

ATTACHMENT #3  
UAF STAFF COUNCIL #202  
November 18, 2009  
SUBMITTED BY Liz Guthier and Ashley Munro

## Rural Affairs Committee Meeting Minutes of October 26, 2009

Present: Susie Baird, Travis Brinzow, Ashley Munro, Marianne Freelong, and Liz Guthier  
Excused: Crystal Wilson, Becky Walker, Byrd Norton, Jennifer Elhard

1. Call to Order – Liz called the meeting to order at 9:02 am
2. Discussion of Committee Goals –
  - a. Cost of Living Differential--Liz mentioned that last meeting the group decided to just monitor this situation and take action if the need arose. Travis asked for more information on what the committee has already done and what the committee still wants to accomplish in regards to this goal. Liz recapped what had been done the past year in regards to cost of living and Travis suggested that instead of having a letter come from rural affairs encouraging the university to consider raising the cost of living differential that it be brought to the staff council and have the staff council issue a letter. The committee agreed this would be more effective and Liz said she would put it on the agenda for next month's staff council meeting.
  - b. Creating a Strong Rural Voice within UAF--Everyone on the committee received a copy of the memo that will be sent to all department heads as well as a list of UAF departments, department chairs, and mailing addresses for mailing out the memo. The committee helped update names and make sure the mailing list was accurate. Marianne offered to send it out by mail before the end of the day. The committee agreed that mail was more effective than email since emails have a tendency to get lost.
  - c. Special Topics Workshops for Staff--This item was accidentally skipped during the meeting. We were waiting for a quick follow up before scratching this off the list. Can address next meeting.
  - d. Any Other Goals to Add--Since a lot of our goals from the previous year are starting to wrap up, Liz asked the committee if there was anything other goals that people wanted to work on. Susie suggested getting more rural participation for Staff Appreciation Day. Ashley mentioned that she was chairing the committee for Staff Appreciation Day and had sent an email out to all rural campus directors encouraging them to appoint a rural rep from their campus. At this point, she only heard back from one campus. Ashley said she would send that same email out to the rural affairs committee so that the word can also be spread that way.

Their first meeting is October 30 at 10am and will be available via audio for rural sites.

3. Meeting Times For the Upcoming Year--There was some discussion as to the pros and cons of having a standing meeting time versus sending a Doodle out every month to set up the next month's meeting. Marianne said that a set time works for her and that she liked Monday mornings but agreed Doodles work well too. Travis said that having a Doodle is a good idea because things come up and are constantly changing. The rest of the committee agreed. There will be no set meetings at this time. The chairperson will just continue to send out a Doodle each month and arrange meetings that way.
4. Election of New Committee Chair--There wasn't enough people at the meeting to vote on a new chair and no one in attendance was interested in the chairperson position. It was suggested that Liz send out an email soliciting a new chair person. Liz said that she had already done that and wasn't sure it would be effective to do so again. Liz decided that maybe she would talk to Martin and see what should be done. Someone asked if staff council had charged the rural affairs committee with doing anything. Liz explained that she was unsure. Being very new to rural affairs when she was elected chair, the previous chair who held that position for quite some time never actually told her if there was a charge or what the purpose was. Liz said she would talk more to Martin to get a better idea and report back to the committee at the next meeting.
5. Other--NONE
6. Next Meeting--Sometime in November; be on the lookout for a Doodle.
7. Adjournment--The meeting was adjourned at 9:20 am.

## Department Contacts

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May 18, 2009

**TO:** Department  
**FROM:** Elizabeth Guthier, Rural Affairs Committee Chair, UAF Staff Council  
**RE:** Creating a Strong Rural Voice

UAF Staff Council Rural Affairs Committee is working to create a stronger rural voice for in the upcoming 2010 academic school year. Rural Affairs is currently in the process of identifying committees throughout the UA rural system who are still in need of representation.

If you are currently involved with a committee that lacks rural participation, the Rural Affairs Committee urges you to invite a rural staff member to participate. When new committees are formed in the future, please do not forget to invite rural staff to take part in your committee.

The Rural Staff Affairs committee understands that rural staff cannot be physically present for every meeting, however, all meetings can or could be offered in distance delivery modes, including audio conference, e-live, or video conferencing. These formats will easily allow rural staff to easily participate in your committee meetings.

Rural Staff Affairs greatly appreciates you for sharing these suggestions with those who report directly to you, and encourages you to express your opinions in offering rural staff a stronger voice on university committees.

I welcome your comments or questions and thank you for your support.

Cc: Brian Rogers, Chancellor

Jennie Carroll, Interim Chancellor, College of Rural and Community Development

Juella Sparks, UAF Staff Council President Brian Rogers, Chancellor

**Staff Affairs Committee  
Meeting Minutes  
October 9, 2009**

**Roll Call**

*Present* – Jennifer Elhard, Kayt Sunwood, Marianne Freelong, Martin Klein, Nichole Kloepfer, Heather Leavengood, Brad Havel, Mary Sue Dates, Debra Hao, Carol Shafford, Juella Sparks, Pips Veazey, Julie Carpenter *Not Present* - Jenny Day, Nici Murawsky

**I. Elect New Staff Affairs Chairperson**

1. The meeting was called to order at 9:00 a.m.
2. Mary Sue Dates resigned her position as chairperson for Staff Affairs (she sent an email to Staff Council earlier with her decision to resign).
3. Kayt Sunwood and Heather Leavengood were both nominated for the chairperson position, however, Kayt declined due to time constraints.
4. Heather Leavengood elected as the new chairperson

**II Open Forum:**

**Staff Compensation**

1. The 1% step grid was approved by the BOR.
2. Step increases will no longer occur automatically, and might only occur when a performance evaluation has been done.
3. One regent at the September 24-25 BOR meeting voiced an opinion that maybe there shouldn't be any increases at all for UA staff.
4. If the FY11 proposed 3% compensation increase isn't approved, UA staff will be the only group statewide that doesn't get an increase.

**Staff Handbook**

1. What is the status on the staff handbook on the HR site?
2. Staff Affairs needs to approach HR and ask them what they've done so far to get it on line.
3. Check the table of contents. Do the links work?

**Mediation Program**

1. Chancellor's Diversity and Action Committee is involved with the Mediation Program.
2. There is still a concern about the inconsistencies in the program.
3. More focus has been on the mediation process.
4. Need a clear grievance process.

**III New Business/Announcements:**

**Soft Closure**

1. An employee does not have to take leave during the soft closure. It is not mandatory.
2. The memo from HR should probably be resent to clear up the confusion.

### **Accreditation**

1. Refer to draft motion presented at Staff Council #201 - Attachment 7A for additional information about the following six themes that describe UAF's primary activities:
  - a. Baccalaureate Education and Lifelong Learning
  - b. Research, Scholarship, and Creative Activity with emphasis on Alaska, the Circumpolar North, and their Diverse peoples
  - c. PhD, Graduate Education, and Advanced Study
  - d. Educating Alaska's Workforce
  - e. Alaska Native and Rural Education and Scholarship
  - f. Community Engagement, Public Service, and Outreach Across Alaska
2. Chancellor Rogers wants Economic Development to be on the list.  
Economic Development probably falls under Public Service or Community Engagement.

### **Review of University Policies**

1. The Chancellor is currently reviewing policies. Staff Affairs would like to know if he is receiving input.
2. Staff Affairs could provide review comments on any changes being made to the policies for the Chancellor.

### **Cell Phone Usage**

1. New IRS regulation about personal use of business cell phones by employees. Personal use of the phone needs to be reported as income.
2. Currently the University lets you use the cell phone for both business and personal use without tracking it.
3. Business Council needs to present their decision and how to implement the change.
4. There are several options on how to track personal usage:
  - a. Pay the University \$0.20 per minute for personal calls
  - b. Use a personal cell phone and the University can pay you an allowance per month.
    - 1) The amount of allowance you receive cannot exceed the amount of the phone bill.
    - 2) Submit an itemized bill of business usage for payment by the University.

### **Non-Retention**

1. The Chancellor is opposed to non-retention and how it's being used.
2. President Hamilton feels non-retention is not an issue, because only 11 occurred in one year out of thousands of people.
3. Non-retention is an issue if it is misused. It also affects staff morale.
4. Staff Affairs should provide information to staff to let them know what non-retention is, and how it affects them.

### **On-Boarding Employees**

1. Need to improve on new employee orientation. Tell them more about the University, the facilities and benefits that are available to them.
2. New employees need to know more about the campus they're working for than just the parking lot and office space they go to each day.

**IV Adjourn:** Meeting adjourned at 10:00 a.m.

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### **Staff Calendar Ad-Hoc Committee Meeting Report**

November 16, 2009

The Staff Calendar Ad-Hoc Committee requested photographs from UAF staff members during November. We have now chosen a photograph and layout, with the help of Wood Center staff. Staff submissions can be viewed at [www.uaf.edu/uafgov/staff/handbook/calendarsubmissions2009.pdf](http://www.uaf.edu/uafgov/staff/handbook/calendarsubmissions2009.pdf)

The names of staff council reps and alts will not appear on the calendar. The following will be included: a notice that all SC meetings are public, call-in information for Staff Council meetings, SC website and contact information. The calendar will show: paid holidays, SC meeting dates, pay days, and Staff Appreciation Day.

The calendar will have a landscape format with the calendar portion U-shaped around the sides and bottom. We hope to have these printed by the December Staff Council meeting.

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### **Advocacy Committee Meeting Report**

October 30, 2009

Our regularly scheduled meeting was not held, due to a lack of attendance.

**Staff Tours:** The planned staff tour for October fell through when we could not make contact with LARS. We have moved onto November and have been contacting the Cold Climate Housing Research Center. They may not be available to do a tour until December.

**Staff Appreciation Day** is May 19, 2010. We have starting the planning meetings. We are looking at re-arranging the schedule a little, by having the Staff Awards (Longevity included) in the morning with breakfast and having the Chancellor's Address be the last session, followed by an ice cream social. Right now, the committee is focused on finding sessions. Chancellor Rogers has encouraged us to find more personal development sessions. We are also making arrangements for the Longevity Awards. We have a representative from HR, but the Staff Appreciation Day Committee will be in charge of the award ceremony and staff recognition.

**Regular meeting times** have been set. We will meet the first Thursday of every month at 9am. Our next meeting is December 3<sup>rd</sup> at 9am.

We have recently lost 3 members of the committee. Please join us!!

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### **Communications Committee Meeting Report**

November 2009

We did not meet this month. The staff survey has closed and results are being reviewed.