

AGENDA  
UAF STAFF COUNCIL MEETING #169  
Friday, 24 March 2006 8:45 – 11:15 a.m.  
(face-to-face/no audio-conference)  
Wood Center Ballroom

***\*\*The next Staff Council meeting #170 is scheduled Wednesday, 19 April 2006 \*\****

1. 8:45-8:50 CALL TO ORDER AND ROLL CALL
  - A. Adopt Staff Council #169 Agenda, Friday, 24 March 2006
  - B. Approve Staff Council Minutes #168, Wednesday, 22 February 2005
2. 8:50-9:05 OFFICER REPORTS
  - A. Maya Salganek, President Staff Council, President's Report  
President Hamilton's Letter Re: UA Personnel Changes, **Attachment #1**
  - B. Jeff Stepp, President-Elect Staff Council
3. 9:05-9:10 PUBLIC COMMENT
4. 9:10-9:35 GUEST
  - A. Stephen B. Jones, Chancellor
  - B. Dana Thomas – Staff Handbook, **Attachment #2**
  - C. Ann Ringstad – UAF Advocacy

ACTION

5. 9:35 – 9:45 UNFINISHED BUSINESS
  - A. Motion: Proposed motion to amend Item. d. of the Bylaws under Section 2, of Article IV, Leah Swasey, **Attachment #3**
  - B. Motion to approve the President-Elect Process, Leah Swasey, **Attachment #4**
  - C. Discuss and vote on revised Chancellor's Recognition Staff and Supervisory Award motions, Maya Salganek, **Attachment #s 5-6**
6. 9:45-9:55 BREAK
7. 9:55-10:10 NEW BUSINESS
  - A. Benefits & Marriage Issue, Maya Salganek
    - **Attachment #7** Bill HJR32 text
    - **Attachment #8** UAF Faculty Senate Resolution on Constitutional Amendment SJR20 and HJR 32)
    - **Attachment #9** Proposed Draft UAF Staff Council Resolution on Constitutional Amendment: Benefits & Marriage (SJR 20 and HJR 32), Legislative Update, including SJR 20 and HJR 32, submitted by the Staff Council Administrative committee.

INFORMATION

8. 10:10 - 10:20 GOVERNANCE REPORTS
  - A. Paul Layer, President Faculty Senate, Faculty Senate, **Attachment #10**

B. Joe Blanchard, President, ASUAF

9. 10:20-10:40 COMMITTEE REPORTS

- A. Staff Affairs, Liam Forbes, **Attachment #11**
- B. Rural Affairs, Barbara Oleson, **Attachment #12**
- C. Elections, Membership and Rules, Leah Swasey, **Attachment # 13**
- D. UAF Advocacy, Cheryl Conner and Joe Hayes, **Attachment #14**
- E. Staff Make Students Count, Lillian Anderson Misel
- F. Ad Hoc Chancellor's Recognition Award committee, Maya Salganek
- G. Staff Appreciation Day & Carolyn Sampson Memorial Raffle, Lynette Washington, **Attachment #15**
- H. Ad Hoc Health and Wellness Committee, Paula Long

Committee Reports if available may be viewed at <http://www.uaf.edu/uafgov>

University News Room – Please check for Staff Council Announcements at: <http://www.uaf.edu/news/news.html>

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

- A. Chancellor's Campus Diversity Action Committee, Qwynten Richards
- B. Governance Coordinating Committee – Maya Salganek
- C. Master Planning Committee – Gary Newman
- D. Master Planning Subcommittee on Circulation and Parking – TBA
- E. Strategic Plan Committee: Jackie Alleyne-McCants or Barbara Oleson, Link: <http://www.uaf.edu/strategic/>
- F. Chancellor's Budget Committee Report, Maya Salganek, **Attachment #16**

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

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

- A. Thursday, 23 March - Pizza with folk singer Leela Gilday  
7-9 p.m., Wood Center Conference Rooms C-D  
Sponsored by the Leadership - sign up in the Call 474-1170 or email [leadership@uaf.edu](mailto:leadership@uaf.edu) to reserve a spot.
  - Friday, 24 March - Leela Gilday ~ Best Female Artist, Best Folk Album, Best Songwriter. In Celebration of Women's History Month - at 7:00 p.m. in the Davis Concert Hall at UAF – Admission is FREE to the public
- B. Saturday, March 25th at 7:30 p.m., Steel Drum group fundraiser coming up on Wood Center Ballroom. Steel drum entertainment, Middle Eastern Dancer's group and more. Tickets are \$5 and \$10 if you want food. Volunteers of course would get in free.
- C. Sunday, March 26; 1:00 pm to 9:00 p.m. - Ester Library Fund Raiser: The John Trigg Ester Library is having its 2nd annual Lallapalooza & Book Bash, a fundraiser and community event on <http://www.esterrepublic.com/ECA/lallapalooza.html>. Come join the fun! Submitted by: Deirdre Helfferich, UAF/SNRAS/AFES Publications Office.

- D. Thursday, 30 March, 7-9:50 p.m. - Japanese movie (English subtitles): Twenty-four Eyes, a moving anti-war story, Schiabe Auditorium, FREE Admission.
- E. Saturday, April 8 • 7:30 p.m. - UA Museum of the North 20th Annual Chocolate Bash  
Chocolate Knights and Northern Lights, Saturday, April 8 • 7:30 p.m.
- F. Survey: The Alaska Women in Higher Education (AWHE) is a network of women administrators from the University of Alaska system dedicated to the professional advancement of all women in higher education. The survey itself is confidential. Please click on the link to view the survey <http://www.surveymonkey.com/s.asp?u=855221767468>.

If you have questions, please contact Bernice Joseph, AWHE Chair, at 474-7143 or [fnbmj@uaf.edu](mailto:fnbmj@uaf.edu)

- G. Saturday, 8 April, 6-9 p.m. - Fabulous Feminine Fundraiser  
Princess Hotel, Edgewater Room. Tickets are available from Carol (605B Gruening, 6509, ffcg) or from the Women's Center, x6360. We have secured 30 tickets (3 tables) for UAF folk. \$25 in advance. (\$35 at the door; but they often sell out.) Food options this year are either chicken or caesar salad.

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

13. ADJOURN

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Staff Council Meeting #169/**Attachment #1**  
UAF Staff Council #169 - Friday, 24 March 2006

TO: All Statewide Employees  
FROM: Mark R. Hamilton, UA President  
RE: Personnel Changes

As many of you know from previous announcements, Vice President for Finance Joe Beedle's last day on the job will be April 14. After nearly six years working for the university, Joe is returning to private sector finance, and we wish him much success in his new position at Northrim Bank.

Joe's leadership at the university in the arenas of finance, business practices, and economics made him an important and influential player in our management team. He brought credibility to the university through his broad civic and private sector experience and set an example of public service for all of us to emulate. Joe also played a key role in wise land management and sound investments. His work on the land grant bill that passed the legislature last year represents a most significant achievement. We will miss him tremendously, but know our paths will cross again.

Joe's impending departure provided an opportunity for restructuring and streamlining, as well as promotional opportunities. I am pleased to announce that Jim Johnsen will serve as our Vice President for Administration, a new position that will incorporate responsibilities of his previous Vice President for Faculty and Staff Relations position.

Jim brings 20 years of experience in personnel and management to the table, and recently received a doctorate in higher education management from the University of Pennsylvania. He will meet with all HR and finance employees in the weeks ahead to discuss opportunities for improving administrative services in support of the university's academic mission.

Our new chief human resources officer will be Beth Behner, who has 20 years of service in labor relations, labor law, and management. Beth's title will be Associate Vice President for Human Resources. The HR department will report to Beth, who will report directly to Jim. We will conduct a search to fill Beth's previous position as Labor and Employee Relations director and hope to have that role filled as soon as possible.

On the finance side of the house, Associate Vice President for Finance Jim Lynch will step in, as he often has in the past, as our Chief Financial Officer on an interim basis. We plan to conduct a competitive search for a permanent replacement, to be completed this spring. Finance employees will report to Jim Lynch, who will report to Jim Johnsen.

Another impending departure is Randy Weaver, our Controller since 1997. Randy is also leaving us to join the private sector world of banking, and will become chief financial officer for Denali State Bank. His last day on the job is, in fact, today. Randy has been with the university since 1989, when he served as director of Internal Audit. He has been instrumental in establishing internal statewide financial systems that provide the highest level of management accountability and oversight. In addition, he has taken the responsibility for working with the special programs that are administered through statewide, such as UA Corporate Programs, the Statewide Teacher Mentoring Program, and the SW Health Programs that have required innovative approaches. Randy lay to rest the long-held assumption that finance people only see the world in black and white; when it comes to managing academic and job training programs, there are many shades of gray.

His kind and supportive personality and his willingness to seek creative solutions will be sorely missed. We wish him much success with his next career adventure.

With Randy's departure, I'm pleased to announce the promotion of Myron Dosch, our assistant controller-finance who will serve as Controller. We will conduct a search to fill Myron's former assistant controller position as soon as possible.

All of these changes for me illustrate what a talented and dynamic workforce we have here at statewide. When the banking industry poaches our staff, you know we have the best and the brightest! These changes also provide the opportunity to balance internal promotions with external searches in a way that will serve our university well into the future.

You'll see some office shuffling in the next few weeks as folks settle into their new roles. Please welcome them as they embark on their new careers, and pass along good wishes to Joe and Randy for excellent service and a job well done.

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Staff Council Meeting #169/**Attachment #2**  
UAF Staff Council #169 - Friday, 24 March 2006

Faculty and Staff Handbooks

### **Taken from Self-Study Progress Report – Part One Fall 2003**

#### **Concern 3: Staff and Faculty Handbooks (As stated in the Commission's report to UAF)**

A third concern is the absence of faculty and staff handbooks. The integrity and equity of the faculty evaluative processes are crucial to the institution's ability to fulfill its mission. From the Senate Blue Book and the Provost's website, it is not clear that the University's evaluation plans include administrative access to all primary data (e.g., copies of publications, student and peer evaluations of teaching) for any review other than tenure review. Nor is it clear that multiple indices are used in the evaluation of teaching. Because there is no single faculty handbook where all the policies and procedures are spelled out, and because bargaining agreements, university, college, and peer unit relevant policies and procedures all apply, consistent understanding, interpretation and application of policy is difficult. Similar confusion exists regarding staff hiring, classification, and evaluation. Therefore the Evaluation Committee recommends that the UAF develop faculty and staff handbooks that collect the policies and procedures governing appointment, evaluation, scholarship, research and artistic creation, for all faculty and staff, full or part-time, on all campuses of UAF, and that evaluative provisions conform to the policy on faculty evaluation. We recommend UAF provide a report to the Commission in two years. (Standard 4.A - Faculty Selection, Evaluation, Roles, Welfare, and Development, 4.A.5, 4.A.6, Policy 4.1 *Faculty Evaluation*; 6.C - Leadership and Management, 6.C.8)

#### **Progress Regarding Concern 3: (UAF's response in 2003)**

##### ***Faculty Handbook***

The UAF Faculty Handbook, developed since the 2001 site visit, is a web-based collection of the policies and procedures governing appointment, evaluation, scholarship, research and artistic creation located at [http://www.uaf.edu/provost/fac\\_handbook/index.html](http://www.uaf.edu/provost/fac_handbook/index.html). The Office of the Provost maintains the site, and, as with all websites with dynamic content, the Faculty Handbook is continually being augmented and improved to provide the faculty immediate online access to information.

The UAF Faculty Handbook includes an overview of the university's structure, including the branch campuses, and access to key planning documents such as the Academic Development Plan and Strategic Plan 2005. Additionally, faculty will find information regarding appointment, workload and evaluation; instruction and curricula which includes academic, technology and library resource information; policies about research, scholarly and creative activity and service; faculty development; faculty governance; and benefits. A table summarizing faculty evaluation types, those groups or individuals involved in each type of evaluation and the materials reviewed in each type is located in the UAF Faculty Handbook at [http://www.uaf.edu/provost/fac\\_handbook/review\\_types.pdf](http://www.uaf.edu/provost/fac_handbook/review_types.pdf).

With respect to multiple indices of teaching effectiveness, UAF Regulation III.B.2 states the components of evaluation regarding the effectiveness of teaching be "provided by: a. systematic student ratings, i.e. student opinion of instruction summary forms, **and** at least two of the following: b. narrative self-evaluation, c. peer/department chair classroom observation(s), d. peer/department chair evaluations of course materials." UAF

follows this policy and communicates it those involved in evaluations.

Upon completion of the Handbook the Faculty Senate and various Senate sub-committees were asked to evaluate the site and provide feedback as to the accessibility of the information and the type of information represented and provide recommendations for additions or deletions. The feedback was quite positive, some minor adjustments were made, and an email message was then sent to all faculty members informing them of the creation of the Handbook and providing them with the web address.

New faculty members are given a welcome packet by the Office of the Provost that includes a colored copy of the front page of the Faculty Handbook, and a hard copy of UAF's *Policies and Regulations for the Evaluation of Faculty*. At the New Faculty Orientation new faculty were once again informed of the web site and received mini briefings on some of the key items located on the site such as how to get their classes set up on Blackboard.

### ***Staff Handbook***

The UAF Office of Human Resources refers inquiries for the kind of information that is often included in such a handbook to their web site, at <http://www.uaf.edu/uafhr/>. This site is a comprehensive resource providing information relating to employment opportunities, recruitment and new employee orientation, compensation classification, employee benefits, training and development, dispute resolution, technical skills guide for department personnel/payroll assistant and supervisor resources. The range of information, from news updates and current job opportunities to Board of Regents policies and tuition waiver forms, is comprehensive and seeks to provide an "at-a glance" pull down menu that directs employees to sites and links that answer questions ranging from "when do I get my first paycheck?" to "how do I retire?"

The web site is continually updated and efforts are being made to make it more engaging and user-friendly. By including a link to the statewide system search engine, we provide immediate access to the entire statewide network, expanding the ability to provide current, up-to-the-minute information pertinent to any employee, regardless of employment classification.

All new staff members are informed of this site when they participate in the mandatory benefits orientation after they are hired. They are also provided with pertinent benefits forms and materials as well as a checklist that they must initial after each item has been presented.

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Staff Council Meeting #169/**Attachment #3**

UAF Staff Council #169

Friday, 24 March 2006

Proposed Motion to Amend the Bylaws

[[ ]] = Deletion

CAPS = Addition

MOTION:

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The UAF Staff Council moves to amend Item. d. of the Bylaws under Section 2, of Article IV. Item d. will be changed to read: Voting shall be limited to representatives and designated alternates by using ballots on site and using voice vote or E-MAIL for the outlying areas.

EFFECTIVE: Immediately

RATIONALE: The word E-MAIL should be added to accommodate rural representatives that may need to submit a vote by e-mail.

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Staff Council Meeting #169/**Attachment #4**  
UAF Staff Council #169  
Friday, 24 March 2006

**MOTION:**

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The UAF Staff Council moves to approve the president-elect nomination process.

**EFFECTIVE:** Immediately

**RATIONALE:** The current President-Elect is moving up to the position of President UAF Staff Council at the 19 May 2006 Staff Council #171 meeting.

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Staff Council Meeting #169/**Attachment #5**  
UAF Staff Council #169  
Friday, 24 March 2006

**MOTION:**

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The UAF Staff Council moves to approve the revised Chancellor's Recognition Staff Award.

**Effective:** Immediately

**Rationale:** The revisions add detailed and clear criteria to better evaluate nominees.

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**CHANCELLOR'S STAFF RECOGNITION AWARD 2006**

**OBJECTIVE**

To recognize University of Alaska staff for their sustained outstanding contributions toward accomplishing and enhancing the UAF mission and strategic plan.

**ELIGIBILITY**

All staff 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.

**CRITERIA**

- Showing concern for working well or for surpassing a standard of excellence.
- Demonstrating consistent superior performance and significantly exceeding position requirements.
- Taking on significant responsibilities in addition to exceeding the expectations of their job.
- Taking ownership of services rendered and acting on behalf of the person being served.
- Demonstrating a helpful and positive attitude.
- Must display extraordinary initiative and dedication to improvement of work processes or environment.

## PROGRAM OUTLINE

The recognition program will consist of:

Public Recognition: For work related service 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.

## NOMINATION PROCESS

Nominations will be accepted from peers, supervisors, customers, stakeholders, students, faculty, other academic, administrative, support, sponsored research, and service staff, who have a working relationship with the nominee. Nomination forms should be given to the UAF Governance Office.

## SELECTION PROCESS

The Chancellor's Recognition award committee of the UAF Staff Council will consist of volunteer members of the UAF Staff Council, and at least one (1) previous recipient of the Chancellor's Recognition Award. Award Recommendations will be forwarded by the Committee to the Chancellor for final selection.

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Staff Council Meeting #169/**Attachment #6**  
UAF Staff Council #169  
Friday, 24 March 2006

## MOTION:

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The UAF Staff Council moves to approve the revised Chancellor's Recognition Supervisory Award.

Effective: Immediately

Rationale: The revisions add detailed and clear criteria to better evaluate nominees.

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## CHANCELLOR'S SUPERVISORY RECOGNITION AWARD 2006

### OBJECTIVE

To recognize University of Alaska supervisors of staff for their sustained outstanding contributions toward accomplishing and enhancing the UAF Mission and Strategic plan.

### ELIGIBILITY

All staff and faculty members occupying any position that directly supervises UAF Staff at the University of Alaska Fairbanks are eligible to receive recognition as outlined in this program.

### CRITERIA

- Demonstrating excellent leadership skills: coaching, mentoring, training and providing other career advancement opportunities for their employees.

- Creating an inclusive work environment that supports the full utilization of all employees and fosters, encourages, and respects diversity
- Motivating exemplary performance from employees with practices that are consistent and fair.
- Demonstrating strong conflict resolution skills including mediation, negotiation, and fair handling of employee relations issues in a way that is consistent with University policies and regulations.
- Advocating on behalf of the administrative unit, while maintaining good citizenship at UAF.

## PROGRAM OUTLINE

The recognition program will consist of:

Public Recognition: For outstanding supervisory leadership 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.

## NOMINATION PROCESS

Nominations will be accepted from peers, supervisors, customers, stakeholders, students, faculty, other academic, administrative, support, sponsored research, and service staff, who have a working relationship with the nominee. Nomination forms should be submitted to the UAF Governance Office.

## SELECTION PROCESS

The Chancellor's Recognition award committee of the UAF Staff Council will consist of volunteer members of the UAF Staff Council, and at least one (1) previous recipient of the Chancellor's Recognition Award. Award Recommendations will be forwarded by the Committee to the Chancellor for final selection.

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Staff Council Meeting #169/**Attachment #7**

UAF Staff Council #169

Friday, 24 March 2006

### Bill Text

#### BILL ID: HJR 32

00 HOUSE JOINT RESOLUTION NO. 32

01 Proposing an amendment to the section of the Constitution of the State of Alaska  
02 relating to marriage.

03 BE IT RESOLVED BY THE LEGISLATURE OF THE STATE OF ALASKA:

04 \* **Section 1.** Article I, sec. 25, Constitution of the State of Alaska, is amended to read:

05 **Section 25. Marriage and related limitations.** To be valid or recognized in  
06 this State, a marriage may exist only between one man and one woman. **No other**  
07 **union is similarly situated to a marriage between a man and a woman and,**  
08 **therefore, a marriage between a man and a woman is the only union that shall be**  
09 **valid or recognized in this State and to which the rights, benefits, obligations,**  
10 **qualities, or effects of marriage shall be extended or assigned.**

11 \* **Sec. 2.** The amendment proposed by this resolution shall be placed before the voters of the  
12 state at the next general election in conformity with art. XIII, sec. 1, Constitution of the State 13 of Alaska, and  
the election laws of the state.

<http://www.legis.state.ak.us/PDF/24/Bills/HJR032A.PDF>

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Staff Council Meeting #169/**Attachment #8**  
UAF Staff Council #169  
Friday, 24 March 2006

***UAF Faculty Senate Resolution On Constitutional Amendment: Benefits & Marriage  
(SJR 20 and HJR 32)***

**WHEREAS**, Discrimination against faculty on the basis of marital status is expressly prohibited by the University of Alaska Board of Regents Statement of Non-discrimination; and

**Whereas**, the UAF Faculty Senate affirms the importance of complying with university non-discrimination policies; and

**Whereas**, SJR 20 and HJR 32 would have the effect of countermanding university policy prohibiting discrimination based on marital status; and

**Whereas**, to comply with SJR 20 and HJR 32 the university would deny financially interdependent partners (FIPs) insurance benefits, family membership at the Student Recreation Center, tuition waivers, faculty housing, and other valuable benefits currently offered; and

**Whereas**, The Faculty Senate affirms that providing insurance and other benefits to FIPs is a valuable way to recruit and retain excellent faculty, in addition to being required by university policy; now

**THEREFORE BE IT RESOLVED**, That the UAF Faculty Senate is opposed to SJR 20/HJR 32.

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Staff Council Meeting #169/**Attachment #9**  
UAF Staff Council #169  
Friday, 24 March 2006

**RESOLUTION:**

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The UAF Staff Council moves to approve the Resolution On Constitutional Amendment: Benefits & Marriage (SJR 20 and HJR 32).

Effective: Immediately

Rationale: The Resolution serves to oppose discrimination on any grounds and protects the civil rights of members of University communities (staff, faculty, and student) across the State. Discrimination is expressly prohibited by the University of Alaska Board of Regents' Statement of Non-Discrimination: **Regents' Policy, Part IV Human Resources, Chapter I, Nondiscrimination Statement P04.01.020**

In accordance with federal and state law, illegal discrimination in employment against any individual because of race, color, religion, national origin, age, sex, veteran status, physical or mental disability, marital status or changes in marital status, pregnancy or parenthood is prohibited. Decisions affecting an individual's employment will be based on the individual's qualifications, abilities and performance, as appropriate.

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**Proposed Draft UAF Staff Council Resolution On Constitutional Amendment: Benefits & Marriage (SJR 20 and HJR 32), submitted by the Administrative Committee**

WHEREAS, Discrimination against faculty and staff on the basis of

marital status is expressly prohibited by the University of Alaska Board of Regents Statement of Non-discrimination; and

WHEREAS, the UAF Faculty Senate affirms the importance of complying with university non-discrimination policies; and

WHEREAS, the UAF Staff Council affirms the importance of complying with university non-discrimination policies; and

WHEREAS, SJR 20 and HJR 32 would have the effect of countermanding university policy prohibiting discrimination based on marital status; and

WHEREAS, to comply with SJR 20 and HJR 32 the university would deny financially interdependent partners (FIPs) insurance benefits, family membership at the Student Recreation Center, tuition waivers, faculty housing, and other valuable benefits currently offered; and

WHEREAS, The Faculty Senate and Staff Council affirms that providing insurance and other benefits to FIPs is a valuable way to recruit and retain excellent faculty and staff, in addition to being required by university policy; now

THEREFORE BE IT RESOLVED, That the UAF Staff Council is opposed to SJR 20/HJR 32; and

THEREFORE BE IT FURTHER RESOLVED, that the Staff Council requests the University Administration formally oppose the bill(s), through public statement/testimony and its own lobbying efforts, on the basis of generally opposing discrimination on any grounds and protecting the civil rights of members of University communities (staff, faculty, & student) across the State.

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Staff Council Meeting #169/**Attachment #10**  
UAF Staff Council #169  
Friday, 24 March 2006

**Faculty Senate Report, submitted by Paul Layer:**

At our last meeting we passed two motions: The first to change the requirements for Advanced Placement Credit for Foreign Languages, and the second to re-institute the No Basis (NB) grade and to make an Incomplete (I) grade revert to an F after one year if the work is not completed. We also passed a resolution on SJR 20/HJR 32, opposing these bills and commending UA's continued support for FIP benefits. A copy of our resolution is available on the Senate web page. We plan to hold some open meetings to get input on UAF's grading policy and whether to adopt +/- grades. We are following up on the Enrollment Management Task Force recommendations to change admission criteria for B.S. programs and to strengthen existing policy regarding the need for the necessary prerequisites before enrolling in Core or other undergraduate courses. We also are concerned about Paul Reichardt's pending retirement (in summer 2007) and will be meeting with the Chancellor to discuss the Senate's involvement in the replacement of the Provost and defining what the new

position will be. The system-wide Faculty Alliance is working with Statewide to set up a meeting of faculty to discuss General Education Requirements (GERs) at the three Universities. UAF's approach to GERs (our Core) is very different than those at UAA or UAS and this causes problems for us as to how courses taken elsewhere in the UA system are transferred to UAF.

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Staff Council Meeting #169/**Attachment #11**  
UAF Staff Council #169  
Friday, 24 March 2006

### **Staff Affairs Committee**

Location: Chancellor's Conference Room & Audio-conference  
February 27, Time: 9-10am

- I. Roll Call & Agenda Bashing
- II. UA
  - A. Performance Based Budgeting - Liam Forbes
    - Latest info at <http://www.alaska.edu/swbudget/pm/details.xml>
    - Further info at <http://www.uaf.edu/pair/metrics.html>

White papers from all four MAUs are available on the statewide website. These white papers describe the MAU's status meeting the existing performance measures. Based on these and an assessment of the MAU's success, President Hamilton will be distributing a sum of money to each MAU. That money is then distributed to departments based on each unit's success implementing and meeting the existing performance measures.

\* Liam will contact Gwen to see if the President's memo is available.

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

We've heard that this project is considered complete. However, they are currently working with IMS to develop a marine job family so something doesn't sound right.

\* Liam will contact Jeanine S. or Carolyn C. regarding the status of this project.

### **NEW BUSINESS**

- A. Legislative actions to remove Financially Interdependent Partner Benefits

Several University staff and faculty testified at the last SC meeting about the resolution submitted to the legislature. See this URL for the exact resolution wording:  
[http://www.legis.state.ak.us/basis/get\\_bill\\_text.asp?hsid=HJR032A&session=24](http://www.legis.state.ak.us/basis/get_bill_text.asp?hsid=HJR032A&session=24)

The University does have "financially interdependent partner benefits" for staff and faculty. The non-union benefits handbook makes mention of this option.

[http://www.alaska.edu/hr/benefits/handbook/non\\_union/fy05-nonunion-hb.pdf](http://www.alaska.edu/hr/benefits/handbook/non_union/fy05-nonunion-hb.pdf)  
see page 17 on eligibility:

Please note: Provided all requirements are met as specified by the University of Alaska, wherever “spouse” is stated in the health care plan, a financially interdependent partner and his or her eligible dependent children would also be included. Please contact your regional human resources office for details concerning financially interdependent relationships.

VP Jim Johnson has indicated that the University doesn't support the resolution based on the potential impact to recruiting. He was recently interviewed on KUAC. To hear the story, go to the following URL:  
[http://www.publicbroadcasting.net/kuac/news.newsmain?action=article&ARTICLE\\_ID=883932](http://www.publicbroadcasting.net/kuac/news.newsmain?action=article&ARTICLE_ID=883932)

The Committee discussed the resolution, the potential impacts to the University staff, and what Staff Council should or shouldn't do. At this point the resolution is in legislative committee. We are gathering more information on the possible impacts to staff.

\* Liam or Maya contact Jim Johnson's office and ask about the statistics cited in the radio story.

### III. UAF UNFINISHED BUSINESS

A. UAF Community Service Outreach Program - Faith Henry  
- What opportunities currently exist for staff to perform volunteer work encouraged by, supported by, or lead by UAF?

Discussed working with PAIR to develop a formal survey of what volunteer work staff is doing or are interested in doing. The alternative is to do an informal survey via the all staff list. Because we're thinking that SC would like to coordinate an activity with the Administration we decided that working with PAIR for a more formal survey is appropriate.

The intention is to focus on University related activities so that staff can be recognized for their efforts in the name of the University and be supported by the University as they work in the community.

\* Faith will develop the draft survey with PAIR.  
\* All members should send survey question ideas to Faith.

B. Using employee tuition waivers for professional development - Maya Salganek  
- Changes to what courses are eligible for tuition waiver.  
- BOR creation of new professional certificates.

The BOR converted department certificates of complete into occupation endorsements at their December 05 meeting. Not sure if employee tuition waivers can be used for these credits or not.

C. Help with May 2006 Carolyn Sampson ice cream social/raffle. - All  
- Assist with activities on the day of the event.

The ice cream social and raffle will be held on May 18th. We're not sure what time though.

D. Employee Tuition Waiver Benefit [possible] Changes - Maya Salganek  
- vesting – accountability - usage report: <http://gov.alaska.edu/staff/projects/2004-tuitionwaiverstats.pdf>

According to Maya Staff Alliance is closely following this issue and it is a regular part of their meeting agenda. They aren't sure who might be working on drafting changes, if anybody at this time. However they are communicating with Jim Johnson's office about the benefit.

UAF has the highest failure rate compared to the other MAUs, and it's higher than the rate among students not receiving tuition waivers. We're not really sure why, but there are probably good reasons for some of it. Staff Alliance is looking into more details of the statistics. We anticipate soliciting information from UAF staff.

## NEW BUSINESS

### IV. Next Meeting

- 03/27/06 at 9:00 am in the Chancellor's Conference Room and via audio.

### V. Adjourn

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Staff Council Meeting #169/**Attachment #12**

UAF Staff Council #169

Friday, 24 March 2006

Rural Affairs Committee Meeting Minutes of March 9, 2006

Present: Sheena, Katrina, Pam, David, Chris, Denise, & Barb

Guests: Cecelia and Dorene

1. Call Meeting to Order: Meeting called to order by Chair Oleson at 10:07 a.m.
2. Motion to Approve Agenda: Motion was made by Pam to approve the agenda. Motion seconded by David. Motion carried with no abstentions.
3. Committee Goals
  - A. Go-to-List - Guests Dorene Bunch and Cecelia Chamberlain were present at the meeting to find out why the CRCD faculty and staff list would not suffice for the go-to-list. Chair Oleson reported that the list was made up of names given by rural staff people of people within the system they find helpful. A lot of the names on the list are CRCD faculty and staff people, but not all of them. There are also helpful 1-800 numbers and websites on the go-to-list. Discussion followed on why it was called a go-to-list, instead of reference list. Chair Oleson reported she would have no trouble renaming it a reference list and possibly taking some of the names off the list to make it shorter. Sheena sent everyone on the committee the CRCD directory. The CRCD directory is not currently available, but should be available once the reconstructed CRCD website is back up and operational. Chair Oleson reported it was never the intention of the Rural Affairs Committee to duplicate the CRCD faculty and staff list. The goal of the committee was to provide resource people for rural staff to go to, if those in the immediate change of command could not assist them. Historically, it is not uncommon for a rural staff person to call someone at the main campus only to be referred to someone and then be bounced around from person to person because, and I quote, "it is not my job." Chair Oleson will work with Dorene, Pam, and Chris to shorten the list and bring the list back to this committee.
  - B. Improving Training Opportunities Update – Chair Oleson reported that she has a meeting with Maya and Susan Miller on Friday, March 24, at noon. Barb invited Cecelia Chamberlain to join them.
4. Margaret "Peggy" Wood Staff Recognition Award – The Rural Affairs Committee members reviewed the award language, along with the award form that needs to be submitted. Changes were made to the scholarship forms (such as name change of CRA to CRCD and date for submission, and nomination going to Chair of ad hoc committee instead of overloading the Rural Affairs Committee Chair. Katrina Nelson volunteered to chair this ad hoc committee of Rural Affairs. Sheena and Chris volunteered to

also be on the committee. Katrina will make the changes to the form and will get the information out on the CRCD listserv.

5. Other – Alternate for Staff Council Representative for Unit 1 – Discussion followed on need for alternate for Unit 1. Barb will try to find an alternate that could cover for both Pam and herself. Discussion followed on whether there was a calendar for maintenance of rural campuses. David will check into this. Discussion followed on opportunities for rural campuses to get warehoused UAF furniture. For example, NWC classrooms have old furniture from the 80's, nothing matches, chairs are old, and tables are starting to fall apart. David and Dorene volunteered to get together and come up with a list of items that can be made available for the rural sites and report back at our next meeting.
6. Announcements – The next meeting is scheduled for April 6, 2006, at 10:00 a.m.
7. Adjournment – The meeting adjourned at 11:14 a.m.

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Staff Council Meeting #169/**Attachment #13**  
UAF Staff Council #169  
Friday, 24 March 2006

Staff Council Election, Membership and Rules Committee  
Meeting Report March 6, 2006  
Members present: Derek Bastille, Julie Smith, and Leah Swasey  
Members absent: Mary Pat Boger and Gary Newman

- 1) The meeting called to order by Leah Swasey at 12:02 pm.
- 2) The agenda was approved without object.
- 3) Old Business
  - a. Leah announced that Rory O'Neil had contacted Gary Newman to let him know that the governance elections are on deck and Janet Johnson will assign the project to a programmer this month.
  - b. We discussed the parliamentary procedure workshop. We have two contacts that would be willing to give Staff Council a parliamentary procedure workshop. The first is Toastmasters, which could take place on campus and would be free of charge. The other is Jim DeWitt, who may charge a minimal fee and isn't available until the Fall semester. EMR discussed having Toastmasters give a workshop this month and trying Jim DeWitt next January if we weren't satisfied with the Toastmasters workshop.
- 4) New Business
  - a. We reviewed the president-elect bylaws. Julie wondered about how voice vote was conducted for the outlying areas. It was suggested that voting via e-mail may make people more comfortable. We weren't aware if this had been an issue in the past, but it would be nice to have the option for the future.
  - b. The motion to approve the president-elect process was reviewed and approved.
  - c. The letter to all non-collective bargaining-represented staff employed at UAF was reviewed. There was discussion about whether or not there should be a nomination form for nominees.
  - d. The president-elect ballot was reviewed and postponed to the next meeting.
  - e. We discussed possible ways to get viable nominees for president-elect. Ultimately, it was decided that the best way to get a possible candidate excited was for Maya Salganek and Jeff Stepp to give a presentation. This included: a detailed monthly schedule, travel, department support details, what types of tasks and duties are handled at each meeting (i.e., what is the goal of Staff Alliance?), success stories you've had, and the potential for success stories in the future, and Jeff's goals for 2007. In summary, really focus on the great things that one can accomplish as a Staff Council officer.
- 5) Meeting adjourned at 12:45 pm.

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Staff Council Meeting #169/**Attachment #14**  
UAF Staff Council #169  
Friday, 24 March 2006

Announcement: UAF Day at the North Pole event

The UAF Staff Council Advocacy Committee and the UAF Office of Advancement and Community Engagement will be hosting, along with the City of North Pole, the 4th Annual UAF Day at North Pole event. The event will be held on Saturday, April 22, from 11a.m.-3p.m. at the North Pole Plaza Mall. The event coincides with A Taste of North Pole, a fundraiser put on through the City office and featuring a smorgasbord of great food from North Pole area restaurants.

For those of you who have not participated, the purpose of the event is to take the UAF campus to North Pole to showcase to the North Pole/Fort Wainwright/Eielson communities the many things UAF has available to them...not just prospective students, but for families as well. To that extent we try to make the event as hands on as possible. The event has become an anticipated one in the community, and last year we had about 300 attendees.

Participation in the event is free of charge for departments. We will provide you with a table, chairs, and if needed, electricity. If you would like to participate, please email me back or call me at 474-7905.

Additionally, at this year's event we are going to focus on UA Scholars from North Pole High School's class of 2006. Mayor Jeff Jacobsen will present each of the scholars with a proclamation from the city, and the day will be named "UA Scholars Day" at North Pole.

If you need further information or would like to sign up, please let me know.

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Staff Council Meeting #169/**Attachment #15**  
UAF Staff Council #169  
Friday, 24 March 2006

Staff Appreciation Day/Ice Cream Social/Carolyn Sampson Memorial Raffle Committee

The committee met Tuesday, 14 March, Chancellor's Conference Room, Noon-1 p.m.  
Members Present: Maya Salganek, Leah Swasey, Sharon Corbett, Cheryl Conner, Lynette Washington  
Members Absent: Barb Oleson, Liam Forbes, Jeff Stepp  
Next Meeting: TBA

The committee received draft handouts of the draft raffle ticket, Staff Appreciation Day draft program, draft letter asking release time for staff to attend the event (to be sent by the Chancellor in early May to Deans and Directors), and event advertising ideas. The UAF Advocacy committee will work with Jeff Stepp and Wood Center graphic artists to finalize the advertising for the event.

Maya Salganek informed the committee that she is seeking Council members and staff at large to provide

entertainment during this year's event. Any talented Council members out there interested? If you have talent and are interested please contact Lynette Washington.

The committee discussed getting Council members more motivated to sell the tickets by emphasizing that proceeds from the raffle provide scholarships to students. Also focusing on faculty in your buildings, and approaching the appropriate supervisor about announcing the raffle at staff and faculty departmental meetings.

The draft raffle ticket was sent to printing services on Monday, 20 March. A proof should be available by Tuesday, 21 March, and hopefully the tickets will be available by Thursday, 23 March, but no later than Monday, 27 March.

During the Week of 27 March:

- Tickets will be distributed to Council members to sell
- A memo will be sent out to all staff announcing the Staff Appreciation Day/Raffle/Ice Cream Social
- A volunteer sign up sheet will be sent to Council members to sell tickets at Wood Center, the West Ridge Cafeteria, and at the UAF Day at the NP event

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**DRAFT TICKET FORM**

**UAF STAFF COUNCIL RAFFLE**

**\*Carolyn Sampson Memorial Scholarship**

**Grand Prize:** Two coach round-trip tickets to any one U.S. West Coast destination, served by Alaska Airlines courtesy of Alaska Airlines. Winner must exchange voucher letter for tickets by August 2006.

**Drawing:** Thursday, 18 May 2006 at the Staff Council Ice Cream Social/Carolyn Sampson Raffle event, Noon-2:00 p.m., Wood Center multi-level lounge area - need not be present to win.

**Price:** \$5 each or 5 for \$20.

**\*Proceeds:** Benefit the Carolyn Sampson Memorial Scholarship

**"A 1099 will be issued to the winner of a prize with the value of \$600 or greater"**

**Runner-up prizes on back of ticket.** Permit # 0154

**Runner-Up Prizes**

**Grand Prize:** Two coach round-trip tickets to any one U.S. West Coast destination, served by Alaska Airlines, courtesy of Alaska Airlines. Winner must exchange voucher letter for tickets by August 2006.

**Drawing:** Thursday, 18 May 2006 at the Staff Council Staff Appreciation Day Ice Cream Social/Carolyn Sampson Raffle event, Noon-2:00 p.m., Wood Center multi-level lounge area - need not be present to win.

**Price:** \$5 each or 5 for \$20.

**\*Proceeds:** Benefit the Carolyn Sampson Memorial Scholarship Fund.

**"A 1099 will be issued to the winner of a prize with the value of \$600 or greater"**

**Runner-Up Prizes**

\*One Fairbanks Summer Arts Festival 2006 gift certificate.

\*Ceramic piece by artist Jim Brashear, courtesy UAF Art Department.

\*Color Print by artist Todd Sherman, courtesy UAF Art Department.

\*One UAF Semester L.I.F.E. membership, courtesy of the UAF Department of Athletics & Recreation.

\*Two UAF Hockey general admission season tickets, courtesy of the UAF Department of Athletics & Recreation.

\*Two UAF Men's basketball season tickets, courtesy of the UAF Department of Athletics & Recreation.

\*Two UAF Women's basketball season tickets, courtesy of the UAF Department of Athletics & Recreation.



- \*Two 2006 BP Top of the World Classic general admission tickets, courtesy of the UAF Department of Athletics & Recreation.
- \*Two Women's Volley Ball season tickets, courtesy of the UAF Department of Athletics & Recreation.
- \*One year-long parking decal for the period of September 1, 2006 - August 31, 2007, courtesy of the UAF Parking Services Department.
- \*Two Adult and two youth 2006 Tanana Valley Fair season passes, courtesy of the Tanana Valley State Fair Association.
- \*Two UAF Theatre Department 2006-2007 season tickets.
- \*One pair of 2006-2007 season tickets to the Fairbanks Symphony Orchestra.
- \*One pair of UAF Music Department 2006-2007 season tickets.
- \*One pair of Binkley Family/Riverboat cruise tickets.
- \* One-year complimentary couple's membership, courtesy UA Museum of the North.
- \*One Fairbanks Summer Arts Festival 2006 gift certificate.
- \*One free room night gift certificate, courtesy of Pike's Waterfront Lodge and Sunday Brunch gift certificate for two, courtesy of Pike's Landing.

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Staff Council Meeting #169/**Attachment #16**  
 UAF Staff Council #169  
 Friday, 24 March 2006

Chancellor's Budget Committee: Summary of Budget and Planning Committee's last meeting on February 21st.

#### Distribution of UAF FY06 PBB Funds Recommendations

The Provost's Council recommends that for FY06 UAF's \$400K of PBB funds be allocated in the following way:

1. Supplement of Spring 2006 Semester RA Stipends (\$75K): This supplement impacts research productivity and graduate student recruitment/retention.
2. Enhance Developmental Studies (\$30K): These focuses on increasing student retention.
3. Enhance distance education delivery by expanding the Eluminate-live license and associated training (\$150K): This investment is projected to produce additional student credit hours (SCH) at UAF by expanding enrollments in distance education courses.
4. Provide the required match for "University of Alaska Fairbanks Publication Funding Request" (\$150K): This project is clearly focused on student recruitment, and it received consensus endorsement by the Provost's Council as the #1 priority for use of PBB funds.
5. Conduct and analyze a retention survey (\$25K): Having good information about our students' academic intent is essential to developing realistic targets for retention rate, SCH, and graduates.

There has been discussion of the On-Line Budget Request form for FY08 requests. This form is online and ready for department use. Budget requests for FY08 need to be submitted on-line by **Friday, March 24** so we can have them for discussion at the next Planning and Budget Committee meeting on Tuesday, March 28. FY08 Budget Requests will be submitted by the Dean/Director. The Provost's instructions on FY08 Budget Priorities and Guidelines will follow.

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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