

MINUTES
UAF STAFF COUNCIL MEETING #171
Friday, 19 May 2006 8:45 – 11:15 a.m.
Face-to-face
Wood Center Carol Brown Ballroom

1. CALL TO ORDER AND ROLL CALL

Present

Mary Pat Boger	Julie Carpenter *Nici Murawsky	Maya Salganek
Jenny Barrett	Gary Newman	Carol Shafford
Cheryl Conner	*Barbara Oleson	Julie Smith
Liam Forbes	Alice Palen	Juella Sparks
Faith Henry	Qwynten Richards	Pam Twitchell
Diane Leavy	Sharon Corbett for Dorothy	Lynette Washington
David Miller	Parkerson	

Absent

Joyce Allen-Luopa, excused	Paula Long	Sue Sharpton
Jackie Alleyne McCants	Ashley Munro, excused	Jeff Stepp, excused
David Basham	Katrina Nelson, excused	Leah Swasey
Sonja Bickford, excused	Lael Rogan	
Kathy Glowdowski	Holly Royce, excused	

Guests

Chancellor Jones	Carolyn Chapman	Dana Thomas
Susan Henrichs	Kris Racina	

- A. Approved as amended, Staff Council #171 Agenda, Friday, 19 May 2006.
- B. Postponed until the next meeting, Staff Council Minutes #170.

2. OFFICER REPORTS

- A. Maya Salganek, President Staff Council, President's Report

Maya Salganek informed Council members about the operating and capital budget funding that UAF received from the Legislature (37 million for operating and 12 million for capital). Maya informed Council members that the new PERS/TERS will be implemented in July 2006. Maya informed the Council members that the financially interdependent partner bills did not pass and will not be on the ballot this fall. Maya stated that the Start Walking Program is off to a great success. Maya encouraged Council members to continue giving input to Human Resources about the PeopleAdmin. Is the program truly saving money as intended by the ACAS? Maya suggested that copies of correspondence to Human Resources be sent to Staff Council to keep the Council informed of the input/feedback. Maya shared with the Council President Hamilton's goal for wanting the UA to become a world leader of the International Polar Year (IPY), access <http://www.uaf.edu/ipy/> for more information about IPY. President Hamilton's second goal is to training Alaskans for infrastructure jobs (communications, transportation, roads, etc.). Maya reminded Council members that tuition costs are increasing 7-10 percent during FY07 & and that the ASUAF is opposed to the increases.

B. Jeff Stepp, President-Elect Staff Council
No report available.

3. PUBLIC COMMENT
No public comment.

4. GUEST(s)

A. Stephen B. Jones, UAF Chancellor

Chancellor Jones commented on the funding received from the Legislature. He encouraged Council members to send thank you notes to the Legislators. Chancellor Jones remarked about the International Polar Year post-doc hires. He stated that originally 10 were to be hired, but because of the outstanding qualifications of the applicants 15 were hired. Chancellor Jones informed the Council that Buck Sharpton is the new Vice Chancellor for Research. The Institute of Arctic Biology, ARSC, the Geophysical Institute, and the Office of Electronic Miniaturization all report to the Vice Chancellor of Research. Chancellor Jones informed the Council that Roseanne Bailey is the new Vice Chancellor for Administrative Services and will be on board in late August. Chancellor Jones stated that the search for a new Provost should be announced in July or August. The recruitment to find a new Provost will be national. Chancellor Jones informed the Council that he wants to work with the Governance groups to better receive input about issues and concerns of University employees and create better ways to solve problems.

B. Susan Henrichs, Staff Manual Issue

Item B. moved to Unfinished Business, Item B.

C. Jake Poole and Steve Smith, OIT Security Issue

Jake Poole and Steve Smith updated the Council about the on going investigation.

ACTION

5. UNFINISHED BUSINESS

A. President-Elect procedure Item A. moved to Item A under New Business.

B. Susan Henrichs, Provosts Office Representative, Staff Manual Issue

Susan Henrichs informed the Council that the Provost is committed to developing a staff manual that will satisfy the needs of the community. Susan Henrichs informed Council members about the specific recommendations of the accreditation team and stated that she understood that the concerns of staff are broader than that and that is why the Provost sent her. The Provost wants to address the many concerns that are being brought forward. Susan stated that there will be an initial planning meeting to divide up the tasks of creating the handbook, discuss the focus, and to create the document and web resources. Maya Salganek asked if a member of the Staff Council would be appointed to the committee. Susan agreed that this could be arranged.

Carolyn Chapman, Director, Human Resources, informed the Council that a hard copy of the manual was discontinued due to the constant changes to University regulations. Carolyn stated that the UA General Council recommended not printing a hard copy if the University is not committed to what is written. Carolyn informed the Council that the Office of Human Resources is already making changes to improve the website.

Liam Forbes updated Council members about the staff manual issue and the Human Resources web site. Liam Forbes read the motion to Council members. Maya Salganek called for the vote.

The UAF Staff Council passed the following motion at its Meeting SC #171, Friday, 19 May 2006.

MOTION: (passed unanimous)

=====

The UAF Staff Council moves to adopt the following position on the need for a Staff Handbook.

EFFECTIVE: Immediately upon Chancellor's review and approval.

RATIONALE:

As input to the 2006 Accreditation Progress Report, and as a statement of UAFSC's position regarding the need for a staff handbook, the UAFSC adopts the response below as an official position of the UAFSC body. We disagree with the response in the previous Accreditation Status Report and hope that as part of fulfilling accreditation requirements we can work with the UAF Administration and Human Resources to develop a true staff handbook-like resource.

==== =====

UAF's 2003 Response to "Concern 3" on Staff Handbooks in the Accreditation Commission's Report

The UAF Office of Human Resources refers inquiries for the kind of information that is often included in such a handbook to their web site, at <http://www.uaf.edu/uafhr/>. This site is a comprehensive resource providing information relating to employment opportunities, recruitment and new employee orientation, compensation classification, employee benefits, training and development, dispute resolution, technical skills guide for department personnel/payroll assistant and supervisor resources. The range of information, from news updates and current job opportunities to Board of Regents policies and tuition waiver forms, is comprehensive and seeks to provide an "at-a glance" pull down menu that directs employees to sites and links that answer questions ranging from "when do I get my first paycheck?" to "how do I retire?"

The web site is continually updated and efforts are being made to make it more engaging and user-friendly. By including a link to the statewide system search engine, we provide immediate access to the entire statewide network, expanding the ability to provide current, up-to-the-minute information pertinent to any employee, regardless of employment classification.

All new staff members are informed of this site when they participate in the mandatory benefits orientation after they are hired. They are also provided with pertinent benefits forms and materials as well as a checklist that they must initial after each item has been presented.

UAF Staff Council's Response to the Above Statement(s)

The UAF Staff Council (UAFSC) respectfully disagrees with the above statement. The UAF Human Resources web site does not contain sufficient content, nor is it sufficiently organized, to serve as a staff handbook. There is pertinent information on the website, but it is not comprehensive enough and not as user friendly as it needs to be for staff to follow if it is supposed to suffice as a handbook. For example, missing information includes (but is not limited to):

- a. Employee Code of Conduct
- b. Types of Leaves of Absence and Procedures to Take Leave of Absence
- c. Grievance Procedures
- d. Retirement Procedures

Besides filling in missing information, the UAFSC would like to see better organization applied to the content that would normally be found in a staff handbook. The current website requires digging fairly deeply (more than three or four clicks) to find information. This is a result of linking to multiple resources external to the pages created by the UAF Human Resources (UAF HR) office. Pulling together resources from other University segments is a difficult task, but without a better interface the end result is confusing and information is difficult to find.

Using the search function doesn't improve the situation because it results in either no page hits, or too many. For example, searching on the term "employee code of conduct" without parenthesis results in over 100 hits. It is not possible to determine if half of the hits on the first page have anything to do with employee behavior without pulling open the document which often requires moving into another application. Using parenthesis to strictly define the term results in zero page hits. Also, the UAF web search function is not even available through the UAF HR web pages. A user has to go to the main UAF web page instead.

The University of Alabama has an online staff handbook that the UAFSC believes exemplifies a sufficient electronic resource:
http://hr.ua.edu/empl_rel/staff_handbook/. Features of this example that are not incorporated in the UAF HR website include:

- a. one click access to content
- b. easily searchable by terminology
- c. comprehensive content (for a staff handbook)
- d. a consistent organizational framework

Beyond a standard staff handbook, the UAFSC would like to see further documentation developed and added to the UAF HR website on topics like procurement, travel, training, resource scheduling, and a list of information resources like Cornerstone, the UAF web calendar, HR training scheduling, etcetera. The UAFSC would be interested in assisting with developing these information resources.

Using a web site to distribute a staff handbook makes sense as a cost savings measure. However, an individual or department needs to be able to download and print out the handbook for offline reference, distribution to staff without reliable electronic connectivity, and creating hard copy snapshots. In general, the content of a staff handbook should not change so often that a printed version is not useful. Given the geographical distribution of the UAF community electronic distribution is encouraged, but the current UAF HR web site requires a lot of work for it to substitute as a handbook. The UAFSC is ready to work with the UAF HR department to create a staff handbook that meets the needs of all staff.

6. BREAK

7. NEW BUSINESS

A. President-Elect Procedure and ballot handout

No nominee names were received for the Staff Council President-Elect position. Council members nominated Council members from the floor, but all declined to accept the nomination. The President-Elect-Process was tabled until Staff Council meeting #172, Wednesday, 14 June 2006.

B. Staff Council Motion of support to dissolve the Diversity & Tolerance Committee and the Intercollegiate Athletics Committee from the Governance Coordinating Committee (GCC)

Maya Salganek updated the Council members about the GCC motion to dissolve the two committees. After a brief discussion Maya called for the vote.

The UAF Staff Council passed the following motion at its Meeting SC #171, Friday, 19 May 2006.

MOTION: (passed unanimous)

=====

The UAF Staff Council ratifies the recommendation of the Governance Coordinating Committee to remove the Diversity & Tolerance Committee and the Intercollegiate Athletic Committee (IAC) from the Governance Coordinating Committee (GCC) Procedures and the further recommendation from GCC that the IAC be reclassified as an advisory board reporting to the UAF Director of Athletics and Recreation and the Vice Chancellor for Advancement and Community Engagement (see GCC motion below).

EFFECTIVE: Immediately

RATIONALE:

According to governance policy, changes in the GCC committee structure require a 2/3 vote of each governing body represented by the GCC (Faculty Senate, Staff Council and ASUAF). Having succeeded in establishing the Chancellor's Campus Diversity Action committee (CCDAC) the UAF Governance Coordinating committee concludes that the goals and charges of the Diversity and Tolerance Action Committee are being met under the CCDAC, therefore; the Diversity and Tolerance Action Committee is no longer necessary. The scope of the work conducted by the Intercollegiate Athletic Committee is better served by having a more direct link to the Director of Athletics and the Vice Chancellor for Advancement and Community Engagement. Faculty, staff and student representation on the IAC is sufficient for providing information and input to the three governance organizations.

GCC Motion:

The UAF Governance Coordinating Committee (GCC) passed the following Motion at the GCC #68 meeting, 28 February 2006.

MOTION (passed unanimously)

=====

The UAF Governance Coordinating Committee (GCC) moves to dissolve the Diversity & Tolerance committee under the Governance Coordinating Committee.

Effective: Immediately after the Chancellor's Signature

Rationale: Having succeeded in establishing the Chancellor's Campus Diversity Action committee (CCDAC) the UAF Governance Coordinating committee concludes that the goal's and charge's of the Diversity and Tolerance committee are being met under the CCDAC, therefore; the Diversity and Tolerance committee is no longer necessary.

C. Moved from Governance Reports Item B.: Motions of support for the Women's' Center and the Office of Multi-Cultural Affairs and Diversity.

http://asuaf.org/modules/Student_Government/stugov/leg_disp.cgi?leg_id=748

http://asuaf.org/modules/Student_Government/stugov/leg_disp.cgi?leg_id=747

Maya Salganek shared with Council members the reason that the ASUAF motions of support were brought forward to Staff Council. After a brief discussion Maya called for a motion of support for the ASUAF Women's Center Motion and the ASUAF motion of support for the Office of Multi-Cultural Affairs and Diversity.

The UAF Staff Council passed the following motion at its Meeting SC #171, Friday, 19 May 2006.

MOTION: (passed 13 yes, 3 opposed, and 3 abstentions)

=====

The UAF Staff Council agreed to support the ASUAF motions of support for the Women's Center and the Office of Multi-Cultural Affairs and Diversity

EFFECTIVE: Immediately

RATIONALE:

The UAF Staff Council agrees to support the ASUAF Governance group in its motions of support for the Women's Center and the Office of Multi-Cultural Affairs.

INFORMATION

8. GOVERNANCE REPORTS

A. Shirish Patil, President, Faculty Senate

No report available.

B. ASUAF

Item B. was moved to New Business, Item C. No report was available.

Sven Gilkey is the new ASUAF President.

9. COMMITTEE REPORTS

A. Staff Affairs, Liam Forbes

The Staff Affairs' Minutes may be accessed on the web at the following link:

<http://www.uaf.edu/uafgov/staff/staffcom/affairs/>.

Julie Smith, Carol Shafford and Mary Pat Boger volunteered to serve on the Provost's Staff Manual Committee.

B. Rural Affairs, Barbara Oleson

The report was attached to the agenda.

C. Elections, Membership and Rules, Leah Swasey

Leah Swasey was not present. Derek Bastille stated that the committee report was attached to the agenda.

Gary Newman informed the Council that the online election should be available by fall 2006.

D. UAF Advocacy, Cheryl Conner and Joe Hayes

No new business to report.

E. Staff Appreciation Day & Carolyn Sampson Memorial Raffle, Lynette Washington

The report was attached to the agenda.

F. Ad Hoc Health and Wellness Committee, Paula Long

Paula Long was not present. Maya Salganek informed the Council that she had spoken with Forrest Karr, Director, Athletics and Recreation about increasing the hours before and after work for staff to use the facilities. Pam Twitchell commented that staff need flex time to work out. Maya Salganek stated that the committee is working on a flex time motion.

Committee Reports if available may be viewed at <http://www.uaf.edu/uafgov>

University News Room – Please check for Staff Council Announcements at: <http://www.uaf.edu/news/news.html>

10. EXTERNAL COMMITTEE REPORTS (external committee reports will be attached to the agenda if available).

A. Chancellor's Campus Diversity Action Committee (CCDAC), Qwynten Richards

Qwynten Richards reported that the committee last met on May 2. Qwynten reported that Maya Salganek was elected as Chair and that Abel Bult-Ito was elected as co-chair of the committee.

B. Governance Coordinating Committee – Maya Salganek

No report available.

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

Gary Newman reported that the last meeting was cancelled. He recommended that Martin Klein be invited to the June meeting to discuss parking issues.

D. Accountability and Sustainability – Susan Miller

No report available.

E. Student Rec Center Committee – Alice Palen

No report available.

F. Food For Thought Committee – Lydia Anderson

Maya Salganek read the report submitted by Lydia Anderson.

G. Master Planning Subcommittee on Circulation and Parking – Katrina Nelson

No report available.

H. Chancellor's Budget Committee Report, Kim Cox

No report available.

11. UAF COMMUNITY ANNOUNCEMENTS & EVENTS

Information about various UAF campus community events was highlighted by Maya Salganek.

12. STAFF COUNCIL ROUNDTABLE

13. ADJOURN

The meeting was adjourned at 11:30 a.m.

Tapes of this Staff Council meeting are available in the Governance Office, Room 312 Signers' Hall if anyone wishes to listen to the complete tapes. Submitted by Lynette Washington, Staff Council Secretary