

AGENDA
UAF STAFF COUNCIL MEETING #177
Wednesday, 14 February 2007 – 8:45-11 a.m.

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

- A. Adopt Staff Council #177 Agenda, Wednesday, 14 February 2007.
- B. Approve Staff Council Minutes #176, Friday 15 December 2006.

2. 9:05-9:10 OFFICER REPORTS

- A. Jeff Stepp, President Staff Council

3. 9:10-9:15 PUBLIC COMMENT

4. 9:15-9:45 GUESTS

- A. Steven B. Jones, UAF Chancellor.
- B. Naomi Horne, Office of Development: Employee Giving Opportunities overview
<http://www.uaf.edu/giving/gift/index.html>. [secure online contribution form](#) .
- C. Laura Milner, School of Management, Educational Opportunities in the MBA Program.

5. 9:45-9:55 GOVERNANCE REPORTS

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

ACTION

6. 9:55-10:05 UNFINISHED BUSINESS

- A. Open discussion for ideas and input towards planning the Staff Appreciation Day Event, Email Attachment.

INFORMATION

7. 10:05 – 10:10 NEW BUSINESS

- A. Call for volunteers to serve on the following Ad Hoc committees (see attached criteria and nomination forms):
 - Chancellor's Staff and Supervisory Recognition Award committee, Attachment #1-2
 - Outstanding Staff Council Award committee (OSC), Attachment #3
 - Staff Make Students Count Award committee, Attachment #4

8. 10:10-10:15 BREAK

INFORMATION

9. 10:15 – 10:30 COMMITTEE REPORTS

A. Staff Affairs, Liam Forbes

The minutes for the staff affairs 30/January/2007 committee meeting are now posted on the Staff Council website at: www.uaf.edu/uafgov/staff/staffcom/affairs/

B. Rural Affairs, Barbara Oleson, Attachment #5

C. Advocacy – Jeff Stepp

D. Elections, Membership, and Rules, Leah Swasey, Attachment
Proposed President-Elect Nomination Motion, Attachment #6

E. Ad Hoc Health and Wellness, Paula Long

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>

10. 10:30 - 10:40 EXTERNAL COMMITTEE REPORTS

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

B. Governance Coordinating Committee – Jeff Stepp

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

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

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

11. 10:40 – 11:00 STAFF COUNCIL ROUND TABLE

12. ADJOURN

Staff Council #177/Attachment #1

UAF Staff Council #177 – Wednesday, 14 February 2007

CHANCELLOR'S STAFF RECOGNITION AWARD 2007

OBJECTIVE

The Chancellor's Recognition Award serves to recognize University of Alaska staff for their sustained outstanding contributions toward accomplishing and enhancing the UAF mission and strategic plan.

Timeline - Nomination Process: Friday, 9 February through Friday, 20, April 2007

Forward Nomination materials to: Chancellors Staff Recognition Award committee, c/o Lynette Washington, Secretary, UAF Staff Council, Room 312 Signers' Hall, P.O. Box 757500

Phone: 907-474-7056 Fax: 907-474-5213 E-mail: fystaff@uaf.edu

Committee review begins: Thursday, 26 April 2007

Nomination materials sent to Chancellor for review and selection:

Monday, 30 April 2007

Chancellor informs committee of selection: Friday, 4 May 2007

Chancellor presents plaque and award during the

UAF Staff Appreciation Day/Ice Cream Social Event:

Thursday, 17 May 2007, Noon-2:00 p.m.

Location: Wood Center Multi-level lounge area

ELIGIBILITY

All staff members (excluding deans, directors, and executive staff) occupying any position at the University of Alaska Fairbanks is eligible to receive recognition as outlined in this program.

CRITERIA

- Showing concern for working well or for surpassing a standard of excellence.
- Demonstrating consistent superior performance and significantly exceeding position requirements.
- Taking on significant responsibilities in addition to exceeding the expectations of their job.
- Taking ownership of services rendered and acting on behalf of the person being served.
- Demonstrating a helpful and positive attitude.
- Must display extraordinary initiative and dedication to improvement of work processes or environment.

PROGRAM OUTLINE

The recognition program will consist of – Public Recognition: For work related service that is noteworthy by any University of Alaska Fairbanks employee. Recognition is a plaque and gift as determined by the Chancellor. All departments are encouraged to recognize their employees in addition to this award. The Chancellor shall maintain this program in conjunction with the UAF Staff Council. A copy of the award will be placed in the employee's personnel file.

NOMINATION PROCESS

Nominations will be accepted from peers, supervisors, customers, stakeholders, students, faculty, other academic, administrative, support, sponsored research, and service staff, who have a working relationship with the nominee. Nomination forms should be given to the UAF Governance Office.

SELECTION PROCESS

The Chancellor's Recognition award committee of the UAF Staff Council will consist of volunteer members of the UAF Staff Council, and, whenever possible, at least one (1) previous recipient of the Chancellor's Recognition Award. Award Recommendations will be forwarded by the Committee to the Chancellor for final selection.

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CHANCELLOR'S STAFF EMPLOYEE RECOGNITION SUBMITTAL FORM

Name of Nominee: _____
(name of person nominated for recognition, include campus P.O. Box, e-mail address, and extension)

Name of Nominator: _____

Department: _____ Date: _____

Please include a cover letter (use an additional sheet of paper if necessary).

Why do you think this person deserves this award? Please include detailed compelling examples.

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CHANCELLOR'S SUPERVISORY RECOGNITION AWARD 2007

OBJECTIVE

The Chancellor's Supervisory Award recognizes University of Alaska supervisors of staff for their sustained outstanding contributions toward accomplishing and enhancing the UAF Mission and Strategic plan.

Timeline - Nomination Process: Friday, 9 February through Friday, 20, April 2007

Forward Nomination materials to: Chancellors Supervisory Recognition Award committee, c/o Lynette Washington, Secretary, UAF Staff Council, Room 312 Signers' Hall, P.O. Box 757500

Phone: 907-474-7056 Fax: 907-474-5213 E-mail: fystaff@uaf.edu

Committee review begins: Thursday, 26 April 2007

Nomination materials sent to Chancellor for review and selection:
Monday, 30 April 2007

Chancellor informs committee of selection: Friday, 4 May 2007

Chancellor presents plaque and award during the
UAF Staff Appreciation Day/Ice Cream Social Event:

Thursday, 17 May 2007, Noon-2:00 p.m.

Location: Wood Center Multi-level lounge area

ELIGIBILITY

All staff and faculty members occupying any position that directly supervises UAF Staff at the University of Alaska Fairbanks are eligible to receive recognition as outlined in this program.

CRITERIA

- Demonstrating excellent leadership skills: coaching, mentoring, training and providing other career advancement opportunities for their employees.
- Creating an inclusive work environment that supports the full utilization of all employees and fosters, encourages, and respects diversity
- Motivating exemplary performance from employees with practices that are consistent and fair.
- Demonstrating strong conflict resolution skills including mediation, negotiation, and fair handling of employee relations issues in a way that is consistent with University policies and regulations.
- Advocating on behalf of the administrative unit, while maintaining good citizenship at UAF.

PROGRAM OUTLINE

The recognition program will consist of - Public Recognition: For outstanding supervisory leadership that is noteworthy by any University of Alaska Fairbanks' employee. Recognition is a plaque and gift as determined by the Chancellor. All departments are encouraged to recognize their employees in addition to this award. The Chancellor shall maintain this program in conjunction with the UAF Staff Council. A copy of the award will be placed in the employee's personnel file.

NOMINATION PROCESS

Nominations will be accepted from peers, supervisors, customers, stakeholders, students, faculty, other academic, administrative, support, sponsored research, and service staff, who have a working relationship with the nominee. Nomination forms should be submitted to the UAF Governance Office.

SELECTION PROCESS

The Chancellor's Recognition award committee of the UAF Staff Council will consist of volunteer members of the UAF Staff Council, and, whenever possible, at least one (1) previous recipient of the

Chancellor's Recognition Award. Award Recommendations will be forwarded by the Committee to the Chancellor for final selection.

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CHANCELLOR'S SUPERVISORY RECOGNITION AWARD 2007

RECOGNITION SUBMITTAL FORM

Name of Nominee: _____
(name of person nominated for recognition, include campus P.O. Box, e-mail address, and extension)

Name of Nominator: _____

Department: _____ Date: _____

Please include a cover letter (use an additional sheet of paper if necessary).

Why do you think this person deserves this award? Please include detailed compelling examples.

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Staff Council #177/Attachment # 3
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OUTSTANDING STAFF COUNCIL ACHIEVEMENT AWARD 2007

The UAF Staff Council established, under the auspices of the UAF Provost, an annual awards program for the purpose of recognizing outstanding contributions to staff governance activities. This program shall be known as the Outstanding Staff Council Achievement Awards Program.

OBJECTIVE

To recognize University of Alaska Fairbanks Staff Council representatives, alternates, and other staff governance participants for significant contributions towards the Council's mission.

Timeline - Nomination Process: Friday, 19 February 2007 – Friday, 20 April 2007

Forward Nomination materials to: Outstanding Staff Council Achievement Award, c/o Lynette Washington, Secretary, UAF Staff Council, Room 312 Signers' Hall, P.O. Box 757500
Phone: 907-474-7056 Fax: 907-474-5213 E-mail: fystaff@uaf.edu

Committee review begins: Thursday, 26 April 2007

The awardees will be announced and honored during the Staff

Appreciation Day/Ice Cream Social Event:

Thursday, 17 May 2007, Noon-2:00 p.m.

Location: Wood Center Multi-level lounge area

ELIGIBILITY

All UAF Staff Council representatives, alternates, and other participants in Council committees shall be eligible for recognition. The UAF Staff Council president and president-elect shall be excluded from participation. One award each shall be made to an elected representative or official alternate and to a voluntary participant in UAF Staff Council activities. Any voting member of the Council, its president or its president-elect may make nominations for each award. Nominations shall include a description of the nominee's accomplishments as a Governance participant and how it relates to the overall mission of the Council in representing its constituent body.

OUTSTANDING STAFF COUNCIL MEMBER NOMINATION FORM

Name of Nominee: _____
(name of person nominated for recognition, include campus P.O. Box, e-mail address and extension)

Name of Nominator: _____

Department: _____ Date: _____

Please use additional sheets of paper as necessary.

Why do you think this person deserves this award?

How has this person made a difference for Staff Council?

How does this person excel in Staff Council duties?

What specific qualities does this person show that makes him/or a role model for staff?

Additional comments:

Staff Council #177/Attachment #4
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Staff Make Students Count Awards 2007

A copy of the nomination form and the related fact sheet are posted on line at:

<http://gov.alaska.edu/staff/studentscount/2007nom-form.pdf>

<http://gov.alaska.edu/staff/studentscount/2007factsheet.html>

Forms must be submitted to the local staff governance office at each MAU as listed on the nomination form.

Timelines:

March 19, 2007 Deadline for submitting nominations to local governance groups.

Forward UAF Nomination materials to: Ad Hoc Staff Make Students Count Committee, c/o Lynette Washington, Secretary, UAF Staff Council, Room 312 Signers' Hall, P.O. Box 757500

March 20-30

Local staff governance groups meet with student leaders and together, make recommendations and send all nominations to System Governance Office.

April 6

Recommendations are forwarded by System Governance Office to President Hamilton.

April 20

President Hamilton determines who will receive the awards.

May 11

President sends notice to award recipient(s).

TBA - President presents awards to recipient(s) at the Board of Regents' meeting.

Staff Council #177/Attachment #5

UAF Staff Council #177 – Wednesday, 14 February 2007

Rural Affairs Committee Meeting Minutes of January 19, 2007

Present: Crystal, Susan, Denise, Sheena, Mike, Debbie, Jeff, Ashley, Colleen, and Barb. Excused: Pam

1. The meeting was called to order at 1:38 p.m.
2. The agenda was approved as written.
3. MOTION was made by Jeff to accept the December 1, 2006 minutes with the correction to the cost of living for Bethel to 38%. Motion was seconded by Mike. Motion carried with no abstentions.
4. Review of Letter to Business Council Regarding Issue of Use of Tuition Waivers for Corporate Program Workshops – Discussion followed on the draft letter. The second to the last paragraph, last sentence, remove the period and add “or if you have alternate suggestions we would like to hear them.” It was mentioned that the Business Council previously agreed not to fund these courses using tuition waivers. The change in wording allows them to give us feedback.
5. Rural Staff Training Poster – Barb reported that the training schedule is online. Discussion followed on possibly having the training schedule done as a poster and sent out to the rural centers and sites. Susan will go back to HR and find out if there is any budget to do posters. It was also suggested that a statement be put on the training schedule and poster letting staff know that they can ask their supervisor or director for assistance in paying for training. Jeff mentioned that the Chancellor recently sent out letter to department heads regarding supporting staff training. We might want to quote him on the poster.
6. Information for CRCDD List on Introducing Role of Corporate Programs to Rural Alaska – This item was deferred until Pam could make meeting, which if she does come, it will be later.
7. What Banner Can Track Regarding Staff Training – Colleen’s information on tracking employee training through Banner was discussed. Susan Miller also shared what HR has for logging employee training. Just a few people have access to log on and record employee training. Plus, HR must take the information and do an Excel spreadsheet. The group wondered if there might be a better system to use. It was recommended that employees individually track their training. Barb asked about whether some departments pay for staff training. It was reported that it depends if the department has the budget and yes, they sometimes do. Barb reported that many rural staff do not even know that they can go to their

- supervisor or campus director and ask to have assistance with paying for training needs. Membership reviewed Colleen's evaluation of utilizing Banner for tracking employee trainings. It was decided to have Barb share the information we have with Anne Sakumoto and discuss our concerns with her and report back to membership at our next meeting.
8. What Should Committee Do to Supporting A Learning Management System that will Track Employer Training – Reference #7 above. Barb will talk with Anne and get back to membership.
 9. Cost of Living for Dillingham – The membership present reviewed the draft letter to Vice Chancellor Joseph. It was decided to go with draft as written. Barb will get it in the mail soon.
 10. Staff Council Calendars – Staff Calendars needed: Tok – 2, Bristol Bay – 12, Interior – 20, and Northwest Campus – 30. Barb will need to contact Chukchi and Kuskokwim campus and then get Lynette the calendar numbers needed as soon as possible, as calendars should be ready by next week to be mailed out.
 11. Other – Discussion followed on whether we should hold the next meeting scheduled for February 2nd. It was decided to not have the February 2nd meeting and our next meeting will be March 2nd.
 12. Round Table – Debbie mentioned that as of today the W-2's are available on UAonline for staff.
 13. Adjournment – The meeting adjourned at 2:25 p.m.

January 12, 2007

James Johnsen, Vice President for Administration
University of Alaska

Dear Mr. Johnsen:

The Rural Affairs Committee of the UAF Staff Council has as its main goal this year "to improve training opportunities for rural staff." Rural staff is excited about the Corporate Programs, Certified Public Managers (CPM) program. The CPM program will be offered statewide through participating campuses starting the fall of 2007. The CPM program is offered for C.E.U.'s through the University system. The Rural Affairs Committee is interested in finding out if the Business Council would consider the possibility of having staff utilize their tuition waivers for the cost of the CPM program. Right now staff and faculty must pay approximately \$110 for the 0.6 C.E.U.'s it needs to complete a six-hour workshop. Attached is a list of the courses for the CPM program and it shows the three levels that each lead to an examination and certificate, with the final award designation being Certified Public Manager.

It would be a benefit to both university staff and faculty to have the opportunity to take these courses for credit. There is a need for trained managers within the university system and for faculty and staff to be able to receive this training to advance within management, while improving job skills.

Since you are the Chair of the University of Alaska Business Council, the Rural Affairs Committee is directing this issue to you to bring to the Business Council for their consideration. We look forward to hearing back from you and finding a way that faculty and staff can have the opportunity of using their tuition waivers to receive this nationally recognized designation.

Please do not hesitate to contact me if you have any further questions.

Sincerely,

Barbara A. Oleson
Rural Affairs Committee Chair, Staff Council

Attachment: Alaska Certified Public Manager Program
www.tvc.uaf.edu/courses/PDF/Pages%2015-27.pdf

Staff Council #177/Attachment #6
UAF Staff Council #177 – Wednesday, 14 February 2007

Proposed President-Elect Motion:

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The UAF Staff Council moves to approve the president-elect nomination process. The Council moves to nominate/elect a president-elect to move to the president position from May 2007 through May 2008 after the gavel is passed at the May 2007 meeting.

The Council will then nominate/elect a president-elect to serve as president-elect from May 2007 through May 2008 and then move to the president position after the gavel is passed at the May 2008 meeting and serve as president from May 2008 through May 2009.

EFFECTIVE: Immediately

RATIONALE:

Currently the president-elect position is vacant, so a person must be nominated/elected to fill the vacancy and then move up to the president position when the gavel is passed at the May 2007 meeting, and serve as President from May 2007 through May 2008.

The person nominated/elected as president-elect will serve May 2007 through May 2008 and then move up to the president position and serve May 2008 through May 2009.

For More information contact the UAF Staff Council Governance Office
474-7056 Room 312 Signers Hall, PO Box 977500