

AGENDA
UAF STAFF COUNCIL MEETING #179
Wood Center Rooms C-D
Wednesday, 18 April 2007 – 8:45 a.m. -11 a.m.

For Audio-Conference meetings dial: 1-800-893-8850 Participant PIN#: 8244236 Chair PIN #: 8244640

Staff Appreciation Day: Thursday, 17 May 2007, 12-2 p.m., at Wood Center in the multi-level lounge area.

Our next Staff Council Meeting #180 is scheduled, Friday, 18 May 2007, 8:45-11 a.m.

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

THE MEETING WILL BE CALLED TO ORDER PROMPTLY AT 8:45 AM

- A. Adopt Staff Council #179 Agenda, Wednesday, 18 April 2007.
- B. Approve Staff Council Minutes #178, Friday, 22 March 2007.

2. 8:55-9:00 OFFICER REPORTS

- A. Liam Forbes for Jeff Stepp, President Staff Council
. Welcome Kayt Sunwood, as the President-Elect.

3. 9:00-9:05 PUBLIC COMMENT

4. 9:05-9:25 GUESTS

- A. Ro Bailey, Vice Chancellor of Administration and John Duhamel: Human Resources redesign progress and the staff manual issue. – discovery phase – interview HR staff, PPA, and some users Presentation to Sr. user group, match processes. Top 12 processes (problems) to be addressed. SIPOC review (suppliers, processes, customers) and diagram, to next phase of mapping. Juella & Martin Klein helped. Done. Time pass study starting April 30 for 2 weeks. Followed by redesign phase – will be challenging. Communications tools – all on HR webpage. Also looking for added training staff over just the one. (Ro) Vision Task Force has a group to look at faculty/staff dvpt..

5. 9:25-9:35 GOVERNANCE REPORTS

- A. Jon Genetti, President-Elect, Faculty Senate for Shirish Patil, President, Faculty Senate, Attachment #1: Correspondence regarding amending the nine-month parking decal.
- B. Sven Gilkey, President, ASUAF.

ACTION

6. 9:35-10:05 UNFINISHED BUSINESS

- A. Motion to amend the GCC Procedures to add the Joint Committee on Student Success (JCOS) as a Standing Committee, Liam Forbes, Attachment #2.
Note that this version represents the proper format to change the procedures.
- B. Discuss technique/process to pursue staff, faculty, and students to serve on the (JCOS).
- C. Chancellors Staff and Supervisory Awards and the Outstanding Staff Council Achievement Award deadlines, Lynette Washington, Attachment #s 3 – 4.

7. 10:05 – 10:15 BREAK

INFORMATION

8. 10:15 – 10:35 NEW BUSINESS

- A. Announce Shawn Sowell, unit 7 representative as the new UAF Staff Council Advocacy Committee Chair.
- B. Announce Juella Sparks, unit 2 representative as the staff representative to the Bunnell House Early Childhood Lab School review team.
- C. Announce Jeff Stepp, President, Staff Council as the staff representative to the Chancellor's PLanning and Budget committee. Kim Cox is also a staff representative on this committee.
- D. UA Benefits Open Enrollment Process: Monday, 16 April through Tuesday, 15 May 2007.
- E. Inform the Staff Council members that a group photo is planned to take place before our meeting begins, Friday, 18 May 2007. Council members should plan to arrive between 8:30 and 8:40 a.m.

INFORMATION

9. 10:35 – 10:50 COMMITTEE REPORTS

- A. Staff Affairs, Liam Forbes, the Staff Affair's March 27 meeting minutes may be accessed at the following link: <http://www.uaf.edu/uafgov/staff/staffcom/affairs/minutes/20070327.html> .
- B. Rural Affairs, Barbara Oleson, Attachment #s 5 - 7.
- C. Advocacy – TBA.
- D. Elections, Membership, and Rules, Leah Swasey.
- E. Ad Hoc Health and Wellness, Paula Long.
- F. Ad Hoc Staff Appreciation Day, Lynette Washington, Attachment #8.
- G. Ad Hoc Staff Make Students Count, Carol Shafford.

Note: this is the correct/current 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. 10:50 - 10:55 EXTERNAL COMMITTEE REPORTS

- A. Chancellor's Campus Diversity Action Committee (CCDAC) – Maya Salganek or designee, Attachment #9.
- B. Governance Coordinating Committee – Liam Forbes.
- C. Master Planning Committee – Gary Newman.
- D. Master Planning Subcommittee on Circulation and Parking – Katrina Paul, Attachment #10.
- E. Chancellor's Planning and Budget Committee – Kim Cox, Attachment #11.

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

11. 10:55 – 11:00 STAFF COUNCIL ROUND TABLE

12. ADJOURN

UAF Staff Council #179 Attachment #1
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Council members below are the communications between Shirish Patil, the Parking Service Manager, and the GCC about amending the nine-month parking decal policy.

From: Shirish Patil
To: the GCC Committee

GCC Committee Members:

The proposed options by Parking Services were discussed at the Faculty Senate meeting. The Faculty Senate unanimously recommends following:

The nine month decals should start from August 15 and end May 31. I do realize that this time period extends a bit more beyond 9-months; however, it does accommodate all 9-month faculty and staff and would avoid the issues that Parking Services is facing currently.

Shirish Patil

To: Yolanda Esters/Parking Services Manager
From: Shirish Patil, President, Faculty Senate

I will be happy to discuss this at the faculty senate meeting on Monday. I do realize that you are working against a deadline, which is next week and will let you know which option faculty will support (my feeling is that August 20-May 20 will be supported, since that's about the time contracts start and end). I am copying Jon Genetti, President-Elect, Sukumar Bandopadhyay, Chair of Faculty Affairs and Sheri Layral. Thanks.

From: Yolanda M. Esters, Parking Manager:
To: Shirish Patil:

I spoke with Martin about the Faculty meeting on Monday. Regretfully, he is out of town next week. We did discuss the issue of the 9/month decal. Presently, the decal starts on 9/1 and expires on 5/31. The dates were established to accommodate all nine month employees both staff and faculty. We several Faculty members complain that the decal does not cover the time that they are on campus in August prior to the 9/1 decal start date and that they are gone before the decal expires. Since Martin cannot attend would it be possible for you to discuss at the meeting the two options that Martin and I decided on for the 9-month decal.

Proposed 9/month decal change:
August 15th thru May 15th or
August 20th thru May 20th

I hope that we can work together to find a solution that would alleviate parking issues for 9/month employees. I appreciate very much your help and cooperation with this matter.

If you have any questions, please contact me or Martin (x1599). Thanks, Yolanda Esters, Parking Manager, x2731

UAF Staff Council #179 Attachment #2
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MOTION:

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The UAF Staff Council moves to amend the Governance Coordinating Committee (GCC) Procedures to add the Joint Committee on Student Success as a Standing Committee. The GCC Procedures shall be amended as indicated below.

EFFECTIVE: Immediately

RATIONALE: The Governance Coordinating Committee passed a resolution calling for a Joint Committee on Student Success. Committee members agreed that a collaborative, shared leadership among administrators, students, faculty, and staff is a key component to creating campus environments that foster student success. The GCC Procedures call for amendments to be approved by a two-thirds vote from each of the three governance bodies: ASUAF, Faculty Senate, and Staff Council.

Deletions - [[]]
Additions - CAPS

**UAF GOVERNANCE COORDINATING COMMITTEE
PROCEDURES**

ARTICLE V Committees

Sect. 1 The standing committees of the UAF Governance Coordinating Committee shall include:

JOINT COMMITTEE ON STUDENT SUCCESS

- Sect. 2 A. Standing committees shall have at least one representative from each of the governance constituencies, exception will be made when agreed upon by all constituencies.
- B. Terms of all committee members will be one year for students and two years for faculty and staff.
- C. Committee chairs will be elected from and by the respective committees.
- D. Committee chairs shall forward committee business to the UAF Governance Coordinating Committee for disposition, except when limited by University of Alaska regulations.

- E. Policy items from the standing committees must be forwarded to the individual governance bodies for action.
- F. In addition to the committees' specific charges, the primary responsibilities of the committees are formulation and oversight of university-wide policies under the purview of each committee.
- G. Committees will meet as needed during the academic year to fulfill their duties.
- H. The chairs of the standing committees will report recommendations at the [[monthly]] UAF Governance Coordinating Committee meetings.

Sect. 3 STANDING COMMITTEES CHARGES

A. JOINT COMMITTEE ON STUDENT SUCCESS

THE CHARGE OF THE JOINT COMMITTEE ON STUDENT SUCCESS SHALL BE TO:

1. CREATE A CAMPUS ENVIRONMENT THAT FOSTERS STUDENT SUCCESS.
2. WORK COLLABORATIVELY TO RECOMMEND STUDENT-FRIENDLY POLICIES, PRACTICES AND COMPLEMENTARY PROGRAMS THAT PROMOTE AND ENHANCE STUDENT SUCCESS AT UAF.
3. EX-OFFICIO MEMBERS OF THE COMMITTEE SHALL INCLUDE A REPRESENTATIVE FROM THE CHANCELLOR'S CABINET AND THE PROVOST COUNCIL.

Sect. 4 Ad Hoc Committees may be established as demand warrants.

Sect. 5 The Governance Coordinating Committee will receive reports from other committees outside its control who are also concerned with campus issues. Examples include: police advisory board, technology board, one-card committee, and any other committee deemed relevant to faculty, staff, and students.

UAF Staff Council #179 Attachment # 3
UAF Staff Council #179 – Wednesday, 18 April 2007

Chancellor's Staff & Supervisory Awards Timeline:

Deadline Friday, 20, April 2007

- Chancellor's Staff Award web link: [Current year nomination form](#)
- Chancellor's Supervisory Award web link : [Current year nomination form](#)

Committee reviews begin: 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 Staff Appreciation Day event.

UAF Staff Council #179 Attachment #4
UAF Staff Council #179 – Wednesday, 18 April 2007

Outstanding Staff Council Achievement Award Timeline:

Deadline Friday, 20 April 2007

Outstanding Staff Council Achievement Award web link: [Current year nomination form](#)

Committee review begins: Thursday, 26 April 2007
The award recipients 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

UAF Staff Council #179 Attachment #5
UAF Staff Council #179 – Wednesday, 18 April 2007
Rural Affairs committee meeting, 6 April 2007

Present: Crystal Wilson (Tok), Byrd Norton (CC), Antoinette Edenshaw (CC), Pam Twitchell (KUC), Anne Sakumoto (Statewide), Ashley Munro (IAC), Holly Royce (IAC), Debbie Carter (Statewide), Denise Wartes (RAHI), Susan Miller (UAF HR), Katrina Paul (CRCD), Jeff Stepp (State Council President), and Barb Oleson (NWC)

Excused: Colleen Abrams, Sheena Tanner, & Mike Swanson

1. Call to Order: The meeting was called to order at 1:35 p.m.
2. Approval of Agenda: A motion was made by Pam to accept the agenda with modification of Item #7 coming directly after approval of the minutes. Motion was seconded by Holly. Motion carried. (Anne Sakumoto was present and wanted a chance to talk with the group before her 1:45 p.m. appointment.)
3. Approval of Minutes from January 19, 2007 and March 2, 2007: A motion was made by Holly to accept the minutes of January 19, 2007 and March 2, 2007. Motion was seconded by Pam. Motion carried with no abstentions.
4. Update on Discussion with Anne Sakumoto: Barb briefly recapped discussions she'd had with Anne regarding rural training concerns, tuition waiver usage for Corporate Program workshops, and training tracking system. The UA system is not ready yet to propose a staff training tracking program, but is thankful of our support and will get back to us later on this. Anne recapped the concerns of the Business Council and why they felt they could not approve use of tuition waivers for Corporate Programs, such as the Certified Public Managers (CPM) program. They were concerned that the courses were not university specific enough, and that the curriculum may not warrant credit status. Anne reported she was working on possible UAKJobs and benefits training for staff that would address the whole process of UAKJobs and recap UA's benefits. Barb reported that she has talked several times with Mike Humphrey and explained that the biggest concern of staff, not just rural staff, is for training on how the UAF HR website meets the accreditation suggestion for a staff handbook. The UAF HR website has been updated, but staff needs to be shown how to navigate it, and shown how it answers questions that a staff handbook would provide. Both Mike and Barb thought this would be something that Susan Miller might be prevailed upon to do for UAF staff. Susan Miller stated that this was something she could work on. Pam also mentioned that Corporate Programs is currently reviewing their curriculum and that it is going through Curriculum

Committee for approval for C.E.U.'s. HR is currently working with Corporate Programs to design program workshops specific to the UA specific needs.

5. Response from Business Council Regarding Issue of Use of Tuition Waivers for Corporate Program Workshops: Barb presented her draft response back to the Business Council. Membership felt the letter was good, but that it needed to be strengthened to state that rural staff would need financial assistance to take Corporate Program courses, and that we ask the Business Council to provide funding opportunities, that we explain clearly how budgets are operated at rural campuses, versus department funds, and that we talk of the need for training opportunities for rural staff. Barb will get a draft out sometime next week and wants input back within the week, so that we can send the letter to the Business Council within the next two weeks.

6. Update on Margaret "Peggy" Wood Staff Recognition Award: Barb reported that Katrina has graciously agreed to chair this sub-committee again. Holly, Susan, Pam, and Barb volunteered to serve on this sub-committee. Discussion followed on how to make the application form more user-friendly, and get more applicants. It was suggested that the committee not require three additional letters of endorsement, but that they ask person making the nomination to provide three additional references with phone numbers for the sub-committee to call. The sub-committee will ask the references the same questions that are on the nomination forms. Katrina will make the necessary changes to the nomination form and start advertising this upcoming week through April 27th, so that a selection can be made before staff start going off contract. Discussion followed on who was eligible and it was determined that it was CRCD rural staff who are stationed off the main campus, a "rural campus staff member" (this can be further discussed by the sub-committee). It was suggested that whatever changes the sub-committee makes needs to be consistent, clear, or stated that it is required.

7. Rural Staff Training Poster: Susan reported that she has received funds from Anne Sakumoto to get the rural campus training posters printed. Susan is working with Barb to finalize the posters and get them distributed.

8. Update on Cost of Living for Dillingham: Barb reported talking with Vice Chancellor Joseph on this and the Chancellor's Council has not talked about this issue yet. Barb hopes to hear soon, and will contact Vice Chancellor Joseph again, hoping we hear by the end of the school year.

9. Other – Jeff mentioned meeting with Representative Mary Nelson from Bethel while in Juneau. Representative Nelson stressed the need of the University to pay more attention to the rural campuses. Jeff and Mary talked about facilities, HR, and training and development concerns.

Debbie Carter reported that we should be receiving official notification next week, mid-week sometime, that health rates have decreased. Rates will be posted next week, with open enrollment, which is from April 16th through May 16th.

Pam wondered if we might want to consider reassessing training needs for rural staff again, as they might have changed. Barb requested that everyone go back to their constituents and report back to our next meeting what staff training needs can be identified. This will be an agenda item for the next meeting.

10. Round Table – General comments were that it was a good meeting and everyone wished each other a safe holiday. Barb thanked Katrina for volunteering to chair the Margaret "Peggy" Wood Rural Staff Recognition award.

11. Adjournment – With no further business to come before the committee the meeting was adjourned at 2:40 p.m.

UAF Staff Council #179 Attachment #6

UAF Staff Council #179 – Wednesday, 18 April 2007
Rural Affairs committee meeting attachment, 6 April 2007

Note that this letter is in reply to Jim Johnsen's March 12 letter (attachment #7)

DRAFT April 6, 2007 TO: Jim Johnsen, Chair, UA Business Council
FR: Barbara A. Oleson, Chair, Rural Affairs Committee, UAF Staff Council

RE: Employee Education Benefits

Thank you for your letter dated March 12, 2007. The Rural Affairs Committee looks forward to the implementation of a training plan for UAF's extended sites. We agree that the University needs to provide staff training opportunities to meet its training needs. We go on record to report that rural staff has historically not been provided the same training opportunities of staff on the main campus and ask that this inequity be corrected.

For the fall of 2007 semester, UAF will be offering the Corporation Programs Certified Managers Program (CPM) at the rural campuses through the College of Rural and Community Development's cross regional schedule. Rural staff will need financial assistance to take the Corporate Program courses. It should be pointed out that there is a difference between staff on the main campus and rural staff going to their departments to request assistance to fund training. The budgets of rural campuses are in one pool of funds, that the whole campus is operated from. For example, rural campus staff requesting assistance in paying for training find themselves in competition for those funds against all other general fund programs and offices at their rural sites. The Rural Affairs Committee asks the Business Council to provide funding for rural staff managers and supervisors to take advantage of the CPM training.

The Rural Affairs Committee looks forward to working with the Business Council to strengthen all of UA's training programs. We thank you for any help and assistance your group can give UA staff located in rural Alaska.

UAF Staff Council #179 Attachment #7
UAF Staff Council #179 – Wednesday, 18 April 2007
Jim Johnsen's 12 March 2007 letter to the Rural Affairs committee

UNIVERSITY OF ALASKA
Vice President for Administration

March 12, 2007

TO: Barbara A. Oleson
Rural Affairs Committee Chair, UAF Staff Council

FROM: Jim Johnsen 

SUBJECT: Employee Education Benefits

Thank you for your letter dated February 5, 2007. You asked whether the University's Business Council could review the possibility of expanding utilization of employee education benefits so that the cost of CEU course offerings would be covered. Specifically, you asked for employees to be permitted to use tuition waivers for the cost of Certified Public Managers (CPM) courses. This would require a change to University Regulation 04.06.010, which permits tuition to be waived for graduate and undergraduate courses **offered for credit**, up to a maximum of 12 credits per academic year.

This issue was discussed and considered recently by the Human Resources Council (HRC) and Business Council (BC). While there is support for the CPM program and strong support for improving training opportunities for UA staff in rural locations, the HRC and BC do not support a modification of the regulation at this time. I hope the following explains the reasons and, at the same time, encourages us to work harder at strengthening UA's training programs.

The Human Resources Council discussed the use of the tuition waiver benefit for non-credit courses, including CPM sessions. There were questions and concerns whether the curriculum and delivery of CPM classes were sufficiently consistent, as the content was viewed to depend to a significant extent on the trainer. The HRC decided that a follow-up discussion should occur when Bruce Rowe of UA Corporate Programs could be available to address the issues. According to Bruce, the CPM curriculum is being reviewed and modified for consistency, appropriateness and applicability to multiple management levels. HRC members were not in favor of expanding the use of tuition waivers to provide supervisory training to employees, taking the view such training ought to be provided and paid for by the University.

The Business Council sees CPM course offerings as appropriate topics to provide to University employees and supervisors, but questions whether it would be best to provide such training directly to employees through University-paid sessions or through recommending a modification to University Regulation that would permit non-credit CPM courses to qualify for employee tuition waivers.

The Business Council was in favor of the first path for a number of reasons:

1. If the University mandated attendance at these sessions for employees or supervisors and then expected employees to use their educational benefits, it would likely not be well received by employees. Employees might well expect the employing department to directly pay

UAF Staff Council #179 Attachment #8
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Staff Appreciation Day Ad Hoc Committee Report

Lynette Washington reported to the Administrative Committee, Tuesday, 10 April, that Forrest Karr approved donating athletic event season tickets to men's and women's basketball, volley ball, and BP Top of the World. The hockey tickets will no longer be donated. Staff and others will have a chance to win the athletic event tickets and the Alaska airline tickets during a drawing that will take place at the staff appreciation day/ice cream social event scheduled Thursday, 17 May, 12-2 p.m., in the Wood Center multilevel lounge area. You must be present to win.

Lynette Washington reported that during the last week of April she plans to work with Naomi Horne to get an announcement out encouraging staff, faculty, and others to continue donating to the UA Foundation endowed Carolyn Sampson Memorial Scholarship Fund.

There has been no decision about how the rural sites may participate in the drawing for the airline tickets. Participants must be present to win, so it does not seem plausible. Jeff Stepp intends to discuss this issue with rural representatives.

The next staff appreciation day meeting is scheduled Tuesday, 8 May, 12-1: 30 p.m., in the Chancellor's Conference Room (CCR) during the Staff Council Administrative committee meeting.

UAF Staff Council #179 Attachment #9
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TO: Deans, directors and department heads

FR: Martin Klein, Transportation and Parking Services

RE: Parking kiosks and changes to parking services

Transportation and Parking Services has installed self-serve parking kiosks to allow visitors to conveniently purchase temporary parking permits, similar to a UAF decal, as they drive on to campus. The kiosks will be operational by April 2. After that date, visitors to campus will need to purchase permits to park in campus parking lots during regular business hours, including in the Nenana and Taku parking lots as well as at University Park. Permits are available for 50 cents an hour, \$3 a day or multiple days up to one week. Campus visitors can still park for free on weekends and after 5 p.m. weekdays. Permits are not required to park in metered parking, but meters must be paid when parking in those lots.

In addition to providing access to head bolt plug-ins and more parking lots, the temporary permits are expected to make it easier for students, staff, visitors and vendors to pay for parking as they need it.

University departments and conference attendees may also find the self-serve system more convenient, but day passes will still be available from Parking Services in advance upon request.

For questions regarding groups or special parking and transportation needs, please contact us directly.

For instance, users of the Student Recreation Center who are not affiliated with UAF should purchase a parking permit for the life of their contract. The permits are now available at the SRC.

Campus parking fees help pay for the following:

- head bolt plug-ins and electricity for cold-weather parking
- snow removal
- parking lot maintenance and repairs
- parking meter installation and repair
- directional signage
- shuttle bus service
- capital improvements
- personnel to provide maintenance and parking services
- security escort service, emergency jump-start and vehicle unlock services

The news release is located at <http://www.uaf.edu/news/headlines/20070326102859.html> will be going out to local media today. For more information call 474-PARK.

UAF Staff Council #179 Attachment #10
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Award Nomination Cover Page for the
Chancellor's Diversity Award

Nominations are due by 5 pm on Monday April 30, 2007

Nominee: _____ Department: _____
Nominee Physical Location (building & room # or address): _____
Telephone Number: _____ E-mail: _____
Nominator's Name (printed): _____
Telephone Number: _____ Fax Number: _____
E-mail: _____

The Chancellor's Diversity Award is established to recognize individuals (faculty, staff, or students) for their significant contributions to programs that promote diversity, for actions that demonstrate respect and value for different backgrounds and points of view, equitable treatment, and for expanding the educational and employment opportunities for students, staff, and faculty at UAF.

In a separate one-page written statement, please describe the reasons for nominating this person or persons. Nominators are encouraged to supply additional written support (one page) from others who may know about the nominee's contributions to diversity. Please provide specific examples that may include, but are not limited to:

1. The nominee's long-term commitment to the value of diversity, as demonstrated by documented exceptional accomplishments.

2. Creation, development, promotion, organization, and/or significant participation in events or programs that focus on diversity.
3. Exceptional teaching that promotes diversity, such as innovative curricular programs or opportunities.
4. Outstanding scholarship or creative activity that advances diversity.

Please submit electronic nominations by 5 pm on Monday April 30, 2007, to the Office of Equal Opportunity at fyeeo@uaf.edu.

The Chancellor's Campus Diversity Action Committee will review the nominations and forward a recommendation to Chancellor Jones by May 7, 2007.

UAF Staff Council #179 Attachment #11
UAF Staff Council #179 – Wednesday, 18 April 2007

Chancellor's Planning & Budget Committee (PBC) Report from the March 5, 2007 meeting:

Of the \$9M previously ranked for funding some are being funded. There is \$800K in continuation funds and \$300K in Performance Based Budget (PBB) funds. The Provost is trying to determine where we may stand with available funds for this upcoming year. The PBC decided to pursue another call for proposals from the units limiting it to 1 or 2 requests per unit. We would rate the existing funding requests that are listed for '08. It is not clear at this time when a solicitation will go out to the Deans and Directors.

Kim W. Cox, Staff Council Representative to
Chancellor's Planning & Budget Committee
(907) 474-1586 (907) 474-5662 (fax) kim.cox@iarc.uaf.edu

For More information contact the UAF Staff Council Governance Office
www.uaf.edu/uafgov/staffcouncil.html
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