

AGENDA
UAF STAFF COUNCIL MEETING #181
Wednesday, 6 June 2007
8:45 – 11:00 a.m.
Wood Center Conference Rooms C-D

Our next Staff Council meeting #182 is scheduled, Wednesday, 19 September 2007, 8:45-11 a.m.

1. 8:45-8:55 CALL TO ORDER AND ROLL CALL
 - A. Adopt Staff Council #181 Agenda, Wednesday, 6 June 2007.
 - B. Approve Staff Council Minutes #180, Friday, 18 May 2007.

2. 8:55-9:05 OFFICER REPORTS
 - A. Kayt Sunwood, President, Staff Council.
 - B. Juella Sparks, President-Elect, Staff Council.

3. 9:05-9:10 PUBLIC COMMENT

GUESTS

4. No guests scheduled.
5. 9:20-9:25 GOVERNANCE REPORTS

- A. Jon Genetti, President, Faculty Senate.
 - B. Jake Hamburg, President, ASUAF.

ACTION

6. 9:25-9:40 UNFINISHED BUSINESS
 - A. Administrative Committee Summer Meeting Motion, Attachment # 1.
 - . **Select Proposed Meeting Dates:** Tuesday, 7/17 or Thursday, 7/19 and Tuesday, 8/7 or Thursday 8/9.

INFORMATION

7. 9:40-9:45 NEW BUSINESS
 - A. Committee Chairs project/block schedule fall through spring meeting dates and forward to Lynette Washington at fystaff@uaf.edu by Friday, 1 June 2007.
 - B. Staff Council calendar information, E-mail attachments.
 - C. Updated Staff Council Membership, Unit, and Committee lists, E-Mail attachments.
8. 9:45-9:55 BREAK

9. 9:55 – 10:30 COMMITTEE REPORTS

COMMITTEE CHAIR Year-End Reports (attached to E-mail)

- A. Staff Affairs, Liam Forbes, Attachment # 2, May meeting report.
- B. Rural Affairs, Barbara Oleson, Rural Affairs, Attachment #3, May meeting report.
- C. Elections, Membership, and Rules, Leah Swasey.
- D. Ad Hoc Health and Wellness Committee, Paula Long.
- E. Advocacy Committee, Shaun Sowell.
- F. Ad Hoc Staff Appreciation Day Committee, Lynette Washington.

Committee Chairs: If available please forward your reports to fystaff@uaf.edu and post reports on the Governance web site - <http://www.uaf.edu/uafgov/staffcouncil.html>

10. 10:30 -10:45 EXTERNAL COMMITTEE REPORTS (if available).

- A. Master Planning Committee (MPC) – Gary Newman.
- B. Subcommittee on Parking and Circulation Committee Report – Katrina Paul.
- C. Governance Coordinating Committee (GCC) – TBA.
- D. Chancellor's Campus Diversity Action Committee (CCDAC), Kayt Sunwood
- E. Kim Cox – Chancellor's Budget Committee, Kim Cox.

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> .

11. 10:45 – 10:50 ROUND TABLE DISCUSSION

12. ADJOURN

UAF Staff Council #181 Attachment #1
UAF Staff Council #181 – Wednesday, 6 June 2007

Proposed Administrative Committee Summer Meeting MOTION:

The UAF Staff Council moves to authorize the Administrative Committee to act on behalf of the Council on all matters within its purview, which may arise until the Council resumes deliberations in the fall of 2007. Representatives and Alternates will be kept informed of Administrative Committee meetings and will be encouraged to attend and participate in these meetings. The Administrative Committee reserves the right to convene emergency meetings of the entire UAF Staff Council during this period for action on issues it considers are more appropriately resolved by the entire body.

EFFECTIVE: Immediately upon Staff Council approval.

RATIONALE: The business of shared governance at UAF is not limited to an academic calendar, but rather is a year-round activity. The need to represent staff and be responsive to requests for staff input are

as important during the summer months as they are during the academic year. In addition, a majority of the UAF Staff Council committees plan to conduct business from June to September 2007 and thus there is a need to support those activities and relay information to UAF staff at large.

UAF Staff Council #181 Attachment #2

UAF Staff Council #181 – Wednesday, 6 June 2007

Staff Affairs Committee May 29 Meeting Report:

Members: Jackie A., Paula L., Nici M., Carol S., Kayt S., Barbara O., Juella S., Julie C., Steve T., Shaun S., Martin K., Glyn K. Attendees: Liam, Juella, Martin, Kate, Barb, Glyn, Julie, Carol Excused: Shaun, Nici. Absent: Jackie, Paula, Steve

A. update on training from Barb

- SW created an online and printed poster of what's available online for UA training. banner access, access to vehicle test, ...
- Launched idea to provide teleconference on benefits to rural staff; discussion with Staff Affairs and Mike Humphrey created a second telecon in the morning.
- Launched idea to provide teleconference on HR website for all staff.
- Sent thank you memo to Beth Behner, Anne Sakamoto, Susan Miller for working with Rural Affairs this year. Tried to include everyone who assisted with the work on training and tuition waivers.

B. response to benefits telecon(s) 5/8

- Multiple rural campuses signed in with multiple staff at each.
- There were enough questions to keep Mike busy the whole time.
- Barb suggests that holding these teleconferences just before open enrollment rather than during the second half. Having one in the morning and one in the afternoon works for people's schedules works really well.
- Liam followed up with Mike a week after the teleconferences and discussed how they went from his point of view. He thought it went well.
- What about having an online "video" that provides the basic information provided at orientation as the formal training component?
- Liam will follow up with a thank you to Mike.

C. response to HR web site telecon 5/21

- Susan said that the UAF HR website is not intended to suffice as the staff handbook.
- Barb called in and asked lots of questions regarding topics that she felt would be addressed in a handbook. Also made suggestions for website improvements like broken links. We should put together a follow up to make sure corrections are made.
- Kayt will follow up with Susan to provide assistance reviewing the web site and ensure that the corrections get put in place. Juella and Carol will help with web site review.
- The staff handbook issue will continue to be an agenda item in the Fall when Staff Affairs reconvenes.

D. what to put in the annual report

- UAF HR Web Site
- Staff Handbook
- Volunteer Programs - food bank

F. fall meeting schedule

- Last Tuesday of the month is sometimes a conflict with financial managers meeting.
- Liam will solicit the rest of the committee via email. Will include a draft schedule.

G. Martin brought up an issue from a staff member: the criteria for the longevity awards misses those staff that retire before the cut off date (Dec 31). So if a staff person works 30 years but retires on their hire date, they won't receive a 30 year award for example. Working on drafting a query to HR about what kind of changes could be made to avoid this situation for long time employees.

UAF Staff Council #181 Attachment #3

UAF Staff Council #181 – Wednesday, 6 June 2007

Rural Affairs Committee May 4 Meeting Report:

Present: Kayt Sunwood, Katrina Paul, Ashley Munro, Holly Royce, Jeff Stepp, Pam Twitchell, Denise Wartes, Colleen Abrams, Sheena Tanner, Anne Sakumoto, and Bar Oleson

Excused: Debra Carter, Susan Miller, and Byrd Norton

1. Call to Order – The meeting was called to order by Chair Oleson at 1:35 p.m. Barb reported that Anne Sakumoto will be joining us later to give us an update on pilot program for e-learning.
2. Approval of Agenda – A Motion was made by Pam Twitchell to approve the agenda as presented. Motion was seconded by Katrina Paul. Motion carried with no abstentions.
3. Approval of the Minutes of April 6, 2007 – Motion was made by Katrina Paul to accept the minutes as presented. Motion was seconded by Ashley Munro. Motion carried with no abstentions.
4. Letter to UA Business Council – Barb reported sending out letter, but does not anticipate hearing back until later this month or early next month and thanked everyone for their help in making the letter short, but concise.
5. Margaret “Peggy” Wood Staff Recognition Award – Katrina reported that there was only one applicant for the award. She asked that committee members meet directly after this meeting to review the nomination. Members Holly, Pam, Barb, and Katrina will meet after the meeting (Susan Miller has excused absent, so will not be attending). After some discussion it was decided to ask the sub-committee to come up with some ideas that might be implemented to encourage more participation in this award.
6. Update on Rural Staff Poster – Susan Miller, who has another meeting, did report that she is having posters printed and they should be going out to the list that the Rural Affairs Committee provided her in March. Barb thanked Susan for her persistence and Anne Sakumoto for providing the funds to get the posters printed.

7. Benefits Refresher – Barb reminded everyone that this next Wednesday, May 8th, at 10:00 a.m., Mike Humphrey will be doing a Benefits Refresher. Barb asked staff members to post the e-mail up near staff coffee areas, so that staff will have no excuse not to participate.
8. Update on Cost of Living for Dillingham – Katrina reported for Doreen Bunch, who had talked with Bernice. It seems the issue of geographical is a State issue. Barb asked for possible directions that we might go in, to see if State employees in Dillingham are addressing this issue yet, in efforts to partner with them to see if something can be done. If anyone has any ideas please contact Barb.
9. Other – Elections – Each member present was asked if we should do elections now, or in the fall. Consensus was that we do elections for a chair at the first meeting in the fall.
10. Round Table – Colleen reported that she is still working on inputting the rural degree information on Banner. She has the ECE majors in, and the applied business management is at production now, and she should be done by July 1st. She still needs to input the Rural Human Services degree and Community Health programs. If a student has ancient credit information, that information will not be included. Barb thanked Colleen for doing this as it is important information for advisors to have. Katrina asked everyone to take pictures at their graduations and to send her photos for Vice Chancellor Joseph to use. Sheena reminded everyone about the American Heart Walk. Everyone who donates \$25 will have a chance in a drawing to win eight hours of leave. Pete will match any donations staff and faculty make to the Heart Walk (scheduled for May 19th). Northwest Campus is doing a Heart Walk also. Barb thanked Jeff for his service on the committee and welcomed President Elect Kayt Sunwood. Kayt looks forward to working with the Rural Affairs Committee. Anne thanked Barb for assistance she has received.

Other - Update on Pilot Program for e-learning – Anne reported that in the next few weeks a Skills Soft Program will be available online. There will be a multitude of programs from finance, business, management, IT certification, and desktop skills, that staff can receive training on. There is also Book 24/7 that staff can use for topics from supervision, administrative support, to adult learning styles that should be helpful. They are offering desktop skills in PowerPoint, Excel, IT certification options, etc. Anne will need usage and feedback information to find out if this e-learning program will meet staff UAF staff training needs. No contract has been signed yet with the company providing this program. Anne is toying with the idea of training themes for different months to attract staff interest. Anne volunteered to work closely with Kayt and Jeff so that Staff Council is also in the loop. Barb suggested that she might want to be invited to a Staff Council meeting to do a presentation to staff (May or June). Anne will be in contact with Jeff and Kayt when she is in Fairbanks on May 15th.

11. With no further business to be brought before the meeting, the meeting was adjourned. Members of the Margaret “Peggy” Wood Rural Staff Recognition Award were asked to remain and meet.

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