood Center Cafeteria

## SEPTEMBER SUMMARY

Members Present: Cheryl Conner, Joe Hayes, Angela Linn, Pauline Thomas, Dorene Walrath; Members Absent: (No info) Joanna Meyers, Margo Kramer, Maya Salganek; (Excused) Sonya Bickford, Carrie Donkor, and Diane Leavy

The committee discussed the plans for the fall semester. The major tasks planned involve a Legislative Mixer, where faculty, staff and students will be invited to come to a reception to meet the Interior Delegation of legislators to discuss the issues of relevance to the University and the people of the Interior. We will be meeting with Ann Ringstad to work out schedules. Also, ASUAF will be invited to participate and co-sponsor the event. On October 17, the statewide Human Resources department will be rolling out the new Wellness Program. Employees will be asked to complete a health summary that will place them into high, medium, or low risk categories, based on the information they supply. The Advocacy committee has been asked to assist in the planning of the Health Fair that the UAF health clinic sponsors and to try and schedule the timing so it is around the time employees are asked to fill this survey out.

The meeting was adjourned before we could discuss our other two projects, the KUAC fund raiser phone banking and the assistance with the Carolyn Sampson raffle and staff appreciation ice cream social.

The next meeting will be Monday, 10 October at noon in the Wood Center cafeteria.

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Staff Council Meeting 165 Attachment #6

UAF Staff Council #165

Friday, 14 October 2005

UAF Staff Council

Advocacy Committee

10/10/2005

### Summary

#### **I. Roll Call**

**Members Present:** Joe Hayes, Angela Linn, Maya Salganek, Dorene Walrath

**Members Absent:** (Excused) Pauline Thomas; (No information) Carrie Donkor, Cheryl Conner, Diane Leavy, Margo Kramer

The committee worked out the details for the upcoming Legislative Mixer, scheduled to take place on Thursday, October 20, 2005 from noon-1:30 at the Wood Center Carol Brown Ballroom. Faculty Senate has agreed to co-sponsor as well as ASUAF. A final decision regarding who will be invited, the format of the invitation and duties regarding advertising, etc. were finalized.

The committee agreed to forgo the KUAC-FM fund-raising phone banking, and would concentrate on the KUAC-Alaska One fund drive in the spring.

The next meeting will be Monday, November 13, 2005 at noon in the Wood Center Cafeteria.

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Staff Council Meeting 165 Attachment #7

UAF Staff Council #165

Friday, 14 October 2005

Ad Hoc Chancellor's Recognition Award committee rewrite

Draft CHANCELLOR'S RECOGNITION AWARD 2006

OBJECTIVE

To recognize University of Alaska faculty and staff for their sustained outstanding contributions toward accomplishment and enhancement of the mission of the UAF.

#### ELIGIBILITY

All staff and faculty members excluding deans, directors, and executive staff occupying any position at the University of Alaska Fairbanks are eligible to receive recognition as outlined in this program.

#### PROGRAM OUTLINE

The recognition program will consist of:

Public Recognition: For service that is work related or a public relations effort that is noteworthy by any University of Alaska Fairbanks' employee. Recognition is a plaque and gift as determined by the Chancellor. All departments are encouraged to recognize their employees in addition to this award. The Chancellor shall maintain this program in conjunction with the UAF Staff Council. A copy of the award will be placed in the employee's personnel file.

#### EMPLOYEE RECOGNITION SUBMITTAL FORM

AWARD:    Non-Supervisory        Supervisory        Monetary

NAME: \_\_\_\_\_ (name of person being nominated for recognition.):

DEPARTMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

Please include a cover letter (use an additional sheet of paper if necessary).

Why do you think this person deserves this award?

Please include detailed compelling examples. If this is a monetary award nomination please specify the details of the monetary savings.

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Staff Council Meeting 165 Attachment #8

UAF Staff Council #165

Friday, 14 October 2005

Master Plan Committee report by Gary Newman

1. Final drafts of the design for the Cornerstone and West Ridge Plazas are to be available soon, but no funding for construction is available. The Chancellor is supportive of a landscape inventory for campus.
2. Discussion over Circulation and Parking Subcommittee discussion on notice for added metered parking mostly in the core area of campus, the go-slow approach for silver lots, and the revised shuttle routes.
3. Notice about the Oct. 6 meeting of the FNSB Transportation Advisory Commission on how the buses no longer stop at Wood Center, only at the Nenana lot.
4. The new ski trail that bypasses the SAR dish on North Campus is near completion. Lighting will be addressed next year.

5. Design and Construction Director Steve Titus presented a plan to add locker rooms on the south wall of the Patty Ice Rink, external to existing structure for \$1 mm. The MPC was concerned about how well this would blend in to the existing building.

This concludes the Master Plan Committee report.

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External Committee Report:

Chancellor's Budget & Planning Committee:

The Budget & Planning Committee has met a few times. The next meeting is scheduled for November 2nd. One of our priorities has been to try and determine the best way to handle the FY06 Performance Based Allocations. A small sub-committee has been setup to look at factors used for the report card system favored by Statewide. The other item we are starting to address as a committee is the FY08 Budget development.

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For More information contact the UAF Governance Office

Staff Council: 474-7056 <http://www.uaf.edu/uafgov/>

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