

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

1.      CALL TO ORDER AND ROLL CALL

Present

Sonja Bickford	Murawski	Carol Shafford
Hal Needham for Mary Pat	Katrina Nelson	Sue Sharpton
Boger	Gary Nelson	Juella Sparks
Liam Forbes	Barbara Oleson	Jeff Stepp
Faith Henry	Alice Palen	Leah Swasey
Diane Leavy	Qwynten Richards	Pam Twitchell
Paula Long	Sharon Corbett for Lael	Lynette Washington
David Miller	Rogan	
Linda LaSota for *Nici	Maya Salganek	

Absent

Joyce Allen-Luopa	Cassandra Bauer	Holly Royce
Jackie Alleyne McCants	Cheryl Conner	Julie Smith
Jenny Barrett	Kathy Glowdowski	Steve Tate
David Basham	Ashley Munro	

Guests

Nick Towne	Kate Ripley	Kate Wattum
------------	-------------	-------------

- A.      Approved as submitted, Staff Council #171 Agenda, Friday, 19 May 2006
- B.      Approved as submitted, Staff Council Minutes #168, Wednesday, 22 February 200.  
Approved as amended, Staff Council Minutes #169, Friday, 24 March 2006. Item C. under  
Section 4. Guests, Ann Ringstad's statement was corrected to read, "Ann change to Ann strongly  
advised Council members to use their personal e-mail address to contact legislator".

2.      OFFICER REPORTS

- A.      Maya Salganek, President Staff Council, President's Report

Maya Salganek shared highlights with Council members about the Staff Alliance retreat in Juneau. Maya informed Council members that the Legislature approved a forty million dollar operating budget for UAF and that the capital budget request is still under consideration. Maya reminded Council members that we should all show a strong amount of support for the UAF budget requests by contacting legislators. She stated that the Advocacy committee last year signed up as registrars to get people to vote.

PERS/TRS: Maya Salganek informed the Council that the issue is being discussed today in the House Finance committee regarding allocating a certain amount of revenue surplus towards PERS/TRS to pay

off some of that outstanding liability. One thing being considered is using a portion of the natural gas pipeline assets and allocating a part of that revenue to offset the PERS/TRS liability. It has not been undetermined if this is legal with the social security program and if members were able to switch would this come with a big cost to the employers.

Maya Salganek reminded Council members that Lynette Washington is chairing the UAF Staff Council Heart Walk Team. Maya invited Council members to join the team and show support.

Maya reminded Council members about Nick Towne's survey about performance appraisals on our agenda today. Nick Towne's survey has generated a lot of interest from both staff and supervisory staff. Maya stated that supervisors have started to ask employees to evaluate them, but the process is not formal. Maya stated that employees are concerned, because supervisors are asking to be evaluated by the employee before the supervisor evaluates the employee. Maya stated that this makes employees reluctant to give an honest performance appraisal. Maya stated that we should begin to consider different ways to implement a formal process.

B. Jeff Stepp, President-Elect Staff Council

Jeff Stepp stated he has been working on the Alternative Dispute Resolution Program that was initiated by the Staff Council years ago. Jeff suggested that the program would supplement the grievance policy, so that staff would have an accessible way of resolving conflicts in the work place. Jeff stated that Earlina Bowden is spearheading this group at the request of the Chancellor. Jeff stated that a consultant was brought in to help establish a comprehensive mediation program for the UAF. Jeff stated that he serves on the committee and will keep staff posted about the progress of this mission.

Jeff Stepp reported to the Council that he serves on the Director of Training and Development search committee. He stated that the position is anchored in statewide and tasked with revising a more formal training and development program for staff and faculty. Jeff stated that he asked candidates questions about their ideas for accessing the training and development needs of staff and how those ideas would be implemented. Jeff stated that when the person is hired the Council should invite the person to a meeting to see if our needs can be met by the person filling the position.

3. 9:05-9:10 PUBLIC COMMENT

No public comment.

4. GUEST(s)

A. Nick Towne - Survey Results: Performance Appraisals and Communication within the Workplace.

Maya Salganek welcomed Nick Towne, SOM Graduate Student. Nick Towne shared the results of his survey with the Council members. He thanked Council members and staff at large for responding to his survey. Nick stated that 315 people responded to the one thousand e-mails that he sent out. Nick stated his survey looked at how performance appraisal systems affect communication within the organization whether they are done or not done. Employees that receive performance appraisals reported feeling more involved, better team work, and better information flow. Nick Towne presented the following report to the Council:

Employee Performance Appraisal Systems:  
Effects on Communication within Organizations  
By: Nick Towne  
Department of Communication  
fsndt@uaf.edu

**Questions Addressed in the Study**

1. Does what the Staff (supervisors and non-supervisors) believe about annual performance appraisals effect organizational communication?
2. Is there a difference in what the Staff believes about the annual performance appraisal system when they are provided an annual appraisal and when they are not?
3. What effect does conducting an annual performance appraisal have on a supervisor?
4. Is there a relationship between what the supervisor feels about appraisals and what the non-supervisors feels about appraisals?

**Who and what was studied?**

1. The study only questioned those staff members that were by job classification required to receive annual performance appraisals. Faculty, employees covered under collective bargaining agreements, and newly hired and temporary employees were excluded from the study.
2. The study only addressed *annual* performance appraisals.
3. The demographics of the respondents:

	Male	Female
Total Respondents: (315)	74	241
Number of Supervisors	35	75
Number of non-supervisors	39	166
Average Age:		
Supervisor	47.6	46.9
Non-supervisors	41.3	40.5
Average Years Employed at UAF:		
Supervisor	11.2	13
Non-supervisors	8.6	7.5
Average Years in Current Position:	7.4	6.2
Average Years as Supervisor:	10.7	7.7
Average Years as Supervisor and Conducts PAs:	8.3	5.8

**Results of the Study:**

1. Supervisors and non-supervisors tend to feel the same about annual performance appraisals. If the supervisor “likes” appraisals, then the non-supervising staff members tend to “like” appraisals and vice-versa.

2. Staff that receive annual performance appraisal as required tend to feel more positive about the appraisal system than staff that do not receive appraisals.

3. There is a positive effect on organizational teamwork, involvement in the organization, and a better flow of information (the three communication variables used in the study) when annual appraisals are conducted than when annual appraisals are not conducted.

4. Supervisors will have increased discomfort in conducting annual performance appraisals as important outcomes are attached to the appraisal.

-----

Gary Newman asked Nick if he had demographics between male and female staff that responded to the survey and how representative is that for actual employment across the system. Nick Towne replied that the respondent group is pretty representative. Maya Salganek stated that you have 75 women supervisors that responded and only 35 male, so gender bias is kind of inherent in your study. Nick replied that the fact that this was totally randomized and that the male to female data has not been broken all the way down Nick Towne stated that he is a little hesitant to include that information, because he promised Human Resources that he would not try to identify any of the individuals that participated. Maya Salganek asked in terms of evaluating the level of communication in relationship to performance appraisal what are your recommendations. My recommendation is to communicate with your supervisors. He recommended that you communicate on an ongoing basis with your supervisors and your peers. Nick Towne invited Council members that have further questions to contact him at his e-mail address.

B. Kate Ripley, UA Public Relations Director –  
Legislative support UA website: <http://action.supportua.org/systemua/home.html>

Maya Salganek introduced and welcomed Kate Ripley to the Council.

Kate Ripley updated Council members about the SupportUA.org tool; 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.

Liam Forbes commented that it has been confusing to many staff about when it is appropriate to contact legislators and what people can and cannot do and what e-mail address to use -- personal or work address. Kate Ripley commented that it is confusing to some people. Liam said what is confusing is that our work time is being used to get the messages about contacting legislators. Kate Ripley responded that yes, it is important that we be informed, we are employees of a large institution that has a large budget request before the legislature. It is important to communicate to employees about that. Kate Ripley stated that future messages we receive through supportua.org. should be sent out with the disclaimer to use supportua.org or use your own e-mail account on your own time

Maya Salganek called to extend the meeting to 11:15.

C. Kate Wattum, Statewide Web Information Coordinator, Public Affairs, UA

Maya Salganek introduced and welcomed Kate Wattum to the Council.

Kate Wattum informed Council members about the Start Walking Program and informed the group about the sign up process on the web at <http://www.alaska.edu/HR/StartWalking/>

**What is the *Start Walking* program?**

Participants in this self-paced walking program simply wear a pedometer that tracks the steps they would take in a normal day. After establishing a baseline, participants try to increase the number of steps and get in better shape.

**How does it work?**

After [signing up](#) for the program participants receive a pedometer. During the program, they will also get automated e-mails each Monday morning. Participants will click on a link that directs them to a Web page where they can enter step numbers for that week. Information presented will include the cumulative total (for the month), and compare the participant's total to the average number of steps other walkers have taken. Find out how you stack up compared to University of Alaska President Mark Hamilton, for instance, and other university leaders.

**D. Mike Humphrey, Wellness Program and Open Enrollment**

Mike Humphrey stated that open enrollment will be April 17 to May 16 and the packets will be mailed by bulk mail which may mean that the packets may not be received by the employees for some time after April 17. The forms will also be posted on line on April 17. The health insurance rates will go down. The deluxe plan went down 40%, the standard plan went down 50% and the economy plan went down 70-80%. The rates for the supplemental life insurance went down as well and this is because Human Resources re-bid all the benefit programs. The University chose Pharmacare for the pharmacy portion.

**ACTION**

**5. UNFINISHED BUSINESS**

**A. Staff Manual Subcommittee Report – Liam Forbes**

Liam Forbes informed the Council that the Staff Affair's subcommittee is drafting a position statement about the staff manual/accreditation issue presented at our last meeting by Dana Thomas. Liam stated that the basic position is that the UAF Human Resources web site as it stands is not sufficient as a staff handbook. Liam stated that we are going to provide back up as to why that is and in the future work with Human Resources to make improvements. Liam stated that the position statement will be on the agenda at our May Council meeting and that the goal is to provide results to Professor Thomas for inclusion in the progress report to the accreditation organization. Liam stated that the subcommittee plans to provide a draft to Human Resources before the next meeting in case they want to comment at the next meeting. Gary Newman asked if UAA or UAS have handbooks. Liam replied that at this time he doesn't know, but he would look into it. Liam informed Council members that the subcommittee research handbooks of other universities online, such as the University of Alabama for example. Liam stated that he is optimistic that the committee is opening the door to improvement. Liam informed Council members that the Staff Council has approached this issue in past years with Human Resource. Liam affirmed that making it a part of the accreditation process might give more weight to solving the problems.

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 – Maya Salganek

Maya Salganek informed Council members that a group photograph is being planned to take place at our May meeting. Maya asked Council members to consider arrive early at least by 8:15 a.m.

#### INFORMATION

8. 10:10 - 10:20 GOVERNANCE REPORTS

A. Paul Layer, President Faculty Senate, Faculty Senate

Paul Layer reported to the Council that John Genetti is the new Faculty Senate President-Elect and that Shirish Patil is now in the position of Faculty Senate President. Paul reported that Sine Anahita received the Outstanding Faculty Senator of the year award.

Paul Layer reported that the Senate conducted an online survey resulted in a favorable response to allow faculty to use plus or minus grades.

Paul Layer reported that both he and Phyllis Morrow were appointed to the Provost and Executive Chancellor of Academic Affairs' search committee by Chancellor Jones.

B. ASUAF – Joseph Blanchard

No report was available.

9. COMMITTEE REPORTS

A. Staff Affairs, Liam Forbes

Staff Affairs, Liam Forbes stated that the March 27 committee minutes are linked to the agenda - <http://www.uaf.edu/uafgov/staff/staffcom/affairs/>.

B. Rural Affairs, Barbara Oleson

The report was attached to the agenda.

C. Elections, Membership and Rules, Leah Swasey

The report was attached to the agenda. Maya Salganek asked if there have been any updates about the online elections. Gary Newman stated that he has not received any updates and the committee will check on it. Maya reminded Council members that we are seeking nominations for the President-Elect at our Council meeting in May.

D. UAF Advocacy, Cheryl Conner and Joe Hayes

Cheryl Conner was not present. Maya Salganek reminded the Council members about UAF Day at the

North Pole taking place Saturday, 22 April.

E. Staff Appreciation Day & Carolyn Sampson Memorial Raffle, Lynette Washington

Lynette Washington stated that the report is attached to the agenda.

Note, at this point there was difficulty with the cassette tape in recording the minutes.

F. Ad Hoc Health and Wellness Committee, Paula Long

Paula Long informed Council member's efforts to support flex time during working hours to allow staff to participate in physical fitness activities. The group is supporting the efforts to improve walking trails on campus and the efforts to start a winter walk during lunch hour.

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. EXTERNAL COMMITTEE REPORTS (external committee reports will be attached to the agenda if available).

A. Chancellor's Campus Diversity Action Committee (CCDAC), Qwynten Richards

The report was attached to the agenda.

B. Governance Coordinating Committee – Maya Salganek

Maya Salganek reported that the GCC met Tuesday, 18 April. She reported that ASUAF submitted a motion outlining student concern about fees being used inappropriately. ASUAF would like Staff Council and Faculty Senate support on this motion. Maya reported that Scott McCrea, Chair of the Intercollegiate Athletics Committee (IAC) put forth a motion to dissolve the IAC from under the GCC.

C. Master Planning Committee – Gary Newman Link: <http://www.uaf.edu/mastplan> .

Gary Newman updated the Council about the progress on the task to improve winter walking trails, the landscape committee's June projects, and changes to signage on West Ridge.

D. Master Planning Subcommittee on Circulation and Parking – TBA

The report was not available.

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

Barbara Oleson reported that the plan is complete and available on the web.

F. Chancellor's Budget Committee Report, Kim Cox

The report was attached to the agenda.

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

Information about various UAF campus community events was highlighted by Maya Salganek.

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

13. ADJOURN

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

\*\*\*\*\*

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

Submitted by Lynette Washington, Staff Council Secretary