

MINUTES
UAF STAFF COUNCIL #222
November 16, 2011
8:45 – 11:00 AM
Wood Center Carol Brown Ballroom

1. 8:45-8:50 CALL TO ORDER AND ROLL CALL

A. Roll Call

Present:

Pips Veazey, President
Juella Sparks, Vice-President
Robert Mackey (phone)
Jodi Baxter
Debbie Gonzalez (phone)
Kala Hansen (phone)
Shawn Houston
Gary Newman
Ben Tucker
Jennifer Elhard (phone)
Heather Wells (phone)
Mary Sue Dates
Claudia Koch-Goddard
Ryan Keele
Naomi Horne
Shelbie Umphenour
Dawn Dearing (phone)
Robin Weinant
Carol Shafford
Brad Krick
Walker Wheeler
Cat Williams (phone)
Forrest Kuiper

Excused

Evelyn Pensgard
Jennifer Ward
Carolyn Simmons
John Clendenin, Jr.
Travis Brinzow
Gary Bender
Richard Machida

Absent

Maria Russell
Sara Battiest
Bryan Uher
Heather Leavengood

Guests

Chancellor Brian Rogers
Dana Thomas, Vice Provost
Cathy Cahill
Mark Oldmixon
Doug Schrage

B. Approval of agenda for Staff Council Meeting #222

- The agenda was approved as presented.

C. Approval of minutes for Staff Council Meeting #221

- The minutes were approved as amended.

2. 8:50-9:00 STATUS OF PENDING ACTIONS

- There were no pending actions for this meeting.

3. 9:00-9:05 PUBLIC COMMENT

A. Mark Oldmixon – United Way Campaign

- Yesterday's Chili Cook-off raised over one-thousand dollars. The Fire Department, represented at the meeting by Doug Schrage, won the event. This year's United Way Campaign is going well, but they still need help reaching this year's goal. If you have meetings and would like to include a presentation about the campaign, contact Mark or Lael Oldmixon. Forms were given to all PPA's; additional forms are still available. Payroll deduction is an option using these forms; if you choose payroll deduction, it will begin in January. You can select the Alaskan non-profit

group of your choice. The goal of the UAF United Way Campaign is to show our support and give back to the community. Staff participation is encouraged. Please get the word out to fellow staff members. There is no deadline, but they would like to have donations in by the end of the year.

4. 9:05-9:15 OFFICER REPORTS

A. President's Report – Pips Veazey

- The Staff Council *Tuition Waiver Resolution* was taken to Staff Alliance. It was then used verbatim by Staff Alliance with additional language about satisfactory academic progress and to address some of the conflicts between the tuition waiver and SAP. Staff Alliance was appreciative of our resolution and wanted to thank those who worked on it.
- *Staff Compensation*: Pips and a few other people testified at the BOR meeting asking for the 3.5% compensation increase to be added to the budget. The BOR approved this, including the 3.5% in the budget they submitted to the Governor. Last month we sent email requests to the BOR members and this may be an approach we will continue with the Governor. If we do, we will send out more information. The increase is in the Governor's hands at the moment.
- System Governance has been discussing *Strategic Direction* with the president. They will be holding listening sessions in the near future. The February 14th session is an internal session for people from the university system. There are external sessions on Dec. 1 – 2. There is more information on the President's website.
- *President Gamble's Policy and Regulation Review*: Staff Alliance has created an online form, listed under *Policy and Regulation Review* on the President's Report. This is one mechanism that they are trying to use to get feedback from people working across UAF. We will also be undertaking more specific means of addressing these policies and regulations, but there are a lot of people who deal with specific parts of the BOR policy and this form provides a general location where we can collect this information from all levels of system governance. The president's goal, as a relatively new president, is to take a look at the entire system and to revamp policies. You are encouraged to participate in the review
- This semester we have been working on a lot of systemwide issues, but with upcoming elections we can also begin to look internally at how we are doing things. We would like to have a nice orientation for new members in February. We will be calling on members for assistance. If you have ideas about what you would like to see in orientation, please let us know. We would like to encourage people to communicate with constituents and we would like to try to figure out how best to do this and how we can be supportive of the council to help facilitate this. If you have specific comments or suggestions about communications, please contact Pips or John.

B. Vice-President's Report – Juella Sparks

- In terms of the *Policy and Regulation Review*, you are encouraged to comment on all policies, including HR policies. Juella feels there is a lack of clarity in the Grievance Policy and clarifying this policy for staff is one of her primary goals during this review.
- *Tuition Waiver*: The waiver now goes to the president's desk. What happens is that, in the background while we are doing our work, the president's administration is discussing the proposed changes as well. He will sit down with their proposed changes and our reactions and responses and weigh it. She doesn't know if he will approve or deny the resolution. Our resolution will serve as an information piece on where we stand.
- Staff Alliance will be sending out an email to Alliance and all Governance members on the 3.5% increase on the budget request going to the Governor. It is critical that the Governor keep our line item increase in his budget to the legislature, if it is not included, there will be no chance for an increase. This is the next step. Mid-December the Governor will put out his budget for the university to the legislature. They will send an email out with talking points encouraging everyone to spread the word, use your personal email to contact the governor to let him know that this is important to you and that it impacts about 2,600-2,700 employees across the state.
- CDAC Representation: Juella has stepped down from CDAC due to all of her other campus obligations. Staff Council needs someone to fill this seat. The new term would begin immediately. CDAC's next meeting is scheduled for Nov. 30. The process for selecting a Staff Council representative for CDAC involves Staff Council making the recommendation to CDAC. CDAC reviews the recommendation and forwards it to the Chancellor. The terms are typically 3 years. CDAC recently did a campus climate survey and they had almost a thousand responses. They spent the summer reviewing the data and they have a great foundation with great support from our Chancellor to do great work in the spring and over the next few years. CDAC's mission is diversity on campus, helping identify diversity related issues and helping to resolve them. Mary Sue Dates recently filled Staff Council's other seat on CDAC.

Please let Pips know if you are interested in serving on this committee. Staff Council's representative on CDAC does not have to be a member of Staff Council.

5. 9:25-9:25 REMARKS BY CHANCELLOR ROGERS

- May Marsh was hired as the new Director of Diversity. She will start the first week in March. She will be responsible for issues of affirmative action and EEO reporting as well as promoting diversity in hiring and retention for both faculty and staff.
- The supervisory training program, now in its third year, is under review. Scott McCrea will be conducting the review and he will be working on a new marketing plan for the program to highlight opportunities. With the clarification made that faculty cannot supervise other faculty, but faculty can supervise other staff, faculty supervisors will be encouraged to participate in the training program.
- There are two upcoming meetings in Fairbanks for the president's Strategic Directions process, on the 1st and 2nd of December. December 1 is focused on UAF campus wide, December 2nd focusing on the mission of the Community and Technical College. Both meetings will be held downtown at CTC to make it easy for community members to attend. If you have specific interest that you want to ensure get covered, talk to community members about coming out.
- There will also be an internal meeting to gather feedback from internal stake holders and this will be scheduled for sometime in January.

Soft Closure:

- A Soft Closure memo went out clarifying that there is no university wide soft closure but departments can choose to reduce hours on an office-by-office basis. No one will be required to take leave other than the long standing hard closure. This is likely where they will go in the future since needs across campus vary greatly. With the soft closure, a reduced level of activity across campus both before and after the holiday break is expected.
- The Chancellor then took questions from council members:

SRC Costs for Staff and Faculty Question:

Chancellor Rogers indicated that previously discussed attempts to make the SRC more affordable to staff and faculty have stalled. They were working with Mike Humphries, who has since transferred from statewide to UAA, to come up with part of the overall wellness program. With this change in personnel, there has been less support for the subsidy level that was expected to come out of the wellness program. Mike Sfraga and his staff have been working on a new strategy to address this. Chancellor Rogers indicated that he would contact Mike Sfraga to determine the status of this and he will update Staff Council at the December meeting.

Soft Closure

Some staff members have expressed concern to council members about Soft Closure and pressure to take leave. Chancellor Rogers stated that it was clear in the memo that "No one is required to take leave." Anyone whose supervisor is mandating leave should contact either the Chancellor's Office or Kris Racina. A request was made for administration to send out an email to all staff clarifying that if staff are being required to take leave, that they could contact Kris Racina. The Chancellor indicated that they felt the policy was clear and that they would not send out an additional message. He further explained that administration considered not sending anything out, so there would be nothing out there, which essentially would have meant the same thing. However, due to requests, the message was sent. Chancellor Rogers reiterated there is only one required closure and that is between the two university holidays.

6. 9:25-9:35 GOVERNANCE REPORTS

A. Cathy Cahill, President - Faculty Senate (phone)

- Faculty Senate is currently dealing with a number of issues:
- *Strategic Directions and Listening Sessions:* Right now listening sessions are primarily for external stakeholders. You can go to listen if you would like, but please let the stakeholders speak. We will have time to speak during the listening sessions which will be held at UAF in the spring. They are also working on Policy and Regulation Reviews. They are focusing on the academic components of the policies and regulations, but they are also looking at other parts that might impact faculty.
- *Stay on Track:* Faculty Senate has been working on this program. It is designed to assist first time, full time freshmen in making it through in four years, if they choose to. Faculty Senate likes this idea for first-time freshmen. However, this only applies to about 15% of our students. We want to make sure that nontraditional students are valued. In terms of our metrics we want to look at more than just the number of degrees granted. A lot of people who come to the university come for an experience, and their success is not necessarily going to be a degree. Right

now if no degree is granted, metrics show this as a failure, but the student may have individually achieved their goal. Faculty Senate is currently discussing how to determine what someone's goal is and to measure whether or not they have achieved that goal.

- *New Accreditation Cycle:* We are starting a new accreditation cycle. Mission themes and core themes are back. Having recently completed an accreditation cycle, they are reviewing and evaluating both the mission statement and the core themes to address their applicability.
- *Student Commencement:* They are looking at possibly adding a component to commencement to provide greater acknowledgement for masters students. They are currently debating how to address this, with possibilities including having a separate hooding ceremony for Masters students, or add this to graduation. This is being hotly debated and will have an impact on the graduate ceremony and events coordination. They are hoping to come to some resolution on this soon. It appears that the students would like to have a separate ceremony, so they will probably go with this, but this still needs to be decided.
- *Legislative Forum for Interior Delegation:* Faculty Senate is working to organize a *Legislative Forum for Interior Delegation* at UAF on Nov. 30., around 6PM for the forum and 5:30 for the gathering time. This is designed to provide the opportunity to talk with the interior delegation about UAF, what we are doing, what we can do to help, etc. More information will be sent out when it becomes available. Staff are encouraged to attend.

B. Mark Freitag, President – ASUAF (No report)

7. 9:35-9:45 UNFINISHED BUSINESS

A. Compensation Increase

- As previously discussed, this is currently at the Governor's Office. We have been hearing positive statements and are optimistic about the situation. We will be sending something out within the next week of two from Staff Alliance and Staff Council to let people know how to contact the governor. The Governor's budget proposal for UA will be submitted in mid-December. The legislative session begins in January. Usually within the last few weeks of the session, around the end of April, they will negotiate and vote on it. Chris Christenson, will be in Juneau for three months advocating for the university's budget. We will know by mid-December what the Governor's request is, but we will not know anything more until the end of April.
- Michelle Rizk addressed both Staff Alliance and System Governance this month. She provided an overview of what the annual calendar looks like for making these decisions. If anyone is interested in this information, contact Pips and she can forward the information to you.
- Related to this is the systemwide Staff Alliance Compensation Working Group. They are trying hard at the system level to change the ways things are done on an annual basis for staff compensation. As of now, we get a place holder in the budget that doesn't necessarily reflect an accurate compensation number for staff. We would like to have a process that is regular and consistent from year to year so that our staff council doesn't feel like it needs to address this in their first meeting. Hopefully this can change where they can report on this throughout the year.

B. Soft Closure Discussion

- *Attachment 222-3: Soft Closure Policy*
- We heard earlier today from the Chancellor about this policy. He views soft closure as a voluntary option. Yesterday in Staff Affairs we discussed our position and it will be left to Staff Affairs to determine if they wish to put forth a resolution on this.
- Earlier in the year we were told that Soft Closure was not going to be an option. In turn, council members informed their constituents of this and put this word out. For the administration to then determine that they were in fact going to use this option was of concern, as was the mention by the Chancellor that they originally weren't planning on sending out a memo. Based on this it may be worthwhile for Staff Council to formally and publically take a position on this. It is important for use to let our constituents know that we have raised these concerns and that we have asked these questions. This resolution should include the fact that if the administration is planning on implementing something such as this, they let us know at least by the start of the Fall term so that we can make plans. They should also make it clear that it is optional.

9:45-9:50

BREAK

8. 9:50-10:05 NEW BUSINESS

A. Motion to Amend '2012 Staff Council Meeting Schedule' (Motion 2011-222-1)

- *Attachment 222-1*
- The request was made to have the November meeting moved off of the week of Thanksgiving since some people may take that week off. Due to other events and factors, this was the only open date for the November meeting, so it could not be changed. The motion passed. (Vote: 15 For, 1 Against).

B. Motion to create ad hoc 'Chancellor's Cornerstone Award Committee' (Motion 2011-222-2)

- *Attachment 222-2*
- *Point of Information:* The president can create committees without a motion, but the motion was included for record keeping purposes. The motion passed unanimously.

9. 10:05-10:15 GUEST SPEAKERS**A. Dana Thomas, Vice Provost & Accreditation Liaison Officer**

- *Attachment 222-4*
- The attachment includes a copy of UAF's current mission statement, UAF core themes, and themes, objectives, and indicators.
- The accreditation cycle is now a 7 year cycle; it used to be 10 years. We have reports that are due in years 1, 3, 5, and 7. They accumulate and you get the opportunity to revise the previous report in the following report. For example, this next fall we have a year one report due. Key elements for the year one report are our revised mission statement, our themes, objectives, indicators, and our definition of mission fulfillment. The year three report is a review of our resources and capacity as to how those are supporting the achievement of our mission and core themes. Resources and capacity include how many faculty and staff you have, their qualifications, the infrastructure we have, our IT capabilities, etc. This is a very broad collection of services and infrastructure. When we submit the year three report we will have had feedback on the year one and we get the chance to revise it. In year five we have a report where we must give all of the data for five years on the indicators and provide a summary of how we are using that information in planning and budgeting and moving the institution on for continuous improvement. At the same time, we have the opportunity to make any suggested revisions that they have made on the year one and year three. Year seven is an evaluation of mission fulfillment, the holistic view of whether or not we are fulfilling our mission. After year seven we will once again start a new seven year cycle. It is a continuous cycle, no gaps and no breaks. The federal requirements of the accreditation cycle is every 10 years, the Northwest Commission has decided to go to seven years cycle. This is a peer evaluation process.
- As a reminder, the accreditation process has changed. We submitted a report this past August. The evaluation team came the first week of October. We received a draft evaluation report from them and we have responded to errors of fact based on the draft report. We have not yet received the final report, but expect to receive it soon. Following this, the Northwest Commission will vote on our reaffirmation of accreditation and what the actual recommendations are that we have to respond to and when we have to respond to them, sometime between January 11-13 when the commission meets. We expect to have a final word after the commission meets. The draft report contained three recommendations and three commendations. A transcript of this presentation is available online at the www.uaf.edu/accreditation. This now means that we now start the process anew. Our year one report is due next August. An Accreditation Steering Committee has been formed and Claudia Koch is the Staff Council representative on this committee.

What we must accomplish by next August is substantial:

UAF's Mission Statement:

- This is a strategic planning year, we will start by revising the UAF mission statement or reaffirming it. There has been much discussion about the mission statement and the associated wording. In their review they are taking into account a large number of factors, including intended audience. The Chancellor's Cabinet has indicated that they would like to get the mission statement down to a single sentence that people can remember it and say it. The hope is that a shorter mission statement would be used more frequently. This is an open dialogue among all constituents with the university and staff input and suggestions are encouraged. The Chancellor's Cabinet will make the final decision, but Dana would like to provide the opportunity for staff input which will be taken back to the cabinet. We need to change our mission statement to also include what we do, why we do it, rather than just who we are.

Possible Revisions to UAF Core Themes

- They are also discussing possible revisions to UAF's Core Themes. These themes were generally well accepted in the draft evaluation report. Some of the comments in the draft state that the distinction and interrelationships between the themes were not well defined, particularly between 'Connect' and 'Engage.' There was some confusion as to what belongs in one versus the other and how well those are known throughout the institution.
- Three possibilities have been discussed for this so far.

- a. Leave the themes as they are and provide better definition of their distinctions and interrelationships
- b. Combine 'Connect' and 'Engage' in some way
- c. Eliminate the 'Connect' theme and distribute the Alaska Native and Rural elements contained therein to the other four themes
- The Steering Committee and Cabinet are interested in receiving feedback on this. This is an invitation to take part in this process. You can share your feedback with Claudia and she will bring this to the Steering Committee.
- Also involving the themes, the Vice Chancellor of Research is not in favor of using the term 'Discover' as it appears. He has proposed changing the word 'Discover' to 'Research,' yet there is some reservation about using this term. We received a commendation for 'Engagement, Involvement, Commitment to Alaska Native and Rural Alaska.' There was a proposal to change the 'Connect' theme verbiage from 'Connect' to an Alaskan Native language word.
- They are also looking at whether or not the objectives accurately represent the essential elements of our mission, as well as whether or not the choices of indicators of 'achievement' are good choices for representing or deciding whether or not UAF is fulfilling its mission well. We have to demonstrate that we are using the collected information to make budget and planning decisions and therefore this affects everyone.

COMMITTEE REPORTS

10. 10:15-10:30 INTERNAL COMMITTEE REPORTS

A. Staff Affairs – Naomi Horne

- Mary Sue and Naomi will be conducting a brief audit prior to the next Staff Council meeting. They will update the group on the components identified as needing revision at that meeting. Due to the vast amount of information that must be examined, the committee is requesting assistance from other Staff Council members.
- Staff Affairs is also assisting with the University of Alaska Policy Review. UAF is also reviewing its regulations at this time. Robert Mackey will be working with Naomi to conduct a brief review of policy to identify key components that we should review in more detail. This includes reviewing the sections on HR and Governance. They are also looking for staff input on these policies as they go through this process. Volunteers for this review are needed.
- The UAF policy review is underway and is available online. The Chancellor is also revising many UAF campus regulations. Information is available on the Chancellor's website where you can submit your comments. Staff Council members are encouraged to submit comments and to get this information out to their constituents.
- *Soft Closure*: Staff Council members should inform staff in their units that they can contact either the Chancellor's Office or Kris Racina directly if they are forced or pressured to take leave.
- Staff Affairs is working to realign their meeting schedule so that meetings occur right before the Staff Council meetings to provide more timely updates. They also plan to schedule Staff Affairs meetings earlier to assist committee members with planning.
- Naomi is not running for reelection; as of Jan. 1, she will no longer be chair of Staff Affairs.

B. Rural Affairs – Brad Krick

- *Attachment 222-9*
- The November committee meeting included discussion of geographic differentials. The committee is interested in obtaining more information on this topic and has invited Tara Ferguson, Director of Compensation, to speak at their next meeting.
- They also discussed differences in health programs at rural campuses. There aren't any major differences in HPAWIN programs in how the programs work, but there are noticeable differences in facilities. They are attempting to find ways to assist rural campuses with these needs.
- Planning is underway for this year's *Peggy Wood Award*, which recognize an outstanding rural staff member. Tentatively, nominations will be accepted from sometime in January to sometime in March. They will be looking for Staff Council members at large to serve on this selection committee. They have asked the Chancellor's Committee on Alaska Native Education if they would be willing to have representatives participate in reviewing the nominations and making a recommendation to the Chancellor.
- Staff Appreciation Day for rural campuses was also discussed. The committee plans to conduct a survey to determine what rural staff are interested in having for Staff Appreciation Day.
- The next Rural Affairs committee meeting will be held on the first Tuesday in December 6th.
- Questions or comments about geographic differentials can be addressed by contacting Brad, or you can attend the committee meeting.

C. Elections, Membership, and Rules – Walker Wheeler

- *Attachment 222-8*
- EMR is currently addressing concerns raised by John Clendenin related to various aspects of the bylaws and constitution which have changed over time. Based on this, EMR has determined that there are several pieces of these documents which need to be reviewed.
- Voting for Staff Council elections will open later today and will remain open for 30 days. There are currently 8 people who have been nominated and have accepted the nomination. In total 24 people have been nominated from various units. Unit 10 and Unit 14 currently don't have anyone on the ballot. Unit 4 does not have anyone who has accepted a nomination. There were write in votes that may fill these gaps. Current representatives and alternates who are not on the ballot can self-nominate. All even unit seats are currently up for election. If people have not been nominated by the end of the nomination process, in order to be elected you will need to go through the write in process.
- Terms follow the calendar year and begin on January 1. The president and vice-president serve on a different schedule.
- The list of membership by unit is available on the website. This can be used to help determine what unit you are in.
- Please encourage others to run as we would like to have a dynamic working unit in the spring.

D. Advocacy Committee – Jodi Baxter

- December 15, Advocacy is holding a Library Tour, 12:15-12:45. Additionally, Jodi will be working to set up a spring forum with Chancellor Rogers.

11. 10:30-10:40 EXTERNAL STATEWIDE COMMITTEE REPORTS**A. Staff Alliance's Staff Health Care Committee – Maria Russell, Carol Shafford, Cat Williams**

- *Attachment 222-6*
- In a recent seminar, the future possibility of having a high deductible health savings account (HAS), which would go with the high-deductible healthcare plan, was discussed. One associated issue with this possibility is that if you file incorrectly it becomes a tax problem for the employee, not the university. It is a very confusing system which would require extensive employee education to learn how this system works. We still need to encourage employees to be as educated as possible about healthcare.
- Currently, our healthcare costs are driven by a number of high-dollar claims, and we expect the number of these claims to rise.
- The WIN Program: Concerns have been expressed about how WIN uses data. When WIN uses data they do not violate your HIPPA rights. They cannot attach any identifying information to the reports which come back to the University.
- As far as we know the only major changes to the healthcare plan for July 1, 2012 are the Tobacco Surcharge and a rate increase.
- Carol will not be returning to Staff Council. She is not running for reelection.

B. Staff Alliance's Compensation Committee – Maria Russell (Co-Chair), Robert Mackey, and Dawn Dearing

- The Compensation Working Group has not met since they authored the letter presented to President Gamble at the September BOR meeting. Their focus has been on getting the word out and advocating for the 3.5% electronically rather than in meetings. Juella spoke with Erica yesterday and gave some direction and guidance about their next focus. They are in the process of scheduling a meeting.
- In Juella's conversations with President Gamble about the 3.5% increase, she pointed out the flaws with the budget process and the process used to collect input for the budget request. The Compensation Working Group work will be working with statewide administration to determine where in the process Staff Alliance can have input into the compensation increase. She has given the Compensation Working Group a large project which she is confident they can address. The hope is to have this complete by the August retreat, if not before. They have made it clear to statewide that we wish to provide input at the beginning of the process, in April and May when they begin to discuss the placeholder, rather than waiting until later in the process.

12. 10:40-10:45 EXTERNAL UAF COMMITTEE REPORTS**A. Master Planning Committee (MPC) – Gary Newman**

- *Attachment 222-4*
- Report available at: www.uaf.edu/mastplan/committee/meetings/agendas/2011-2012/

B. Parking Advisory Committee (PAC) – Shawn Houston

- Has not met
- C. Chancellor's Diversity Action Committee (CDAC) – Juella Sparks and Mary Sue Dates
- D. Student Recreation Center Board (SRCB) – Carol Shafford
 - Has not met
- E. Chancellor's Planning and Budget Committee – Shawn Houston
 - Has not met
- F. Chancellor's Advisory Committee for the Naming of Campus Facilities – Carol Shafford
 - Has not met
- G. Accreditation Steering Committee – Claudia Koch-Goddard
 - Has not met
- H. Meritorious Award Committee – Claudia Koch-Goddard
 - Has not met
- I. Technology Advisory Board Committee (TAB) – Walker Wheeler
 - *Attachment 222-5*
- J. Family Friendly Task Force/Bunnell House Adv – Walker Wheeler & Heather Leavengood
 - Has not met
- K. Intercollegiate Athletic Council – Pips Veazey and Heather Leavengood
 - Has not met
- L. Review of Infrastructure and Sustainability Energy Board (RISE) – Mayanna Bean
 - Report available at: www.uaf.edu/sustainability/rise/
- M. People's Endowment Fund Committee – Naomi Horne
 - Has not met

13. 10:45-10:50 AD HOC COMMITTEE REPORTS

A. Calendar Committee – Gary Bender, Brad Krick, Sara Battiest

- The committee met and they are scheduling additional meetings. Due to time constraints, they are not calling for photo submissions this year. They will use the archive and the few photos which have been individually submitted. You can still submit photos for consideration, there will just not be a public request for submissions.

B. Administrative Review Committee

C. Awards Committee

- CALL FOR VOLUNTEERS – There were no volunteers at this time.

D. Staff Appreciation Day Committee – Maria Russell and Ashley Munro

- CALL FOR VOLUNTEERS – There were no volunteers at this time.
- Committee has not met

E. Communication Committee – John Clendenin, Jr.

- *Attachment 222-7*
- The committee is discussing orientation and training for new and old members with a goal of clarifying expectations for Staff Council members. The committee suggested that Staff Council meeting attendance be posted on the website to improve accountability. It was also suggested to create a plan for getting basic meeting information to all staff within 48 hours of the meeting. This was in light of the fact that many staff members across campus do not receive regular updates or any communication from Staff Council.

Announcements:

- The next meeting is scheduled for December 21st. Pips proposed that we still hold the meeting since we need to ratify the election results. Contact the Staff Council Office if you cannot be at this meeting so we have a better idea about whether or not we will have a quorum.

APPROVED

1/24/11

- The Chancellor's Cornerstone Award Committee also needs volunteers and a committee chair.

14. 10:50-11:00 ROUND TABLE DISCUSSION

15. 11:00 ADJOURN

MOTION

The UAF Staff Council moves to adopt the following amended 2012 Meeting Schedule:

2012 Staff Council Meeting Schedule

Meeting Number	Date	Time	Location	Meeting Type
224	Tuesday, January 24, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Audio Conference
225	Friday, February 17, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Face-to-Face and Audio Conference
226	Tuesday, March 27, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Audio Conference
227	Wednesday, April 18, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Audio Conference
228	Tuesday, May 15, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Face-to-Face and Audio Conference
229	Tuesday, June 19, 2012	8:45-11:00 AM	TBA	Audio Conference
230	Wednesday, August 15, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Audio Conference
231	Wednesday, September 19, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Audio Conference
232	Wednesday, October 17, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Audio Conference
233	Tuesday, November 20, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Audio Conference
234	Wednesday, December 19, 2012	8:45-11:00 AM	Wood Center Carol Brown Ballroom	Audio Conference

EFFECTIVE: Immediately

RATIONALE: The '2012 Meeting Schedule' (Motion 2011-221-1) approved at the October 19, 2011 Staff Council Meeting had to be amended due to scheduling changes and errors. Additionally, meetings must be scheduled in advance to ensure adequate time for room scheduling and public posting of meeting information.

Master Planning Committee Report
Submitted by Gary Newman

The UAF Master Plan Committee (MPC) last met Nov. 3, 2011. Next meeting is scheduled for Nov. 17, 2011.

Recent items discussed include:

1. A yurt for storage and prep for the Outdoor Rec climbing wall
2. Considering more than just basic white for interior colors, particularly in classrooms
3. Considering doing tasteful art on utility boxes, also an alumni-painted mural on panels perhaps on the east 1st floor wall of Wood Center
4. Facilities construction report
5. Sustainable Village progress, road access.
6. Establishing a process for submitting proposals to the MPC.

Full MPC meeting notes can be viewed when available
at: <http://www.uaf.edu/mastplan/committee/meetings/agendas/2011-2012/>

Staff Council Motion 2011-222-2**Motion to establish ad hoc Chancellor's Cornerstone Award Committee****MOTION:**

The UAF Staff Council moves to establish the ad hoc *Chancellor's Cornerstone Award Committee* to carry out various tasks associated with the Chancellor's Cornerstone Award. The committee will dissolve in late May after all award related tasks are complete and a final report has been submitted.

EFFECTIVE: Immediately

RATIONALE: Work on the 2012 Chancellor's Cornerstone Award has already begun. Committee members are needed to assist with the nominations process and other award related tasks.

Pips Veazey, Staff Council President

Date

From: **Chancellor's Office** <UAFdistribution@uaf.edu>
Date: Thu, Nov 3, 2011 at 2:42 PM
Subject: [UAF-Staff-L] Soft closure and reduced business hours over winter break 2011
To: uaf-staff-l@lists.uaf.edu

November 3, 2011

TO: UAF staff and faculty

FROM: Brian Rogers, Chancellor

SUBJECT: Soft closure and reduced business hours over winter break 2011

Chancellor's Cabinet has identified two possible options for UAF departments to extend the upcoming winter break by declaring a soft closure or reducing business hours in December and January. The options are as follows:

Dec. 19-23, 2011

This timeframe may offer an opportunity for closure or reduced business hours preceding the systemwide holiday closure Dec. 26-30. However, due to the academic calendar some departments may have difficulty implementing soft closure at this time.

Jan. 4, 5 and 6, 2012

The week of Jan. 2 provides a second opportunity for departments to implement soft closure or reduced hours for part or all of that week after the New Year holiday.

Departments have the option to reduce hours for the week before, or the week after, the closure week. Reduced hours, or closure, are up to the department provided that essential services are covered. Departments performing essential services may need to remain open and employees in those departments may not be able to take leave during this time.

For units that remain open to the public and provide business services to students, hours will be listed on the holiday hours website. For all other units, please be sure to communicate directly with your students, vendors and other people who might visit during the soft closure.

Please take a moment to review last year's site at <<http://www.uaf.edu/marketing/holiday/index.xml>>. If your unit is listed there, please send your soft and holiday closure hours to Marketing and Communications via e-mail at marketing@uaf.edu by Nov. 16.

For reduced business hours or soft closure there may be no forced leave. Employees may choose to work even if the department is closed; take annual leave or leave without pay; or take sick leave upon submission of evidence of illness or a professional appointment or treatment as indicated in university regulation R04.06.130 C.7. However, administrative leave is not an option during the closure.

Employees who elect for leave without pay during the regular and/or soft closure will still be eligible for holiday pay as long as they are in paid status before and after the hard and soft break.

Employees should be aware that retirement eligibility (PERS and TRS) will be affected if your leave without pay exceeds 10 days in a calendar year.

Once the business hours for a department have been determined and announced by the supervisor, employees should coordinate with their supervisor regarding leave options and schedules.

If after that you have additional questions, please contact Human Resources at 474-7700.

UAF-Staff-L mailing list
UAF-Staff-L@lists.alaska.edu



Mission Statement

The University of Alaska Fairbanks, the nation's northernmost Land, Sea and Space Grant university and international research center, advances and disseminates knowledge through teaching, research and public service with an emphasis on Alaska, the circumpolar North and their diverse peoples. UAF--America's arctic university--promotes academic excellence, student success and lifelong learning.

UAF's Core Themes

Educate: Undergraduate and Graduate Students

Discover: Through Research, Scholarship, and Creative Activity including an Emphasis on the North and its Peoples

Prepare: Alaska's Career, Technical, and Professional Workforce

Connect: Alaska Native, Rural, and Urban Communities through Contemporary and Traditional Knowledge

Engage: Alaskans via Lifelong Learning, Outreach, and Community and Economic Development

Core Themes, Objectives, and Indicators

Educate: Undergraduate and Graduate Students	
Objective	Indicators
1. Meet standards for learning outcomes of academic programs.	1. Students achieve intended learning outcomes within their programs.
2. Retain and graduate degree-seeking students.	2. Students perform similarly to peers on programmatic national exams.
	3. First-time undergraduate degree-seeking students persist and graduate.
	4. Academically underprepared undergraduate degree-seeking students complete college-level coursework.
3. Prepare undergraduate students for further study, future employment, and contemporary life.	5. Seniors score similarly to their peers at other institutions on the ETS Proficiency Profile examination.
	6. Graduates complete further higher education programs.
	7. Seniors respond similarly to their peers at other institutions to select National Survey of Student Engagement questions.
4. Enable master's and PhD students to master a subject area or advance knowledge.	8. Graduates secure jobs or continue their education.
	9. Students produce independently reviewed research and creative products.
5. Involve baccalaureate students in extracurricular and co-curricular activities.	10. Students participate in extracurricular and co-curricular activities.
	11. Students participate in formal international experiences.
Discover: Through Research, Scholarship, and Creative Activity including an Emphasis on the North and its Peoples	
Objective	Indicators
6. Conduct and disseminate basic and applied research.	12. Faculty publish peer-reviewed journal articles, book chapters, and books.
	13. Faculty conduct externally funded research at a rate comparable to peer research institutions.
	14. Faculty conduct research in areas of significant interest to Alaska.
7. Exhibit and perform creative works.	15. Faculty perform and exhibit at the state, national, and international level.
8. Engage graduate and baccalaureate students in research, scholarship, and creative activity.	16. Baccalaureate students complete a research course or project.
	17. Students produce independently reviewed research and creative products.
9. Demonstrate leadership in research and artistic expression.	18. Faculty with a research workload report one or more peer-reviewed publications with at least 12 lifetime citations.
	19. Faculty members hold national and international leadership positions.
Prepare: Alaska's Career, Technical, and Professional Workforce	
Objective	Indicators
10. Prepare students for jobs in Alaska.	20. Students graduate in Alaska Department of Labor and Workforce Development high-demand job area programs.
	21. Graduates find employment and indicate their program prepared them for employment.
	22. Students pass programmatic state or national exams.
11. Provide Alaskans opportunities to update their job skills.	23. Professionals complete post-baccalaureate courses to update their job skills.
	24. Vocational rehabilitation students complete courses to update their job skills.
12. Help prepare secondary students for postsecondary career pathways.	25. High school students complete tech prep programs with school districts and training centers.
Connect: Alaska Native, Rural, and Urban Communities through Contemporary and Traditional Knowledge	
Objective	Indicators
13. Partner with Alaska communities on issues of mutual interest.	26. Community partnerships share resources and responsibility and are well distributed geographically.
14. Provide higher education access for Alaska Native, rural, and urban populations.	27. Alaska Natives and male students enroll at each campus and via e-learning.
	28. Financial aid provides Alaska Native students with access to higher education.
	29. Alaska Native and rural high school students earn certificates and degrees at rates similar to other students.
15. Engage students in learning about Alaska Native language and culture, and rural development.	30. Students complete Alaska Native and rural-related courses and programs.
Engage: Alaskans via Lifelong Learning, Outreach, and Community and Economic Development	
Objective	Indicators
16. Involve Alaskans in lifelong learning, cultural, and athletic activities.	31. Alaskans complete non-credit courses and workshops.
	32. Residents attend or participate in lifelong learning, cultural, and athletic activities.
17. Communicate research-based knowledge and engage the public in defining priorities.	33. Research-based publications intended for the general public are distributed to Alaskans.
	34. Alaskans participate in advisory board meetings and consultations with service faculty and staff.
18. Promote positive youth development.	35. Youth participate in school-age programs.
19. Collaborate with individuals, businesses, and agencies to diversify and grow local and state economies.	36. Partnerships involve local entities and private partners in economic development activities.
	37. Businesses engage with UAF in agreements that lead to economic development.

TAB Report – November 2011
Submitted by: Walker Wheeler

TAB Committee
11/5/2011

The TAB committee came together on Saturday, November 5th 2011 at 9am to discuss the proposals submitted for the Fall 2011 semester. The meeting started out with Bella Gerlich (Committee Chair, Dean of Libraries), recommending that TAB revise the way that it carries out business. In her recommendation she included potential stream lining of the TAB website, building in a better ranking rubric, requiring that a report be submitted for any TAB awarded funds explaining how the funds were used, and a pre-requisite for past successful proposal to have a report filed before they would be considered for future funding. The committee as a whole agreed to these modifications. There is no timeline on the implementation of these changes at present.

The Technology fee brought in \$225,000 this year. Thirty percent (\$67,500) of this is directly awarded to OIT receives 30% or \$67,500 for continuing to maintain certain student technology services. There was an unreserved fund balance of \$68,600 which was forwarded to this cycle and advertising costs of \$446. This semester TAB had a total of \$225,654 to potentially award to technology projects.

Prior to the meeting, all TAB committee members forwarded their ranking to Doris Mey (TAB assistant). Thirty One proposals were discussed and ranked having a total funding request of \$233,543. The TAB committee's ranking and discussion of proposal was 14 fully funded, 4 partially funded, and 13 not funded. There was a total of \$136,629 set aside to be rewarded. This left \$89,025, which \$50,000 was voted to be forwarded to OIT CTS for the maintenance and upgrading of smart class rooms. TAB is setup to have an unreserved fund balance of \$39,025 for a future TAB cycle. All of the numbers above are still to be signed off on by Chancellor Rogers.

**Staff Alliance's Staff Health Care Committee Information
Submitted by Carol Shafford**

Notes from HSA Webinar 10/27/2011

Information was largely directed at Employer regarding Compliance & tax issues. However; many of these issues required conversation about plan design requirements.

Highlights:

If the university undertakes offering a HDHP + HSA health plan tier, extensive, sustained employee education will be necessary. While our new HDHP plan shifts more of the first-dollar costs to the employee, implementation of an HSA with an HDHP would also shift many of the responsibilities and penalties to the employee when reimbursements are made from the HSA.

Eligibility Rules:

I use the term Individual rather than employee, because HSA rules apply to each member of the household covered, not just the employee

- 1) Individual must be covered by a HDHP (that meets design restrictions)
- 2) Individual must not be covered by a low or no deductible plan – unless it is “permitted coverage”, “permitted insurance” or “preventive care”
- 3) Individual must not be entitled to Medicare
- 4) Individual must not be able to be claimed as another person's tax dependent.

**Eligibility and contribution limits are determined month by month, not an annual basis.

HDHP annual deductible must be at least \$1,200 for self & \$2,400 for family. . Also, embedded deductibles are not allowed; the whole family deductible must be met before coverage kicks in for any family member.

Maximum out-of-pocket must not exceed \$5,950 Self (2011) & \$11,900 Family (2011) – This amount indexes each year

-The maximum annual HSA contribution is currently \$3,050 Self & \$6,150 Family. . That amount is the maximum that can be contributed annually from all sources combined – employee, employer, (employers do not have to contribute to HSA's but have the option to do so) , or anyone else eligible to contributed to the HSA, such as a covered family member.

Only preventative coverage can be paid out of HDHP until deductible is met for the year.

Only preventative coverage can be paid out of HDHP until deductible is met for the year.

Principle health coverage must be provided through HDHP, but if dental and vision are not included in the HDHP, additional coverage for those costs will not prevent an employee from being eligible for an HSA.

Some other coverage allowed under HSA – Dental care and Vision care

What was not clear to me during the presentation was if you could use funds from the HSA to pay for Dental/Vision care, or if this would be subject to a taxable withdraw.

There are some HDHP designs available to allow both HSA & FSA, but they are highly restrictive for the FSA and would need to be considered with plan design.

Employees will require a lag time from enrollment in an HSA if they have an active FSA. Current open enrollment may be enough, clarification should be sought. The webinar discussed the subject from the assumption that the plan year is a calendar year. Because our plan year is on a fiscal year basis, further clarification will be necessary.

Wellness and disease management programs would have to be examined for eligibility with an HDHP + HSA offering. This could also impact any decisions regarding on-site clinics that have been brought up previously, though would not be an automatic disqualification for our health plan.

Married individuals (but not domestic partners, or financial interdependent partners, etc) have special rules governing their eligibility. We would need to get education materials made to explain this.

Because eligibility is determined on a month by month basis, there will need to be much discussion of when and how to fund the accounts. Options include: Pay by month, Pay for previous month, pay upfront (could result in negative tax implications to the employee if overpayments made)

Employer has a minimum requirement for determining employee eligibility for an HSA. We will need employee education to ensure we have all the information we need to determine our own eligibility status and that of our family members.

HDHP & HSA must be comparable, same dollar amount or same percentage of HDHP deductible, measure Full time employee-Full time employee but FTE defined as 30+ hours per week.

**HSA's may not be covered under HIPAA's definition of health plan and privacy rules.

The Communications Committee met October 21, 2011
Submitted by John Clendenin, ad hoc Communications Committee Chair

1. **Communication** – Communication to staff is extremely important. Staff that are informed are able to make decisions based on the information they receive. It has been determined a large number of employees has/is not receiving regular communications from Staff Council members. It is recommended Staff Council implement a standard minimum expectation:

- a. A short summary of the Staff Council meeting be sent out to all staff within 48 hours after council meetings.
- b. Staff Council listserv be the method of this communication. Council reps can supplement additional information as desired. This will ensure all staff are minimally and equally informed of the summary content of each SC meeting.

Committee will be drafting a communication to be distributed twice per year to all staff what to expect from SC members, where to get information, what they could do if SC reps are not meeting the expectations, etc. Staff would also be informed where to find information and how to filter emails if desired.

Staff feedback is also very important. Committee will be reviewing alternatives for effective feedback.

2. **Training and orientation for existing and new Staff Council Representatives** – Committee discussed appropriate and relevant training for SC representatives and alternates. We will be gathering topics and content to be included.

3. **Membership vacancies** – Staff Council is at 50% membership level with 25 voting representatives and 13 alternates out of 76 positions.

- a. Committee recommends SC include council statistics be included at each meeting with an emphasis on filling our membership vacancies.
- b. Staff Council is a **governance** committee, our voice to administration, BOR, and the closest thing we have to staff organization.
- c. Committee recommends EMR look at member numbers and review for accuracy as well as clearly define who our constituents are.

EMR Committee Report
11/9/2011
Submitted by Walker Wheeler

The EMR committee has met multiple times since the last staff council meeting. The focus has primarily been setting up for nominations and the election proper. We were able to setup a host that people can access named <http://staffcouncil.uaf.edu>, where the nomination applications and the election application will live. We were able to successfully get the information from HR that populates the back end databases that help us do our annual unit counts, and determine who can participate in the elections.

In our regular EMR meeting (non-election focus), several good questions and recommendations have come up. The topics include the following list.

1. Better on boarding: Reps and Alts need to have an area that documents the rules of participation and expresses the expectation of serving. Potentially there could be a short couple paragraph explanation posted on the staff council website that would help fulfill this. An area that lists all the tools that people have available to them and a quick tutorial should also be maintained for all Reps and Alts.
2. The Bylaws and constitution need to be reviewed and modified to reflect current day organizational terminology, and over sites from the extensive revisions in 2009. Specific points are to address nomenclature (of staff), committee requirements (what committees do you have to serve on), internal consistency between bylaws and constitution, and more specifically define who can serve on staff council and who staff council represents. The question came up regarding temporary employees and if they are to be represented by staff council.
3. Vacancies: Staff council is at about 50% operating capacity, considering the number of rep and alt positions that are open. A recommendation has been made to include in the Staff Council meeting the number of vacancies for reps and alts broken down by each unit. This would be one way to notify unit reps and alts that they can go and do recruiting in their own area. Recommendations were also made about Staff Council email lists for each unit including the current reps and alts for the unit as well as an advertisement of the vacancies. It was also pointed out that Staff Council has not been as proactive in moving Alternates to empty Representative positions. A practice that will be corrected in the near future.
4. Question of Quorum: EMR was also specifically asked to address question of quorum on Staff Council Committees. Some chairs have felt like they could not move business forward in their committee unless they have a quorum. As a result important issues linger not receiving the attention they require. Roberts Rules of order guides are ruling here, with a citation below. In the event that a committee is having difficulty calling quorum, the committee should come back to staff council and ask for a specific number of members in the committee present to be the new quorum requirement for that committee. This can then be voted on during the general assembly.

"In committee of the whole the quorum is the same as in the assembly; in any other committee the majority is a quorum, unless the assembly order otherwise and it must wait for a quorum before proceeding to business." -- Roberts Rules of Order, Section 43, paragraph 3, line 1

Rural Affairs Committee Report for Staff Council Meeting 222

Committee Chair: Brad Krick

The committee met on November 1. We discussed geographic differentials, differences with health programs between main campus and rural sites, the Peggy Wood award, and Staff Appreciation Day.

On the topic of geographic differentials, we agreed that we needed more information about how UA calculates the geo diff, so we decided to invite UA's Compensation Director, Tara Ferguson, to our next meeting. We'll do more fact-finding before we take or recommend any action.

We considered whether or not there were differences between the availability of health programs at the Fairbanks campus and at other sites. After putting our heads together, we found that the IHP and WIN programs seem to be available in some form another (via teleconference, site visits, or bringing a staff member in to town), but that there are facility differences. For example, it was pointed out that a free SRC pass/reduced membership doesn't help someone not in Fairbanks. We decided that we would ask what happens to old SRC equipment and email the new SRC director once they've been hired.

We discussed the basic schedule and logistics for the Peggy Wood award. We're looking for a volunteer from our committee to deal with that work, and will look to form an award committee of non-RA members to evaluate the nominations. Last year, we started asking for nominations in mid-November, with a deadline of March 25.

Finally, we discussed Staff Appreciation Day and how the event will or might work with rural staff. Last year, the Chancellor allocated money for webstreaming sessions as a one-time deal. Apparently, only three people used the stream last year. The committee talked about whether or not streaming could be done more cheaply. We also decided to send out a survey to ask staff what kind of events they would like to have for SAD. It was also suggested that we consider fun things like picture contests or photosharing events between all the campuses.

UAF Staff Council President's Report November 2011

Tuition Waiver

Staff Council leaders carried to Staff Alliance the tuition waiver resolution requesting that no changes be made to the tuition waiver benefit. Staff Alliance adopted the resolution with additional language to address conflicts with Satisfactory Academic Progress requirements.

Staff Compensation

Earlier this month the president and vice president of Staff Council attended the Board of Regents (BOR) meeting in order to testify on behalf of the proposed 3.5% staff compensation increase. The Board voted to accept the budget with the inclusion of this request and forwarded it on to the Governor's office for review.

System Governance and Strategic Direction

Leaders of System Governance that include students, staff, faculty and alumni leaders met earlier this month to discuss many of the same issues that we are addressing including health care, the employee and dependent tuition waiver, the President's policy and regulation review, and the status of the Strategic Direction. From the calendar it appears that the listening session in Fairbanks will be held February 14 at a location to be announced.

Policy and Regulation Review

As noted in the previous meeting, President Gamble is undertaking a policy and regulation review with the goal of creating a clear, current and relevant document for the university. In response to his request for staff input on current policies and regulations, Staff Alliance developed an online form to collect recommended changes. The link, which was distributed to all Staff Council members, can be found at <http://www.alaska.edu/bor/policyregulations/>. Staff alliance will be working to identify sections that are most relevant to staff for consideration in this process. We encourage all staff members to provide input on the above form.

Committees

Staff Council committees are an important way to be involved with current issues and provide important input to university events. Thank you to everyone who has contributed to the multitude of committees that Staff Council touches. Your work is much appreciated and needed for a healthy and active organization.

Happy Thanksgiving – best wishes for a peaceful and happy holiday!