

UAF STAFF COUNCIL  
MINUTES #167  
Friday, 16 December 2005  
Wood Center Carol Brown Ballroom  
8:45 – 11:00 a.m.

1. CALL TO ORDER AND ROLL CALL

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

PRESENT

Joyce Allen-Luopa	Diane Leavy	Qwynten Richards
Jackie Alleyne-McCants	Angela Linn	Maya Salganek
David Basham	David Miller	Sue Sharpton
Mary Pat Boger	Gary Newman	Leah Swasey
Annette Chism	Mina Nix	*Pam Twitchell
Cheryl Conner	*Barbara Oleson	*DeShana York
Liam Forbes	Alice Palen	

ABSENT

Kathy Glowdowski	*Kathy Magnusen (excused	Steve Tate
*Gabrielle Hazleton	absence)	
Sandy Jefko	*Nici Murawsky	

Guests and Others Present

Abel Bult-Ito	Michelle Bartlett	Sarah Neal
Brian Rodgers	Walker Wheeler	Carly Partel [sic]
Rory O'Neill	Robert Hannon	Cory Peridicot [sic]
Abel Bult-Ito	Claudia Clark	

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- A. The UAF Staff Council #167 Agenda, Friday, 16 December 2005 was adopted as amended. The tobacco issue resolution handout presented by Jeff Stepp, was added as Item E., under New Business.
- B. The UAF Staff Council #166 Minute's report, Wednesday, 16 November 2005 was approved as amended. Barbara Oleson requested that under Guest, Item 2, the second sentence of the 3<sup>rd</sup> paragraph be changed to read, "She stated that is because it is only done by audio-conference and that no funding was secured for face-to-face meetings".

2. OFFICER'S REPORTS

- A. Maya Salganek, President Staff Council

Optional Retirement Program – Maya Salganek reported that the Board of Regents tabled a proposal received from state-wide regarding a new Optional Retirement Program (NORP II). She stated that the issue would be discussed at the Boards' retreat scheduled January 20, 2006. The issue may also be on the February Board of Regents' meeting.

PERS/TRS: Maya Salganek stated that the Alaska State Legislature proposed a change to the PERS and TRS. She informed the Council that a public meeting is scheduled at the Noel Wein Library, Saturday, 17 December, 10:00 a.m. - Noon to discuss Senate Bill 141 and public retention now and in the future.

Governor's Budget – Maya Salganek informed the Council that the Governor's Budget was released on 15 December and that the University of Alaska fared well. She stated that she would send out a break down of the budget to Council members.

Employee Tuition Waiver – Maya Salganek stated that Staff Alliance has been discussing the proposed changes to the employee tuition waiver. She stated that Jim Johnsen discussed incremental rollout changes, but has not established a time line.

Wellness Program – Maya Salganek updated the Council on the Wellness Program survey. She stated that about 52% of employees responded and returned about 3000 surveys. Maya Salganek informed the Council that reportedly rebates should go out with the December 23 paycheck.

System Governance Retreat – Maya Salganek reported that the System Governance retreat took place on Wednesday, 14 December. Maya Salganek stated that the group discussed the MyUA portal and that the release date is due in January 2006. Maya Salganek informed the Council that the group discussed the revenue gap and the unprecedented amount of funding that UA requested from the legislature. She stated that President Hamilton commented about possibly outsourcing the labor force at the university, because of the increasing costs of benefit rates.

B. Jeff Stepp, President-Elect, Staff Council

No report submitted.

### 3. PUBLIC COMMENT

Maya Salganek invited visitors to make public comments.

A. Michelle Bartlett, Director Summer Sessions, informed Council members that in-state tuition is available for nonresidents for the first time this summer. She encouraged Council members to let out of state relatives know about this opportunity. Michelle Bartlett reported that registration begins February 20, 2006. Please access the Summer Sessions web site at [www.uaf.edu/summer](http://www.uaf.edu/summer) for a preview of the schedule.

B. Abel-Bult-Ito, KUAC Resolution

Maya Salganek welcomed Abel Bult-Ito to discuss the KUAC resolution.

Abel Bult-Ito stated that he was at this meeting to ask Staff Council to pass a similar resolution, such as that passed by a majority vote of the Faculty Senate at their last meeting. He stated that an important part of the resolution is to ask the Chancellor to form an elected community advisory board. The purpose would be to advise KUAC management of programming, and to at least have an opportunity to get KUAC management input on major KUAC programming and policy. Abel Bult-Ito stated that although he was not here speaking for faculty, but that the Faculty Senate members strongly supported the resolution. He stated that he interpreted this to mean that faculty would like to see a more open environment at KUAC where there is no apparent secrecy.

Maya Salganek called for the KUAC resolution issue to be formerly placed on the agenda under new business. A motion to second was not given.

Many KUAC staff members attended the Staff Council meeting to give public support to Greg Petrowich as an outstanding manager. KUAC staff members gave testimony about the many improvements that Greg Petrowich has made, and about his clear and concise management style. Staff Council was asked not to support the faculty resolution as it fuels anger and that KUAC staff have received negative calls from angry people vowing not to support KUAC.

Greg Petrowich, General Manager, KUAC informed the Council that the Faculty Senate did not approach him prior to passing the resolution. He stated that KUAC did respond to requests in writing, but some requests for confidential information were sent to the UA General Counsel. He informed the Council that the task force is made up of community members and that a community advisory council will be implemented after the New Year.

Claudia Clark, Director, KUAC Statewide Television Programming and Production, thanked the Council officers Maya Salganek and Jeff Stepp for giving KUAC staff members and management the opportunity to give their input.

Paula Long, Council representative and a member of the KUAC Task Force spoke as a staff member and not as a member of the Task Force. She read letters in support of Greg Petrowich received from KUAC staff members Michael Letzring, Aaron B. Elterman, and Deb Lawton.

#### 4. GUEST

- A. Representing Steve Smith, CIO, Office of Information Technology (OIT): Rory O'Neill Manager, Interim Director, UA System Information Technology Services Applications and Walker Wheeler, Programmer, OIT/DCC

Rory O'Neill informed the group about the merger of statewide (OIT) and UAF OIT. Rory O'Neill stated that he would manage e-mail services. He stated that the plan is to issue students e-mail accounts through the UA Portal and put staff and faculty on a different system.

Walker Wheeler informed Council members about the course of action towards moving the system to four servers from one server. Walker Wheeler addressed concerns about the recent e-mail outage and initial difficulties experienced with informing everyone about the delays in resolving the outage problems. He stated that Steve Smith faxed information to departments about the outage. Walker Wheeler reported to the Council that OIT is reviewing their communication process to improve the way it handles future outage problems. Council members were asked to access the URL below and provide feedback regarding the combined organizational structure of the UAF/Statewide OIT services and organizations:

[http://www.alaska.edu/itmerger/development/index\\_docs/1105-Initial/StaffAllocation.pdf](http://www.alaska.edu/itmerger/development/index_docs/1105-Initial/StaffAllocation.pdf)

Barb Oleson asked if an OIT staff person would be appointed to deal with rural student, staff, and faculty problems. Rory O'Neill replied that OIT distributed techs will be assigned to handle departments to give priority and better service. Barbara Oleson inquired about hierarchical priority. Rory O'Neill replied that there is a new UAF OIT Council that sets the priorities and that Steve Smith acts as the CIO for the whole system, and also now reports to Chancellor Jones.

- B. Brian Rodgers, Regent, UA Board of Regents (BOR)

Brian Rodgers stated that he appreciated meeting with Staff Council. He stated that the Staff Council is dealing with a lot of issues that in the past were not dealt with by staff. Brian Rodgers updated the Council about the Board's current actions on the budget, with the legislature, and the PERS/TRS issues. Brian Rodgers spoke about the Regent's vision of the university's future and what regents can do to help the university reach those goals.

Maya Salganek stated that at this time we do not have a formal motion to add the KUAC issue to the agenda. Maya Salganek stated that the issue would be revisited at our February 2006 meeting.

## ACTION

### 5. UNFINISHED BUSINESS

#### A. Status of proposed tuition waiver changes, Maya Salganek

Tuition Waiver – Maya Salganek stated that there is no specific action at this time to report.

### 6. BREAK

### 7. NEW BUSINESS

Maya Salganek called the Council's attention to the Staff Council tobacco issue resolution handout. Maya Salganek called for a motion and second to add the resolution to the agenda. The Council voted to add the resolution under New Business as Item E.

#### A. New Optional Retirement Program (NORP), Maya Salganek

NORP II Plan – Maya Salganek updated the Council on the proposed changes to retirement plan. Jeff Stepp informed Council members that the Board of Regents tabled the motion and require more input from staff and faculty before making a decision. Jeff Stepp stated that Jim Johnsen is unsure if the changes are legal under the state constitution. The UA General Counsel is charged to produce a statement on the legality of the changes. Maya Salganek stated that overall none of the changes look good for future employees.

Joyce Allen-Luopa asked if there has been any discussion about going back to Social Security. Maya Salganek said, "No". Gary Newman asked about actions toward trying to get the legislators to pay the five percent increase. Maya Salganek stated that the university is pursuing a course to have the legislature pay for the increase. Gary Newman asked about efforts towards fixing deficiencies. Maya Salganek stated that she has not heard of any.

#### B. Motion: Election Results, Gary Newman

Gary Neman called the Council's attention to the election results attached to the agenda. Gary Newman asked the Council to confirm the election results. Maya Salganek moved for a motion to confirm the election results. The motion was seconded and added to the agenda. The motion was approved unanimously by a show of hands.

The UAF Staff Council passed the following motion at Staff Council #167, Friday, 16 December 2005

MOTION PASSED: (unanimously):

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The UAF Staff Council moves to approve the fall 2005 even-numbered unit election results.

RATIONALE: The Elections, Membership, and Rules committee would like the Council to approve the fall 2005 even-numbered unit election results.

Effective: Immediately

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Maya Salganek reminded the Council about the upcoming Staff Council orientation, scheduled at 4:00 p.m., Friday, 27 January 2006, Wood Center conference rooms E-F. Maya Salganek thanked Gary Newman, the Election, Membership, and Rules committee, and Lynette Washington for working on the election.

Maya Angela informed the Council that Angela Linn and Annette Chism were leaving the Council. She thanked both members for their years of service and presented each with an award. Angela Linn a Unit 10 representative served as the UAF Advocacy committee chair and Annette Chism, a Unit 12 representative served as a Chancellor appointed staff representative to the MPC Subcommittee on Circulation and Parking.

#### C. Staff Affair's Resolution of Thanks: - Liam Forbes

Liam Forbes informed the Council that the resolution recognizes the administration's efforts to improve remote training opportunities for rural campus sites. Maya Salganek called for a vote on the resolution.

The UAF Staff Council passed the following Resolution at its Staff Council meeting #167, Friday, 16 December 2005

#### RESOLUTION (passed unanimously)

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Purpose of Resolution: Recognizing Recent Improvements in Remote Training Opportunities

Whereas, The UAF Staff Council recognizes the technical difficulties in offering training and informational opportunities to staff outside of the local Fairbanks' campus communities; and

Whereas, distance training is a costly effort; and

Whereas, even with technology advances such as e-mail lists, and websites, nothing replaces the one-on-one experience of sharing information by tele/video conferencing; and

Whereas, such consideration shrinks the miles between campuses and strengthens interpersonal relationships for friendlier, smoother, and more mission-productive services; now

Therefore be it Resolved, that the UAF Staff Council thanks and commends the various UA and UAF departments such as Human Resources, OIT, the Graduate School, the Office of Equal Opportunity, and the Center for Research Services, who are making efforts to reach out to rural and remote sites and provide personal training to staff. Events such as:

- HR's Time Reporting, Timesheet Processing, and UAK jobs Training
- OIT Rural Sites Training
- The Graduate School's Thesis Preparation Workshop
- OEO's EEO/Sexual Harassment and
- the CRS' Introduction to CRS

are welcomed and appreciated by remote staff, and UAF Staff Council would like to see continuation and expansion of similar training opportunities.

- D. Proposed 2007-2010 Academic Calendar Draft handout covers only 2007-2009 (details for 2010 are being worked out)

Academic Calendar – Maya Salganek called the Council’s attention to the 2007-2009 academic calendar handout. Maya Salganek informed the Council that the Governance Coordinating committee agreed to pass the calendar motion at its meeting held on December 13. Maya Salganek reported that the proposed dates seem to work out for both students and faculty. Maya Salganek added that the 2010 academic calendar dates are being worked out, in order to consider what the options are of starting the semester before or after Labor Day. Angela Linn asked if the calendar works for all of the MAUs. Maya Salganek stated that it is still being worked out.

The UAF Governance Coordinating Committee (GCC) passed the following motion at its Meeting #67, Tuesday, 13 December 2005.

### **UNIVERSITY OF ALASKA FAIRBANKS – PROPOSED ACADEMIC CALENDARS FOR 2007-2009**

- These calendars are based on two motions passed by the Curricular Affairs Committee on November 10, 2003:
1. The last day of final exams should always end on or before the 19th of December.
  2. Spring semester classes should always begin after Alaska Civil Rights Day.

<b>Fall Semester</b>	<b>2007 (proposed)</b>	<b>2008 (proposed)</b>	<b>COMMENTS</b>
Labor Day	Sept. 3	Sept. 1	Always the 1st Monday in September.
Fall—1st day of instruction	Sept. 6	Sept. 4	Always Thursday to make up for Thanksgiving Holiday Fall 2009 – 1st Day of Instruction is before Labor Day
Last day to Register	Sept. 14	Sept. 12	Always the 2nd Friday after 1st day of instruction.
Thanksgiving Holidays	Nov. 22-23	Nov. 27-28	Always the 4th Thursday in November.
Last day of Instruction	Dec. 14	Dec. 12	Each class day requires 14 meeting days to meet minimum contact minutes. (Faculty Senate – 10/15/90)
Final exams	Dec. 17-20	Dec. 15-18	A study day(s) required in between last day of classes and first day of final exams. (Faculty Senate – 9/17/90)

<b>Spring Semester</b>	<b>2008 (proposed)</b>	<b>2009 (proposed)</b>	<b>COMMENTS</b>
Alaska Civil Rights day	Jan. 21	Jan. 19	Always the 3rd Monday in Jan.
Spring—1st day of Instruction	Jan. 22	Jan. 20	CAC recommends that 1st day of instruction is the Tuesday after Alaska Civil Rights Day.
Last day to Register	Feb. 1	Jan. 30	Always the 2nd Friday after 1st day of instruction.
Spring Recess Break	March 17-21	March 16-20	Typically the third week in March. To be coordinated with FNSB school district.
UAF Springfest	April 18	April 17	Previously – “All Campus Day.” 3rd Friday in April
Last day of	May 5 (Mon.)	May 4 (Mon.)	Each class day requires 14 meeting days to meet

Instruction			minimum contact minutes. (Faculty Senate – 10/15/90)
Final exams	May 7-10	May 6-9	Required to have a study day(s) in between last day of instruction and first day of final exams.
Commencement	May 11	May 10	Always the 1st Sunday after final exams end.

Note: Friday only classes in spring semester will need an additional 20 minutes added to their syllabus to make up for Nanook Springfest. Friday-only lab sections will need an additional 40-60 minutes added for the same reason.

#### E. Jeff Stepp – Tobacco Issue Resolution Handout/ Addition to the Agenda

Maya Salganek called to put the resolution on the agenda. After receiving a second, the resolution was discussed by Council members and amendments were made. Jeff Stepp reiterated the Chancellor's statement about discontinuing the sale of tobacco products in Wood Center unless he could be convinced otherwise. Jeff Stepp informed the Council that the Chancellor requested feed back from governance groups to help him to make the final decision. Jeff Stepp stated that 74% of students voted to maintain the sale of tobacco products. Lydia Anderson, Wood Center Director, thanked Staff Council for working on this issue and shared her concerns about how discontinuing the sale of tobacco products would effect Wood Center sales and income.

The UAF Staff Council passed the following amended Resolution at its Staff Council meeting #167, Friday, 16 December 2005

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**RESOLUTION** (Passed, 13 yes, 3 opposed, 2 abstentions)

#### **RESOLUTION ON THE SALE OF TOBACCO PRODUCTS IN THE WOOD CENTER**

**WHEREAS**, The UAF Staff Council realizes the dangers of cigarettes and tobacco products; and

**WHEREAS**, the UAF Staff Council appreciates the Chancellor's commitment to the Wellness Plan and concern for the good health of the UAF students, staff, and faculty;

**WHEREAS**, the UAF Staff Council understands the Chancellor's statement that eliminating cigarette sales in the Wood Center is a symbolic gesture that may or may not have a positive impact on the wellness of UAF students, staff, and faculty;

**WHEREAS**, the UAF Staff Council has established a Committee on Health and Wellness;

**WHEREAS**, Cigarettes and tobacco products are legal products to purchasers of legal age;

**WHEREAS**, UAF students, faculty, and staff are adults who can make informed decisions;

**WHEREAS**, the Wood Center front desk is an auxiliary service administered by the Wood Center and revenue produced from the sale of tobacco products funds programs and services that benefit the students and campus community; and

**WHEREAS**, the Wood Center Administration has already presented Executive Dean Tim Barnett with a two-year plan to phase out cigarette sales in the Wood Center; now

**THEREFORE BE IT RESOLVED**, that the UAF Staff Council recommends that the Wood Center continue to sell tobacco products until FY09 at which time such sales will cease, as planned.

**BE IT FURTHER RESOLVED**, that the Chancellor involve Wood Center Administration in the decision-making process prior to the implementation of policies directly affecting them.

**BE IT FURTHER RESOLVED**, that the Chancellor implement forthcoming recommendations from the Staff Council Committee on Health and Wellness that will be designed to have a higher probability of improving the wellness of UAF students, staff, and faculty.

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## INFORMATION

### 8. GOVERNANCE REPORTS

- A. Performance Based Budget - Sharish Patil, Vice-President Faculty Senate reported that President Hamilton reported to the BOR that the University is making considerable progress towards the performance based budget goals. President Hamilton stated that there is some reluctance to embrace performance based budgeting, but that as an institution we will embrace it. He stated that those who put it into practice will be rewarded.

Tobacco Issue – Sharish Patil informed the Council about the tobacco issue resolution attachment that was passed by the Senate. He reported that Wood Center would suffer a loss of about \$14,000 in revenue if the sales of tobacco products are stopped. The Senate resolution endorsed the feeling of the students. A majority of students are opposed to stopping the sale of cigarettes at Wood Center.

Fixed Costs Increase – Sharish Patil informed the Council that Kathleen Schedler, Associate Vice Chancellor, Facilities and Services addressed the rising costs of fuel, electricity, and how it all affects the University. She stated that turning off lights when out of the office for more than fifteen minutes, putting the computer to sleep, and buying flat screen computers would help the university conserve energy.

Office of Information Technology – Sharish Patil reported that Rory O'Neill, Manager, Enterprise Applications Services / Interim Director, User Services, informed the Senate about the merging of statewide IT and UAF IT.

Strategic Plan – Sharish Patil thanked the Staff Council for their contributions. He stated that the Strategic Plan committee will meet in January before sending the information to Chancellor Jones.

New Optional Retirement Plan (NORP) – Sharish Patil stated that Statewide presented the new plan to the Board of Regents, but that the Regents wanted more time to analyze the plan and want more faculty and staff input.

KUAC Issue – Sharish Patil reported that the Senate passed a resolution that addressed concerns about KUAC's management, based on testimony brought from the floor. The Administrative committee of the Senate usually brings resolutions and motions to the floor. Sharish Patil informed the Council that the KUAC resolution will be further discussed at a special Administrative committee meeting during the week of December 18.

- B. Joe Blanchard, President, ASUAF, ASUAF tobacco issue letter to President Hamilton

Lynette Washington stated that Joe Blanchard contacted her about sending the ASUAF tobacco issue resolution, but the document was not received prior to the meeting.



9. COMMITTEE REPORTS

A. Staff Affairs

Liam Forbes informed the Council that recently there has been action on the Performance Based Budgeting initiatives. He stated that he hopes to hear more.

B. Rural Affairs

The report was attached to the agenda

C. Elections, Membership and Rules

The report was attached to the agenda. Gary Newman informed the Council that he is interested in setting up a parliamentary procedure workshop. Gary Newman plans to send a note out about this opportunity after the holidays.

D. UAF Advocacy

The report was attached to the agenda. Angela Jones reported that she will step down as Chair after this meeting. Cheryl Conner and Joe Hayes will co-chair the Advocacy committee beginning in January 2006.

E. Ad Hoc Work Place Ethics Committee

Maya Salganek informed the Council that only one member remains on this committee. She stated that since there is no chair the committee may be dissolved. Maya Salganek stated that existing issues of this committee will be rolled over to the Staff Affairs committee and other committees as appropriate.

F. Ad Hoc Chancellor's Recognition Award Committee

Paula Long informed the Council that the committee continues it work on rewriting the criteria for the award. More information about the award will be made available at the next Staff Council meeting.

G. Ad Hoc Staff Appreciation Day and Carolyn Sampson Memorial Raffle Event

Lynette Washington updated the Council about the progress of the committee. She informed the committee that letters were mailed out requesting prize donations and that she had received several donations to date.

H. Ad Hoc Staff Council Calendar Committee

Gary Newman informed the Council that he has been working with Printing Services to get the calendar published.

I. Ad Hoc Health & Wellness Committee

Paula Long called attention to the Health & Wellness committee resolution. Maya Salganek asked Council members to read the resolution and to provide input. The resolution will be addressed at the next Staff Council meeting.

RESOLUTION  
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Whereas, the University of Alaska has established a Total Health and Wellness Program for University employees and,

Whereas, the UA employees/staff realize the need to improve their own health and, creating a culture of health and well being, and

Whereas, it has been proven that regular exercise improves and maintains mental and physical well being, and

Whereas, that a healthy workforce reduces absenteeism and improves productivity, and

Whereas, more time than an hour is needed in order to participate in physical activity, transportation, to activity, and change of attire; now

Therefore, be it resolved that the UAF Staff Council urges University administrators and supervisors to establish an hour and a half flexible lunch break, for employees engaging in regular exercise activity.

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 reported that a couple of subcommittees were created to address campus diversity action plans, as well as an events committee.

##### B. Master Planning Committee – Gary Newman

The report was attached to the agenda.

##### C. MPC Subcommittee on Circulation and Parking – Annette Chism

Annette Chism reported that this is the first semester that we are having finals on Saturday and Parking Services did not take that into consideration. She stated that we should keep an eye on how it impacts the students.

##### D. Strategic Plan Committee

Jackie Alleyne-McCants reported that the Strategic Plan committee held its last meeting on December 15, but that a January meeting is planned. She stated that she will notify the Council about the date at a later time.

##### E. Chancellor's Budget Committee – Kim Cox

There was no report.

#### 11. UAF COMMUNITY EVENTS

Chorus Raffle - Alice Palen informed the Council members about the purpose of the raffle.

#### 12. STAFF COUNCIL ROUNDTABLE

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

#### 13. ADJOURN

The meeting was adjourned at 12:10 p.m.

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Tapes of this Staff Council meeting are in the Governance Office, Room 312 Signers' Hall if anyone wishes to listen to the complete tapes.

Submitted by Lynette Washington, Staff Council Secretary

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For More information contact the UAF Governance Office  
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