

AGENDA
UAF STAFF COUNCIL MEETING #170
Wednesday, 19 April 2006 8:45 – 11:15 a.m.
Wood Center Conference Rooms C-D

Toll Free Access: 800-519-1987

Meeting #: *2928522*

***The next Staff Council meeting #171 is scheduled Friday, 19 May 2006 ***

1. 8:45-8:50 CALL TO ORDER AND ROLL CALL

- A. Adopt Staff Council #170 Agenda, Wednesday, 19 April 2006
- B. Approve Staff Council Minutes #168, Wednesday, 22 February 2005 and Staff Council Minutes #169, Friday, 24 March 2006

2. 8:50-9:05 OFFICER REPORTS

- A. Maya Salganek, President Staff Council, President's Report
- B. Jeff Stepp, President-Elect Staff Council

3. 9:05-9:10 PUBLIC COMMENT

4. 9:10-9:35 GUEST

- A. Nick Towne -Survey Results: Performance Appraisals and Communication within the Workplace
- B. Kate Ripley, UA Public Relations Director –
 - *Legislative support UA website: <http://action.supportua.org/systemua/home.html>
 - Wellness Program

* SupportUA.org is a web-based communication and information tool for University of Alaska advocates. This website is made possible due to the financial assistance of the University of Alaska Foundation, a private, non-profit organization that raises and manages private donations on behalf of the University of Alaska.

ACTION

5. 9:35 – 9:45 UNFINISHED BUSINESS

- A. Staff Manual Subcommittee Report – Liam Forbes

6. 9:45-9:55 BREAK

7. 9:55-10:10 NEW BUSINESS

- A. Discuss arranging Staff Council photo at the May Staff Council meeting

INFORMATION

8. 10:10 - 10:20 GOVERNANCE REPORTS

A. Paul Layer, President Faculty Senate, Faculty Senate

B. ASUAF – Joseph Blanchard, Web link access to ASUAF Resolution: A Demand for Recognition of Student Concerns, Sponsored by Patrick Frymark, ASUAF Senate

http://asuaf.org/modules/Student_Government/stugov/leg_disp_new.cgi?leg_id=691

9. 10:20-10:40COMMITTEE REPORTS

A. Staff Affairs, Liam Forbes, web link to March 27 committee report,
<http://www.uaf.edu/uafgov/staff/staffcom/affairs/>

B. Rural Affairs, Barbara Oleson, Attachment #1

C. Elections, Membership and Rules, Leah Swasey, Attachment #2

D. UAF Advocacy, Cheryl Conner and Joe Hayes

E. Staff Appreciation Day event report, Lynette Washington
Attachment #3 and

Time lines to submit nominee materials, Attachment #s4-5:

- Outstanding Staff Council Achievement Award
- Chancellor's Recognition Award

Handout – Sign-up sheet to sell raffle tickets

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

A. Chancellor's Campus Diversity Action Committee (CCDAC), Qwynten Richards,
Attachment # (not available at this time)

B. Governance Coordinating Committee – Maya Salganek

C. Master Planning Committee – Gary Newman

D. Master Planning Subcommittee on Circulation
and Parking – Katrina Nelson

E. Strategic Plan Committee: Jackie Alleyne-McCants or Barbara Oleson,
Web Link: <http://www.uaf.edu/strategic/>

F. Chancellor's Budget Committee Report, Kim Cox – Attachment #6

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

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

- **April 20 – 22** - The University of Alaska Fairbanks is proud to present the Jamie Baum Quintet and Frank DeMiero as this year's guest artists at the 2006 UAF Jazz Festival. Jamie Baum has also recently

been named Best Flutist of the Year and Frank DeMiero has a long-standing reputation as a high-caliber jazz choir director and has been a publisher of jazz choral music for many years.

- **Friday, April 21.** Approximately 170 3-8 graders from three local Fairbanks schools head off to college, I'm Going to College Day at the University of Alaska Fairbanks - to introduce children from diverse backgrounds to college life and financial aid programs that can help them attend college. The children are due to arrive on campus at 10:15 a.m.

- >For more information contact: Jackie Alleyne-McCants, at (907) 474-6627 or

- >Shaun Sowell, at (907) 474-6228, UAF Financial Aid Office, or send e-mail to financialaid@uaf.edu.

- **Friday, April 21st** - April is Sexual Assault Awareness Month

- >Take Back the Night March will be held on, 2006 at 7:00 pm at 726 26th Ave (the big brick building). Open house and reception will follow.

- **Friday, 21 April 2006** – Deadline to submit Outstanding Staff Council Achievement Award nominee materials.

- **Saturday, 22 April** - the 4th Annual UAF Day at North Pole event, 11a.m.-3p.m. at the North Pole Plaza Mall.

- **Monday, 24 April** – Deadline to submit Chancellor's Staff and Supervisory Recognition Award nominee materials.

- **June 17-30, 2006** - Summer Music Academy - An intensive two week program of music education for students in grades 6 through 12 on the beautiful University of Alaska Fairbanks campus.

- The new **Museum Café**. Open on weekdays from 10:00 a.m. – 3:00 p.m. and Saturday from noon to 4:00 p.m. The café offers espresso drinks, baked goods, sandwiches, salads and sushi. The café is currently closed on Sundays, but hours will be extended for the summer visitor season.

Important Dates:

Dates: Nanook Springfest – Friday, 28 April – no classes

Last day of instruction – Friday, 5 May

Final examinations – Monday-Thursday, May 8-11

Commencement – Sunday, 14 May

Grades due to Registrar – Wednesday, May 16

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

13. ADJOURN

Staff Council Meeting #170/**Attachment #1**

UAF Staff Council #170 – Wednesday, 19 April 2006

Rural Affairs Committee Minutes - April 6, 2006

Present: Tamara, Maya, David, Crystal, Sheena, Katrina, Holly, Debbie, Ashley, and Barb

Excused: Colleen, Denise, and Pam

1. Chair Oleson called the meeting to order at 10:05 a.m. and welcomed newest members Ashley Munro and Debbie Carter. Barb reported that Tamara will need to leave meeting early and Katrina will be joining us a little late.

2. Motion to Approve Agenda – MOTION was made by David to approve the agenda. Motion seconded by Tamara. Motion carried with no abstentions.
3. Unfinished Business: Committee Goals
 - A. Go-to-List/Reference List Update – Barb reported that she was to have met with Dorene, Chris, and Pam on Tuesday, but since she was out sick she will need to reschedule this meeting.
 - B. Improving Training Opportunities Update – Barb reported she met with Maya Salganek, Susan Miller, and Pam Twitchell on March 24 after the regular Staff Council face-to-face meeting. It was a good meeting. Susan Miller is working on developing a poster that will go out to all the rural campuses that identifies what services that UAF HR can offer rural staff at a distance. Susan is tied up with other things until April 14th, but will start on the poster directly after that date.
 - C. Additional Ideas for Improving Communication – Barb mentioned that this issue will be further discussed under “Other” when we give Debbie Carter a chance to introduce herself and tell us about her new job at Statewide. It was mentioned that CRCD is lucky to have the CRCD listserv, whereas on the UAF campus information is coming at them from several different directions. Tamara stated she utilizes “Instant Messaging” with Kuskokwim Campus. Barb will check to see what rural sites are using ‘Instant Messaging.’
4. Margaret “Peggy” Wood Staff Recognition Award Update – Katrina reported that she got some additional information from Scott Culbertson (past Chair of Rural Affairs Committee) on award. Award information has been sent out on CRCD listserv twice. Katrina also sent Pete and Bernice information so that issue can be brought up with CRCD Directors.
5. Staff Council Alternates for Pam & Barb – Barb reported that she has not had time to find an alternate and wondered if anyone remembered an idea that was presented at a previous meeting for finding alternates. No one remembered, so Barb will continue work to find at least one alternate that both Pam and Barb could share.
6. Furniture for Rural Campuses Update – David reported that there is not much surplus furniture. Cost of shipping and reassembling furniture needs to be considered. Right now, discussion is favoring coming up with a rural campus furniture replacement plan. Nothing has been finalized yet. Discussion moved to whether or not the rural campuses were on a schedule/calendar for maintenance review. Facilities Services does not have funding to support rural maintenance. There are lots of issues, as well as politics involved. This issue has been brought forward to UAF administration.
7. Other – Debbie Carter was present and gave a brief description on her new job duties and past work experience. Debbie is half time internal communication specialist with Statewide (does newsletter for Statewide employees), and half time external for HR staff. She is redoing the Statewide benefits website and her goal is to have it done by July 1. She also advises HR on their communications. Debbie wasn’t sure how she could help us. Barb stated that just having Debbie a member of our group would allow her to hear our issues and concerns and that maybe she could voice them to the circles she moves in. Discussion followed on how communication flows through the UA system. Maya stated there are many types of information. Some information is advisory. Concern was voiced for the bombardment of e-mails. No one filters through any information going out. Information is being done by region, location, but not by type. No one knows the chain of command for information going out. The duplication of information may be slowing us down as an institution (example seven e-mails on propane leak on West Ridge versus UAS using old HR forms and not knowing it). It was mentioned that 90% of the time that information in the Cornerstone is information that is out late. Discussion followed on MyUA Portal and what impact it will

have on information flow. The portal is going live the middle of this month, but everyone thinks Statewide will go live first, versus UAF. It was thought that the issue was “what we communicate” and “how.” Debbie reported that UA Statewide is in the interviewing process for hiring a training director, whose duties would be to improve overall training of staff. Maya mentioned a company that sends out a weekly e-mail/newsletter that is done in sections for staff to keep everyone updated, instead of sending each bit of information as a separate e-mail. This might be an efficiency that could work for the UA system. Debbie mentioned that staff is lean at UA Statewide, but she looked forward to participating in the Rural Affairs Committee.

8. Roundtable - Maya encouraged everyone to contact their State Representatives and Senators to support the UA budget.
9. Announcements – Our next meeting is scheduled for May 4, 2006 at 10:00 a.m.
10. Adjournment - With no further business to be brought before the group the meeting was adjourned at 10:55 a.m.

Staff Council Meeting #170/**Attachment #2**
UAF Staff Council #170 – Wednesday, 19 April 2006

Staff Council Election, Membership and Rules Committee
Meeting Report April 3, 2006

Members present: Derek Bastille, Julie Smith, and Leah Swasey
Members absent (excused): Mary Pat Boger and Gary Newman

- 1) The meeting called to order by Leah Swasey at 12:07 pm.
- 2) The agenda was approved without object.
- 3) Old Business

a) On-line elections.

On-line elections are proceeding forward. The task was assigned to a programmer in January, and they have put together a test module. It was tested and Gary communicated some shortcomings of the module. Currently, I am not aware of the outcome of those discussions. We'll hear an update from Gary at the next meeting.

b) President-elect elections. We've done everything we need to do for the elections. We revised the by-laws which passed at the March SC meeting, passed the motion to begin the president-elect process, and Lynette sent out the letters to all staff announcing the president-elect elections. We don't have anything that we need to do at the April SC meeting, but nominations are open until the May SC meeting when we'll have the vote.

4) New Business

a) Web site

The EMR web site hasn't been updated in a long time. We decided we would like to make the website more appealing looking, as well as include some additional information (a picture of the group, our contact info, unit lists). Derek Bastille has volunteered to redesign the format. Once updated, one of the EMR members will be in charge of updates.

b) Unit constituent e-mail lists.

We are beginning the task of putting together updated constituent e-mail lists for all SC reps. We are exploring the options to gather this information. We would like to give all reps an updated constituent list every year.

5) Meeting adjourned at 12:52

Staff Council Meeting #170/**Attachment #3**
UAF Staff Council #170 – Wednesday, 19 April 2006

Staff Appreciation Day Committee Report:

Raffle tickets for the Carolyn Sampson Memorial Endowed fund Scholarship have been distributed to all Council members. Council members were sent a sign-up sheet via e-mail to volunteer to sell raffle tickets at Wood Center on selected dates. If you would like to sell raffle tickets please see me to sign the volunteer list after the meeting. The raffle spin will take place during the Staff Appreciation Day event scheduled Thursday, 18 May 2006, Noon-2 p.m., Wood Center multi-level lounge area. The committee is tentatively scheduled to meet Thursday, 20 April, Noon-1 p.m., Chancellor's Conference Room.

Leah Swasey has arranged to sell tickets in the West Ridge Cafe from Noon-1 p.m.:

Tuesday 11 April
Friday 14 April
Tuesday 18 April
Friday 21 April
Tuesday 25 April
Friday 28 April
Tuesday 2 May
Friday 5 May
Tuesday 9 May
Friday 12 May

Please contact Leah if you are interested in selling tickets at the West Ridge Café, fnlts@uaf.edu.

Staff Council Meeting #170/**Attachment #4**
UAF Staff Council #170 – Wednesday, 19 April 2006

Outstanding Staff Council Award – Time line:

- Deadline: Friday, 21 April 2006
- Committee review begins: Wednesday, 26 April 2006
- Nomination materials sent to Chancellor for review and selection:
Friday, 28 April 2006
- Chancellor informs committee of selection: Thursday, 4 May 2006
- Chancellor presents plaque and award during the
UAF Staff Appreciation Day/Ice Cream Social/Raffle Event:
Thursday, 18 May 2006

Noon-2:00 p.m.
Wood Center Multi-level lounge area

Staff Council Meeting #170/**Attachment #5**
UAF Staff Council #170 – Wednesday, 19 April 2006

Chancellor's Recognition Award's -Time Line:

- Deadline: Friday, 24 April 2006
- Committee review begins: Wednesday, 26-27 April 2006
- Nomination materials sent to Chancellor for review and selection:
Monday, 1 May 2006
- Chancellor informs committee of selection: Thursday, 4 May 2006
- Chancellor presents plaque and award during the
UAF Staff Appreciation Day/Ice Cream Social/Raffle Event:
Thursday, 18 May 2006
Noon-2:00 p.m.
Wood Center Multi-level lounge area

Staff Council Meeting #170/**Attachment #6**
UAF Staff Council #170 – Wednesday, 19 April 2006

The Budget and Planning Committee is currently reviewing the requests that have been submitted for FY08 funding requests. A total of 91 requests were submitted by the various units at UAF. From here each committee member will select their top 15 priorities as they fit into the UAF strategic plan 2010 and the UA strategic plan 2009. Once these have been submitted this information will be compiled. We will then meet to see what UAF's top priorities may be, as seen by the committee members. These will be discussed at our next meeting.

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For More information contact the UAF Governance Office
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