

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

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 face-to-face meeting #180 is scheduled, Friday, 18 May 2007, 8:45-11 a.m.

1. CALL TO ORDER AND ROLL CALL

Liam Forbes called the meeting to order at 8:50 a.m.

PRESENT

Dee Daniels
Liam Forbes
Martin Klein
Glyn Komkai
Gary Newman (by audio-conference)
*Barbara Oleson
Katrina Paul
Holly Royce
Alice Palen
Greg Simpson for Mary Pat Boger
Carol Shafford
Shaun Sowell
Juella Sparks
Kayt Sunwood
Leah Swasey
*Pam Twitchell

ABSENT

Jackie Alleyne-McCants
Sonja Bickford
Mary Pat Boger
Deborah Carlson
Nicole Conley
Joanna Cruzan
Steve Estes
Diane Leavy
Paula Long
*Nici Murawsky
Gary Newman
Dorothy Parkerson
Maria Russell
John Rutherford
Julie Smith
Jeff Stepp

GUESTS

Ro Bailey, VCAS
John Duhamel

OTHER

Lynette Washington

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

2. OFFICER REPORTS

A. Liam Forbes for Jeff Stepp, President Staff Council

- Reported by Liam Forbes for Jeff Stepp, President, UAF Staff Council
- April 18, 2007 - Staff Council President's Report
- Liam Forbes in Jeff's behalf welcomed Kayt Sunwood as the short-term President-Elect to the Council.
- We are excited about a proposal that will offer Educational Leave for staff members. The new regs for the program are being vetted through the system. There are several different proposals being discussed.
- Human Resources Redesign – John Duhamel and Ro Bailey of the VCAS office are on our agenda today to offer a status report on the HR redesign and to continue the discussion on a staff manual.
- Rural Affairs continues to advocate for increased opportunities for training and development. Jim Johnsen – HR and Business Council – declined the formal request for the staff tuition waiver to be applicable for CPM courses; however, he proposed other possibilities. We'll continue to pursue these opportunities, too.
- Staff Council participated in the Saturday of Service on March 31. We prepared 468 individually packed boxes for clients of the Food Bank.
- Jeff went to Juneau last week to meet with legislators. Message: Please fund fixed costs. Currently, we're \$3.6M short with no funding for priority programs including allied health and engineering. With the shortfall, we'll all face cuts next year. Public testimony tomorrow at 5 p.m.
- LIFE Program – extended hours are being discussed. Paula Long, Chair, Ad Hoc Health & Wellness will provide more details later in our agenda.
- Jeff was selected to participate and represent staff on the Chancellor's Budget and Planning Committee.
- Shawn Sowell has agreed, enthusiastically, to chair the Advocacy Committee. Thank You!!!
- The Chancellor advised Kayt Sunwood and Jeff to tell Provost Reichardt that the Staff Council online election process has been "another automation failure." The Provost is currently evaluating automation procedures and he needs our input.
- Kayt Sunwood and Jeff informed the Chancellor that most Staff Council representatives are participating in the Heart Walk with their respective units and departments; therefore, we are dissolving the UAF Staff Council Heart Walk team. The Chancellor emphasized that the main goal is that we all participate!

Liam Forbes informed Council members that the Governance Office purchased a new sound system that we are using for the first time today. Liam Forbes commented that it seems that the new system is already providing better communication for the rural participants. Kayt Sunwood thanked members for electing her to the President-Elect position

3. PUBLIC COMMENT

No public comment.

4. 9:05-9:25 GUESTS

- A. Ro Bailey, Vice Chancellor of Administration and John Duhamel: Human Resource (HR) Redesign progress and the staff manual issue.

Ro Bailey thanked the Council for inviting her to the meeting. She stated her commiseration for the recent Virginia Tech campus victims and their families. She stated that there is nothing that you can do to have both complete openness and perfect security, so we are all struggling to find the right balance. Ro Bailey expressed that we all should participate in the security of our campus, so if we observe something occurring that is worrisome UAF Security should be informed. Ro Bailey stated that because we are so open we get a lot of people on this campus that have nothing to do with the University of Alaska. We pay very close attention with the idea that keeping up with the minor stuff we are going to make it hard for big stuff to start happening. Ro Bailey stated that campus security is taken very seriously. Again, our hearts go out to the families, staff, faculty, and students at Virginia Tech with what I know they are going through right now.

Ro Bailey stated that the primary topic of the day is the Human Resource design process and introduced John Duhamel stating that he was present to give in-depth details about the progress of the redesign efforts. John Duhamel thanked the Council for inviting

him and informed that he was hired to implement the first phase of the HR redesign that was recommended by the Segal-Sibson Human Resource firm hired by the University. He called Council member’s attention to Martin Klein and Juella Sparks both Staff Council representatives and thanked them for their input /participation in the redesign process. John Duhamel shared the information below.

Redesign Change Brief May 1, 2007: Submitted by John Duhamel (Note, this is an updated version from the one received on April 18). This is the first in a series of “HR Redesign Change Briefs,” which will be sponsored by the UA HR Redesign Steering Committee over the next several months. The purpose of each brief is to provide stakeholders with an ongoing report of the progress of the UA HR redesign and organization change effort.

Key Milestones Achieved

- The UA HR Redesign team has achieved several important milestones over the past two months:
- We’ve identified our HR process design priorities and process design teams
 - We’ve mapped our priority process “current states”
 - We are working with HR staff and key HR contributors embedded in our units to conduct a study of their current workload
 - We are close to finalizing the mission and charter of the new UA HR function

HR Redesign Methodology

Given the complexity of the HR redesign, we’ve mapped the redesign’s key milestones into four phases:

1. Discovery	Understanding the “as-is” state of HR service delivery to customers in Fairbanks
2. Redesign	Rethinking our HR organization structure and improving our business processes to meet and exceed customer requirements and expectations
3. Implementation	Putting in place a new HR organization structure and processes; communicating with and training HR staff and customers
4. Measurement	Gauging redesign effectiveness against key performance metrics; adjusting course as necessary; provide follow on improvements

Our work toward completing the Discovery phase is near completion. We’ve leveraged several data inputs to build our understanding of the current state: interviews with leadership, customers and HR staff; completion of an HR process inventory and review; prioritizing processes for redesign; establishing process design teams; mapping of priority processes; and openly discussing customer needs and problems in the current state. Our final Discovery phase input is an HR Workload Study, which we will conduct in May (see page 2 for details).

UA HR Process Design Priorities and Design Teams

We’ve worked with HR staff and the HR Redesign Senior Advisory Group to identify several priority processes redesign:

<ul style="list-style-type: none">➤ Recruitment – faculty (including adjuncts and post-docs), staff, students, foreign nationals and executives➤ “On-boarding” (i.e., bringing faculty and staff into the University after they accept a job offer)	<ul style="list-style-type: none">➤ Job classification and reclassification➤ Exceptional compensation➤ Performance appraisals and performance management➤ Termination and non-retention➤ Benefits orientation
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Development of training programs for HR staff and supporters and supervisors is also a key HR redesign priority.

We’ve established process design teams to study the current state of each HR process and develop design improvements for future delivery to customers. The design teams are made up of key customers, Fairbanks-based HR staff, and line staff embedded in our units who support and execute HR business processes.

Current State Process Mapping

A key deliverable in the Discovery phase of our HR redesign work is complete: mapping the “as-is” state of our priority processes. To accomplish this milestone, we conducted a series of intensive one-day sessions through which we inventoried and mapped the current state of each priority process. We also brainstormed ideas for improving, standardizing, and streamlining our priority processes and defined initial requirements for doing so.

In completing our current state process mapping, we confirmed a reality expressed previously by many HR customers: **Significant differences and inconsistencies exist in the practices and processes employed across Fairbanks-based HR functions—simplicity and standardization will be key to a successful redesign.**

HR Workload Study

To continue to round out our understanding of the current state, we will conduct a workload study with Human Resources staff and line support staff embedded in the University's units (e.g., PPAs). This is our final Discovery phase deliverable. The study will help us to:

- Identify the main Human Resources functions currently performed by staff
- Identify the possible overlaps and gaps in the work each function performs
- Ensure we have the resources needed to deliver HR service in the improved, future state

Fairbanks-based HR staff, PPAs, and other staff supporting HR business processes will be invited to complete the workload study. All input is confidential and will be reported in aggregate only. Segal/Sibson will conduct the study in May.

UA HR Mission and Charter

With input from HR staff in Fairbanks and the HR Redesign Senior Advisory Group, we are close to a consensus on our UA HR mission statement and charter. Our charter represents what our organization will stand for and stand on as we deliver HR services to our customers in the improved, future state.

A copy of the UA HR mission and charter is available through the HR redesign web site (www.alaska.edu/hr/redesign).

What's Next

Upon completion of the Discovery phase of our HR redesign, we will move into our Redesign phase. Key next steps include:

- Development and review of conceptual future state processes
- Development and review of a conceptual HR organization model, including its organization structure and a description of roles and responsibilities for HR staff

We anticipate this work occurring through the summer.

Submit Your Questions and Feedback

Your questions and feedback are a critical input to our HR redesign work. You can submit your thoughts through the HR redesign web site (www.alaska.edu/hr/redesign). Answers to frequently asked questions submitted through the site and collected during faculty and staff council meetings are published every two weeks.

Here are answers to a few of the frequently asked questions received to date.

Is the purpose of the HR redesign to improve processes, with the end result of downsizing positions? We are working toward building one HR organization – **UA HR** – that supports our customers in Fairbanks and our rural areas. **We anticipate no reductions in staff as a result of our design work.** Indeed, we believe our HR design work will result in growth and development opportunities for many of our HR team members. We are committed to providing all affected staff with the training needed to thrive within the new organization structure.

How will individual HR staff and customers be involved in creating our organization's future state? Building consensus on the optimal HR organization structure and its processes is key to the success of our redesign effort. Our customers' requirements and expectations will drive our process redesign work, and we have identified customers across UAF, Statewide, and Research and Rural units to serve as members of our process design teams. HR staff members located throughout Fairbanks are also members of our design teams. We will leverage these teams throughout our process design work – to assist with and test redesigned processes, develop and test training programs, and communicate with all UA HR customers as we implement the redesigned organization and its processes.

Who is on the various HR redesign committees and process teams? We've established several teams to execute our HR redesign work, including a Steering Committee, Communications Committee, Senior Advisory Group, and process design teams. A complete listing of the committees and their members is available through the HR redesign web site www.alaska.edu/hr/redesign.

Pam Twitchell requested John Duhamel's e-mail address. He gave the following address: john.duhamel@alaska.edu. Mr. Duhamel informed Council members that he may be contacted through the main HR website as well at the following link: <http://www.alaska.edu/hr/redesign/>

John Duhamel informed Council members Jeff Stepp was asked recently invited to become a member of the Senior Advisory group, but has not formally accepted. He stated that the steering committee is designed to give strategic direction, the customer's perspective, and to oversee some of the decisions that are being considered. John Duhamel stated that a communications committee has been created as well. He stated that key communicators in the university were appointed to this committee; this group is going

to allow the program to have access to many of the media resources e available for the university. The group is working on a draft plan to outline the best plan for communicating to the entire university. Our main goal is to make sure that you are satisfied and all our other customers are satisfied with our processes and the HR Program in general.

Martin Klein informed Council members that HR redesign transition teams are trying to make things better and that HR is listening to the recommendations. John Duhamel stated that the updated website is really good. John Duhamel stated that one of the problems is the job family procedure that has been demoralizing. He stated that we want to redesign this process and make it better; nothing is sacred everything is open to redesign. John Duhamel stated that the handbook issue was brought up during the orientation process mapping meeting; we are trying to come up with a way that we can provide that tool. He concluded that the redesign process has already improved procedures and training is taking place, and people have renewed motivation.

Ro Bailey stated that as things progress with the HR redesign they will come back to give us updates. Liam Forbes thanked Ro Bailey and John Duhamel for attending the meeting.

B. Liam Forbes asked Kayt Sunwood to read a report sent to the Council from Chancellor Jones.

Kayt Sunwood read the report as submitted by Stephen B. Jones, UAF Chancellor:

Yes, the news from Juneau dampens enthusiasm, and provokes the question, "What are they thinking?" However, let's not give in to depression. Instead, I urge you to both act and contemplate. First, the action: please be relentless in your personal contact with elected officials. Let them know that higher education is critical to Alaska's future, and that you will hold them accountable for their actions with respect to the UA budget. Urge them to support the Regents' request, both operating and capital.

Now, what do I want you to contemplate? Please give some hard thought to the remarkable opportunities before our University. We're well-positioned for incredible progress. Consider the following, which is just a sampling of what is right with us: We are recognized internationally as America's Arctic University. With that identity, we are in the cat-bird's seat with respect to securing grants and contracts to address circumpolar issues. And, what a great time to be so well positioned – here at the start of the 2007-09 Fourth International Polar Year! We just received a \$5 million grant from the Rasmuson Foundation to enhance our already world-class SFOS. Our general gifts and donations are running 48 percent of last year this time! Preliminary enrollment numbers for the fall semester are promising. Our Vision Task Force is pumped, ready to help us accelerate into the future. We have great faculty and staff. Our rifle team successfully defended the National NCAA championship! The full list goes on and on.

Please join me in my excitement for our future. Also team with me to keep the pressure on our legislative and executive leaders in Juneau. Reach out to them now, and keep the pressure up through-out the year. We elected them to assure a brighter future for Alaska – we simply can not achieve economic and social responsibility without a strong university.

5. 9:25-9:35 GOVERNANCE REPORTS

A. Jon Genetti, President-Elect, Faculty Senate for Shirish Patil, President, Faculty Senate

Jon Genetti informed Council members that the Senate took action to pass a resolution in recognition of the UAF Rifle team winning and hosting the NCAA championship. He stated that the Senate also passed a resolution about administrative level evaluations. Jon Genetti stated that there was a problem with retention of course records, but now there is a policy requiring that records be retained for five years in case there is a grade appeal. He stated that records on Blackboard should be retained for a one and a half year period. Jon Genetti announced that Marsha Sousa is the new President-Elect of the Faculty Senate. Jon Genetti called attention to ongoing efforts to amend the nine-month parking decal policy, informing Council members that there are a variety of ways that the issue can be worked out. Martin Klein indicated that the issue is being researched to work out a solution. Jon Genetti informed the Council that the last Senate meeting this academic year is on Monday, May 7. Jon Genetti will be seated as the Faculty Senate President at that meeting.

B. Sven Gilkey, President, ASUAF.

No report available.

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

Liam Forbes stated that the motion was passed at our last Council meeting, but that it wasn't presented in the correct format. After a brief discussion, Liam Forbes called for the vote to accept the change in format. The motion passed unanimously.

The UAF Staff Council approved the following at its Meeting #179, April 18, 2007.

MOTION: (Passed Unanimously)
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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.

B. Discuss technique/process to pursue staff, faculty, and students to serve on the (JCOS).

Liam Forbes and Lynette Washington informed the Council that Jeff Stepp intends to send out an announcement to solicit volunteers to serve on the committee sometime in August 2007. Pam Twitchell and Alice Palen volunteered to serve on the committee.

C. Chancellors Staff and Supervisory Awards and the Outstanding Staff Council Achievement.

The report was attached to the agenda.

7. BREAK

Liam Forbes called for a ten minute break.

INFORMATION

8. NEW BUSINESS

A. Announce Shawn Sowell, unit 7 representative as the new UAF Staff Council Advocacy Committee Chair.

The announcement was made under the President's report.

B. Announce Juella Sparks, unit 2 representative as the staff representative to the Bunnell House Early Childhood Lab School review team.

The announcement was made under the President's report. Juella informed Council members that the committee has not met yet, but is scheduled to meet in mid-May.

D. UA Benefits Open Enrollment Process: Monday, 16 April through Tuesday, 15 May 2007.

Liam Forbes reminded Council members of the UA Benefits enrollment period.

E. Staff Council group photo

Lynette Washington informed Council members that the 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 Affairs' March 27 meeting minutes may be accessed at the following link: <http://www.uaf.edu/uafgov/staff/staffcom/affairs/minutes/20070327.html> .

Liam Forbes informed Council members that the report is available on the Staff Council website link provided above

B. Rural Affairs, Barbara Oleson

The report attached was attached to the agenda.

Barbara Oleson and Katrina Nelson encouraged Council members to nominate someone for the Margaret "Peggy" Wood award. Dr. Wood spent 17 years in Dillingham as director of the Bristol Bay Campus. She served an additional two years in Nome as the interim director of the [Northwest Campus](#).

C. Advocacy – TBA.

No report available.

D. Elections, Membership, and Rules, Leah Swasey.

Leah Swasey informed Council members that the committee did not meet in April. Leah reminded Council members that the memo to announce the long-term president-elect position will be published to all staff about three weeks before the Council meeting scheduled to take place on Friday, 18 May.

E. Ad Hoc Health and Wellness, Paula Long

Liam Forbes gave the Council a brief update on the committee's efforts to establish a punch card system for L.I.F.E. Program members.

F. Ad Hoc Staff Appreciation Day, Lynette Washington

The report was attached to the agenda.

G. Ad Hoc Staff Make Students Count, Carol Shafford.

Carol Shafford reported that the committee sent two names forward to UA President Mark Hamilton. Carol Shafford suggested creating a better set of criteria to use for the award. Lynette Washington responded that the guidelines available were created last year. Carol stated that she, Holly Royce, and Juella Sparks would like to develop and improve the criteria.

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. EXTERNAL COMMITTEE REPORTS

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

Kayt Sunwood encouraged Council members to nominate someone for the award. The form was attached to the agenda.

B. Governance Coordinating Committee – Liam Forbes

No report available.

C. Master Planning Committee – Gary Newman

No report available.

D. Master Planning Subcommittee on Circulation and Parking

The report was attached to the agenda.

E. Chancellor's Planning and Budget Committee

The report was attached to the agenda.

11. STAFF COUNCIL ROUND TABLE

12. ADJOURN

The meeting was adjourned at 11:00 a.m.

For More information contact the UAF Staff Council Governance Office
www.uaf.edu/uafgov/staffcouncil.html
474-7056 Room 312 Signers Hall, PO Box 977500

A tape of this Staff Council meeting is available in the Governance Office, Room 312 Signers' Hall.