

**UAF STAFF COUNCIL MINUTES**  
**Face-to-face MEETING #174 and**  
**Staff Council Retreat**  
**Friday, 13 October 2006 – 9:00-3:00 p.m.**  
**Wood Center Ballroom**

Audio-Conference Toll Free Number: 1-800-893-8850  
Presenter/Chair PIN: 8244640 Participant's PIN: 8244236

1. CALL TO ORDER AND ROLL CALL

PRESENT

Jackie Alleyne-McCants	Ashley Munro	Ashley Munroe for Holly
Mary Pat Boger	*Julie Carpenter for Nici	Royce
Liam Forbes	Murawsky	Carol Shafford
Diane Leavy	Gary Newman	Jeff Stepp, President
Faith Henry Long	*Barbara Oleson	Leah Swasey
David Miller	Katrina Nelson Paul	*Pam Twitchell

ABSENT

Joyce Allen-Luopa	Paula Long	Julie Smith
Jenny Barrett	*Nici Murawsky	Juella Sparks
David Basham	Holly Royce	Sven Gilkey
Sonja Bickford	Maria Russell	
Mary Pat Boger	Sue Sharpton	

GUEST

Steven B. Jones, Chancellor	Luke Hopkins
Ro Bailey, Vice Chancellor of Administration	Sheri Layral
Shirish Patil	

- A. Staff Council #174 Agenda, Friday, 13 October 2006, was approved as changed with the addition of Item C., Intercollegiate, Athletic Committee (IAC) Nomination placed under New Business.
- B. Staff Council Minutes #173, Wednesday, 13 September 2006, were approved as distributed.

2. OFFICER REPORTS

A. Jeff Stepp, President Staff Council

Jeff Stepp informed Council members about the recent PERS/TRS Legislative actions. Jeff Stepp reminded Council members about the Tuesday, 24 October Gubernatorial Forum with Candidates Halcro and Knowles. Jeff Stepp informed Council members about the efforts of the ASUAF, the Faculty Senate,

Staff Council, and the Alumni Association groups sponsoring a poster and buttons to get out the vote campaign. Jeff Stepp encouraged Council members to help out and get involved in the grassroots campaign.

Jeff Stepp informed Council members that he attended the September Board of Regents' (BOR) meeting as a representative of the Staff Alliance group. Jeff stated that he gave a presentation to the BOR about several staff issues and concerns. Jeff informed the Council that he met with the leaders of the Student Coalition group while attending the BOR meeting; the students were holding ASUAF's annual retreat. Jeff informed Council members that President Hamilton presented the Staff Make Students Count Award. The recipient from the UAF campus was Julia Parzick from the History Department, and a former Staff Council member.

Jeff Stepp reminded Council members that the Staff Council nomination process is coming up in November. Jeff reported that several staff members at large contacted him to show interest in becoming members of the Council. Jeff encouraged current members to actively participate in recruiting ambitious and caring staff to join Staff Council.

Jeff Stepp informed Council members that he met with Accreditation team members a few weeks ago. Jeff reported to Council members that in UAF history this was the first time Accreditation team members requested to meet with staff. He stated that the team primarily wanted to discuss with staff Recommendation #3 concerning the creation of a UAF staff handbook. Jeff stated that the team asked about how that process has developed. Jeff acknowledged to Council members that he shared with the Accreditation team, the accumulated concerns of Staff Council members and staff at large about the discontent with the Human Resource's website. Jeff Stepp informed the Accreditation team that the HR site is being updated and improved, but commented that it still needs improvement. Jeff communicated to the team that the grievance policy link available on the HR website is virtually useless and no help at all. He stated that the Accreditation team tried to find the grievance policy online and couldn't find it. Chancellor Jones reported that the team praised the staff members who took part in the meeting. Jeff Stepp noted that Rory O'Neill, a former Staff Council President attended the Accreditation meeting.

Jeff Stepp encouraged Council members to participate in the Summex Health Program and to encourage staff in their units to participate as well.

Jeff Stepp called Council member's attention to the UAF Strategic Plan, under Item 6, Faculty and Staff Development. Jeff stated that several goals listed under the plan should be of interest to all staff. Jeff stated that he plans to discuss certain goals in depth with Chancellor Jones, in order to find out what Staff Council can do to assist in accelerating the goals. Jeff read the list of goals:

- 1). Increase the representation and retention of women and minorities in staff and faculty positions,
- 2). Increase recognition of staff and faculty excellence,
- 3). Increase staff development activities,
- 4). Increase assistance to new faculty in areas such as establishing research, and
- 5). Improve measures for evaluating faculty and staff performance.

Jeff Stepp expressed that we should give attention to the goals within the next month or two to find out where we are at in achieving the goals.

Jeff Stepp called Council member's attention to the new Office of Development publication, mainly because staff contributions are not acknowledged in the booklet. The Chancellor responded that the next booklet will include staff.

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Council members may access Jeff Stepp's report to the Council at the following link:  
<http://uafstaffcouncilpres.blogspot.com/> .

### 3. PUBLIC COMMENT

#### A. Jeff Stepp introduced and welcomed Luke Hopkins, UAF North Campus Manager

Luke Hopkins presented to Council members the UAF North Campus Subcommittee's Winter Walking Trail Plan Presentation and distributed a handout about public viewing/comment meeting schedules. Luke Hopkins may be contacted at [northcampus@fs.uaf.edu](mailto:northcampus@fs.uaf.edu), 474-2648.

### 4. GUESTS

#### A. Stephen B. Jones, Chancellor

Chancellor Jones spoke about the current Office of Development booklet, mentioned by Jeff Stepp and highlighted his disappointment that photos of the UA Museum of the North were not included in the publication. The Chancellor reiterated that future publications will include staff. The Chancellor informed the Council that a ribbon cutting/open house ceremony for the Biological Research and Diagnostic Building is planned for December. Chancellor Jones stated that UAF will seek funding for the BIOS Building at the next legislative session in Juneau. The Chancellor added that the BIOS Building is the UA Systems number one priority for funding in FY08.

The Chancellor reminded the Council that he is looking forward to the listening session planned for staff.

The Chancellor asked Council members that participated in the Start Walking Program to what extent did the program meet their needs and expectations, and what feed back is expected from the program's sponsors. The Chancellor stated that he is planting a seed with the Council group to act on behalf of staff at large and ask the folks who sponsored the program and promoted it to share with us what it did for us, and to ask questions about how it is working.

Gary Newman commented that there are multiple answers; one is that that the Program wasn't very successful and the other was that there was such a demand on all of the reward items that it probably was successful. The Chancellor replied that his concern is about the price tag of the Wellness Program, which was \$3.2 million. Chancellor Jones affirmed that as Chancellor, he wants assurances that the money spent is having successful results and that it is being wisely invested. The Chancellor reminded Council members about the Climb Denali Program, which is the new initiative offered by the Wellness Program; he encouraged all to ask questions about how it is working.

Chancellor Jones shared his concerns about trash being strewn around campus that is a bad reflection on all of us. He encouraged all to participate in helping to keep our campus clean.

#### B. Rosanne Bailey, Vice Chancellor of Administrative Services (VCAS)

Vice Chancellor Bailey introduced herself to Council members and prefers to be called Ro Bailey and stated that her e-mail address is [ro.bailey@uaf.edu](mailto:ro.bailey@uaf.edu) . Ro Bailey communicated to Council members that one of her major goals is to make Administrative Services easier to work with and to give people the feeling that action is taking place to solve problems. Ro Bailey stated that part of her office's job is to attend to problems that need solving and to understand where the office is missing that goal.

Gary Newman asked if there are any concerns that rise to the top of her list. Ro Bailey stated that we have work to do in how we deliver our Human Resources and need to work towards clarifying our policies. Ro Bailey articulated that in some cases there are major gaps in policies and in other cases the policies are there, but not communicated well or perhaps at all. Ro Bailey stated that her observations indicate that we need to work on those processes, procedures, and tools.

Gary Newman asked about the forthcoming changes of Dining Services. Ro Bailey stated that the Business Council recently discussed this issue; she stated that the control issue is critical, because we are talking three extremely different environments from UAF, to UAA, to UAS.

Jackie Alleyne-McCants stated that the Office of Financial Services works closely with the UAF Business Office, and that about fifty percent of students, voice complaints that their refund checks from Financial Aid take about three to four weeks to receive. Jackie stated that the Directors of Financial Aid wanted to recommend that we look at implementing direct deposit to resolve the problem. Jackie stated that she has encouraged students to complain about the delay in receiving checks. Jackie added that she wanted to get the direct deposit idea out there and recommended working with Northern Schools Federal Credit Union or Wells Fargo Bank. Ro Bailey thanked Jackie for the great suggestion and expressed that she can't imagine why we are still writing checks instead of using direct deposit.

Pam Twitchell from the Kuskokwim campus stated that rural campuses offer many community needs/noncredit CEUs that do not fit the formula applied for accepting fees for credit courses. Pam stated she is seeking a way to get approval for charging fees, registration money, and a clear accounting for everything, but it is becoming more of a challenge. Pam stated that her second concern has to do with liability issues. Pam reported that Kuskokwim campus does not have facilities for students to exercise, so she utilizes elementary schools in the area. Pam stated that the school district's policy doesn't approve, so risk management wants her to pull her activities out of the elementary facilities. Ro Bailey thanked Pam for giving her a concrete example of the types of actions risk management is adverse to.

Chancellor Jones commented that when he holds the listening session for Staff Council he would try to schedule it so that Ro Bailey can attend.

## 5. GOVERNANCE REPORTS

### A. Shirish Patil, President, Faculty Senate

Shirish Patil updated Council members about current Faculty Senate issues and concerns. Shirish stated that eight working groups continue to meet with President Hamilton, the Faculty Alliance, and several staff members, to address the baccalaureate admission standard's focus. Shirish stated that the group is in the process of drafting a white paper to define student success. Shirish stated that a day long retreat focusing on student success and college readiness is slated to take place during the week of 15 October. Shirish, President Hamilton, Dana Thomas, and other administrators will participate.

Shirish informed Council members that the search committee appointed to the Vice President for Academic Affairs search should be ready to look at candidate files in late November or early December.

Shirish stated that the FY08 TRS contributions benefit rate for faculty will exceed 70%. Shirish stated that several of our faculty and staff members are supported on research grants. Shirish remarked that we look forward to continual growth in the research enterprise, but with those kinds of benefit rates it will be difficult to compete. We support graduate students, we support faculty, and staff on research, so something needs to be done or our ability to compete will become increasingly difficult.

Shirish stated that the Senate unanimously passed several motions at its September meeting: The administrative evaluation process, the Dean of the Library, and the Vice Chancellor for Research were added to the "Group A" administrator evaluations. Shirish reported the category of "unsatisfactory" has been added to the faculty evaluation form. Shirish informed Council members that changes are being considered as to how long a faculty member should be required to retain student paper work. Shirish stated that freshmen mid-term grade reports are currently submitted about eight-weeks into the semester. He stated that discussion is taking place to submit the mid-term reports around the fifth week of the semester, but the idea is not supported by faculty. Shirish relayed to Council members that Scott McCrea, Director, University Marketing and Publications, brought forward a request to delete course descriptions from future UAF catalogs. Shirish stated that the issue is being discussed and that currently there is no faculty support for this request.

Shirish informed Council members that he chairs the Fairbanks North Star Public Transportation Advisory Commission, so he wanted to share with Council members that starting 1 November, buses will change route and stop at the UAF Wood Center. Shirish reported that a North Pole express shuttle will be added to allow users to be on campus at 7:45 a.m., so this should be an advantage for employees that live in the North Pole area.

B. Sven Gilkey, President, ASUAF

A report was not received.

ASUAF web site links: <http://asuaf.org/> and [http://asuaf.org/modules.php?name=Student\\_Government](http://asuaf.org/modules.php?name=Student_Government)

## ACTION

### 6. UNFINISHED BUSINESS

#### A. Online Election Update –Leah Swasey

Leah Swasey reported to Council members that due to difficulties with the online election process this year's election will not be online as anticipated. Leah stated that she is optimistic that it will happen at a future date. Leah reminded Council members that information to open the nomination process will be sent out soon. She reminded Council members that this is an odd-numbered unit election year, but encouraged even-numbered units take action to fill rep and alt vacancies.

Jeff Stepp encouraged Council members to talk to with their departmental staff at staff meetings and retreats, and to take any opportunity to stir up interest in serving on Staff Council.

### 7. NEW BUSINESS

A. Ad Hoc Staff Appreciation Day Committee Motion – Jeff Stepp

Jeff Stepp called for volunteers to serve on the ad hoc Staff Appreciation Day committee. He reminded Council members that the Staff Appreciation Day/Carolyn Sampson UA Endowed Scholarship Raffle event will take place Thursday, 17 May 2007. Jeff informed Council members that the Chancellor suggested that he may have funding to make the event a bit more of a formal affair. Jeff volunteered to serve on the committee along with Carol Shafford, Ashley Monroe, and Katrina Nelson Paul. Jeff reminded Council members that last year the Council approved a motion to have Administrative committee chairs annually serve on the Staff Appreciation Day Committee. Jeff stated that our goal is to put together an event that is worthy of all staff.

B. Ad Hoc Staff Calendar Committee – Jeff Stepp

Jeff Stepp called for volunteers to serve on the ad hoc Staff Calendar committee, the following Council members volunteered to serve: Katrina Nelson Paul, Jackie Alleyne-McCants, Gary Newman, Faith Henry Long, and Jeff Stepp. Council members asked what is involved in planning the calendar. Jeff stated that what is involved is selecting the format of the calendar, soliciting and selecting photos, and getting all the correct information on the calendar. Jeff Stepp stated that if we have a little money in the Staff Council budget, Wood Center has a student designer that the Council may use.

C. Intercollegiate Athletics Committee (IAC) Nomination – Jeff Stepp

Jeff Stepp stated that Todd Paris has represented staff on the IAC for a number of years. Recently Todd's term ended, so he would like the Staff Council to nominate him to continue representing staff on the committee. Jeff Stepp called for the vote; Council members unanimously voted for Todd Paris to continue serving on the IAC.

INFORMATION

8. COMMITTEE REPORTS

A. Staff Affairs, Liam Forbes

Liam Forbes reported that the minutes for the staff affairs 09/23/2006 committee meeting are posted on the Staff Council website at: [www.uaf.edu/uafgov/staff/staffcom/affairs/minutes/20060923.html](http://www.uaf.edu/uafgov/staff/staffcom/affairs/minutes/20060923.html)

B. Rural Affairs, Barbara Oleson

The report was attached to the Agenda (see e-mail attachment to Staff Council Minutes #174).

C. Advocacy Committee, Joe Hayes

A report was not received.

D. Elections, Membership, and Rules, Leah Swasey

Leah Swasey stated that she has nothing further to report.

E. Ad Hoc Health and Wellness Committee, Paula Long

A report was not received.

UAF Governance Web link: <http://www.uaf.edu/uafgov/staffcouncil.html>

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

9. EXTERNAL COMMITTEE REPORTS

A. Chancellor's Campus Diversity Action Committee (CCDAC) – TBA

The Chancellor's Campus Diversity Action Committee has not met.

B. Governance Coordinating Committee – TBA

Jeff Stepp reported that the next Governance Coordinating Committee meeting will be held Tuesday, 17 October, 2-3:30 p.m.

C. Master Planning Committee (MPC) – Gary Newman - <http://www.uaf.edu/mastplan> .

D. Gary Newman updated Council members about the walking trails and latest issues and concerns of the MPC. Gary reported that the most recent campus master plan was not approved by the Board of Regents.

E. Master Planning Subcommittee on Circulation and Parking – Katrina Nelson Paul

Katrina Nelson Paul informed Council members about the latest actions of the Circulation and Parking Committee.

F. Chancellor's Budget Committee Report, Kim Cox

A report was not available; the group may not meet until the end of the semester or in February of 2007.

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

10. STAFF COUNCIL ROUND TABLE

Jeff Stepp informed Council members that the round table discussion will be a part of today's Staff Council Retreat.

11. ADJOURN

The meeting was adjourned at 11:25 a.m.

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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.