

AGENDA
UAF STAFF COUNCIL MEETING #166
Wednesday, 16 November 2005 8:45 – 11:15 a.m.
Wood Center Rooms C-D

1. 8:45-8:50 CALL TO ORDER AND ROLL CALL
 - A. Adopt Staff Council #166 Agenda, Wednesday, 16 November 2005
 - B. Approve Staff Council Minutes #165, Friday, 14 October 2005 (if available)
2. 8:50-9:00 OFFICER'S REPORTS
 - A. Maya Salganek, President Staff Council – Attachment #1 (attached to agenda)
 - B. Jeff Stepp, President-Elect Staff Council
3. 9:00-9:05 PUBLIC COMMENT
4. 9:05-9:30 GUEST
 - A. Deborah Horner, Director, Campus and Space Planning – Strategic Plan Attachment #2 (attached to agenda)

ACTION

5. 9:30-9:45 OLD BUSINESS
 - A. MOTION: Proposed Fall 2006-Spring 2007 Staff Council Schedule - Attachment # 3 (attached to agenda)
 - B. Wellness Program follow-up – Jeff Stepp
 - C. Staff Council 14 October Retreat follow-up – Maya Salganek
6. 9:45-9:50 BREAK
7. 9:50-10:00 NEW BUSINESS
 - A. Tobacco Issue - Wood Center Staff and Jeff Stepp (sent as *Attachment #s 4 & 5)
 - B. Staff Affairs's Motion to establish the Ad-Hoc committee On Health and Wellness - Attachment #6

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 #7 (attached to agenda)
 - B. Rural Affairs, Barbara Oleson - Attachment #8 (attached to agenda)
 - C. Elections, Membership and Rules, Gary Newman - handout
 - D. Advocacy Committee, Angela Linn - handout

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
 - D. Master Planning Subcommittee on Circulation
and Parking – Annette Chism – Attachment #9 (attached to agenda)
 - E. Strategic Plan Committee: Jackie Alleyne-McCants or Barbara Oleson

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

11. 10:50-10:55 UAF COMMUNITY EVENTS
- A. Interview Technique Workshop, Wednesday, 16 November,
Wood Center Rooms E-F, 11:30-1:30 p.m. Presented by the
Office of Equal Opportunity, Human Resources, Career
Services and the UAF Women’s Center
 - B. International Education Week is being celebrated on
the UAF campus from Monday, November 14 thru Saturday,
November 19. One of the highlights of the week is the
International Flag Dedication Ceremony and Reception
on Friday, November 18, at 4:30pm in the Wood Center
and we would like *YOU* to join us!
12. 10:55-11:00 STAFF COUNCIL ROUNDTABLE
13. ADJOURN

Staff Council Meeting #166/Attachment #1 UAF Staff Council #166 Wednesday, 16 November 2005
President’s Report
Submitted by Maya Salganek

- 1. Board of Regents
 - a. Passed President’s Budget Request
 - i. FY 07 Capital budget to maintain existing facilities and equipment
 - 1. total \$101,687,300.00
 - 2. State Appropriations request: \$98,378.300.
 - ii. FY07 Capital Budget Additional Board of Regents Capital requests
 - 1. total: \$331,404,900
 - 2. State Appropriations request: \$152,037,600
 - iii. FY 07 Operating Budget total: \$790,023,400
 - 1. State Appropriations request: \$291,773,700
 - iv. FY06 Supplemental Budget request for energy costs: \$3,311,500
 - v. FY05 PERS/TERS: \$15,400,000
 - b. Total state request: \$560,901,100

2. Staff Alliance
 - a. Staff and Supervisor Training
 - i. New Position created as director of Training and Development at SW to pull together Supervisor training and do assessments.
 1. Jeff Stepp will serve as SA representative on search committee
 - ii. Additional new position in works to have an HR Banner IS position. Every HR change requires someone to enter the information into Banner. Requires its own position.
 - b. Employee Tuition Waiver
 - i. Discussion continues on alteration to the employee tuition waiver benefit. Desire is to make staff/dependants accountable if classes are failed. Mechanics have not yet been worked out
 - ii. Along with “penalty” changes, SW wants to also enhance the benefit in other ways.
 1. Include Professional Development classes under tuition waiver
 2. I also suggested having Wellness classes (Recreation classes) totally waived so that staff have access to a full 3 academic classes a year, and not utilize one credit for exercise classes. Jim Johnsen seemed to like this idea.
 - iii. SURVEY REQUESTED: Representatives: Please survey your constituents to determine what are the reasons that employees/dependants do not complete or pass their classes.
 - c. Wellness Program
 - i. Hard copies of the HRA will be mailed out this week to those who didn’t respond online. Paper copies due 11/26/05.
 - ii. Found difficulties in that after Summex emails were sent out, folks overwhelmed the server trying to log in
 - iii. Rebates will be processed as a credit to the health care deduction on paychecks, and will appear on the December 23 paycheck.
 - d. ACAS
 - i. A re-evaluation of the ACAS (Accountability and Sustainability) will take place. Committees will be reconvened to access progress.
3. Staff Council
 - a. Legislative Luncheon

Great success: 55 in attendance including 3 representatives, 2 senators, and 2 staffers. Will be bigger and better next year.
 - b. Online elections
 - i. HAPPENING but not for this election. Aim is for Fall 2006.

Staff Council Meeting #166/Attachment #2 UAF Staff Council #166 Wednesday, 16 November 2005

Strategic Plan dated 11/1/05

UNIVERSITY OF ALASKA FAIRBANKS
STRATEGIC PLAN 2010
Draft -11-1-05

The following is a *draft* of the UAF Strategic Plan 2010. The UAF Strategic Planning Committee developed this plan during the past 10 months. The committee sought and received input from numerous individuals and groups throughout the state of Alaska. The plan is designed to address critical issues that the university will face over the next five years. Various university constituencies will vet this draft during the November 2005 with the feedback being used to finalize the plan.

The strategic themes and strategic goals do not address implementation of these goals. The implementation plans will be part of the annual compact plans between each college, school, institute and administrative division. The compact plans will be developed between the various units and the university during Spring 06.

MISSION STATEMENT

The University of Alaska Fairbanks, the nation's northernmost Land, Sea, and Space Grant university and international research center, advances and disseminates knowledge through teaching, research, and public service with an emphasis on Alaska, the circumpolar North, and their diverse peoples. UAF promotes academic excellence, student success, and lifelong learning through a broad array of outreach, engagement, workforce development, and certificate through doctoral programs.

VISION STATEMENT

Not provided

CORE VALUES

As the nation's arctic university, UAF is defined by its location in the circumpolar north, Alaska's diverse cultures, rich history, unique geography and environment. The students, faculty, staff and alumni, in honoring the public trust, hold the following values to be the cornerstone of our identity as an academic community:

Access to comprehensive higher education and lifelong learning for all

Student success in academic, social and professional pursuits

Active engagement of the university with Alaskan communities in creative endeavors

Independence of thought and action in the pursuit of knowledge

Innovation in quality teaching, scholarly activities, and public service

Stewardship of our human, fiscal, social, and environmental resources

STRATEGIC THEMES AND STRATEGIC GOALS

The University of Alaska Fairbanks has six strategic themes. These themes serve to guide the University toward its vision: Research/Scholarly Activity, Teaching and Learning, Student Success, Community Engagement and Development, Facilities and Infrastructure, and Faculty and Staff Development. Each theme is made up of several strategic goals. The various divisions throughout the University system are charged with the job of developing strategies within their various compact plans to achieve the goals by the year 2010.

I. Teaching and Learning:

Teaching and learning is an engaged interaction; consisting of both process and outcome between two or more parties. In institutions of higher education, that interaction cumulatively should result in a citizenry capable of analysis, critical thinking, and problem solving.

Strategic Goals:

- Identify and implement measurable learning standards and competencies for each degree and certificate program.
- Increase both student participation in and opportunities for, engaged/experiential learning.
- Professional qualifications for faculty must be clearly articulated and applied.
- Each college and school will establish teaching accountability standards.

II. Research and Scholarly Activities:

The University promotes the development of a broad range of research and scholarly activities leading to an understanding of the issues related to Northern regions. This will include a broad range of categories: physical (e.g. climate change), biological (i.e. life-related), and social/cultural (human-related), or in any creative interdisciplinary combination.

Strategic Goals:

- Focus the scholarly and creative activities of the university on accommodating change in the North.
- Strive for intellectual leadership in Arctic and Sub arctic issues and problems.
- Become the premier international leader in Arctic research.
- Increase funding for research programs affecting the health and welfare of Alaska native peoples.
- Hire a Nobel Laureate, or similarly distinguished scholar.
- Designate and fund three programs of distinction that provide both graduate and undergraduate research activities.

III. Student Success:

Student Success encompasses actions designed to enhance our students' academic and out-of-classroom experiences while attending UAF; and prepare them to be engaged and contributing citizens who are equipped to accomplish their life-long academic, professional, and personal goals.

Strategic Goals:

- Increase the fulltime baccalaureate six-year graduation rate to at least 35%.
- Improve UAF's freshman retention rate to 75% by 2010.
- Advocate for funding of the 2005 Campus Life Master Plan by 2008.
- Expand recruitment and academic advising resources in each college and school by the fall semester 2010.
- Become nationally recognized for our student leadership program.
- The University will make a decision regarding selective enrollment by the year 2007.
- UAF will develop measures for student success at all academic levels.

IV. Community Engagement and Advancement:

In our efforts to be responsive to the diverse communities we serve, it's essential to revitalize and increase public support for the institution through meaningful, sustained advancement, and engagement activities.

Strategic Goals:

- Promote and adopt a university-wide community engagement plan.
- Develop and implement a university-wide marketing plan.
- Strengthen the links between university research and the economic, social, and cultural needs of Alaska.
- Expand substantive community involvement in UAF-wide programs, with special emphasis for those accessing UAF services in distance, rural, and Native communities.
- Increase alumni support and involvement.
- Implement a university capital campaign by 2007.
- Focus appropriate resources at UAF on economic development activities in Alaska.

V. Building a Better Campus - Facilities and Infrastructure:

Like many universities in the country, UAF is experiencing growth in both programs and research, but does not have adequate facilities and the appropriate infrastructure to support this growth.

Strategic Goals:

- Complete the Wood Center expansion phase of the Campus Life Master Plan by 2010.
- Continue to implement the UAF Campus Master Plan and complete an update of the plan in 2007.
- Improve space for teaching, research, community engagement and other scholarly endeavors through space analysis and programming, suitable technology, and the appropriate renovation and/ or construction of teaching space.
- Renovate or construct facilities on campus that meet or exceed UAF sustainability standards.
- Ensure a reliable and robust campus infrastructure, including utilities, IT, and roadways.

- Obtain adequate maintenance and operations (M&O) funding for all new and existing facilities and infrastructure.

VI. Faculty and Staff Development:

The university is dedicated to recruitment, development, retention, and recognition of a diverse faculty and staff who will carry out our mission of excellence in teaching, research and service.

Strategic Goals:

- Increase the representation of women and minorities in staff and faculty positions where under-represented.
- Increase participation by all regular and adjunct faculty in faculty development.
- Develop an integrated and coordinated staff development program.
- Increase retention of faculty and staff, particularly in under-represented groups.
- Establish criteria and mechanisms for incentives and recognition of excellence for both staff and faculty.

Staff Council Meeting #166/Attachment #3 UAF Staff Council #166 Wednesday, 16 November 2005

Staff Council Fall 2006-Spring 2007 Updated Proposed Meeting Schedule

MOTION:

=====

All regular meetings will be in the Wood Center Rooms C and D and *face-to-face meetings will be in the Wood Center Carol Brown Ballroom (WCCBB) at 8:45 – 11:00 a.m. All meetings that are not face-to-face will be set up as an audio-conference.

SC	173	Wednesday	13	September	2006
*SC	174	Friday	13	October	2006
SC	175	Wednesday	15	November	2006
*SC	176	Friday	15	December	2006
New Rep & Alt Orientation			26	January	2007
SC	177	Wednesday	14	February	2007
*SC	178	Friday	23	March	2007
SC	179	Wednesday	18	April	2007
Staff Appreciation Day			17	May	2007
*SC	180	Friday	18	May	2007
SC	181	Wednesday	6	June	2007

*Asterisks indicate face-to-face meetings

Effective: Immediately

RATIONALE: The FY06 Staff Council meeting schedule must be set for Fall 2006 through Spring 2007.

Staff Council Meeting #166/Attachment #s 4 & 5 UAF Staff Council #166 Wednesday, 16 November 2005

1. Chancellor Jones 31 October memo Re: Cigarette Sales in Wood Center 2. Staff Council Officer's 3 November memo Re: Chancellor's 31 October memo

Memorandum

To: ASUAF Officers
UAF Faculty Senate Officers
UAF Staff Council Officers
Chancellor's Cabinet

From: Steve Jones
Chancellor

RE: Cigarette Sales in Wood Center

Date: October 31, 2005

The UA system recently launched an employee wellness program. That event and the incontrovertible evidence that use of tobacco has severe health risks suggest that we should evaluate our practice of selling tobacco products at the Wood Center.

At its most recent meeting, Staff Council unanimously agreed (via an informal straw vote) that we should cease such sales. I am in full concurrence. However, before I issue a directive I seek additional input from faculty and students via Faculty Senate and ASUAF, as well as any additional Staff Council input. Please plan to give me your thoughts by December 15, 2005. My intent unless you can convince me otherwise, is to discontinue such sales effective during Spring semester 2006.

Although Executive Dean Tim Barnett has prepared the attached summary of financial implications, I provide it for information only. This simply is not a financial decision.

cc: President Mark Hamilton
Vice President Jim Johnsen
Director Mike Humphrey

This is the information related to tobacco sales in the Wood Center you requested.

Tobacco Sales FY04

Revenue: \$52,740 (9095 packages sold, 438 containers of chew, 1783 units of misc supplies)

Cost of Goods: \$38,569 Net Profit: \$14,171

FY05

Revenue: \$61,187 (9919 packs sold, 1336 containers of chew, 1428 units of misc supplies sold)

Cost of Goods: \$47,248 Net Revenue: \$13,939

Tobacco sales were 44.8 percent of Sundry revenues for FY05 for the Wood Center.

To: Steven B. Jones, UAF Chancellor

From: Maya Salganek, Staff Council President
Jeff Stepp, Staff Council President-Elect

Re: Chancellor's Memo regarding Cigarette Sales in Wood Center

Date: November 3, 2005

Staff Council will prepare a reply to your memo regarding cigarette sales in the Wood Center as soon as possible; in the meantime, we think it is necessary to clarify with you, the members of our constituency, and recipients of the memo that we respectfully disagree with the claim that "Staff Council unanimously agreed (via an informal straw vote) that we should cease" cigarette sales in the Wood Center.

According to the transcript of our October Staff Council meeting, the following question was presented to the members of the Staff Council:

..."My particular question that I want to ask this group and Jeff and Maya and I talked about it Monday, what is the general ... how many of you think ... we ought to continue ... just as an example, selling cigarettes right here in the Wood Center. Raise your hand if you think that we ought to continue selling cigarettes in Wood Center ... that's nearly unanimous ... that is unanimous."

During the Staff Council meeting there are other reasons that one may not have responded to your inquiry regarding cigarette sales in the Wood Center; for example, it is possible that one may have simply abstained from voting, or one may have not raised her hand because she was thinking through the question and not yet made up her mind. Regardless, Staff Council did not "unanimously agree," even via straw poll, to anything that should allow one to state any conclusions about the Staff Council position.

Furthermore, if there was Staff Council agreement, it was in response to the request that members "Raise your hand if you think that we ought to continue selling cigarettes in Wood Center;" that is very different from the statement in the memo that, "Staff Council unanimously agreed that we should cease such sales."

Finally, the wording of the memo implies that Staff Council initiated the discussion to change UAF policy regarding cigarette sales in the Wood Center. We did not.

Members of Staff Council have expressed other concerns about the characterization of the Staff Council's position. We also expect to hear opinions from our constituents about the proposed change in policy. We will discuss those matters at our next Staff Council meeting.

Steven B. Jones, UAF Chancellor
November 3, 2005
Chancellor's Memo regarding
Cigarette Sales in Wood Center
Page 2

In the meantime, the recipients of the memo, members of Staff Council, and our constituency need to know that Staff Council has not yet discussed this issue in any meaningful way and that we did not vote on the issue as it is stated in the memo. Paul Layer and Joe Blanchard have already been advised. We will decide the most appropriate way to inform the others; we intend to do it quickly.

We regret the misunderstanding and hope that you understand our interest in this matter. We want to proceed in good faith and look forward to working with you to resolve this matter as soon as possible.

cc: Paul Layer, President, Faculty Senate
Joe Blanchard, ASUAF President

Staff Council Meeting #166/Attachment #6 UAF Staff Council #166 Wednesday, 16 November 2005
Staff Affairs Motion to establish the Ad-Hoc committee On Health and Wellness:

MOTION
=====

The UAF Staff Council moves to establish the Ad-Hoc Committee on Health and Wellness.

Effective: Immediately

Rationale: In conjunction with the University's new Total Health and Wellness Program, several UAF Staff Council committees have begun working on activities to support and supplement the program. An ad-hoc committee will undertake to coordinate and proceed with these activities.

Staff Council Meeting #166/Attachment #7 UAF Staff Council #166 Wednesday, 16 November 2005

Staff Affairs 31 October Meeting Minutes

Staff Affairs Meeting Minutes Date: 10/31/05

Time: 09:00 Location: Chancellors Conference Room & teleconference

Phone number: 1-800-519-1987; *2928522*

Roll Call

Present: Nici M., Cathy M., Faith H., Liam F. (chair), Maya S.

Excused: Barb O. Absent: Susan S., Gabrielle H., Jackie A., Steve T., David B.

I. Old UA Business

A. Performance Based Budgeting (PBB)

Monitor and contribute to institution of performance based budgeting university-wide. Attend to staff issues and impacts as they come up.

old AI: Liam contact Gwen W. to find out what activity occurred over summer. [done] - see attachment 1

No further activity by Staff Affairs at this time.

B. THAW (inc. attachment 2)

Monitor and contribute to institution of THAW program university-wide.

old AI: Liam talk to Mike H. regarding privacy and communication. [done]

old AI: Invite Maya to next SA mtg. [done]

Maya gave a little history from Staff Council's POV on the THAW program.

- initially a committee convened with 2 day retreat

- Summex proposed a program with various activities that have incentives attached to meeting goals - program developed would have been \$5mill/year so not feasible

- instead using the bottom rung program - the HRA and information/coaching follow up

- see what the risk factors are and institute activities to address

Open forum at the Wood Center Ballroom was attended by at least 18 people locally and more than 2 people online.

- questions about privacy

- problems completing survey online

- heard one comment that HRA report is "insulting"

- Mike and Erika discussed University's goals and reasoning. Also discussed possibilities for follow up activities after report is received. The HRA report is intended to provide information and recommendations based on studies and norms developed in the industry.

Ideas for SC to follow up

- flex lunch hour to support being in a health program or activity

- expanding LIFE program hours

- purchasing equipment to be located in same bldgs as employees

- create activity "clubs"

- develop partnerships with fitness centers for Univ. discounts

SC needs to follow up on any dissatisfaction with the program by communicating with SW Benefits and working to iteratively improve the program.

AI: Liam create motion to establish an ad-hoc wellness committee to combine efforts of Staff Affairs, Advocacy, and Rural Affairs

C. HR Classification Project

Monitor and contribute to Statewide classification project.

UAF Staff Council has received no feedback from Staff Alliance or Administration on it's motion for a new ending date be established.

AI: Liam contact Jeanine S. about a new ending date.

D. Thank you letter for HR.

Thank UA/UAF HR for making training more accessible to rural sites.

AI: Gabrielle draft thank you letter.

II. Old UAF Business

A. Community Service Outreach Program

Develop University opportunities for staff to volunteer with charitable organizations _as_ UAF staff.

We are basically starting from scratch on this since previous efforts have been stymied for various reasons. We're going to take the money concerns out of this issue and see if the University would support community volunteering in other ways (organize opportunities, advertise events, ...). Faith is going to take the lead on this.

AI: Talk to Leadership program and maybe mirror their volunteerism effort with students.

AI: Work with Advocacy Committee to promote any ideas.

B. HR and TVC Training.

Make sure staff are aware of HR available training; find out about using tuition vouchers for professional development.

Maya has been talking to Michelle Renfro who is the head of the TVC development classes program.

- M.R. has requested that staff be able to use tuition waivers to take those classes at TVC.

AI: Maya will follow up with Michelle and find out results of her request.

III. New Business

A. Staff Appreciation Day Event Participation

Assist with some part of the staff appreciation day event.

B. Holding at least one SC meeting over video conference

AI: All compare SC meeting schedule with equipment availability and let Maya and Jeff know if a future meeting could be held via video conference.

IV. Standing Items

A. Staff Council meeting agenda items

1. Motion to form ad-hoc wellness committee.

B. Next mtg

11/28/05; 9:00am; Chancellor's Conf. Rm & teleconference

V. Adjourn

===== attachment 1

Subject: Re: PBB activity?
Date: October 11, 2005 8:20:54 AM ADT
To: lforbes@arsc.edu

Hi Liam,

Please see <http://www.alaska.edu/swbudget/pm/details.xml> for all the latest on PBB and the white papers. Not much has come out from SW since June, however each MAU has written their own white paper analysis of the first five measures and set revised targets and goals based on current operating conditions. The original deadline was extended by two months to September 30th at the request of the MAUs in order to ensure time for staff, faculty and student feedback in setting the revised targets and goals. SW is working on assessing the MAU white papers and coming up with a criteria to distribute the FY06 PBB money. I would be glad to further address any questions or concerns there might be on PBB, just let me know.

===== attachment 2

From: "Mike Humphrey" <mike.humphrey@alaska.edu>
Date: October 21, 2005 10:07:39 AM ADT
To: "Maya Salganek" <maya@alaska.edu>
Subject: FW: TVC Classes
Reply-To: <mike.humphrey@alaska.edu>

These look like good issues for governance
Mike

-----Original Message-----

Sent: Friday, October 21, 2005 9:51 AM
Subject: TVC Classes

Mike:

We are currently offering a Beginning Yoga class here at TVC in the renovated courthouse at lunch hour 12 noon - 1 pm. Many staff, along with local community members and students are taking the class and really benefiting. Next semester we will add a class Tue and Thur on strength and tone. So we will have some form of exercise available every day of the week in the downtown area. Because it is so convenient staff are enrolling too. In the winter we can walk up the stairs and take a class at noon instead of eating too much!

If you bring the opportunity closer to where the staff are they will enroll. A lunch hour does not allow enough time for staff to leave their office on upper campus and catch a shuttle to the patty building to exercise. They need 1.5 hours to do this. You have so many females who do not have the time after work to take classes as they have to get home to children. One thing that could be done to help with this is allow an extra 20 - 30 minutes to staff who are going to take an exercise class or go to the gym over the noon hour. It could make a difference in many cases. When I worked on campus I would have certainly used that opportunity if it had been available to me.

Late addition attachment

EMR Report for meeting Nov. 7, 2005

1. Nominations process ended. Most units do not have complete slate of candidates
2. Ballots prepared and mailed out during the past few days
3. Ballots due and will be counted at the next EMR meeting Mon. noon, Dec. 5, 2005 in the Chancellor's Conference Room – additional SC reps requested to help count.
4. Enrollment Management moved from Unit 9 to Unit 7. Appropriate reps moved as well.
5. Filling vacancies not up for election – have a current rep from that unit submit the generic nomination form to Lynette for review by EMR and approval. If no existing rep in that unit, anyone can submit and EMR will review. No need perceived at present to go to Staff Council for approval.

Staff Council Meeting #166/Attachment #8 UAF Staff Council #166 Wednesday, 16 November 2005

Rural Affairs 3 November Meeting Minutes

Present: Sheena, Maya, Pam, Shawn, Denise, Holly, Chris, & Barb

1. Chair Oleson called the meeting to order at 10:03 a.m.
2. Committee Goals:
 - A. Improving Communications – Discussion followed on how to get people informed of the CRCD list serve. Barb was asked to draft letter to rural PPA's and UAF HR office to see if the CRCD list serve site could be addressed during orientation of rural faculty and staff to help improve communication.

Go-to-List – Each member present identified important contact people. Barb asked everyone to send her the names they had given so that she can compile a master list. Contact people were identified below. Please get feedback from your constituents.

Chris – HR questions – goes directly to BB staff. Student issues – contacts Kay Thomas at RSS. CRCD things such as classes, training – goes to Pete Pinney's office or Katrina Nelson. Catalog or course descriptions – contacts Ruth Evers or Elaine Walsh.

Holly – Registration/course scheduling – Holly herself or Ruth Evers or Katrina Nelson within CRCD. Student Payments – Pam Guzy. Financial Aid – Ashley Munroe. HR – Patti Green. Travel – Shannon Erhart. Course approvals – Holly Russell or Katrina Nelson. Grants – Lou Brown. Student Services – Holly or program personnel. At UAF – F.A. – Tamara Hornbuckle. Course approvals – Katrina Nelson. Registration – Student Records – Brigitta Mayes and Ruth Evers. Admissions – Libby Eddy. HR – (will e-mail name). Course approvals – follows red book. Course scheduling – Mae DelCastillo. Student Accounts – Pam Guzy.

Pam – Admissions – Hope Platt. F.A. – Mina and Doris Amigalori (both started out as student employees). International Office – Donna Anger. Business Office – Cheryl Plowman & Pam Guzy. Banner – Colleen Abrams. Tom Paris – XXXX?. RSS – Kay Thomas (she works 12 mos.). Pam did note that Tamara Hornbuckle and Deanna Dieringer both divide students up by the alphabet (Deanna has students with last name A-L, Tamara has M – Z).

Denise – Banner – Colleen Abrams. Wood Center – Jerry Maxwell. RSS – Kay Thomas. F.A. – Tamara Hornbuckle. CRCD – Sheena Tanner and Katrina Nelson. Purchasing - Bonnie Kleven. Telephone System – Joyce XXXX?. School of Management – Laura Milner. Women's Studies – XXXX? Quinten. Amy Brisker – XXXXX?. Admissions –

Stacey Howdeshell. Northern Studies – XXXX? Ehrlander. HR – Yvonne Franklin. Admissions – Hope Platt. Business Office - Cheryl Plowman.

Shawn – Lillian Redrick, Amy Topkok, and Bambi Nelson – Allied Health.

Sheena – Twyla (HR), Jodi (faculty related issues), Sheena (Grants). Travel – LeAnn Hostmiller. Business Office – Bonnie Kleven.

Maya – IT guys – Josh Stedman (and Doreen and Shannon). Maya volunteered to help with publicity or graphic programs.

Barbara – HR – Kim Macki, Cindy Wilde, or Twyla and Joldi at CRCD, and Susan Miller. Grants & Contracts – Maggie Griscavage. Budget – Patti Duvlea and Cecelia Chamberlain (CRCD Business Office). Affirmative Action – Earlina Bowden. Dean's Office – Katrina Nelson & Dorene Bunch. Banner/Registration/Admissions/Policy – Colleen Abrams. Transcripts – Brigitta Mayes. Off Campus Library Services – Suzan Hahn. Registrar's Office – Tim Stickle. RAHI – Denise Wartes. UAF Financial Aid – Tamara Hornbuckle or Deanna Dieringer. Chukchi Campus – Byrd Norton, Bristol Bay Campus – Carol Evans, KUC – Heidi Simmons. Student Accounts – Pam Guzy.

Statewide Employee Communication Specialist – How can this position be utilized. Maya informed everyone that this position is a Statewide position that Debbie Carter holds. Fifty percent of her time is dedicated to being a communication specialist, with the other fifty percent dedicated to public relations. Barb will write Debbie a letter introducing herself and the goal of the Rural Affairs Committee to improving communication and find out if there is anything she can do to help us.

B. Improving Training Opportunities

HR – People Admin – Several members indicated that PPA's were having some frustrations with the new system. It was reported that Byrd Norton had been having problems this very morning. Maya reported that having only 4 days after submitting the position to look at all the applications was difficult, because she would have to look to see each time if any new applications had been submitted.

Finance – Sheena reported that no one has indicated they were getting behind or needed additional training.

Supervisory Training – Discussion followed on supervisory training. Some members present were not aware that supervisors are required to complete sixteen (16) hours of management training every three years. Ten hours of core requirement are required that include: Sexual Harassment – 2 hrs, Drug Free Workplace – 2 hrs, Achieving Performance Objectives – 2 hrs, Evaluating Performance – 2 hrs, Cultural Awareness – 2 hrs, and the remaining six hours can be satisfied by attending any other career development or professional development training offered by the university or outside the university. Maya will send link to Barb. Discussion followed and staff wondered if we could find adjuncts or people within our own regions to offer supervisory training, so our staff could meet the required training. This is something that we need to look into further. Currently HR is not tracking whether or not a supervisor has done their required training. It was suggested that we might want to contact Martin Miller about doing Net Meeting.

3. New Wellness Program – Members gave feedback from their constituents. It is anticipated that approximately 10% of the faculty and staff have completed the wellness survey. The whole process has been extended another week. Feedback included things like: "Nothing I didn't already know" to "I didn't feel like I gave them any special information." Some staff

indicated that they enjoyed the Mayo Clinic book, the newsletter, to the feedback report they got on their health survey.

4. Roundtable – We were out of time, so none given.
5. Announcements – Barb reminded everyone that our next meeting will be on December 7th at 10:00 a.m.
6. Adjournment – The meeting adjourned at 11:05 a.m.

Master Plan Committee Report November 10, 2005

By Gary Newman, UAF Staff Council Rep

Research Park

A contract was issued to Dowling by UA Statewide Land Management to prepare a concept plan for a research park on university land bounded by Geist Road, Fairbanks St. Thompson Drive, and the Alaska Railroad. This was being driven by the desires of the Fairbanks Economic Development Corp. promoting a new building in this area. We had also heard talk of the School of Management wanting to build a building in the area. None of the stakeholders, such as the Master Plan Committee, the Harper Building residents, DOT, etc. have had any input into this planning process, despite requests to be included. Normally, before plans are developed, a scoping process is initiated to take and incorporate input. The MPC is working to have stakeholders consulted in this process.

BiRD and Virology Buildings

The Biological and Research Building (BiRD) now going up on the east side of Sheenjok Drive across from the old greenhouse is expected to be complete by March 2006. This was formerly called the Central Animal Facility, but will essentially moving the animal facilities in the west wing of Arctic Health (AHRC). The Virology Lab received funding for a new building in last year's state capital budget (not a University project) and expects to be built to the north of the BiRD building. While Virology needs only their two floors, the University is planning to pay for build-out of the basement for campus use through an NIH grant and funding hopefully to be received in the next legislative session capital budget. Virology Building has not yet been designed and won't likely start construction until 2007.

Completion of both of these buildings will leave some vacant space in AHRC and hopes are to expand at least the Virology conference room into a classroom. Expect research programs such as SFOS or IAB to try to relieve their space crunch through back-fill.

Utilities

The substation switch intertie from UAF to GVEA is complete, which will allow a quick failover to GVEA power in the case of campus power plant outage.

The chiller that will provide added lower campus summer cooling will be complete by spring 2006. A utility study is on-going, but it would appear that a substantial investment will be needed to provide any power beyond the Virology Building on West Ridge due to lack of supply. In addition, UAF's power plant is due for a major rehab or replacement. It is interesting with this looming \$100 million infrastructure need that there are no alternative energy supplies planned in our new campus buildings (e.g. solar). Rich Seifert and I are trying to get the Sustainable Campus initiative incorporated into projects and even more basic – project managers' radar. Already, lack of utilities supply has led to building based heating and cooling at the West Ridge Research Building, occupying 50% of the basement.

Parking

The Subcommittee on Parking and Circulation is beginning to develop an implementation plan for the CPS Study that was completed a year ago. Staff Council will need to appoint a new member effective Jan. 1, 2006, as Annette Chism, the current rep, is not running for re-election to Staff Council.

Ski Trail – SAR Dish

A new trail now exists to the south of the SAR dish, which will avoid the conflict of having to plow the trail/road to access the SAR dish west of IARC. Funding has been provided by the Geophysical Institute, the Ski Club, and Facilities Services to relocate the lighting as well. This should be complete in the next few weeks.

Rural Campus Master Plans

Rural Campus Master Plans are being developed with technical support from Division of Design and Construction

Lena Point

The Juneau Fisheries Lena Point Building will have a design presentation at the Feb. 2006 Board of Regents meeting. Groundbreaking is planned for April 20, 2006 per Dean Wiesenburg.

Campus Plazas Design

Cornerstone (Lower Campus) and West Ridge Plaza designs are about ready to present to campus folks. In the next couple weeks, there will be easel presentations in Wood Center and somewhere on West Ridge inviting comments. If anyone wants a sneak peak, go to www.sfos.uaf.edu/staffcouncil.

UAF Strategic Plan

The UAF Strategic Plan effort has been ongoing for nearly a year and is supposed to wrap up by Dec. 2005. Staff Council has separate representation on this committee. Deb Horner, Director of Space Planning, will be making a presentation at the next Staff Council meeting at about 9 am Nov. 16, Wood Center Conference Rms C & D. Master Plan members will look at this document individually. The Nov. 1, 2005 draft can be viewed at www.sfos.uaf.edu/staffcouncil and their website is at www.uaf.edu/strategic

Staff Council Meeting #166/Attachment #9 UAF Staff Council #166 Wednesday, 16 November 2005

MPC Subcommittee on Circulation & Parking
Circulation and Parking Sub-Committee Report

The Circulation and Parking Sub-Committee met on November 9, 2005 in room 535 of the Duckering Building.

Attendees:

Chris Bennett
Ed Foster
Kevin Huddy
Annette Chism

Sharon McLeod-Everette

Agenda:

1. Parking Service update: Martin Klein
2. Begin discussion on "Implementation Plan"
3. Public Comment
4. Other business
5. Meeting Schedule
6. Adjourn

Meeting:

1. Martin Klein was not available to provide an update on Parking Services.
2. The committee members reviewed the Circulation and Parking Plan. The plan was divided into chapters and each member was given a chapter to evaluate. Evaluation includes, review of recommendations - what has already been

done and what needs to still be addressed. Once the plan has been reviewed and commented on, an implementation plan will be developed for the items that still need to be addressed.

Plan for review chapter-by-chapter:

Sections 3 & 4 - Sharon McLeod-Everette

Section 5 - Kevin Huddy

Section 6 - Ed Foster

Section 7 - Martin Klein

Section 8 - Annette Chism

Section 9 - Tim Bauer

3. No public comment

4. No other business

5. Meeting schedule:

November 16, 2005 - Duckering 533

November 30, 2005 - Duckering 535

December 14, 2005 - Duckering 535

6. Adjourn

Respectfully submitted,

Annette Chism

END OF ATTACHED REPORTS

For More information contact the UAF Governance Office

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

Room 312 Signers Hall PO Box 99775-7500