

AGENDA
UAF STAFF COUNCIL MEETING #171
Friday, 19 May 2006 - 8:45 – 11:15 a.m.
Face-to-face (no audio)
Wood Center Carol Brown Ballroom

Council members please arrive by 8:15 to take group photo



***The next Staff Council meeting #172 is scheduled Wednesday, 14 June 2006 ***

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

- A. Adopt Staff Council #171 Agenda, Friday, 19 May 2006
- B. Approve Staff Council Minutes #170, Wednesday, 19 April 2006

2. 8:50-9:00 OFFICER REPORTS

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

3. 9:00-9:05 PUBLIC COMMENT

4. 9:05-9:30 GUESTS

- A. Stephen B. Jones, Chancellor
- B. Susan Henrichs, Staff Manual Issue
- C. Jake Poole and Steve Smith, OIT Security Issue

ACTION

5. 9:30 – 9:55 UNFINISHED BUSINESS

- A. Conduct President-Elect Procedure, distribute ballots, vote, tally votes, ratify the election results– Leah Swasey, (ballot handout) and Attachment #1 Election for President-Elect Bylaw Sect. 2, Article IV. – Membership, D. Elections, 3. Item d.
- B. Proposed Staff Manual Position statement, submitted by the Administrative Committee - Liam Forbes, Attachment #2

6. 9:45-9:55 BREAK

7. 10:00-10:15 NEW BUSINESS

- A. Proposed Staff Council Motion of support to dissolve the Diversity & Tolerance Committee and the Intercollegiate Athletics Committee from the Governance Coordinating Committee (GCC) - Maya Salganek:

- Proposed Staff Council Motion of support to dissolve the Diversity & Tolerance Committee and the Intercollegiate Athletics Committee from the Governance Coordinating Committee , **Attachment #3**
- FYI - GCC Motion to dissolve the Diversity & Tolerance Committee from under the GCC passed, Tuesday, 28 February 2006, **Attachment #4**

INFORMATION

8. 10:15 - 10:25 GOVERNANCE REPORTS

- A. Shirish Patil, President Faculty Senate, Faculty Senate
- B. Joe Blanchard or Sven Gilkey (new ASUAF President – if available) – ASUAF Motions of Support for the Office of Multicultural Affairs and Diversity and the Women’s Center – web link to motions as submitted by Cody Rogers of ASUAF

http://asuaf.org/modules/Student_Government/stugov/leg_disp.cgi?leg_id=748

http://asuaf.org/modules/Student_Government/stugov/leg_disp.cgi?leg_id=747

9. 10:25-10:40 COMMITTEE REPORTS

- A. Staff Affairs, Liam Forbes, web link to April 24 committee report, web link:
<http://www.uaf.edu/uafgov/staff/staffcom/affairs/>
- B. Rural Affairs, Barbara Oleson, Attachment #5
- C. Elections, Membership and Rules, Leah Swasey
- D. UAF Advocacy, Cheryl Conner and Joe Hayes
- E. 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. 10:40-10:55 EXTERNAL COMMITTEE REPORTS

- A. Chancellor’s Campus Diversity Action Committee (CCDAC) – Qwynten Richards
- B. Governance Coordinating Committee – Maya Salganek
- C. Master Planning Committee – Gary Newman - <http://www.uaf.edu/mastplan> .

- D. Accountability and Sustainability (ACAS) – Susan Miller
- E. Student Rec Center Committee (SRC) – Alice Palen
- F. Food For Thought Committee – Lydia Anderson
- G. Master Planning Subcommittee on Circulation and Parking – Katrina Nelson
- H. Chancellor’s Budget Committee Report, Kim Cox

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

11. 10:55-11:00UAF COMMUNITY ANNOUNCEMENTS & EVENTS

- **Saturday, 20 May** – Heart Walk, **9:00** a.m. Registration, **10:00** a.m. - The Heart Walk Starts
Location: Veteran’s Memorial Park (downtown next to City Hall)
- **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.

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

13. ADJOURN

Staff Council Meeting #171/**Attachment #1**
UAF Staff Council #171 – Friday, 19 May 2006

Attachment #1 Election for President-Elect Bylaw Sect. 2, Article IV. – Membership, D. Elections, 3. Item d.

BYLAWS of the UNIVERSITY OF ALASKA FAIRBANKS STAFF COUNCIL

Sect. 2 (ARTICLE IV. - Membership)

D. ELECTIONS

3. Elections for President-Elect shall be conducted as follows:

- a. Notice of election to fill the office of President-Elect shall be announced in the regular meeting in March for the election to be held in May.
 - b. Suggestions for possible candidates shall be presented to the Elections, Membership and Rules Committee in order to prepare a slate of serious candidates for presentation to the Staff Council.
 - c. Call for nominations will take place during the May meeting where the slate of candidates will be presented and any further nominations from the floor will be accepted.
 - d. 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.

- e. Three non-candidate representatives shall count the ballots.

Staff Council Meeting #171/**Attachment #2**
UAF Staff Council #171 – Friday, 19 May 2006

The UAF Staff Council moves to adopt the following position on the need for a Staff Handbook.

EFFECTIVE: Immediately upon Chancellor's review and approval.

RATIONALE:

As input to the 2006 Accreditation Progress Report, and as a statement of UAFSC's position regarding the need for a staff handbook, the UAFSC adopts the response below as an official position of the UAFSC body. UAFSC has a history of pressing the need for a staff handbook with no visible result from the UAF Administration. We disagree with the response in the previous Accreditation Status Report and hope that as part of fulfilling accreditation requirements we can work with the UAF Administration to develop a true staff handbook.

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UAF's 2003 Response to "Concern 3" on Staff Handbooks in the Accreditation Commission's Report

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.

UAF Staff Council's Response to the Above Statement(s)

The UAF Staff Council (UAFSC) respectfully disagrees with the above statement. The UAF Human Resources web site does not contain sufficient content, nor is it sufficiently organized, to serve as a staff handbook. There is pertinent information on the website, but it is not comprehensive enough and not as user friendly as it needs to be for staff to follow if it is supposed to suffice as a handbook. For example,

missing information includes (but is not limited to):

- a. Employee Code of Conduct
- b. Types of Leaves of Absence and Procedures to Take Leave of Absence
- c. Grievance Procedures
- d. Retirement Procedures

Besides filling in missing information, the UAFSC would like to see better organization applied to the content that would normally be found in a staff handbook. The current website requires digging fairly deeply (more than three or four clicks) to find information. This is a result of linking to multiple resources external to the pages created by the UAF Human Resources (UAF HR) office. Pulling together resources from other University segments is a difficult task, but without a better interface the end result is confusing and information is difficult to find.

Using the search function doesn't improve the situation because it results in either no page hits, or too many. For example, searching on the term "employee code of conduct" without parenthesis results in over 100 hits. It is not possible to determine if half of the hits on the first page have anything to do with employee behavior without pulling open the document which often requires moving into another application. Using parenthesis to strictly define the term results in zero page hits. Also, the UAF web search function is not even available through the UAF HR web pages. A user has to go to the main UAF web page instead.

The University of Alabama has an online staff handbook that the UAFSC believes exemplifies a sufficient electronic resource: http://hr.ua.edu/empl_rel/staff_handbook/. Features of this example that are not incorporated in the UAF HR website include:

- a. one click access to content
- b. easily searchable by terminology
- c. comprehensive content (for a staff handbook)
- d. a consistent organizational framework

Beyond a standard staff handbook, the UAFSC would like to see further documentation developed and added to the UAF HR website on topics like procurement, travel, training, resource scheduling, and a list of information resources like Cornerstone, the UAF web calendar, HR training scheduling, etcetera. The UAFSC would be interested in assisting with developing these information resources.

Using a web site to distribute a staff handbook makes sense as a cost savings measure. However, an individual or department needs to be able to download and print out the handbook for offline reference, distribution to staff without reliable electronic connectivity, and creating hard copy snapshots. In general, the content of a staff handbook should not change so often that a printed version is not useful. Given the geographical distribution of the UAF community electronic distribution is encouraged, but the current UAF HR web site requires a lot of work for it to substitute as a handbook. The UAFSC is ready to work with the UAF HR department to create a staff handbook that meets the needs of all staff.

Staff Council Meeting #171/**Attachment #3**
UAF Staff Council #171 – Friday, 19 May 2006

Proposed Staff Council Motion of support to dissolve the Diversity & Tolerance Committee and the Intercollegiate Athletics Committee from the Governance Coordinating Committee (GCC)

MOTION:

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The UAF Staff Council ratifies the recommendation of the Governance Coordinating Committee to remove the Diversity & Tolerance Committee and the Intercollegiate Athletic Committee (IAC) from the Governance Coordinating Committee (GCC) Procedures and the further recommendation from GCC that the IAC be reclassified as an advisory board reporting to the UAF Director of Athletics and Recreation and the Vice Chancellor for Advancement and Community Engagement.

EFFECTIVE: Immediately

RATIONALE:

According to governance policy, changes in the GCC committee structure require a 2/3 vote of each governing body represented by the GCC (Faculty Senate, Staff Council and ASUAF). Having succeeded in establishing the Chancellor's Campus Diversity Action committee (CCDAC) the UAF Governance Coordinating committee concludes that the goals and charges of the Diversity and Tolerance Action Committee are being met under the CCDAC, therefore; the Diversity and Tolerance Action Committee is no longer necessary. The scope of the work conducted by the Intercollegiate Athletic Committee is better served by having a more direct link to the Director of Athletics and the Vice Chancellor for Advancement and Community Engagement. Faculty, staff and student representation on the IAC is sufficient for providing information and input to the three governance organizations.

Staff Council Meeting #171/**Attachment #4**
UAF Staff Council #171 – Friday, 19 May 2006

The UAF Governance Coordinating Committee (GCC) passed the following Motion at the GCC #68 meeting, 28 February 2006.

MOTION (passed unanimously)

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The UAF Governance Coordinating Committee (GCC) moves to dissolve the Diversity & Tolerance committee under the Governance Coordinating Committee.

Effective: Immediately after the Chancellor's Signature

Rationale: Having succeeded in establishing the Chancellor's Campus Diversity Action committee (CCDAC) the UAF Governance Coordinating committee concludes that the goal's and charge's of the Diversity and Tolerance committee are being met under the CCDAC, therefore; the Diversity and Tolerance committee is no longer necessary.

Staff Council Meeting #171/**Attachment #5**
UAF Staff Council #171 – Friday, 19 May 2006

Rural Affairs Committee Meeting Minutes of May 4, 2006

Present: Tamara, Sheena, Holly, Debbie, Denise, Byrd, Pam, Chris, Ashley, and Barb

Excused: Colleen, Crystal, and Katrina

1. The meeting was called to order by Chair Barb Oleson.
2. Motion was made by Tamara and seconded by Sheena to approve the agenda as presented. Motion passed.
3. Committee Goal Updates
 - A. Go-to-List/Reference – Barb reported that she has not been able to get with Dorene, but that she will make an effort to talk with her when she goes in for the face-to-face Staff Council meeting on May 18th. Everyone present was in agreement that we should put the Go-to/Reference List on the CRCDD listserv in August. Barb will need to make sure that no one has retired, quit, etc. before she sends the list out. We want to assure CRCDD Dean's Office that employees should follow the chain of command, but that there are times that they may need to go directly to UAF departments.
 - B. HR Flyer for Rural Sites – Barb reported that Susan Miller has started work on the HR flyer for the rural sites.
 - C. Instant Messaging – Barb did some research and found out that MSN, Yahoo, and AOL (AIM) all have instant messaging systems. Instant messaging is basically a chat program. MSN is probably the easiest instant messaging system to set up, as it is automatic if you have XP system or more (VISTA). Trillian is a program that handles multi instant messenger accounts. So you can use the Trillian program and it will bridge users of multiple instant messenger (IM) systems so they can communicate with people from a variety of IM sources. I made contact with UAF Computing to find out how we make IM programs safer from security breaches and Larry told me that the UAF Computing staff use a program to encrypt their instant messages. Larry will find out what encryption program is used and best way the rural campuses can implement an IM system, and whether or not there is an IM program that the university supports. Tamara reported that quite a few UAF offices use AIM. Pam reported that she utilizes an IM system that KUC partners have. Barb will forward information to everyone and hopefully this will be the first thing we tackle in the fall.
4. Margaret "Peggy" Wood Rural Staff Recognition Award Update – Sheena reported that three applications were received. The group will be meeting later this week to make a selection. Past recipient winner, Carol Evans has sent the campus plaque in and once a selection has been made they can get it engraved. A collection was taken up from Directors and there are enough funds available to get the plaque for the new recipient.
5. Staff Council Alternates Update – Barb reported on her continued search for an alternate for both herself and Pam. One name suggested was Mike Swanson, the Registrar from Bristol Bay. Barb will make contact with Mike to see if he'd be interested.
6. Furniture for Rural Campuses Update – Barb reported that CRCDD sent out e-mail a month ago to its programs, departments, campuses, stating that they had funds to replace 60 student stations. Barb thought that we would be lucky to have 4 sites get new furniture for one classroom each. Pam asked about Risk Management being a contact for staff ergonomic chairs. Barb will make contact with Risk Management to see if they have any funds they need to spend before yearend. Pam indicated that she has need for two new ergonomic chairs

at KUC, Tamara at UAF Financial Aid has need for one chair ergonomic chair, Byrd at CC needs new chairs for all the staff, and Barb has three new ergonomic chairs needed for NWC. Everyone else felt that the chairs they used were adequate. Barb will be in touch with David Miller to see if the furniture replacement plan idea for the rural campuses has been implemented.

7. Elections – Discussion followed on elections. Barb wanted to know if anyone would be interested in stepping forward as the new chair person for next year. A motion was made by Pam Twitchell to nominate Barb Oleson as Chairman and move for unanimous consent. Motion seconded by Holly Royce. Unanimous consent was given. Barb will serve for another year, but did mention that she expects someone to step forward to be chair in May 2007.
8. Other – Pam brought up the issue with signing on to the new program “Start Walking.” People have had trouble getting signed on. It was reported that the sign-in uses the initial of your first and middle names with your full last name (baoleson). This process is similar to sign-on for EDIR and MyUA portal. If you have trouble you can call the help desk at 474-6564 or 1-800-478-4667. It was reported that over 700 people have signed up for this program and that Kate Wattum at Statewide has been sending out pedometers, as UAF HR is short staffed. Figuring out how to open the pedometer has truly been the bigger problem for most UAF program participants. Pam reported that at KUC they have the health corporation coming today to do body mass and diabetes testing. Everyone thought this was a good idea. This way people will be able to monitor where they start and how they improve after doing the Start Walking program.

Debbie mentioned that U.A. Vice President of Administration, Jim Johnsen, is interested in traveling out to rural Alaska. All Jim would need is an invitation. Pam could use him at KUC if he’d come before faculty and staff go off contract for the summer. Barb will e-mail Jim at jim.Johnsen@alaska.edu and let him know of the interest.

9. Roundtable – Tamara reported that Tim Barnett visited the Financial Aid office and he wants UAF Financial Aid staff to get out to the rural sites. There is a need for the visit, but they need to come when staff is on contract. Announcements – Our next meeting will be September 7, 2006.
10. Adjournment – With no further business to be brought before the group the meeting adjourned at 10:45 a.m.

Staff Council
Election, Membership and Rules Committee
Meeting Report, May 8, 2006

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

1. The meeting called to order by Leah Swasey at 12:10 pm.
2. The agenda was approved without object.
3. Old Business
 - a. On-line Elections: Chris Young guesses, barring unforeseen circumstances, that we will have a user tester model for staff council elections around the end of July.

Statewide is looking at options to enforce the number of votes and is implementing some cosmetic changes. We will write Chris monthly to check on the progress of the tester model, and will meet with him in July. Chris tells us not to count on using the system in a “production level environment” for quite some time after it is ready for user testing.

- b. Web site: Derek has been busy with work projects recently and will tackle the EMR website this summer. While continuing to keep the EMR site simple, our goal is to have a more visually appealing website as well as useful information.

4. New Business

a. President-Elect Elections (Friday, May 19)

- i. Current nominations: There were no nominations at the time of our meeting. We encouraged everyone to look around their department for employees who may not be current Staff Council members, but would make a good Staff Council president-elect. Everyone was encouraged to talk to Staff Council members they think would be good candidates, as well as to consider nominating themselves. Everyone was reminded that delegating work can help ease the burden of the busy work schedule.
- ii. Duties at the May SC meeting: EMR Chair Leah Swasey will not be at the May SC meeting, so we outlined the events that will take place and assigned duties.

5. The meeting adjourned at 12:38 pm.

Procedure for election of President-elect

1. President-Elect elections will be an agenda item under Old Business.
2. Maya will ask if any nominations were turned in prior to the meeting and will open the floor for further nominations.
3. A flurry of nominations ensues (we hope). Nominations don't require a second.
4. After a nomination is accepted, or the flurry of nominations subsides, Maya will ask if there are any further nominations two more times.
5. A motion to close the nominations. (Derek)
6. A second and a required 2/3 vote.
7. All nominees are invited to give a short blurb about themselves.
8. Prior to voting, but following the formal closing of nominations, nominations may be reopened by a vote which requires only a majority to carry.
9. If one or more nominees have accepted, hand out ballots to representatives and designated alternates (Lynette is bringing the ballots). (Gary and Julie)
10. 3 non-candidate representatives count the ballots (All 3 EMR members)
11. Announce the winner
12. The nominee voted to be president-elect will need to get approval from their supervisor.

13. If there are no nominees, we will have to present and pass a motion to postpone elections until the June meeting.

- a. "We move to table the president-elect elections until the June Staff Council meeting to allow more time to find a willing candidate." Requires a second and a required majority vote.

Council members: ASUAF motions - Addition to the agenda

B. Joe Blanchard or Sven Gilkey (new ASUAF President - if available) -
ASUAF Motions of Support for the Office of Multicultural Affairs and
Diversity and the Women's Center - web link to motions as submitted by Cody
Rogers of ASUAF

http://asuaf.org/modules/Student_Government/stugov/leg_disp.cgi?leg_id=748

http://asuaf.org/modules/Student_Government/stugov/leg_disp.cgi?leg_id=747

If you have not already done so please turn in unsold raffle tickets, raffle ticket stubs and cash. Please do not wait until the day of the event. Thank you.