

ATTACHMENT #2  
UAF STAFF COUNCIL #205  
March 19, 2010  
SUBMITTED BY: Heather Leavengood

Audio Conferencing: Toll-free #: 1-800-893-8850  
Participant PIN: 8244236

Staff Affairs Committee  
**MINUTES**  
February 16, 2010  
1:00 p.m.  
Chancellor's Conference Room

**I. Welcome**

**II. Roll Call**

**Present:**

Jenny Day, Jennifer Elhard, Deb Hao, Martin Klein, Heather Leavengood, Robert Mackey, Nici Murawsky, Carol Shafford, Kayt Sunwood and Pips Veazey, Juella Sparks, Nichole Kloepper

**Absent:**

Amy Bristor, Brad Havel (EA), Forest Kuiper (EA)

**III. Approval of Agenda**

Agenda approved as amended. Agenda start time changed from 9:00 a.m. to 1:00 p.m.

**IV. Open Forum**

*a. Union(s)*

- Beth Behner and both soliciting unions ASEA and APEA are coming to the next Staff Council meeting March 19, 2010. UAF Staff Council's stance will be emphasized and labeled as unbiased.
- When staff are asked about union information and clarification Council is to direct the person to the following links:
  - <http://www.alaska.edu/labor/>
  - <http://www.afscmelocal52.org/>
  - <http://www.afea-aft.org/>
- Staff Council and its representatives cannot take a stance on the Union process. Individuals can have their own opinion but it cannot reflect through the Governance body.

- Union representatives will have 10 minutes each and a brief question and answer session will be held afterwards.
- Martin Klein noted that Staff Council's position is should and continue to be clear and unbiased.

***b. Health Insurance***

- *Fall River Recommendations* (<http://gov.alaska.edu/staff/2009-12-07.fallriverrecommendations.pdf>)
- Heather sent out the 20 recommendations agreed upon in the Joint Health Care Committee. The 20 recommendations will go into effect July 1, 2010.
- The Joint Health Care Committee is composed of union and administrative representatives, as well as one staff member. The JHCC is tasked with planning and discussing changes to staff health care which are in turn approved by administration.
- April 15, 2010 is the date open enrollment for benefits begin.
- Staff Affairs will contact Mike Humphrey to keep Staff Council on schedule with changes from the July 1 Fall River recommendations.
- Staff Affairs and Staff Council expect Mike Humphrey to report updates from the Fall River evaluation. Staff Affairs expects an expense evaluation of each recommendation and specific breakdown of each evaluation in 6 months, a year and 1 ½ and 2 years.
- Robert Mackey suggested that staff hire the consultants for the Fall River report evaluation. Staff Affairs suggested planting a seed in the Staff Health Care Committee about staff run consultants and a formal report card from Mike Humphrey.

***c. Goals – Compensation Outline (not available for distribution)***

- Time line for the completion of this project is 6 months, with a recorded history of the last five years and to note significant areas further back.
- Items to add are Longevity/ Turnover and Non retention numbers
- The final product will be a website of resources and a page explanation of the UA System vs Staff vs everyone else.

**Staff Compensation assignments:**

- |                                    |                         |
|------------------------------------|-------------------------|
| • Heather: Medical, Dental, Vision | • Nichole: EAP and WIN  |
| • Pips: Longevity                  | • Deb: Tuition and Fees |

- Carol: Leave
- Kayt: Insurance-health and life (how much it costs at UAF)
- Jenny: Parking
- Jennifer: C.O.L.A

- Staff Affairs still needs researchers for Retirement, Opt-Out process and across the board increases.
- Retention has been put on the side burner, its consider more of a report card item.

*d. Staff Affairs web page*

- Will be revamped and have additions as needed.

*e. Non-Retention*

- No formal update at this time, but Staff Affairs would like to continue to keep this on the agenda.

**V. New Business**

- Robert Mackey suggested adding pet insurance and long term care to the next agenda.
- Staff Affairs meeting, March 3, 2010 has been canceled.
- Robert Mackey has volunteered to be an alternate for the topics of research.

**VI. Business Forwarded to Future Meetings (with Possible Presentations)**

- Mediation (Pips Veazey & Kayt Sunwood)
  - Employee Handbook (John Duhamel)
  - Policies
  - Non-Retention
  - On-Boarding Employees (Juella – Presenter)
  - New Staff Evaluations Form (Juella Sparks & Martin Klein)
- All items were discussed a brief mediation presentation from Pips Veazey and Juella Sparks at the March 17, 2010 Staff Affairs meeting. There has been an addition f. New Staff Evaluations Form presentation was added. Juella and Martin will be presenting this information at a later date.

**VII. Adjourn**

Meeting adjourned at 2:35 p.m.

ATTACHMENT #2  
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March 19, 2010  
SUBMITTED BY: Ashley Munro

Advocacy Committee Report  
March 4, 2010

Present: Ashley Munro, Jodi Baxter, Nicole Kloepper

1. Staff Tours

The February or March tour was scheduled for the Discovery Lab. Since they are closing, they are not offering tours at this time. Nicole will check to see if KUAC would be willing to offer a tour.

For next year, the committee would like to look into offering a tour of the campus as part of new staff orientation. We would need to coordinate this with HR.

2. New Ideas

This meeting was an opportunity for us to increase the roles of the Advocacy Committee. In addition to expanding Staff Tours, we came up with 2 additional events.

1. Family Fun Day

In the fall, we would like to offer a Saturday Family Fun Day on campus. This could include a community fair (volunteer agencies, etc), a recruitment fair (UAF departments), a "Meet the Athletes" area and other fun events. We would like the recruitment fair to have fun UAF crafts for kids to do (making a Nanook out of cotton balls, or something similar). Each department would have a table for information and "sponsor" a craft. We could combine this with the Blue & Gold Game or another event on campus. This could also be a fund raiser for the People's Endowment Fund. We could offer a "Dunk-a-Nook" tank or something similar to raise money.

2. Brown Bag Lunch Hour

Once a month, we will host a Brown Bag Lunch hour. This will be a chance for staff to attend a forum on a topic of our choosing. We would like to start this in April and have the first topic focus on the health care changes. We will be inviting Mike Humphrey to lead the forum. This will fulfill the role of advocating to UAF staff.

3. Communications Committee

There has been a lack of participation in this committee. Its goals, as stated in the constitution and by-laws are to advocate the importance of UAF staff to the community and within UAF, as well as plan events to strengthen and celebrate staff. We feel that these goals may coincide with those of the Communications Committee and would like to look into combining the two committees.

ATTACHMENT #2  
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March 19, 2010  
SUBMITTED BY: Ashley Munro

Communications Committee Report  
March 4, 2010

Present: Ashley Munro, Bryan Uher, Nicole Kloepper

In response to the Staff Communications Report (Attached), the Ad-Hoc Communications Committee would like to propose the following:

1. Staff Council Newsletter  
The newsletter was started this fall and has been successful. The committee suggests that this monthly newsletter be continued.
2. Unit Walk Throughs  
The committee would like to encourage all staff council representatives to walk through their unit and meet the staff in person, if possible. The opportunity for staff to see your face and know you are a rep will be extremely helpful in getting information out to staff. Members of your unit will know who you are and will know they can come to you with issues.
3. Brown Bag Lunch Hour  
Once a month, the Advocacy Committee will host a Brown Bag Lunch hour. This will be a chance for staff to attend a forum on a topic of our choosing. Tentatively, this will start in April. Please see the Advocacy Committee Report for more information.
4. Staff Council Facebook  
The committee proposed the creation of a Facebook account for Staff Council. This was done on March 4. As of March 8, Staff Council had 50 fans/friends. Hot Topics, meeting announcements, the link to the newsletter and minutes can be posted on the account and staff who become friends will view these announcements on their home page.
5. Advocacy Committee  
At this time, the Ad-Hoc Communications Committee would like to disband. We request that the roles and members be absorbed into the Advocacy Committee. The goals of the Advocacy Committee, as stated in the constitution and by-laws are to advocate the importance of UAF staff to the community and within UAF, as well as plan events to strengthen and celebrate staff. We feel that these goals may coincide with those of the Communications Committee.

# **Elections, Membership, and Rules Committee**

## **March 2010**

February meeting:

- ⇒ Parliamentary procedure talk for March 30<sup>th</sup> meeting
- ⇒ Working on an attendance policy to supplement bylaws – Newman
- ⇒ Request into OIT to have electronic mailing lists – Wheeler
- ⇒ Looking at unit designations – Paul

Nominations are to be opened for the position of vice president in the March Staff Council meeting.

Goals for 2010:

- ✓ Membership
- ✓ Knowledge base of parliamentary procedures
- ✓ Unit designation reviews
- ✓ Increase participation in nominations and elections process
- ✓ Off-election new membership process education

Meeting Times for the remainder of 2010:

Rasmuson Library room 341 - Tuesdays at 1pm

- ◆ March 30<sup>th</sup>
- ◆ April 27<sup>th</sup>
- ◆ May 25<sup>th</sup>
- ◆ June 29<sup>th</sup>
- ◆ July 27<sup>th</sup>
- ◆ August 31<sup>st</sup>
- ◆ September 28<sup>th</sup>
- ◆ October 26<sup>th</sup>
- ◆ November 23<sup>rd</sup>
- ◆ No December meeting scheduled unless needed

Audio # for any call-in participants

1-800-893-8850

Pin: 8244236

Any Questions Please contact Katrina Paul [klpaul@alaska.edu](mailto:klpaul@alaska.edu) or 474-5116

ATTACHMENT #2  
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SUBMITTED BY: Ashley Munro

Fall 2009 Staff Survey Results  
Total participants 335

1. Did you know Staff Council is the governance body that represents staff employees and serves as an advisory board to the Chancellor in matters concerning UAF Staff?  
YES- 268  
NO- 66  
OTHER- 1
2. Did you know that Staff Council welcomes and encourages all Staff to attend council meetings?  
YES- 146  
NO-188  
OTHER-1
3. Have you ever attended a Staff Council meeting?  
YES- 65  
NO- 269  
OTHER- 1
4. Did you know Staff Council meetings are audio conference?  
YES- 197  
NO-137  
OTHER-1
5. Have you ever attended a Staff Council sponsored event?  
YES- 197  
NO- 137  
OTHER- 1
6. If you answered no to questions 3 or 5, what reasons would best describe why?  
Workload- 132  
Unaware of event or that staff could attend- 43  
Inconvenient location- 28  
Inconvenient time- 28  
Lack of supervisor support- 24  
Lack of desire to attend- 13  
New employees- 9  
Parking- 8  
Promptness of meetings- 4  
Lack of tangible results- 4
7. What Staff Council events would you most likely participate in?  
Staff Appreciation Day- 217

Health/Wellness Events- 201  
Staff tours- 97  
Charity drives- 85

8. How effective do you feel electronic forms of communication are for Staff Council to notify you of events, opportunities and important information?

(scale of 1 to 5 with 1 being "not effective" and 5 being "very effective")

1-10  
2-21  
3-96  
4-114  
5-94

9. How could Staff Council communication improve?

Newsletter, advertise in Cornerstone, place ad in departmental newsletters, post "latest news" fliers, blog, create a website, more emails, mail, UAF Events Calendar, create a Google calendar, Facebook, include information in Employee Handbook, have local representatives spread the word, host information sessions, send out minutes, host forums

10. Which items below do you feel should be focus points in the upcoming year for UAF Staff Council?

Employee Compensation- 210

Profession Development- 184

Health care/Wellness- 153

Childcare/Daycare-105

Employee Advocacy/Mediation-101

Advocacy for UAF Funding-97

Write ins: Environmental health (specifically in the Eielson Building); Fairness and ethics issues regarding staff and faculty procedures and protocol; non-smoking campaigns; benefits; parking (several); combining sick/annual leave (several); payout of sick leave at retirement; flex schedules; job sharing; sharing information; improved pro student attitudes in service; unions (several)

11. Where are you located?

Fairbanks (not on campus)- 37

Rural campus-37

Tanana Valley Campus-7

UAF campus-253

Other- 1

12. Would you be more likely to attend a Staff Council meeting if they were held via Elluminate live or webcasting?

YES-85

NO-104

MAYBE-145

OTHER-1



13. Do you know who your Staff Council Representative are?

YES-127

NO-207

OTHER- 1

14. Are you aware that some units do not have representation?

YES-88

NO-246

OTHER-1

15. If you are interested in participating on Staff Council, please provide your name and contact information in the box below.

We received 16 names, which were forwarded to the EMR Committee Chair.

We also received the following comments:

- Thank you for your service! (1 response)
- Not at this time, but perhaps in the future (6 responses)
- Would like to, but do not have the time (3 responses)
- There is no point to it, Staff Council has no authority (2 responses)

16. Please feel free to share any other thoughts regarding Staff Council and how they can better assist you.

We had the following responses:

- Several 'Thank yous'
- Upper management needs to reinforce the importance of Staff Council so that supervisors will allow staff to participate and so that the council will have more authority.
- Staff Council needs to bring more relevant issues to the table.
- The audio conference is so horrible that you can't hear anything.
- I didn't realize that Staff Council is an advisory board to the Chancellor. I thought it was a governance representation of unrepresented staff.
- If this job takes too much time, what can you do as a group to make the time more manageable, and therefore get more people to participate?
- Rural Campuses are not fully recognized as being a part of UAF and we do not have the opportunities offered to UAF staff and faculty living in Fairbanks.
- Staff Council has no power, therefore the President and BOR need not pay attention to recommendations.
- I'm pleased to see minutes from past meetings posted on the web. They add historical perspectives to issues I have had to review.
- I don't mean to be negative, but I'm not sure exactly what Staff Council is all about and how it benefits staff, other than honoring longevity and the like. In all the years I've worked at UAF I've only once had a Council representative who made himself known to me and my colleagues, he sent all of us summary reports after meetings, especially when big decisions were made. That was helpful and made me feel like Staff Council had some relevance to me.
- I really don't have a firm grip on what exactly the Staff Council does. It would be good at the start of each new school year to have some sort of convocation for the staff to introduce the council members and to explain a bit what it is there for.
- I don't know how hard they are fighting for employee compensation, as I can't attend most meetings due to my night work schedule, but it really chaps my A\$\$ that I haven't received any step increases and that we are going to only a 1% raise every

year. Why stay at UAF, what's the incentive? Their main focus, in my opinion should be staff salaries currently.

- I feel we have no representation for certain issues. For example, I am unhappy with my retirement plan, but I feel nothing can be done about it. Perhaps we should unionize.
- Sometime are work load is tedious and not all that exciting not too sure about jumping up and down over a staff council meeting.
- I occasionally read that Staff Council represents staff (using similar wording to that at the start of this survey) but that's very vague. I'm happy in my job and am treated well (I also do good work), so I need concrete examples of what it means to represent me as staff. It's like having someone represent me to the Belgian prime minister; I didn't know I needed it.
- I think you need to be more vocal. I believe most employees know about what you do but don't feel you are effective (not necessarily because of you, but because top administration don't take you seriously).
- I've been almost completely uninvolved, and it seems like a distant and unimportant part of my employment here--another thing that takes up time I don't have. This attitude on my part is contradictory to what I believe in terms of civic duty (political action, for example) so I feel sort of guilty about it, but there you have it. My focus is on my work, and there's so much to do I feel bound to concentrate on it rather than staff council or even talks given by students or faculty in my school. So I miss out. I'm not sure how to reconcile this. They all seem important.
- Publish more information about successes? I don't hear much about that either--although the last Staff Appreciation Day was really amazing. I felt that was really great-- although more staff should have participated.
- I was a Staff Council rep many years ago.  
As long as we have no union, Staff Council is only advisory.  
Every gain is painstaking. Thanks to all who work so hard for us.
- I have been at UAF 19 years and I know how important staff council is. My workload is such that I do not have the time or energy to join the council. I fear things will be getting even worse due to the McTagger report so I feel we need strong support for staff as they cut and combine our jobs.
- I feel that the last meeting I listened into was boring. There were plenty of items that needed a persons emotional motivation/ambition on such as compensation and nobody had any heartfelt, take no prisoners opinions. It was like they were rolling over and taking it. I mean come on reps, this is our pay!
- Really don't hear much from them or sure if they've accomplished much. Not sure if administration pays much attention to them. At times I hear that Staff council is focusing on 'this' and 'that' but then never hear if anything ever comes of it.
- In general Staff Council seems pretty ineffectual and more of a mouth piece and rubber stamp for administration then a force for change or positive impact for staff. It's not that I don't know about Staff Council it's more that I don't care.
- I'm not convinced of staff council's effectiveness. I haven't seen a marked improvement in the divide between Fairbanks and rural, and between staff and UA administration. What goes on in Fairbanks tends to be a Fairbanks thing. Then again, my workload is such, that I don't usually read communications from staff council, so maybe I'm not well informed.
- Thank you for the hard work you do. I was particularly impressed with the Staff Development Day, and I recognize it was an extraordinary effort to organize such a large event.
- I feel staff council has no power and very limited influence on staff affairs
- Get out and meet people. Use the list of projects / problem solving to get multi-discipline teams and representation to work and achieve together (with faculty and administrators)  
Meet your constituents

- In the governance hierarchy, staff council is largely dismissed by administration. We don't have a "hammer" that forces them to acknowledge our voice or concerns. I do NOT want to join a union but believe something stronger than lip service should come from administration & faculty.
- As stated - I haven't heard a thing in years. Didn't know they were still active.
- I had no idea there was a Staff Council, or what it does. After taking this survey, I know a little more, but I'm a relatively new (less than a year) staff member, but wasn't made aware of this Council at all, why it is there, or what it does. Anything to improve this for me (and other new staff members) may be a good area for improvement.
- I am grateful for staff council. It is extremely beneficial to participate and overall I think the body does a great job.
- Staff Council should act more as a liaison/ombudsman for staff with University departments. This should include child care and parking issues and maybe help with getting customer feedback of areas that staff work in such as financial aid, veteran affairs and HR. If feedback comes back negative, Staff Council can work with departments to identify negative perceptions and why they are occurring and help get to find solutions. This would improve customer service and boost morale for those departments, leading to more productive happier staff members. Staff Council also should work between campuses as this seems to be another major problem.
- I have wondered at times if we should have an official (i.e., with authority) ombudsman position -- someone who can serve as a point person for concerns of individual staff. I have felt "blown off" on some occasions when I have brought a concern to UAF. It seems when push comes to shove, UAF employees/admins are concerned for UAF interests, not staff's.
- If there were no Staff Council nothing would change. That should be a big hint. The Staff Council has no decision making authority over anything that actually matters. The SC is just a farce the administration loves because it makes it appear as if there's actual collaboration when it comes to making decisions which affect non-represented employees.
- Please take on combining sick leave and annual leave.
- great calendars
- Staff Council is a great way to learn more about what is happening at the University, and to become involved

ATTACHMENT #2  
UAF STAFF COUNCIL #205  
March 19, 2010  
SUBMITTED BY: Susan Baird

Rural Affairs Committee Report  
March 8, 2010

Susan Baird has agreed to Chair the Rural Affairs Committee.

No meetings have been called as of yet but are planned for March.

Charge to Rural Affairs Committee under Staff Council is to:

Oversee general welfare of the UAF community not residing on the Fairbanks campus  
Monitor all activities affecting compliance with the Rural Campus mission statement of the  
University of Alaska Fairbanks.

*From UAF website: UAF has community and rural campuses in [downtown Fairbanks](#), [Bethel](#), [Dillingham](#), [Kotzebue](#) and [Nome](#), and maintains six community centers through its [Interior-Aleutians Campus](#) in Fairbanks. These branches, part of the [College of Rural and Community Development](#), are central to fulfilling the [UAF mission](#) of **providing educational opportunities throughout the state.***

1. Received listing of members and updated email addresses to Google addresses.
2. Prior goals were cost of living differential, consistent annual training for rural employees, creating a strong rural voice at the UAF campus and offering workshops to rural staff. The past chair feels that these goals have been met and the committee needs to establish new goals.
3. Received information on the Margaret "Peggy" Woods Rural Staff Recognition Award from Ashley Munro, chair of the Staff Recognition Subcommittee of the Rural Affairs Committee. Updated and sent to Nichole for distribution. Have had several people call with questions regarding the award, so know there is some interest in it. Nominations are due March 27 and go to Staff Recognition Subcommittee for review.