

UAF STAFF COUNCIL
MINUTES #166
Wednesday, 16 November 2005
Wood Center Carol Brown Ballroom
8:45 – 11:00 a.m.

Audio-Conference Access: 1-800-519-1987 Meeting #: *2928522*

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 8:45 a.m.

PRESENT

Jackie Alleyne-McCants	Diane Leavy	Qwynten Richards
Annette Chism	Angela Linn	Maya Salganek
Cheryl Conner	Paula Long	Jeff Stepp
Liam Forbes	Gary Newman	Leah Swasey
Faith Henry	*Barbara Oleson	*Pam Twitchell
Jason Hunt	Alice Palen	*DeShana York

ABSENT

Joyce Allen-Luopa	Faith Henry	*Nici Murawsky
David Basham	Sandy Jefko	Sue Sharpton
Mary Pat Boger	Jacque Irons	Steve Tate
*Gabrielle Hazelton	David Miller	

Guests and Others Present

Deborah Horner
Jeri Maxwell
Lynette Washington

- A. The UAF Staff Council #166 Agenda, Wednesday, 16 November 2005 was adopted as submitted.
- B. The UAF Staff Council #165 Minute's report, Friday, 14 October 2005 was approved as amended, change the word "forced" to "pressured" under Committee Reports, Item E.

2. GUEST

- A. Deborah Horner, Director, Campus and Space Planning – Strategic Plan

Strategic Plan - The report was attached to the agenda. Deborah Horner informed the Council that due to problems with the fy2010 strategic plan website <http://www.uaf.edu/strategic/> the current draft is not available, but should be soon. Deborah Horner shared the vision statement, themes, the compact plan, and basic elements of the plan with Council members. She urged Council members to read the document and send comments by 28 November. This is where the eyes of our community both on and off campus are so critical to the creation of this document She stated that the Chancellor has put forth his vision plan, but the final document should be reflective of the University as a whole. We should review it and ask if the document is really reflective of this University as a whole and look at ways we can we strengthen it.

Annette Chism asked if managers and supervisors were advised about the compact plan that is to be available in January. Deborah Horner stated that to her knowledge they have not. She stated that some units may not have to do a compact plan, but that it is up to senior administrators.

Barbara Oleson commented that the overall strategic plan limits active participation of rural faculty and staff. She stated that is because it is only done by audio-conference and that nobody has been assigned to meet with them face-to-face. Barbara Oleson remarked that it was hard for the rural participants to get their points across during meetings, because of poor audio quality. She stated the audio problem needs to be handled for future strategic planning. She stated that this is critical if we want to include UAF as a whole. Deborah Horner stated that she agreed with Barbara Oleson and apologized for the poor audio quality.

3. OFFICER'S REPORTS

A. Maya Salganek, President, Staff Council

The President's Report was attached to the agenda.

Tuition Waiver – Maya Salganek encouraged Council members to send feedback about the changes to the tuition waiver. Gary Newman asked if there is any information written about the tuition waiver from the administration. Maya Salganek stated that basically the information she reported was heard at the Staff Alliance meeting. Gary Newman asked if there is anything in the Staff Alliance minutes. Maya Salganek stated that she would check. Qwynten Richards asked if audit classes would still be allowed. Maya Salganek stated that she doesn't know what the position is on auditing courses at this time. Pam Twitchell asked how is this going to be enforced, will someone be hired to check grades. Maya Salganek stated that it is something that we should start paying attention to. Qwynten Richards asked about the statistics related to employees vs. dependents not passing courses. Maya Salganek stated that she did not have the break down between employees and dependents, but that the total number of both dependents and employees failing is about eight percent. The total number of withdrawals is twelve percent, and the total number passing is sixty-one percent. We are looking at a total of about twenty percent that are either withdrawing or failing a course. Angela Linn asked if PAIR could be involved, since that office is involved in academic research. Maya Salganek stated that she is sure that the numbers she reported were prepared by PAIR. Leah Swasey asked what the time frame is for implementing the change. Maya Salganek stated that she does not have that information available at this time.

B. Jeff Stepp, President-Elect Staff Council

Wellness Plan Forum - Jeff Stepp stated that about twenty people attended the forum. He stated that quite a few people recommended other strategies that are better than what is currently being implemented. He stated that many attendees showed interest in being on committees or task force groups to implement programs that might make us healthier. Jeff Stepp stated that Mike Humphrey informed the group that right now we are in the data collection period. Mike Humphrey stated that the collected data should help to give us a better idea about what strategies to implement. Jeff Stepp stated that he has not heard the final on the number of employees that responded to the health survey, so it is unknown at this time.

4. PUBLIC COMMENT

DeShana York asked if there is a Board of Regents' regulation that allows release time to attend classes and would like to hear input about being allowed time to attend classes whether or not it relates to a staff member's job or not.

Maya Salganek read University policy regulation 04.06.010, item C: An employee may take up to three credit hours during work hours with prior approval by the supervisor, without having to make up the time, if in the opinion of the supervisor the course work would be of direct benefit to the University. Course work that does not directly benefit the University may be allowed during work time hours provided that it is approved in

advance by the supervisor and does not impede the work to be performed. The employee will be responsible for making up lost work time through a flexible work schedule, requested through and approved by the supervisor. DeShana York stated that even though there is an official policy, departments may have other policies that are loaded on top of the formal policy regulation. Maya Salganek stated that departmental policy does not supersede University policy.

ACTION

5. OLD BUSINESS

A. MOTION: Proposed Fall 2006-Spring 2007 Staff Council schedule.

Maya Salganek called for a vote on the calendar Motion:

The 2006-2007 calendar motion passed unanimously.

B. Wellness Plan Forum follow-up - Jeff Stepp

Wellness Plan - Jeff Stepp recommended ideas about what we can do to become a healthier staff and shared ideas and comments that he received from staff after the Wellness Plan Forum.

C. Staff Council 14 October Retreat follow-up - Maya Salganek

Maya Salganek thanked Council members for attending the retreat and participating. She shared that a top priority is to continue improving methods of communication, especially with the rural sites. Maya Salganek stated that the group discussed putting rural site folks on all Staff Council committees and budgeting for rural participants to travel to Fairbanks to participate in Council meetings. Maya Salganek stated that other ideas discussed included, establishing a staff pub night, holding a new Council member orientation party rather than an orientation meeting, establishing a Staff Council mentoring program, and sending a rural representative to the cookie brigade in Juneau. Maya Salganek stated that she plans to send out the minutes from the retreat meeting that will include more details.

6. BREAK

7. NEW BUSINESS

A. Tobacco Issue – Wood Center Staff and Jeff Stepp – Attachments 4-5

Maya Salganek welcomed Lydia Anderson, Director Wood Center and Jeri Maxwell, Associate Director to Staff Council to discuss how the Chancellor's proposed plan to prohibit the sale of tobacco at Wood Center would negatively impact Wood Center's budget. Jeff Stepp reminded the Council that the Chancellor distributed a memo stating that Staff Council had taken a position and unanimously voted to discontinue selling cigarettes at Wood Center during the 14 October Staff Council #165 meeting. Jeff Stepp stated that the Council did not formally vote and did not agree to discontinue selling cigarettes at Wood Center. Jeff Stepp stated that the Chancellor intends to set the record straight and graciously apologized for unintentionally mischaracterizing Staff Council's position.

Lydia Anderson stated that she was not aware and Tim Barnette, Dean, Student Enrollment Services was not aware of the Chancellor's intentions to stop the sale of tobacco at Wood Center. Lydia Anderson shared details with Council members about how the \$14,000 profit generated by tobacco sales is utilized. Lydia Anderson stated that the funds are used to fund student salaries, student activities, outdoor activities, and general operating costs. Lydia Anderson reported that Wood Center has a plan in place to cease the sale of tobacco in Wood Center by FY09. She stated that the plan was written to coincide with the campus-wide master plan to renovate and add an expansion to Wood Center. She stated that if the Chancellor's plan is put into affect by the end of

this year, Wood Center will struggle to cover some of their expenses. Gary Newman asked Lydia Anderson if she has any indication from the Chancellor about replacing loss revenue. Lydia Anderson stated that she heard indirectly that the Chancellor plans to come up with funds to offset the loss. Jeff Stepp asked Lydia Anderson how Staff Council can help. Lydia Anderson stated that we should talk to our constituents about what they feel about having the right to decide taken away from them. Maya Salganek stated that the Chancellor's deadline to get feedback is December 15.

B. Staff Affairs' Motion to establish the Ad-Hoc committee On Health and Wellness - Liam Forbes

Liam Forbes stated that the Staff Affairs committee discussed ideas about improving health and wellness. Liam Forbes read the motion to Council members. Maya Salganek called for a vote on the Health and Wellness Motion. Angela Linn commented that she was concerned about establishing another committee when there are problems getting volunteers to serve on existing committees.

MOTION (passed unanimously)

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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.

Maya Salganek called for volunteers to serve on the Health and Wellness Committee. Maya Salganek called for a male Council member to volunteer for the committee in favor of trying to create mixed-gender representation on all committees.

The following Council members volunteered to serve on the Committee: Pam Twitchell, Paula Long, Jackie Alleyne-McCants, Jason Hunt, Alice Palen, and Maya Salganek. She stated that a meeting date would be established through the Staff Council office.

8. GOVERNANCE REPORTS

A. Paul Layer, Faculty Senate President

Committee on the Status of Women - Paul Layer reported that the committee's survey was completed successfully. He stated that more than 50% of the target audience responded. The survey is available online at [UAF Faculty Work Life Survey Report](http://www.uaf.edu/uafgov/faculty/FacWorkLifeReport.pdf) or <http://www.uaf.edu/uafgov/faculty/FacWorkLifeReport.pdf>

Revised Table Substitutions Motion - Paul Layer stated that the Senate passed this motion to help students coming in from the outside. It will affect how courses are handled when we place them into our core curriculum. Paul Layer stated that the probation policy language was modified to make faculty advisors more responsible for students on probation. Faculty advisors will work with these students to assure that they have a plan to get off probation or off disqualification. Paul Layer stated that hopefully this will help our retention issues.

Occupational Endorsement - Paul Layer stated that the Senate approved the work force training program type of degree. Paul Layer stated that these occupational endorsements may help students entering this program to get excited enough to go on for a certificate or an Associate Degree as well. He stated that it should improve our work force mission and get students more involved in what UAF is all about.

Wellness Plan - Paul Layer stated that the Senate participated in discussions about the Wellness Plan similar to Staff Council's discussions about the Plan. Paul Layer stated that the Senate was more interested in the statistics of what is the wellness of the population, rather than wanting someone in California telling us how we should manage our health.

Strategic Plan - Paul Layer reported that Sharish Patil presented the plan to the Senate members. He stated that the Senate held discussions about faculty research being relevant to the mission of this University.

Cigarette Issue - Paul Layer stated that the Chancellor presented his information about the cigarette controversy. Paul Layer stated that the Senate has not decided on how to proceed with this issue.

Software Licensing Consolidation - Paul Layer stated that there will be a concerted effort to get more university-wide licenses. He stated there are discussions in play between the Office of Information Technology (OIT), UA Computer Services, and the Super Computer Center.

Maya Salganek asked about the status of plus and minus grades. Paul Layer stated that currently departments are being surveyed as a way getting faculty input. He stated that he needs to find a way to get formal feedback from student organizations. Angela Linn suggested that there may be a way to poll students during instructor evaluations. Paul Layer thanked Angela Linn for her idea.

B. Joe Blanchard, President ASUAF

No report.

9. COMMITTEE REPORTS

A. Staff Affairs, Liam Forbes

Attached to the agenda.

B. Rural Affairs, Barbara Oleson

Attached to the agenda.

C. Elections, Membership and Rules, Gary Newman

Even-Unit election - Gary Newman reported that the election ballots are out. The deadline to return ballots is Monday, 5 December. Gary Newman invited Council members to help count ballots at the December 5 Elections, Membership, and Rules meeting. He reported that Enrollment Management had shifted from Unit 9 to Unit 7. Gary Newman stated that the off-election vacancy process will be more formal; a form similar to the nomination form must be filled out and signed by the supervisor.

D. Advocacy Committee, Angela Linn

Addition to the agenda.

Angela Linn thanked Council members for their participation and attendance at the Legislative Mixer held on October 20. She stated that the committee intends to hold another legislative training session. Angela Linn stated that the committee plans to publish a staff news letter to make Staff Council more visible to the rest of the University community. Angela Linn informed the Council that the plan is to publish the news letter once a month while the legislative session is going on and once a semester after that.

Maya Salganek stated that Scott McCrea is interested in working with the Advocacy committee, in particular UAF Day at the North Pole. Angela Linn asked if Scott McCrea intends to join Staff Council. Maya Salganek

will follow-up with Scott McCrea.

E. Ad Hoc Committee on Work Place Ethics (WPE)

No report Available.

F. Chancellor's Recognition Award Committee

No report available.

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. EXTERNAL/OTHER COMMITTEE REPORTS

A. Chancellor's Campus Diversity Action Committee - Maya Salganek

Maya Salganek stated that Ana Richards is the new Director of the Office of Multi-Cultural Affairs and Diversity (OMAD). Maya reported that Edna McLean will be working with the Alaska Native Center. She stated that several minority women were recently put into high level positions at UAF.

Dr. Graham Smith will be visiting UAF at the end of February. He has worked with the Maori people of New Zealand. Dr. Smith while at UAF will work on creating more high level academic positions among Alaska Native people specifically. Maya Salganek stated that in March there will be Maori dance group visiting UAF sometime during the Festival of Native Arts.

Committee on the Status of Women - Maya Salganek stated that Qwynten Richards will do a presentation about the committee survey at the February Staff Council meeting.

Diversity Action Plan - Maya Salganek stated that a subcommittee on the Diversity Action Plan has been created. Maya Salganek informed the Council about creating a celebrating diversity through service and knowledge day on Martin Luther King's day in January. She stated that this may be an opportunity for Staff Affairs to get staff involved in a staff service day during this time.

A. Governance Coordinating Committee – Maya Salganek

Intercollegiate Athletics Committee (IAC) - Maya Salganek stated that Scott McCrea, Chair, IAC reported that the committee is focused on working on making the Patty Gym handicap accessible.

Selective Enrollment - Maya Salganek stated that there is discussion going on about how this will impact Native students.

Occupational Endorsement - discussed if tuition waivers will be eligible for this program.

Core Credits - how these credits transfer between MAUs.

Voter Registration - discussion about how many staff and faculty are registered voters

C. Master Planning Committee – Gary Newman

The report was attached to the agenda.

D. MPC Subcommittee on Circulation and Parking – Annette Chism

The November 9 meeting notes attached to the agenda.

Council members Angela Linn, and Qywnnten Richards reported about various poor lighting conditions near the Museum and parking lots. Annette Chism recommended contacting facilities services and that she would also make them aware of this.

E. Strategic Plan Committee: Jackie Alleyne-McCants or Barbara Oleson

The strategic plan information was covered by Deborah Horner.

Gary Newman stated that in the state-wide strategic plan Staff needs were not adequately covered. He stated that it is probably not possible to develop any new statements, but that he can offer one to see what people think. He stated that under the Faculty and Staff Development section, it really only talks about development, but doesn't really talk about the value to the core of that which we provide the University. He stated given the strategic goals and layout: Develop and reinforce policy that demonstrates UAF's commitments to and respect for faculty and staff in furtherance of its mission. He stated that he can submit this individually, but invited other Council members to join him if they thought it would be helpful to come from Staff Council. He suggested adding a goal that says we will get better at support for telecommunications to our diverse campuses and research locations, and better distance education. He stated that if there is any interest we need to move forward with it quickly. Barbara Oleson requested Gary Newman to forward his comments and suggestions to her.

<http://www.uaf.edu/strategic/plans/2010/feedback/index.html>

<http://www.uaf.edu/strategic/plans/2010/index.html>

F. Chancellor's Budget Committee – Kim Cox

11. UAF COMMUNITY EVENTS

- Qywnnten Richards reminded Council members about the interview Technique Workshop scheduled today, 16 November
- Jeff Stepp announced the following events: International Education Week - established by the Dean of Student Enrollment
- Margaret Mead Film Festival shown throughout the week of November 13
- International Flag Dedication Ceremony, recognizing students from 40 countries - Friday, 18 November
- Qywnnten Richards, reminded Council members about the gift giving and wrapping benefit party for the Domestic Violence Shelter, Friday, 2 December and the
- Saturday, 3-4 December at the SRC, Self Defense class for Women taught by Tina Fitzpatrick, no charge
- Maya Salganek reminded Council members about the December 2, Theatre Department's fiftieth anniversary and the opening of Four Farces and a Funeral
- Gary Newman invited Council members to look at the updated Governance website

12. STAFF COUNCIL ROUNDTABLE

Council members discussed various issues and concerns during the round table discussion.

13. ADJOURN

The meeting was adjourned at 11:30 a.m.

A tape of this Staff Council meeting is available if anyone wishes to listen to the complete tape; submitted by Lynette Washington, Staff Council, Secretary.

For More information contact the UAF Governance Office
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