

AGENDA
STAFF COUNCIL MEETING #184
Wednesday, 14 November 2007
8:45 – 11:00 a.m.
Wood Center Carol Brown Ball Room

Audio-Conference Information: 1-800-893-8850

Chair PIN: 8244640 (only the chair or meeting convener uses this number). Participant PIN: 8244236.

Our next Staff Council face-to-face meeting #185 is scheduled, Friday, 14 December 2007, 8:45-11 a.m., Wood Center Carol Brown Ballroom.

1. 8:45-8:55 CALL TO ORDER AND ROLL CALL
 - A. Adopt Staff Council #1834 Agenda, Wednesday, 14 November 2007.
 - B. Approve Staff Council Minutes #183 Friday, 19 October 2007.

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

- B. Juella Sparks, President-Elect, Staff Council

Staff Council Blog URL: <http://staffcouncil4uaf.blogspot.com>

SkillSoft Link: <http://www.alaska.edu/hr/training/e-learning/skillsoft.xml>.

3. 9:05-9:10 PUBLIC COMMENT
4. 9:10-9:30 GUESTS
 - A. Anne Sakumuto, Director, Faculty Training and Development: SkillSoft, Attachment #1 (memo regarding SkillSoft survey).
 - B. Luke Hopkins, North Campus Manager: Campus Trails.

5. 9:30-9:40 GOVERNANCE REPORTS
 - A. Jon Genetti, President, Faculty Senate.
 - B. Jake Hamburg, President, ASUAF.

ACTION

6. 9:40-9:45 UNFINISHED BUSINESS
 - A. Discuss Staff Council proposed 2007-2008 Goals/agenda, e-mail attachment.

INFORMATION

7. 9:45-9:50 NEW BUSINESS

A. None at this time.

8. 9:50-9:10:00 BREAK

9. 10:00-10:20 COMMITTEE REPORTS

- A. Staff Affairs, Liam Forbes, e-mail attachment.
- B. Rural Affairs, Barbara Oleson, Rural Affairs, e-mail attachment.
- C. Elections, Membership, and Rules, Mary Pat Boger, e-mail attachment, list of nominees.
- D. Advocacy Committee, Maria Russell.
- E. Ad Hoc 2008 Staff Calendar, Gary Newman.

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. 10:20-10:30 EXTERNAL COMMITTEE REPORTS (if available).

- A. Master Planning Committee (MPC) – Gary Newman, access the MPC Web site for the purpose of the MPC and the SCP for more details about the purpose of the committee and its subcommittees access URL: <http://www.uaf.edu/mastplan/bylaws.html> .
- B. Subcommittee on Parking and Circulation (SCP) Committee Report – Katrina Paul.
- C. Governance Coordinating Committee (GCC) – Juella Sparks.
- D. Chancellor’s Campus Diversity Action Committee (CCDAC) – Juella Sparks.
- E. TAB Committee Report – Gary Newman, for more details about the TAB committee access URL: <http://www.alaska.edu/uaf/tab/index.xml> .
- F. Provost Budget and Planning Committee - Gary Newman.

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. 10:30-11:00 ROUND TABLE DISCUSSION

12. ADJOURN

UAF Staff Council #184 Attachment #1

UAF Staff Council #184 – Wednesday, 14 November 2007

Memo from Anne Sakumoto, dated November 7, 2007

Re: SkillSoft Survey

To: University Employees:

As a University of Alaska employee, you have approximately three (3) more weeks to take advantage of numerous free online courses, books, job aids and test preparatory exams offered by SkillSoft Corp. The online training materials are being reviewed during a three-month pilot that

ends November 30, 2007. Your input on the content and delivery method is important in assessing the near-term future of employee e-learning options.

Please complete the following survey, whether or not you've used SkillSoft training material. Your response and input before Friday, November 16, 2007 is critical in gathering opinions on e-learning and this particular option for University employees. The survey should take about 15-20 minutes to complete, depending on the extent of your answers.

[http://www.surveymonkey.com/s.aspx?sm= 2bgmIPgcf6lNjnZv4g6RB1w_3d_3d](http://www.surveymonkey.com/s.aspx?sm=2bgmIPgcf6lNjnZv4g6RB1w_3d_3d)

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

Staff Council Staff Affairs Minutes October 2007

Juella S., Julie C., Steve T., Martin K., Glyn K., Jennifer E.
Attendees: Liam, Kate, Glyn, Julie, Jennifer, Carol, Paula, Jackie
Excused: Steve Absent: Nici, Martin

Asterixed items are action items.

HR Redesign Project status

<http://www.alaska.edu/hr/redesign/index.xml>

- reviewed outstanding topics
 1. opportunities for staff input and involvement
 2. suggestion to develop a staff handbook
 3. staff development opportunities
 - a. provide SkillSoft feedback

http://www.alaska.edu/hr/articles/online_training_article_082307.pdf

<http://www.alaska.edu/hr/training/e-learning/skillsoft.xml>
- no update since Oct 19th SC meeting
- will ask Juella to give us updates as appropriate

HR Classification Project status

<http://www.alaska.edu/hr/classification/index.xml>

- <http://www.alaska.edu/hr/articles/class.pdf>
- * Liam contact Jeanine Senechal for current status & next steps
- have not received a response from Jeanine

Tuition Waiver for Staff Development courses

- Liam reported on results of meeting with Chancellor and Vice Chancellor;
 - also reviewed recent 1-on-1 discussions with Anne Sakamoto
- Chancellor Jones and VC Bailey would like to see more staff development opportunities and are following the Skillsoft demo to see if it is implemented by Statewide
- discussed the upside of Skillsoft - available online and at any time, large catalog of courses
- discussed the downside of Skillsoft - hard to make time at work, the course content is very basic (in the courses that have been reviewed) and there are errors in some courses
- Chancellor Jones asked, if Skillsoft is implemented, what courses or features would still not be available to staff via the tuition waiver or online training
- * Kayt/Juella, Liam, Carol, Glyn, Barb work on a response to the Chancellor by the end of November; compare Skillsoft catalog to TVC and other dept courses that tuition waiver doesn't apply too; compare Skillsoft

features to classroom delivery or other UAF online delivery

Staff Educational Leave Benefit status

- Attachment from Oct 9 Staff Alliance mtg:

<http://gov.alaska.edu/Staff/2007-7-12-EducationalLeave.pdf>

* Liam contact Megan C. for current status and provide support for creating

this benefit

- have not received a response from Megan

* Kayt review upcoming BOR agenda to see if this is in it

Potential upcoming health care changes

- As part of current union negotiations, the University is proposing setting the employer/employee contributions ratio at 80/20.

Currently it's more like 92/8. This would mean an increase in the money taken from staff paychecks for health care. Historically the terms of contracts negotiated with represented staff are applied to unrepresented staff and vice versa so this is a topic that we need to monitor.

- Martin is part of the management team working on a new Local 6070 contract; he will keep Staff Council apprised of developments as much as he can without breaking any rules.

- Kayt and Barb are part of a new Statewide advisory committee on health care; they are having multiple meetings and lots of information is being presented to them; next meeting is on Monday

- Some, or a lot, of the increased costs may be coming from expansion of the Wellness Program into areas that could be good, but it's not clear

that anybody is or wants to make use of the expanded features

* Kayt send out information for comment from committee

Vision Task Force status

<http://www.uaf.edu/vision2017/>

http://www.uaf.edu/vision2017/VTF_Findings_tableofcontents.html

- Liam attending a luncheon and presentation by the task force work groups

on Nov 1, will write up a report

Elect a new chair in Nov 07

- Need somebody to replace Liam after current term ends

Juli noted that at a recent department meeting, her Director said that due to the current budget crunch, it is possible that they will have to consider laying off staff. This is a pretty significant step that we've not heard from other Administrators.

Next meeting is Nov 28th, 9am.

Adjourned 10:05am

-liam

Fall 2007 Election List of Nominees (as of 13 November 2007)

Unit 2

Ashley Munro
Katrina Paul
Holly Royce

Unit 4

Jennifer Miller
Jason Stucker

Unit 6

Angela Camos
Julie Carpenter
Jean Miller
Nici Murawski
Gary Newman

Unit 8

Paul Landen

Unit 10

Brad Havel

Unit 12

Jill Dewey-Davidson
Leah Glasscock-Sanders
Carol Shafford
Scott Snedden
Amanda Wall

Unit 14

No nominees

MEMORANDUM

Date: August 14, 2007
To: UAF Executive Officers, Deans and Directors
From: Brad Lobland, HR
Re: Discretionary closures in conjunction with winter breaks

University Regulation 04.06.110.D addresses holiday closures

D. Holiday Closure

Annually, the president will specify days to be observed as holiday closure before and/or after the scheduled Christmas and New Year holidays. Employees may take leave without pay or appropriate paid leave during holiday closure.

Employees are required to take annual leave or leave without pay pursuant to the above regulation, for the periods of closure specified by the University president.

Last year, UAF administrators decided that particular work locations would be closed longer than the University's period of holiday closure. Employees working at those sites were informed that they would be required to take annual leave or leave without pay during the additional days of closure.

Upon review of this issue with Chancellor Jones, please be advised that the following guidance will now be in place. If you are considering whether to extend the holiday closure of one or more buildings or work sites, the chancellor's approval must be obtained in advance. Any employee who is not permitted to work due to the discretionary closure will receive normal compensation for the extended closure.

This guidance is not intended to apply to an employee who is in an off contract status according to the provisions of an appointment letter. The memo is also not intended to address non-discretionary closures that may be due to facilities problems.

cc: Steve Jones, Chancellor
SWHR

Proposed Staff Council 2007-2008 Goals/Agenda

In the UAF 2010 Strategic Plan, the University of Alaska Fairbanks has identified six strategic pathways to guide the university toward its vision:

1. teaching and learning for student success,
2. research and scholarship,
3. enrollment and retention,
4. community engagement and economic development,
5. advancement and philanthropy
6. faculty and staff development.

Since Staff (and Faculty) Development is of vital interest to Staff Council, a number of proposed Staff Council Goals for 2007-2008 have been formulated in line with the Faculty and Staff Development Strategic Pathway of the UAF 2010 Strategic Plan.

Before laying out the Staff Council 2007-2008 Goals/Agenda the Faculty and Staff Development Pathway will be presented along with the specific goals for this pathway.

Strategic Pathway - VI. Faculty and Staff Development

The university is dedicated to recruiting, developing, retaining and recognition of a diverse faculty and staff who will carry out our mission of excellence in teaching, research and service.

Goals

- Increase the representation and retention of women and minorities in staff and faculty positions
- Increase recognition of staff and faculty excellence
- Increase staff development activities
- Increase assistance to new faculty in areas such as establishing research programs and pedagogy
- Improve measures for evaluating faculty and staff performance

2007/08 Staff Council Goals/Agenda **DRAFT** Outline:

Unfinished Business
(Works in progress Fall 07)

Committee/Group/Person(s) taking lead

• Educational Leave	Staff Affairs
• Staff training	Rural Affairs & Staff Affairs
• Tuition waivers	Staff Affairs
• Staff handbook	Staff Affairs
• Internal recruitments	Staff Affairs? Others?
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Issues of Interest & Possible Action
(Fall 07)

Committee/Group/Person(s) taking lead

• (Family Friendly Policies) Childcare	Juella Sparks – Bunnell House Advisory Board & Staff Alliance Sub Committee
• Legislative Lobbying Communication & Political Action	Staff Affairs? & perhaps Advocacy Committee + Kayt Sunwood & Juella Sparks (SA)
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Issues to Watch 2007-2008

Committee/Group/Person(s) taking lead

• HR Redesign	Juella Sparks (Committee Appt) & Staff Affairs
• Mediation program	Staff Affairs? Advocacy?
• Performance based budgeting	Kayt Sunwood & Juella Sparks (SA) Others?
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Issues of Interest & Possible Action
(Spring 08)

• Online elections	
• Bureaucracy busting	
• Master calendar	
• Fair process	

Possible 2007/08 Goals/Agenda items

Unfinished Business

- **Staff training** (2010 – Increase staff development activities)

Training opportunities at UAF - <http://www.uaf.edu/uafhr/training/index.html>
Skillsoft - <http://www.alaska.edu/hr/training/e-learning/skillsoft.xml>. The login requires the UA ID number or the UA user name and the MyUA portal/EDIR password (also known as AuthServ password).

Background:

- Currently the number of 'free' training opportunities at UAF is limited, not widely known about by many staff, not tracked systematically, and not widely encouraged nor rewarded.
- The Skillsoft application (available as PILOT trial from Sept-Nov or Dec 07 – URL above) could change the above problems and concerns.
 - Potential Concerns about SkillSoft
 - In order to solve the above concerns SkillSoft needs to be announced/rolled out well and integrated (from a tracking as well as a promotion basis) with other training opportunities already available.
 - Concerns about Skillsoft are that it is an application that can be done anytime, anywhere which makes it easier to get pushed aside and 'worked on later' as opposed to a class with a set date.
 - The level of technical knowledge needed to use it might also be a negative.
 - Potential idea is training be mandated (especially supervisor training) as well as monitored/required/rewarded. SkillSoft has the capacity to do this "management."

- **Tuition waivers** (2010 – Increase staff development activities)

BOR policy - <http://www.alaska.edu/bor/regulation/4r/r04-06.html>

Background:

- Tuition waivers make more training opportunities available to more staff.
 - Potential concerns
 - Currently available opportunities are inadequate and the SkillSoft application probably won't be utilized as much as the CPM program for example. Having a certification that an employee can take with them makes the training more attractive.

(Unfinished Business – continued)

- **Staff handbook** (2010 – Increase staff retention and development activities)

History - http://uafstaffcouncilprez.blogspot.com/2006/10/uaf-staff-handbook-101_04.html

Background Concerns:

- June 29, 2006 the Chancellor “disapproved” the Staff Council Staff Handbook Motion with the following “considerations”
 1. The HR website is under active reconstruction
 2. SWHR has hired a full-time individual devoted to employee communication *
 3. Currently all employees can simply call upon HR for direct assistance on any HR related issue
 4. HR remains open to involving Staff Council in ongoing review and modification of the website.

* This position (point #2 above) is now ½ time and will no longer be funded after Dec. 2007

- The Chancellor (and others) are unconvinced that producing a PRINTED staff handbook is warranted, investment-wise
- Potential solutions, next steps: If there was a portion of the HR website titled “Staff Handbook Online” for example that summarized the information and resources available to staff and the URL’s, it would essentially be an electronic handbook. Could even be available as a PDF, perhaps, online for printing? We have a number of example university staff handbooks that we could use for examples if we want to propose such.

- **Internal recruitments** (2010 – Increase staff retention, development activities and recognition)

Background:

- This policy has apparently been an informal one and inconsistently followed but would certainly demonstrate the administration’s commitment to developing and rewarding staff.

Issues to watch:

- Mediation program
- HR redesign
- Performance based budgeting
 - Of interest on the Performance Based Budgeting front – A Statewide committee has been working on a definition of Outreach Activities and on a proposal for a performance-based budgeting measure of outreach activities. Feedback has been requested by October 31, 2007 on recommendations this committee has provided.

Issues/actions of interest:

- Political Action Committee
 - Information and a potential model - Faculty Association, soon to become the [Faculty/Staff Association](http://www.alaska.net/~uaafac) <http://www.alaska.net/~uaafac> is a PAC that UAA faculty (and staff) put together to lobby for the university. They meet each Friday during the academic year for breakfast and invite guests, both internal (Regents, Provost) and external (mayoral candidates, legislators). They also handle a letter-writing campaign twice a year, first to the governor, and then to legislators.
- Childcare (Family Friendly Policies)
 - Juella Sparks has information on this issue
- Online elections
- Bureaucracy busting
 - Something to potentially model after, a Bureaucracy Busters program at UAA has now evolved into what is now called the “[Idea Bank](http://www.uaa.alaska.edu/ideabank/index.cfm).” <http://www.uaa.alaska.edu/ideabank/index.cfm> Are we interested in looking into a program like this for UAF?
- Master calendar

- **Fair process** (2010 – Increase staff retention)

Fair Process Information Link: <http://uafstaffcouncilprez.blogspot.com/2007/02/fair-process.html>

Questions:

What is the cause and intent of this item? This item didn't seem to make it to Staff Council for consideration in 06-07. Is there interest in such an item and in Staff Council focus on Fair Process in 07-08?

Additionally:

Perhaps of interest on University Ombudsperson Question:

Staff Council Minutes about ombudsman found at –

<http://www.uaf.edu/uafgov/staff/meetings/fy04meetings/scmin148.pdf>

<http://www.uaf.edu/uafgov/staff/meetings/fy05meetings/scmin161.pdf>

and perhaps <http://www.uaf.edu/uafgov/staff/meetings/fy05meetings/scag159.pdf>