

## **MINUTES**

**UAF Staff Council Meeting # 191  
Wednesday, 17 September 2008  
8:45-11 a.m.  
Wood Center Carol Brown Ballroom**

**Audio Conference information:** 1-800-893-8850, Participant PIN: 8244236; Chair PIN: 8244640 (only the chair or meeting convener uses this pin#).

### **1. CALL TO ORDER AND ROLL CALL**

#### **PRESENT**

Liz Recchia  
Holly Royce  
Katrina Paul  
Arlot Hall  
Donna Resnick  
Kathy Petersen  
Sharon Corbett for Maria Russell  
Jennifer Miller  
Joanna Cruzan  
Steve Estes  
Julie Carpenter  
Nici Murawsky  
Juella Sparks  
Brad Havel  
Leah Glasscock-Sanders  
Carol Shafford  
Dee Daniels

#### **ABSENT**

Jacqueline Alleyne-McCants  
Mary Sue Dates  
Paula Long  
Anne Marie Nacke  
Kathy Bertram  
John Rutherford  
Amanda Wall

#### **EXCUSED ABSENCE**

Jill Dewey Davidson  
Glyn Komkai  
Ashley Munro  
Gary Newman  
Maria Russell  
Barbara Oleson  
Pam Twitchell

#### **OFFICERS PRESENT**

Juella Sparks  
Martin Klein

#### **GUEST**

Brian Rogers, Interim Chancellor, via audio-conference

#### **OTHERS**

Lynette Washington

- A. Adopted Staff Council #191 Agenda as modified, Wednesday, 17 September 2008.
- B. Approved Staff Council Minutes #189 as amended, Friday, 23 May 2008.

## **2. OFFICER REPORTS**

- A. Juella Sparks, President, Staff Council, Summer Report 2008 and 2007-08 Report to the Chancellor, email attachments.

The report was attached to the agenda. Juella Sparks encouraged Council members to ask questions about the report. No questions were asked.

Juella Sparks reported to Council members that Interim Chancellor Roger's transition was useful to the Chancellor and that it was a good team building exercise. Juella Sparks encouraged Council members to air their concerns about the transition teams.

Juella Sparks informed Council members that Chancellor Rogers is supportive of staff Council.

- B. Martin Klein, President-Elect, Staff Council.

Martin Klein reported that he is serving as an alternate member on the Business Council through Staff Alliance.

## **3. GOVERNANCE REPORTS**

- A. Marsha Sousa, President, Faculty Senate.

Not available.

- B. Brandon Meston, President, ASUAF.

Not available.

## **4. GUEST**

- A. Brian Rogers, UAF Interim Chancellor, via audio-conference.

Interim Chancellor Brian Rogers conveyed to Council members that he appreciated staff attendance and participation at the recent convocation. Due to a vendor error the rural site campuses were not able to join the convocation. Chancellor Rogers was apologetic and concerned about the complications that rural site members experienced with connecting to the convocation. He stated that it is a good reminder of the communication challenges in rural areas and human error.

The Chancellor asked if there were any questions about the convocation. Council members had no questions, but commented that it was warmly received.

The Chancellor informed Council members that he looks forward to working with the group.

## **5. PUBLIC COMMENT**

No Public comment.

## **ACTION**

## **6. UNFINISHED BUSINESS**

- A. UAF Staff Council Fall 2009-Spring 2010 proposed/projected meeting schedule and draft motions related to the calendars.

Juella Sparks called for discussion on the proposed Fall 2009-Spring 2010. Council members discussed the 3 calendars and agreed unanimously to approve the all Wednesday meeting calendar. Juella Sparks called for the motion. The UAF Staff Council passed the motion at its Wednesday, 17 September 2008, Staff Council meeting #191. The calendar is attached as an email document.

- B. Update Educational Leave and Release time – Juella Sparks

Juella Sparks informed Council members that the document is still in draft form and that there hasn't been a new draft from the Business Council since mid-summer.

- C. Update on Staff Training Opportunities – Juella Sparks.

Juella Sparks reported to Council members that a 17 course supervisory training program is to be launched in early October. Juella stated that she is part of the committee's working group. Juella stated that the goal of the program is to have new supervisors complete 6 core classes within the first 6-months and that there will be incentives for individuals to complete the training within a 12-month period. Juella Sparks stated that the program description is in the process of being finalized and that the courses will be available on Eluminate-live.

Juella Sparks reported about the new tuition waiver that is available for noncredit courses. Juella Sparks encouraged Council members to let everyone know that Staff Council, especially the Rural Affairs group was a catalyst in working to make these changes. Juella Sparks informed the Council that the CPM courses are no longer being offered by TVC she intends to speak to administrators about this change. Juella Sparks made a motion from the floor that a letter be written to contact Rick Caulfield at TVC to find out about the CPM courses. The motion was seconded and passed unanimously.

Juella Sparks encouraged Council members to take the SkillSoft Program courses. Carol Shafford commented that it is difficult to do the courses during her work day and that the Human Resource courses are so generic that it is hard to apply it to the University. A comment was made that it is a good way to get courses to the rural sites. Donna Resnick asked about the cost of the courses to the University. Juella Sparks replied about \$60,000 for 8,000 employees and that participation is at between 12-13%. Juella Sparks stated that she would like to invite Ann Sakamoto to the next Council meeting. Juella sparks stated that the program is slated to end in

2009 and that Ann would like to see the number of participants go up within the next three months.

- D. Update on Cooperative Extension Service's department (CES) being moved from Unit 2/CRCD to Unit 9/Chancellor's Unit, Katrina Paul.

Katrina Paul reported to the Council that the CES department move from Unit 2 to Unit 9 will increase the number staff under unit 9 by 51 staff members. Katrina Paul stated that currently Unit 9 has 2 vacancies and recommended that Kayt Sunwood be appointed to fill one of the vacancies. Katrina Paul recommended that Arlot Hall currently a CES alt to become a Unit 9 rep. Katrina informed Council members that she and Donna Resnick serve as reps for CES. Juella Sparks plans to contact Kayt Sunwood to ask her to serve as one of the CES reps. Katrina Paul plans to work to fill the vacant slots in Unit 2.

- E. Update Human Resource Redesign project – Juella Sparks.

Juella Sparks reported that John Duhamel has been appointed as the Interim Director of Human Resources. Juella stated that she would like to invite John to attend the October Council meeting. Juella Sparks encouraged Council members to contact John with any questions and concerns they have about the HR Redesign project.

- F. Discuss the Fall 2008-Spring 2009 calendar to determine a date for a Staff Council Retreat and whether or not to combine the Orientation with SC #195 meeting, Wednesday, 18 February 2009. The Orientation meeting has been scheduled to take place Friday, 23 January 2009.

Juella Sparks called for discussion about combining the Staff Council Retreat with Staff Council meeting #191. Juella Sparks called for a motion from the floor to combine the Retreat in conjunction with Staff Council meeting #191. Council members agreed unanimously to combine the October 2008 Council meeting with the Council's annual Retreat.

Juella Sparks called for discussion about combining the Staff Council Orientation meeting for new reps and alts with Staff Council meeting #195 scheduled Wednesday, 18 February 2009. . Juella Sparks called for a motion from the floor to combine the Orientation in conjunction with Council meeting #195. Council members agreed unanimously to combine the Orientation with the February 2009 Council meeting.

- G. Staff Handbook, Juella Sparks

Juella Sparks reported that the Staff Affair's committee continues to work on a staff handbook. Juella Sparks reported that Chancellor Rogers is in support of a handbook. Juella Sparks stated that the Council has a great opportunity with the new Chancellor's support and the new leadership in Human Resources. Juella Sparks informed Council members that she plans to put the handbook up on the Governance web site and that it will be a major discussion item at the October 2008 Staff Council Retreat.

- H. Juella Sparks called for a five minute recess before continuing with the meeting.

## INFORMATION

### 7. NEW BUSINESS

- A. Discussion and review of the Elections, Membership, and Rules committee's history and the election process, Katrina Paul and Lynette Washington. The UAF Staff Council Bylaws and Constitution.

Katrina Paul reported to the Council that the current Bylaws edition that the EMR group is working on is dated 2/13 /04. The current Constitution edition is dated 10/15/93. Katrina Paul informed the Council that the EMR committee is working on revising the Constitution, but was not ready to bring it to the Staff Council for a vote. Katrina Paul stated that the committee is looking in to how to appoint staff to external committees and issues about what is a quorum. Katrina Paul stated that the EMR group is comparing UAA and UAS Staff Council election processes with the UAF Staff Council's election process. Katrina pointed out that the Bylaws and Constitution contradict each other, such as different versions say different things about how chairs are to be appointed. Katrina Paul encouraged Council members to let her know about any errors found. She stated that any input would be appreciated. Carol Shafford commented that it is important to take the time to read and write our comments with great care. Juella Sparks commented that the election process needs to be better outlined as well as how membership is determined.

Bard Havel is working to help make the election an online process. Carol Shafford is concerned about current reps not attending to represent their units. Juella Sparks talked about improving the communication process campus-wide. Katrina Paul asked Council members to send comments about moving to an election system similar to UAA and UAS. Katrina plans to put together a list of concerns about the election, membership, and attendance prior to the October meeting. Katrina suggested having a sign-in sheet available at Council meetings. Martin Klien commented that the changes to do with the Bylaws and Constitution will not be changed by this year's election time. Brad Havel commented that the overall process may change significantly.

- C. Discuss External Committee Assignments.

Juella Sparks stated that the external committee member assignment table was attached to help keep better track of staff membership slots on external committees, find out when appointments change, and to find out who is in charge of making appointments on the various committees. Katrina Paul relayed information about membership on the subcommittee on Parking and Circulation and the Student Recreation Center Board. Katrina stated that she currently serves on the SRCB, but that the position needs to be formally filled. Carol Shafford volunteered to serve and was appointed to fill the staff slot available on the SRCB. Juella Sparks will send Carol a letter of appointment and contact Brandon Meston, ASUAF President.

Juella Sparks informed the Council about the staff vacancy on the TAB. Brad Havel and Gary Newman had submitted their interest to serve on the TAB to the Administrative committee. Brad Havel shared his interest in serving on the board. It was noted that Gary Newman currently serves on 3 committees. A motion was made to appoint Brad Havel to the TAB, seconded, and unanimously approved.

Juella Sparks informed Council members about the staff slot available on the Bunnell House Advisory committee. Holly Royce expressed interest in serving. A motion was made, seconded, and unanimously approved to appoint Holly to the Bunnell House Advisory group.

D. Status of the Student Recreation Center Board and membership information (SRCB).

The SRCB business was handled under Item C.

E. Staff Salary Compensation Task Force report for FY10 and beyond.

Juella Sparks briefed Council members about the task force and asked if there were any questions about the summer report. Juella encouraged Council members to give input and to let her hear on all perspectives. She stated that if we are going to a performance based budgeting system there needs to be time to get the infrastructure of mandatory evaluations in place. Juella stated that the BOR meets in October and she plans to be there to ask the BOR members to support staff. Martin Klein added that this decision will be made and this is an opportunity to give input.

F. Non-Retention Policy

Juella Sparks stated that information about the non-retention policy is part of the fair process item in the report to the Chancellor. Juella affirmed that it is an issue the way the non-retention of staff is conducted at UAF. Juella stated that she would like all Council members to comment on how staff members are treated. Juella shared what she has personally observed when a non-retention decision has been made towards a staff member. She questioned why General Counsel is allowed to dictate the way non-retention is handled. Juella conveyed that this issue is another reason for better training of supervisors. Juella stated that she is pushing for a supervisory program process for mediating issues and creating an environment that allows people to work it out.

**8. 10:10-10:30 COMMITTEE REPORTS**

A. Staff Affairs, Julie Carpenter.

A report was not available.

B. Rural Affairs, Liz Recchia and Barbara Oleson, Rural Affairs.

A report was not available.

C. Elections, Membership, and Rules, Katrina Paul.

A report was not available.

D. Advocacy Committee, Maria Russell.

A report was not available.

**E. Proposed Staff Calendar Year 2009.**

Juella Sparks called for the motion after discussion; after a brief discussion the Council passed the motion unanimously.

The UAF Staff Council passed the following motion at its Wednesday, 17 September 2008 Staff Council meeting #191.

**MOTION: (passed unanimously) Staff Calendar Year 2009:**

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The UAF Staff Council annually produces a Staff calendar; the planning and work related to producing the calendar needs to begin immediately. The Council calls for members of the UAF Staff Council and staff at large to serve on the committee.

Effective: Immediately

RATIONALE: The planning and work effort calls for an ad hoc committee of volunteers to support the activities associated with creating a staff calendar.

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Juella Sparks called for volunteers to serve on the Ad Hoc Staff Calendar 2009 committee. The following Council members volunteered:

- Holly Royce
- Carol Shafford
- Kathy Petersen
- Katrina Paul

Committee Chairs: If available please forward your reports to [fystaff@uaf.edu](mailto:fystaff@uaf.edu) and post reports on the Council's committee site.

**9. 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>.

The report was attached to the agenda. Holly Royce informed Council members about continuing unsafe traffic issues with the Harper building on Geist Road. Carol Shafford commented that trying to get information about the accident rate on that road is beyond the control of UAF.

- B. Subcommittee on Parking and Circulation (SCP) Committee Report – Katrina Paul.

The committee has not met.

- C. Governance Coordinating Committee (GCC) – Juella Sparks.

The GCC group has not met; a report is not available.

- D. Chancellor's Campus Diversity Action Committee (CCDAC) – Juella Sparks.

Juella Sparks reported that the committee has not met.

- E. \*TAB Committee Report – Gary Newman, for more details about the TAB committee access URL: <http://www.alaska.edu/uaf/tab/index.xml> .

The report was attached to the agenda.

- F. \*Provost Budget and Planning Committee - Gary Newman.

The report was attached to the agenda.

- G. Student Recreation Committee Board (SRCB) – Katrina Paul.

Katrina Paul reported that there are new bylaws and new reps for the committee.

- H. Staff Health Care Committee – Barbara Oleson.

No report available.

- I. Child Care Task Force – Juella Sparks.

Juella Sparks reported that the Chancellor is working on putting together a family friendly task force and prefers it not to be an all woman committee. Juella stated that she will ask for a UAF Staff Council slot on the committee. Juella will ask the Chancellor to consider a position for Holly Royce on the committee.

\*Combined Reports: MPC, TAB, and Provost Budget committee, attached via email.

## **10. ROUND TABLE DISCUSSION**

The round table discussion is off the record.

## **11. ADJOURN**

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For More information contact the UAF Staff Council Governance Office  
[www.uaf.edu/uafgov/staffcouncil.html](http://www.uaf.edu/uafgov/staffcouncil.html), 474-7056 Room 312 Signers Hall, P.O. Box 977500.