

AGENDA

UAF STAFF COUNCIL MEETING #175

Wednesday, 15 November 2006 – 8:45-11:00 a.m.
Wood Center Room Conference Rooms C-D

*****The December UAF Staff Council meeting is scheduled on Friday, 15 December 2006, 8:45-11 a.m. *****

Audio-Conference Toll Free Number: 1-800-893-8850

Presenter/Chair PIN: 8244640 Participant's PIN: 8244236

1. 9:00-9:05 CALL TO ORDER AND ROLL CALL

- A. Adopt Staff Council #175 Agenda, Wednesday, 15 November 2006.
- B. Approve Staff Council Minutes #174, Friday, 13 October 2006.
- C. Appoint time keeper – Jeff Stepp.

2. 9:05-9:10 OFFICER REPORTS

- A. Jeff Stepp, President Staff Council

3. 9:10-9:15 PUBLIC COMMENT

4. 9:15-9:30 GOVERNANCE REPORTS

- A. Shirish Patil, President Faculty Senate, Faculty Senate
- B. Sven Gilkey, President, ASUAF

5. 9:30-9:40 NEW BUSINESS

- A. Mediator Training, Jeff Stepp.
- B. Ro Bailey, VCAS and Beth Behner, UA Director, Labor and Employee Relations are added to the agenda as guests to discuss the Human Resource report. Ro Bailey is scheduled to speak at 9:30 a.m. and Beth Behner will dial-in around the same time.

6. 9:40-9:45 BREAK

INFORMATION

7. 9:45-10:10 COMMITTEE REPORTS

- A. Staff Affairs, Liam Forbes

The minutes for the staff affairs 10/31/06 committee meeting are now posted on the Staff Council website at: www.uaf.edu/uafgov/staff/staffcom/affairs/.

- B. Rural Affairs, Barbara Oleson – Attachment #1
- C. Advocacy Committee, Joe Hayes
- D. Elections, Membership, and Rules, Leah Swasey
- E. Ad Hoc Health and Wellness Committee, Paula Long, Attachment #2

- F. Ad Hoc Staff Calendar Report, Gary Newman
- G. Ad Hoc Staff Appreciation Day, Lynette Washington, Attachment #3

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

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

8. 10:10 -10:25 EXTERNAL COMMITTEE REPORTS

- A. Chancellor's Campus Diversity Action Committee (CCDAC) - TBA
- B. Governance Coordinating Committee – Jeff Stepp
- C. Master Planning Committee – Gary Newman - <http://www.uaf.edu/mastplan> .
- D. Technology Advisory Board Committee (TAB) – Gary Newman
- E. Master Planning Subcommittee on Circulation and Parking – Katrina Nelson Paul
- F. Chancellor's Budget Committee Report, Kim Cox

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

9. 10:25 – 11:00 STAFF COUNCIL ROUND TABLE

10. ADJOURN

Staff Council #175/Attachment #1

UAF Staff Council #175 – Friday, 15 November 2006

Rural Affairs Committee Meeting Minutes of November 3, 2006

Present: Sheena, Katrina, Dave, Susan Miller, Pam, Colleen, Tamara, Ashley, Holly, Byrd, Debbie, Barb
Guest: Bruce Rowe Excused: Denise Wartes and Crystal Wilson

1. The meeting was called to order by Chair Oleson at 1:34 p.m.
2. The agenda was approved as presented.
3. MOTION was made by Dave to accept the minutes of October 4, 2006 as presented. Motion seconded by Pam. Motion carried with no abstentions.
4. Guest Speaker – Chair Oleson introduced Bruce Rowe with Corporate Programs. Bruce gave an overview of the role of Corporate Programs within the University system. Corporate Programs is a statewide program established in 1999 to serve the training and education needs of business and industry within the State of Alaska. UA Corporate Programs (UACP) acts as a single point of contact where Alaska businesses can access resources that exist within the university system for an organizational total education and training requirements. Alyeska was the first major sub-contractor of UACP, as they outsource their total training needs. Corporate Programs also does training for the State of Alaska Dept. of Transportation, Alaska Airlines, Widner Investment, etc. Corporate Programs has three main focus areas: 1) working with corporate clients, 2) training of university employees, and 3) coordination of some statewide program such as A.M.A. (American Management Association). Corporate Programs handles non-credit and credit activities. Shirley Grub has moved the Certified Managers Program from UAS to Statewide and will be making sure standards are consistent.

They are trying to coordinate program through the one distance provider and the CPM program should be available this spring (level 1). Level 2 & 3 should be available by fall 2007. It takes 300 hours to complete for entire CMP program. Corporate Programs has a website that can be accessed at www.alaska.edu/uacp. They hope to have the website updated within the next month. There is a newsletter to highlight programs. Any campus can give info to Kathy Collier and she can write up an article for the newsletter. Chair Oleson stated that we would be working with Susan Miller, UAF's HR Trainer. Susan has drafted a poster of activities of training available to rural staff. Pam reported that Bruce and Kathy with Corporate Programs have been wonderful to work with. Anne Sakumoto with Statewide is working to address the issue of tuition waivers for corporate program workshops, etc. The current debate with Business Council is whether it would be a staff benefit or an institutional benefit.

Discussion followed on what will happen after classification project is done and if UA will develop career ladders for staff. It was mentioned that one of the primary reasons for hiring Anne was to look at succession planning. Statewide has had this discussion with their staff. Chair Oleson reported having talked with Anne by phone. Anne's role is to assist Statewide in their training, but programmatically will look at needs for other M.A.U.'s. She is planning on doing needs assessment of supervisors. Anne is looking to identify points of contact for faculty. And she hopes to have a proposal at the end of the year for training, but wants to do something sustainable.

Bruce mentioned the Learning Management System that mirrors Banner, and tracks employer training. Bruce would like to see the university purchase and use this system. Several different university entities could be tracked. UA HR could track staff training, Continuing Education could track training they offer within the system, and Corporate Programs could track their training. This would give us an online tracking system for employers to review staff who have met requirements to move within certain tracks for other positions. Staff and students could get credit for their training. It would also make regional agencies easier to approach if we could identify training and track it for the employers. Bruce is hoping the university buys into this product. Preference is to have service provided by the company (after about one year) when concerns and kinks have been worked out of system.

Bruce asked members to preview sumtotal.com and e-mail back to him feedback - bruce.rowe@alaska.edu. Bruce is currently compiling list of university trainings offered. He needs to find out who is doing what training. HR is currently developing a Respectful Workplace course for online in the fall. Susan Miller will send him the poster she has developed for the rural staff at a distance (she has already sent it to Anne Sakumoto).

Discussion followed on Corporate Programs. Staff present at this meeting felt that this information has not been presented in such a way that rural campuses have taken advantage of what Corporate Programs could do in their regions.

The C.P.M. curriculum will be sent out to Barb, who will send it out to committee members.

Barb thanked Bruce on behalf of the Rural Affairs Committee members for giving us this overview on UA Corporate Programs.

5. Other – Both Barb and Pam mentioned that they had put their names into the election process for Unit One of Staff Council.
6. Roundtable – Pam mentioned that issues that Ro Bailey addressed when Staff Council met

face-to-face were handled quite efficiently and effectively. Katrina mentioned that Bernice will be traveling to the rural areas with Vice Chancellor of Administration Ro Bailey. Holly asked to be excused from the next meeting. Barb mentioned that our next regular scheduled meeting will be December 1, at 1:30 p.m.

7. Adjournment – The meeting was adjourned at 2:25 p.m.

Staff Council #175/Attachment #2
UAF Staff Council #175 – Friday, 15 November 2006

Ad Hoc Health & Wellness Committee Meeting Minutes, Friday, 27 October

Good morning everyone: I spoke with Forrest Karr, Director of Athletics & Recreation. He is 100% in favor of readjusting the SRC hours to accommodate the needs of L.I.F.E. membership holders, who are interested in improving their health habits. He suggests that we not survey people, but that we put in writing, exactly what changes we think would enhance access to SRC thereby making the L.I.F.E. program more attractive to all. He also asked me to talk with Ruth Olsen, SRC Coordinator, and I did let her know what we are doing. Forrest informed me that the Student Recreation Services will be moved to Student Enrollment Services under Vice Chancellor Barnette in the near future. So before the department moves, we need to work on our letter, since we already know that Forrest is in favor of the readjustment of hours.

Our next meeting is scheduled for November 14th, from noon to 1pm, in School of Education conference room, 7th floor Gruening.

Staff Council #175/Attachment #3
UAF Staff Council #175 – Friday, 15 November 2006

Ad Hoc Staff Appreciation Day Committee 2007

Committee members: Liam Forbes, Joe Hayes, Paula Long, Barbara Oleson, Leah Swasey, and Jeff Stepp, Carol Shafford, Ashley Monro, and Katrina Nelson Paul.

The Ad Hoc Staff Appreciation Day Committee is tentatively scheduled to meet Tuesday, 5 December, during the Administrative Committee meeting, 12-1:30 p.m. Jeff Stepp informed the Administrative committee members that Chancellor Jones is considering doing a little more than the ice cream social during Staff Appreciation Day; more information will be shared as received. The Development Office will rein in campus groups that request prize donations from local business establishments. This action is necessary due to the overwhelming number of requests business owners receive from UAF groups, clubs, and organizations. The business owners are complaining to UAF administrators, so the Development office intends to review address lists before a group is allowed to send out a letter of request. The Development Office will limit the number of donation request letters sent out to a potential donor. The idea being that the business will not be so overwhelmed with requests received from UAF clubs and organizations.

For More information contact the UAF Staff Council Governance Office
474-7056 Room 312 Signers Hall, PO Box 977500
Jeff Stepp, President, UAF Staff Council Jeff.stepp@uaf.edu 474-6026