

MINUTES
UAF STAFF COUNCIL MEETING #194
Face-to-face
Friday, 12 December 2008
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

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

PRESENT

Barbara Oleson
Pam Twitchell
Jill Dewey-Davidson
Julie Carpenter
Nici Murawsky
Gary Newman
Jacqueline Alleyne-McCants
Mary Sue Dates
Cody Rogers
Dayna Mackey
Paula Long
Leah Glasscock-Sanders
Katrina Paul
Donna Resnick
Ginny Tschanz
Brad Havel
Dee Daniels
Carol Shafford
Kayt Sunwood
Ashley Munro
Jennifer Miller

ABSENT

Holly Royce
Kathy Petersen
Bryan Uher
Sandra Boatwright
Liz Recchia
Reyne Athanas

ABSENT Cont'd

Joanna Cruzan
Steve Estes
Maria Russell
Sharon Corbett
Jason Stuckey
Elisha Bratcher
John Rutherford
Glyn Komkai
Kathryn Berry Bertram

OFFICERS

Juella Sparks
Martin Klein
Marsha Sousa

GUESTS

Pat Pitney

A. Staff Council Agenda #194, Friday, 12 December 2008

Approved as amended.

B Staff Council Minutes #193, Wednesday, 12 November 2008

Tabled until next meeting.

C. Staff Council Minutes #192, Friday, 18 October 2008

Tabled until next meeting.

2. OFFICER REPORTS

A. Juella Sparks, President, Staff Council

Diversity Committee met yesterday, December 11th, working on getting up to speed on everything and creating an action plan. Items on the plan are campus climate surveys, webpage development, defining CDAC roles and what issues belong to the committee. Kayt Sunwood is working on solidifying the mission statement and bylaws. Juella said coordination has been difficult due to everyone's schedule. She met with Chancellor Rogers about changing Staff Appreciation Day. He is very excited about the changes and looks forward to final outcome. She also reminded him of her recommendation of Holly Royce to the Child Care Committee. Carol Shafford, Mary Sue Dates, Juella Sparks and John Duhamel (Acting HR Director) met to discuss the Staff Handbook. She said the meeting went very well.

B. Martin Klein, President-Elect, Staff Council

Martin suggests people send him a list of acronyms and define group names for new staff council members. He attended the Retirement committee on November, 20th to discuss the differences in AMERITRADE and TIA/CREF. AMERITRADE allows employees to cover medical expenses in retirement that are not covered in insurance. UAF initially thought this was a good idea. However, TIA/CREF has more benefits than AMERITRADE and UAF are working on incorporating this idea into their plan. These programs are strictly on a volunteer basis. UAF is unable to match funds. TIA/CREF is trying to get federal law passed to make these more beneficial for employees. Neither of these ideas are for individuals that are looking to retire in the next 5 – 10 years. One of the con's to these plans is that they may not be passed them to anyone not considered a dependent by the IRS upon the employees death. If there is not a qualified dependent the government keeps the funds.

Staff Alliance met on December, 9th to prepare for the Staff Make Students Count awards. Nomination forms are coming out soon. The Governor's budget comes out December, 15th and will probably not be good. Briefings are available at the Statewide website. Ann Sakumoto has informed UAF that all three MAU's have agreed to extend the Skillsoft contract for an additional 3 years. Pat Pitney, Vice Chancellor of Administrative Services, wanted the Staff Council to know that Chancellor Rogers was very supportive of this program and is happy the contract has been extended.

The Joint Healthcare Committee discussed that claims cost have gone down this fiscal year. There has been a change in the health care model. Usually when a health screening is done, a health counselor calls with help for improving ones health. However, through the WIN Alaska program, you will be responsible for reaching out to get help. Kayt Sunwood wanted to reassure members that anyone with a pre-existing condition will continue to receive the established care. Regarding the United Way campaign

Chancellor Rogers is encouraging everyone to participate in this cause. The Staff Compensation Committee is meeting today and the Martin will be leaving early to stand in Juella's place.

3. GOVERNANCE REPORTS

A. Marsha Sousa, President, Faculty Senate

A Graduate Certificate and a Master's Degree program for Special Education were passed by Faculty Senate which, are much needed programs in the state. John Blake did a presentation on electronic research proposal submissions. Research proposal submissions currently take up at least 45% of the time that could be spent on the actual project. Electronic submission would speed up the process, cost less, and make submission more efficient. The electronic activity faculty reporting system has not been well received by faculty.

She mentioned a motion that was passed requiring students to provide a hand writing sample for English F111X. It will need to be hand scored in a fairly short period of time. Last year, UAF had over 1,100 students taking the COMPASS test. Faculty are not quite sure how to implement this motion.

Marsha said UAS faculty are concerned about not being involved in, informed of, or asked for input on decisions being made by administration that directly affect them. This is a result of the UAS Dean of Natural Sciences and Arts in Juneau non-retention. The faculty were stunned about the removal as they supported this dean. The UAS chancellor however, will not honor the UAS Faculty Senate motion requesting involvement in non-retention of faculty, as he does not feel they have the right to bring these motions forward.

Students in the Honors program did a presentation to retrofit one of the older houses to make it more eco-friendly. They are researching the design and funding, as it will be a costly project.

Gary Newman asked why faculty hadn't been attending the supervisory training. Marsha said faculty hadn't been invited to participate in this supervisory training and it could be very beneficial. She stated that it is the faculty's understanding that they are not encouraged to attend these training sessions. Juella explained that these are mandatory for staff but cannot be mandated for faculty. Pat Pitney encouraged faculty to participate. Juella also explained that one area of miscommunication could be that the Chancellor has given a deadline for staff to have taken these classes and that may have been a problem if the classes were full of faculty. She suggested giving the staff a chance to have the core classes taken and out of the way before faculty begin their sessions. Kayt Sunwood suggested that Elluminate Live would make these training sessions easier to attend and better attended.

B. Brandon Meston, President, ASUAF

No report available.

4. GUESTS

A. Pat Pitney, Vice Chancellor of Administrative Services

Pat is very encouraged by the changes being made in Administrative Services. She said the department is following the Chancellor's principles about customer service being a number one focus. The goal is to focus this customer service on faculty and staff, as it then will trickle down to students and community. The staff believe strongly in the Chancellor's vision. Some goals for the current fiscal year are: rationalizing the budget process internal to UAF, determining fund allocation and business structure,

creating finance plans for the Energy Research facility and the Life Sciences facilities by attempting to get Statewide to fund 50% and UAF to fund 50%. Pat mentioned other areas of interest include: developing better coverage and communication for administrative services and streamlining information for customer and department ease.

5. PUBLIC COMMENT

Mary Sue Dates informed the Staff Council that Ana Richards of the Office of Multicultural Affairs and Jackie Debevec of Career Services are in the process of establishing a UAF Toastmasters Club. She gave a brief explanation that Toastmasters helps in learning how to speak in front of people, has a mentoring program, etc. The initial meeting will be held Tuesday, January 27 from 5:30 – 6:30 p.m. in Wood Center E/F. Mary Sue explained that she has meeting or becoming a member. Martin Miller was also present at the meeting to discuss Toastmasters more in depth. He noted that he had been involved in Toastmasters for the last 10 years.

ACTION

6. UNFINISHED BUSINESS

A. Ad-Hoc Committees

Staff Appreciation Day – Maria Russell: Committee met Monday, Dec 8th to come up with a draft of events for the day. She provided a handout of a draft of scheduled events. Chancellor would like to see it become more of an event and not just a couple of hours. UAA has 10 different committees for this day and a budget of \$10,000. UAF has tried to mirror some of those ideas and changing the name to Staff, Professional and Community Development Day. Jackie informed Maria that she has experience at UAA and would be glad to provide support and suggestions. She will consider joining the committee. If there is anything people would like to see during the event that is not on the handout please send Maria an e-mail. Ashley Munro agreed to participate on the committee and is willing to do Financial Aid Workshops. The event is scheduled to be held April 23rd. Maria mentioned other volunteers are Dayna Mackey, Kayt Sunwood, Leah Glasscock-Sanders. Carol Shafford agrees to hold an Ergonomics class.

Juella informed the staff council that it may mean we have our rural sites here for two days, one for the event and one for the staff council meeting. As we will have new reps in January there may be more support and participation. Maria said that individuals do not need to be on the council to participate in the planning of the event. She is also setting up a Blackboard account for all information regarding this event. When asked what the budget was Juella stated we there was \$2,000, but Chancellor Rogers was willing to cover the balance as long as it was reasonable. This will be presented to him in January. Maria said that the committee was looking at having different event tracks such as Staff Development, Professional Development and Community Development.

Calendar Committee (Dayna Mackey, Carol Shafford, Holly Royce, Kathy Peterson and Sandra Boatwright): Dayna said they met Friday, Dec 5th to discuss different ideas about the staff calendar. Dayna presented four different options which the committee is considering. Sculptures are from Mary Matthews. Much discussion was held about whether the representatives and alternates should be listed on the calendar or just the website, as well as what design to use for the background. However, Ashley Munro made a motion to send these ideas and discussions back to the Calendar Committee, as that is what the committee was established to do. Motion carried.

- Outstanding Staff Council Award Committee volunteers: Donna Resnick, Jennifer Miller, Holly Royce

- Chancellor's Staff and Supervisory Award Committee volunteers: Ashley Munro, Paula Long and Mary Sue Dates
- Staff Make Student Count Award Committee volunteers: Holly Royce, Leah Glasscock- Sanders, Bryan Uher and Glenn Komkai

B. Staff Handbook

Juella Sparks, Mary Sue Dates and Carol Shafford met with John Duhamel. Carol said the name needs to change because of legal complications. The term handbook implies a contract. John is very supportive about this project and at the same time is concerned about who would keep up the site. Juella is summarizing the "handbook" ideas and forwarding them to UAF HR for John and the new director. The format of the University of Alabama form is being followed. Juella explained that she has expressed to John the need for commitment from Statewide & UAF HR to update staff on changes.

C. Staff Compensation

Juella said Martin left the council meeting early to attend Staff Alliance meeting in Juella's place. The purpose of the meeting today is to discuss modification of proposals. Juella made sure that Martin understood there should be no decisions made or votes taken today. If anyone hears anything, please contact Juella.

8. NEW BUSINESS

A. Election Results (Attached)

Katrina Paul notified Council that election results for the odd-units (December 2008) were complete. They were handed out for Staff Council to review. Motion passed approving the odd unit election results.

INFORMATION

9. COMMITTEE REPORTS

A. Staff Affairs, Julie Carpenter

No report is available.

B. Rural Affairs, Barbara Oelson

Barbara Oleson is working on goals for year. She is currently working with Ann Sakumoto to ensure consistency of training, and is looking at cost of living differentials. She wants to ensure there is a strong rural voice. There are currently 10 special topics of interest. They are trying to narrow them down to the top three to offer to staff in the spring.

C. Elections, Memberships & Rules, Katrina Paul

Katrina introduced Barbara Paskavan who has been recruited for Unit 2. She said EMR is working on the election process and is hoping to eventually make it electronic. EMR begins working on By-laws and Constitution in the spring. She gave a special thanks to Barbara Oleson and Paula Long for their years of service. Juella acknowledge their experience and knowledge and how valuable they have been. Barbara Oelson mentioned that staff are the building blocks of Alaska. Paula Long stated that each of us needs to

take this more seriously. Get involved in the governance aspect of the university. This is our voice, this is our representation. The Chancellor hears us because we have great leadership.

D. Advocacy Committee, Maria Russell

Maria noted that Staff Tours have been re-instated.

10. External Committee Reports:

A. Master Planning Committee (MPC), Gary Newman

Committee has not met.

B. Subcommittee on Parking & Circulation, Katrina Paul

Committee has not met.

C. Chancellors Diversity Action Committee (CDAC), Juella Sparks

Covered in Officers Report.

D. Technology Advisory Board (TAB), Brad Havel

No report available.

E. Provost Budget & Planning Committee, Gary Newman

No report available.

F. Student Recreation Center Committee (SCRC), Carol Shafford

Carol Shafford voted to give out free passes for a month and offering reduced rates during break.

G. Staff Health Care Committee, Barbara Oelson

Barbara Oelson surveys have been completed. 1100 out of 4500 individuals are requesting either reduced SRC rates or free use.

H. Bunnell House Advisory Committee, Holly Royce

No report available.

11. ROUND TABLE DISCUSSION

The round table discussion is off the record.

12. ADJOURN

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