

SC Report for 2/20/09
Mtg #195

Committees:

- Governance Coordinating Committee – This committee met on the 10th. The meeting was primarily information sharing. Dana Thomas gave a presentation on efforts in the area of student success.
- Chancellor's Diversity Action Committee – This committee met on the 9th. We've not met since early December so this was primarily to regroup and moving again on our action plan. There has been progress on the website; ad hoc groups were set up on the chancellor's diversity award, the campus survey and to review the by-laws. We are also beginning discussions with Dean of CRCD to expand our membership to include TVC and rural campuses.
- Staff Alliance last met on Tuesday, the 10th. The sole purpose of this meeting was to prepare us for our advocacy trip to Juneau on the 24th. Kate Ripley and Michele Rizk gave us a budget update and we discussed a draft itinerary for the trip. In addition to holding our regular February meeting, we will meet with legislators, sit in on the floor sessions and attend committee meetings.
- HR Council – This committee has not met since November 26th and I reported on it at our December meeting.
- System Governance Council – Met on January 28th. At this meeting we passed a resolution on non-retention (see below). And there was discussion on our six system initiatives and reports from the MAU's.
- Faculty Senate – Met on the 2nd. My report to this group is noted below.
- Staff Compensation Task Force – This committee has not met since December 12th but is scheduled to meet again February 23rd.
- Pre-Staff with Chancellor Rogers on the 10th. We discussed with the chancellor: the status of the Family Friendly Task Force, non-retention, progress on Staff Appreciation Day, feedback on the Supervisor Training Program and the Chancellor's Planning and Budget Committee.

Report to Faculty Senate on 2/02/09

We held our last meeting on December 12th and meet again February 20. Actions and issues include:

- Staff development day
- New HR director to discuss staff handbook and non-retention
- February meeting includes orientation for new members, we have 15 new members
- Advocacy in Juneau, need based financial aid, retirement system and cost of living raise which includes our step increase again this year

In System Governance Council
MOTION: passed as amended

"The System Governance Council moves to approve the motion on non-retention as amended.
This action is effective January 28, 2009."

Resolution in opposition to non-retention as it is being used and carried out under the guidance
and/or direction of statewide HR and General Counsel.

Whereas Regents policy 04.01.010 Human Resources Mission Statement states: "To encourage excellence, the statewide office promotes fair treatment, provides for continuing opportunities for training and development, values and recognizes productivity and achievement, and respects the worth and dignity of all individuals who comprise the university's workforce, and

Whereas Regents policy 04.07.100 Non-retention states: "Non-retention does not reflect discredit on an employee, and

Whereas a non-retained employee is identified in the university system raising a flag on any applications for future positions with the university, and

Whereas non-retention is being used as a non-litigious alternative to termination, and

Whereas non-retention is being applied in an inconsistent manner, giving the impression of unfairness, and

Whereas, current practice does not consistently consider the input of the supervisors, administrators, and local human resource services professionals in the determination of how to carry out non-retention, and

Whereas non-retention, as it is being used under the guidance and/or direction of statewide and general counsel today, has a huge negative impact on co-workers and colleagues of those non-retained,

Therefore be it resolved that the University of Alaska System Governance Council respectfully requests that the UA System adhere to the spirit of Regents policies 04.01.010 and 04.07.100 when implementing non-retention, and not use it in lieu of termination when termination is justified.

<p><u>STAFF MAKE STUDENTS COUNT 2009</u> http://gov.alaska.edu/staff/studentscount/2009/factsheet.pdf March 13 Deadline for submitting nominations to local governance groups.</p> <p>March 13-27 Local staff governance groups meet with student leaders and together, make recommendations and send all nominations to System Governance Office.</p> <p>April 3 Recommendations are forwarded by System Governance Office to President Hamilton.</p> <p>April 17 President Hamilton determines who will receive the awards.</p> <p>May 1 President sends notice to award recipient(s). TBA President presents awards to recipient(s) at the Board of Regents' meeting.</p>	<p><u>CHANCELLOR'S STAFF RECOGNITION AWARD 2009</u> http://www.uaf.edu/uafgov/sc_recognition.html Timeline: Nomination Process: Tuesday, 3 March 2009-Tuesday, 31 March 2009</p> <p>Committee review begins: Wednesday, 1 April 2009</p> <p>Nomination materials sent to Chancellor for review and selection: Monday 13, April 2009</p> <p>Chancellor informs committee of selection: Friday 17, April 2009</p> <p>Chancellor presents plaque and award during the Staff Professional and Community Development Day/Longevity Awards: Monday, 11 May 2009, TBA Location: TBA</p>
<p><u>OUTSTANDING STAFF COUNCIL ACHIEVEMENT AWARD 2009</u> http://www.uaf.edu/uafgov/sc_recognition.html</p> <p>Timeline: Nomination Process: Tuesday, 3 March 2009-Tuesday, 31 March 2009</p> <p>Committee review begins: Wednesday, 1 April 2009</p> <p>Chancellor presents plaque and award during the Staff Professional and Community Development Day/Longevity Awards: Monday 11, May 2009, TBA Location: TBA</p>	<p><u>CHANCELLOR'S SUPERVISORY RECOGNITION AWARD 2009</u> http://www.uaf.edu/uafgov/sc_recognition.html Timeline: Nomination Process: Tuesday, 3 March 2009-Tuesday, 31 March 2009</p> <p>Committee review begins: Wednesday, 1 April 2009 Nomination materials sent to Chancellor for review and selection: Monday 13, April 2009 Chancellor informs committee of selection: Friday 17, April 2009</p> <p>Chancellor presents plaque and award during the Staff Professional and Community Development Day/Longevity Awards: Monday 11, May 2009, TBA Location: TBA</p>

STAFF COUNCIL MEETING SCHEDULE

Fall 2008 – Spring 2009

All regular meetings will be in the Wood Center Carol Brown Ballroom (WCCBB) or Wood Center Rooms C-D, at 8:45-11:00 a.m. All meetings will be set up as an audio-conference (*asterisks identify face-to-face meetings).

SC 191	Wednesday	17 September	2008
*SC 192	Friday	17 October	2008
SC 193	Wednesday	12 November	2008
*SC 194	Friday	12 December	2008
New Rep and Alt Orientation			
*SC 195	Friday	20 February	2009
SC 196	Friday	20 March	2009
*SC 197	Wednesday	22 April	2009
Staff Appreciation Day			
	Monday	11 May	2009
	TBA		
*SC 198	Friday	22 May	2009
SC 199	Wednesday	10 June	2009
SC 200	Wednesday	9 September	2009
*SC 201	Wednesday	14 October	2009
SC 202	Wednesday	18 November	2009
*SC 203	Wednesday	16 December	2009

Rural Affairs Committee Meeting Minutes of January 16, 2009

Present: Juella Sparks, Nichole Kloepper, Jennifer Elhard, Ashley Munro, Jennifer Youngberg, Liz Recchia

Excused: Shawn Russell, Crystal Wilson, Byrd Norton, Holly Royce

1. Call to Order – Liz called the meeting to order at 1:35 pm.
2. Discuss Theme(s) for Committee to Focus on this Year
 - a. Consistent Annual Training in Current Field--Jennifer Youngberg took questions from the group about training. Jennifer Elhard wanted to know about required job training in certain positions and how to find out what is required for certain positions. Jennifer Youngberg said that there isn't anything in place right now and that she wasn't really sure how something like that could be done. Juella reported that Anne Sakumoto was working on developing recommended trainings based on the different job families. What has been done so far can be found at the bottom of this page: <http://www.alaska.edu/hr/training/e-learning/skillsoft.xml> Juella said that she thinks Anne is looking for direction on how to decide on trainings that go along with the different job families.
 - b. Cost of Living Differential--The issue is still being monitored. Liz said she would check with someone from the Alaska State Employees Union to see if there have been any developments and would report those back to the group.
 - c. Creating a Strong Rural Voice with UAF--Liz reported that she drafted up two possible memos to go to Chancellor Brian Rogers and another to UAF departments asking for rural representation on university committees. Jennifer Elhard said the memos looked good and just need more detail. Juella suggested contacting Jennie Carroll because she might have useful ideas to share. Not everyone could open up the document because of the formatting. Liz said she would resend it to the group and it could be discussed at February's meeting.
 - d. Special Topics Workshops for Staff--Jennifer Elhard said that the top 4 topics wanted from the staff she surveyed were health benefits, planning for retirement, distribution of university budget, and training on distance delivery modes. Liz reported her staff's top 4 picks were university budget, health benefits, planning for retirement, and distance delivery. There were no other responses and Liz said she would try to solicit more input from other representatives before beginning to line up presentations. Liz suggested that these presentations be delivered the first Friday of every month from 1:30-2:30pm (normal Rural Affairs meeting time) and then the rural affairs meeting would follow afterwards from 2:30-3 or 3:30pm.
3. E-Learning--Juella reported that the university signed a 3 year contract with Skillsoft that will be in effect from 1/31/09-1/30/12. She also reported that an additional component called Books 24/7 will be available as well.

4. Update on Campus Suggestion Boxes--Jennifer Elhard reported that she had no suggestions in her box as did Liz. Jennifer thought that instead of having a suggestion box that in the future, the rural affairs representative would approach their staff members and presents any possible action that the rural affairs committee is considering. It seems like this will be more effective of getting feedback.
5. Staff Recognition Award--Ashley reported that the award committee met and had several suggestions concerning the award process. The award committee wanted to move the nomination date up to mid-March in the hopes that more people will be nominated. The committee wanted to include award names in the longevity awards and other awards during staff appreciation day in April. The committee wanted to use the leftover money, about \$105, to make posters that can be used year after year at each rural site to publicize the nominating period and award. Holly is looking into setting up an account with the UA Foundation for the director's to put their donations into. They would also like to add a stipulation about the requirements by opening up the opportunity to staff who works on an eligible campus at any point in the year. This would allow for staff who retire mid-year to be nominated. Currently, the eligibility requirements only address the location of where staff members must work to be eligible. Juella wanted to know where the origins of this award came from; whether it was from staff council or the rural affairs committee. Ashley said it came from rural affairs. No one at the meeting objected to these changes and so the committee will go forward and implement these changes.
6. Other--
 - i. Nichole introduced herself. She has taken on the position previously held by Lynette Washington. She was welcomed by the rural affairs committee.
 - ii. Juella mentioned to Liz that she is to have a 5 minute presentation prepared for the staff council at the orientation on rural affairs. It doesn't have to be anything fancy, just what the committee does and why new members should get involved. Liz promised she would work on that
7. Next Meeting: February 6, 2009 at 1:30pm
8. Adjournment—The meeting was adjourned at 2:05pm.

Rural Affairs Committee Meeting Minutes of February 6, 2009

Present: Jennifer Youngberg, Byrd Norton, Juella Sparks, and Liz Recchia

Excused: Jennifer Elhard and Ashley Munro

9. Call to Order – Liz called the meeting to order at 1:33 pm.

10. Discuss Theme(s) for Committee to Focus on this Year

- a. Consistent Annual Training in Current Field--Not discussed since there wasn't any action or very many people at the meeting.
- b. Cost of Living Differential--Not discussed since there wasn't any action or very many people at the meeting.
- c. Creating a Strong Rural Voice with UAF--Not discussed since there wasn't any action or very many people at the meeting.
- d. Special Topics Workshops for Staff--Liz reported that she only heard back from Jennifer Elhard in terms of requested topics. The top three choices from Northwest Campus were health benefits, distribution of university budget, and training in different distance delivery modes. The group decided to try to set up an audio conference presentation on March 6 from 1:30-2:30pm on distribution on university budget. Juella suggested contacting Pete Kelly, who works closely with the legislature on behalf of the university. He would know a lot about the university budget. Liz agreed to email him and Juella said that she would mention something to him as well. Juella also suggested contacting Maria Russell who works on the Advocacy Committee and maybe we could partner up with them. Liz also agreed to make contact with Maria Russell.

11. E-Learning-- Not discussed since there wasn't any action or very many people at the meeting.

12. Staff Recognition Award-- Liz reported on behalf of Ashley that she forwarded on the award committees suggestions from the last rural affairs meeting to Jennie Carroll. Jennie was okay with the timeline of things but since the award money comes from the director's donations, she wants to check with them. Ashley thinks that the deadline might need to be pushed back to March 27 but is waiting to hear back from Jennie. Once she does, the awards committee will work on sending out announcements about the award.

13. Other--

- iii. Liz reported that she received a letter of resignation from Jennifer Denslinger at Bristol Bay. Jennifer is working on finding a replacement from the campus.
- iv. Juella asked Liz to email the rural reps on the graduations dates at each campus. Right now staff council is scheduled for a face-to-face meeting in April and May. She was thinking of having the face-to-face meeting on May 12 so that staff council

can come in on May 11 for staff recognition day. Liz said that she would try to get those dates before staff council's face-to-face meeting on February 20.

14. Next Meeting: March 6, 2009 at 2:30pm---NOTE THE CHANGE IN TIME!!! THIS IS TO ACCOMMODATE OUR WORKSHOP ON THE DISTRIBUTION OF UNIVERSITY BUDGET. WE HOPE TO BE OFFERING THAT FROM 1:30-2:30PM!

15. Adjournment—The meeting was adjourned at 2:05pm.

Staff Council
Staff Professional Development and Longevity
Chair: Maria Russell
Meeting January 22, 2008

Current Committee Members:

Name	Email Address	Phone
Ashley Munro	fnakm@uaf.edu	x1934
Carol Shafford	fncas@uaf.edu	x5413
Dayna Mackey	fndmm2@uaf.edu	x1978
Donna Resnick	fndlr@uaf.edu	907-786-6304
Jackie Alleyne-McCants	fnila@uaf.edu	x6627
Jennifer Miller	fsjen1@uaf.edu	x7661
Jennifer Youngberg	fnjiv@uaf.edu	x7557
Jill Dewey-Davidson	fnjmd5@uaf.edu	
Juella Sparks	fnjs@uaf.edu	x7115
Kathy Petersen	fnksp@uaf.edu	x6410
Kayt Sunwood	kayt.sunwood@uaf.edu	
Leah Glasscock-Sanders		
Maria Russell	fnmtr@uaf.edu	x7172
Scott McCrea	fnsim@uaf.edu	x7905
Sharon Corbett	fnsac1@uaf.edu	x6517

Attendance:

Scott, Jennifer Y., Nichole, Juella, Ashley, Sharon, Jenn M. Dayna, Maria, Kathy P.

Excused Absence:

All not in attendance

The Date

The date for Staff Professional Development and Longevity Day has been set for April 23, 2009.

Longevity

The chancellor has requested that staff appreciation and longevity be combined into one day. Longevity has recently been organized by HR, specifically Jennifer Youngberg, who has agreed to join our committee. Jennifer invited one of the committee members to join in the HR process. The members declined as HR has been very successful in planning longevity in the past.

Any ideas for the milestone gifts should be direct to Jennifer Youngberg, as they are no longer allowed to use the Alaska Bowl Company.

Location Needs

Due to the size of the various events we will need a larger venue for the keynote speaker and the longevity meeting; Maria will look into the availability of the Davis Concert Hall, as she has previously talked to Linda.

***Update: Talked to Linda x 7555, Concert Hall Coordinator we are unable to get the hall, as there are various project going on throughout the day to include rehearsal in the mornings, Thursday music at lunch from 12:30-2pm, and a class from 3-5. Linda suggests that we move the dates to May 11-13, when people are still on contract it is after graduation, and there is room availability all over campus. She also suggested that reserve next year's event now. April tends to be a hard month to schedule, as there are usually events every night.*

Community Development Portion

Rather than having people go off campus to volunteer in the committee to develop community relations, have volunteer opportunities brought to campus.

Possibly work with join student activities on their community service day, rather than putting it all into this one day. Student community services day is April 24, 2009.

Catering

Funding: Will combine pots of money set aside for Longevity and Staff Appreciation.

Food: Continental breakfast during key note speaker, ice cream social after longevity awards

Lunch Conflicts: Lunch is already provided that day for free, due to student activities, we don't want to interrupt this activity. We can encourage staff to find other means for lunch, provide funding to support staff for lunch, or suggest other lunch options. The commons is closed this day, due to student activities (Spring Fest) on campus. Dayna will talk to Nana about our different options.

Lunch Options:

Athletics: Meet Nanook Players, have pizza

Hutch: Have a discounted lunch at Hutch, this will require special arrangements

Tour of Facility Services: BBQ Lunch

Commons: The commons is currently scheduled to be closed this day.

*This may prove to be difficult. Lunch is already provided to staff for free on this day, but we don't want to inundate the student activities. Having too many options will make it hard to plan on how much food is offered in each location.

Schedule

Keynote/Welcome: 8am

Sessions Start: 9am

Longevity: 1-3

Other

Bookstore discounts at Wood Center

Delegated Duties

Orientation: Scott

Room Scheduling: Nichole

Davis Hall Inquiry: Maria

Catering: Dayna

Drawings: Nichole + others

Financial Services Training opportunities: Kathy P

Summer Sessions Contact Michelle Bartlett: Juella

Contact WIN Program: Juella

Athletics Contact: Scott