

AGENDA
UAF STAFF COUNCIL #227
Wednesday, April 18, 2012
8:45-11:00AM
Wood Center-Carol Brown Ballroom

Audio Conference information: 1-800-893-8850, Participant PIN: 8244236

*Due to the large amount of unfinished and new business schedule before guest speakers, guest speakers will be moved, if needed, to prevent them from having to wait an exceedingly long time before speaking.

- 1. 8:45-8:50 CALL TO ORDER AND ROLL CALL**
 - A. Roll Call
 - B. Approval of Agenda for Staff Council Meeting #227
- 2. 8:50-9:00 STATUS OF PENDING ACTIONS (no pending actions)**
 - A. Actions Approved
 - B. Actions Denied
 - C. Actions Pending
- 3. 9:00-9:05 PUBLIC COMMENT**
- 4. 9:05-9:15 OFFICER REPORTS**
 - A. Pips Veazey, President
 - B. Juella Sparks, Vice President
- 5. 9:15-9:25 REMARKS BY CHANCELLOR ROGERS**
- 6. 9:25-9:35 GOVERNANCE REPORTS**
 - A. Cathy Cahill, President – Faculty Senate
 - B. Mari Freitag, President – ASUAF
- 7. 9:35-9:45 UNFINISHED BUSINESS**
 - A. Staff Council Strategic Direction Proposal Update from EMR
 - B. Staff Council Representation on Staff Alliance Update from EMR
 - C. Reminder of upcoming May Election of Staff Council President and Vice President
 - D. Health Care Update
 - E. Employee Tuition Benefit Update
 - F. Tobacco Related Issues
- 9:45-9:50 BREAK**
- 8. 9:50-10:05 NEW BUSINESS**
 - A. Nominations for 2012 Outstanding Staff Council Achievement Award
 - B. Staff Affairs Petition
 - Attachment 227-3: Staff Affairs Petition
 - C. Proposed Code of Conduct

- Attachment 227-4: Proposed Code of Conduct Memo from President Gamble
- Attachment 227-5: Proposed Code of Conduct from President Gamble

D. Internal Committee Membership

E. Status of Internal Committees

9. 10:05-10:15 GUEST SPEAKERS

A. Ross Imbler, Annual Giving Coordinator & Susan Sugai, Associate Director for the Center for Global Change

B. Sustainability Representative

COMMITTEE REPORTS

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

A. Staff Affairs – Mary Sue Dates

- Attachment 227-13: Staff Affairs Report

B. Rural Affairs – Brad Krick

- Attachment 227-12: Committee Report

C. Elections, Membership, and Rules – Walker Wheeler

- Attachment 227-7: Committee Report

D. Advocacy Committee – Debbie Gonzalez

- Has not met

*Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu.

11. 10:30-10:40 EXTERNAL STATEWIDE COMMITTEE REPORTS

A. Staff Alliance's Staff Health Care Committee – Cat Williams, Carolyn Simmons, Maria Russell (alt), & Mary Sue Dates (alt)

- Attachment 227-10: SHCC Meeting Summary from March 29, 2012

B. Staff Alliance's Compensation Committee – Maria Russell (Co-Chair), Robert Mackey, Brad Krick (alt)

- Has not met

*Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu.

12. 10:40-10:45 EXTERNAL UAF COMMITTEE REPORTS

A. Master Planning Committee (MPC) – Gary Newman

- Attachment 227-11: Committee Report

B. Parking Advisory Committee (PAC) – Britton Anderson

- Has not met

C. Chancellor's Diversity Action Committee (CDAC) – Ross Imbler

- Attachment 227-1: Committee Report
- Representative needed

D. Chancellor's Planning and Budget Committee – Nichole Kleopfer

E. Chancellor's Advisory Committee for the Naming of Campus Facilities – Debbie Coxon

F. Accreditation Steering Committee – Claudia Koch-Goddard

G. Meritorious Service Awards Committee – Claudia Koch-Goddard

H. Technology Advisory Board Committee (TAB) – Walker Wheeler

- Attachment 227-2: Committee Report

- I. Work-Life Balance Committee – Walker Wheeler
 - Has not met
- J. Intercollegiate Athletic Council – Debbie Coxon and Britton Anderson
 - Attachment 227-6: Committee Report
- K. Review of Infrastructure and Sustainability Energy Board (RISE) – Mayanna Bean
 - Report available at: www.uaf.edu/sustainability/rise/
- L. People’s Endowment Fund Committee – Claudia Koch-Goddard

*Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu.

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

- A. Staff Appreciation Day Committee – Ashley Munro, Maria Russell
 - Attachment 227-8: 2012 Staff Appreciation Day Schedule of Events
 - Attachment 227-9: 2012 Staff Appreciation Day Session Information
- B. Communications Committee – John Clendenin, Jr.
- C. Chancellor’s Cornerstone Award Committee – Kala Hansen

*Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu.

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

15. 11:00 ADJOURN

Chancellor's Diversity Action Committee meeting for 3/28/2012

Staff Council Representative: Ross Imbler

- Per Chancellor's recommendation, CDAC is currently reviewing membership selection criteria — who, how many, and how selected. New selection procedure recommendations will be made to the Chancellor by the end of FY12.

TAB Committee Report – April 2012
Staff Council Representative – Walker Wheeler

The Technology Advisory Board met March 31, 2012 for the funds collected in Spring 2012. There were a total of 20 requests from various departments that totaled \$204,729. The technology fee brought in \$220,000 this semester, and as usual 30% was allocated to OIT at \$66,000. TAB had a carry forward of \$38,000, and an advertising cost this year of \$460.40. The total amount the board could award was \$191,539.60. Of the 20 requests, TAB recommend that 10 would be fully funded, 2 would be fully funded conditionally, 2 would be partially funded, and 6 would not be funded. The total amount awarded was \$149,363 to the requests. The remaining \$42,176 was divided out to have \$30,000 more to fund classroom upgrades, and the remaining \$12,176.60 was ear marked to go toward improving the flow of the TAB website, with any extra to be forwarded to a future TAB cycle. The specific website changes will be outlined by a future meeting of TAB. Below is a summary of proposals and recommendations from TAB.

Fully Funded Projects

Proposal: Thermal camera for student use (\$23,270.00)
Preparer: Sam Herreid (CNSM, Geology & Geophysics)
TAB Average Rating Before Discussion: 3.41

Proposal: Renewing the Museum Imaging Lab Infrastructure (\$16,854.00)
Preparer: Angela Linn (Museum, Museum)
TAB Average Rating Before Discussion: 2.78

Proposal: E-Readers for Library Checkout (\$2,125.00)
Preparer: Chris Van Dyck (Library, Library-CAS)
TAB Average Rating Before Discussion: 4.13

Proposal: Analytical Balance for Biology & Wildlife Teaching Labs (\$3,873.00)
Preparer: Denise Kind (CNSM, Biology & Wildlife)
TAB Average Rating Before Discussion: 3.56

Proposal: Mobile Devices to Model Mobile Learning in the Classroom (\$14,096.00)
Preparer: Skip Via (SOE, Inst. Technology/Special Ed.)
TAB Average Rating Before Discussion: 3.59

Proposal: Forensic Anthropology Comparative Materials (\$8,199.00)
Preparer: Michael Kenyhercz (CLA, Anthropology)
TAB Average Rating Before Discussion: 3.6

Proposal: Updating Aging Digital Photography Lens & Scanning Equipment (\$10,250.00)
Preparer: Jason Lazarus (CLA, Journalism)
TAB Average Rating Before Discussion: 3.9

Proposal: Additional Audio Kits for Journalism Students (\$4,524.00)
Preparer: Amy Simpson (CLA, Journalism)
TAB Average Rating Before Discussion: 3.95

Proposal: Expanding Sample Preparation Capability of the Advanced Instrumentation Lab (\$5,500.00)

Preparer: Franta Majs (CNSM, Chemistry & Biochemistry)

TAB Average Rating Before Discussion: 4.05

Proposal: Physics Lab Computers (\$23,456.00)

Preparer: Agatha Light (CNSM, Physics)

TAB Average Rating Before Discussion: 3.89

Fully Funded Projects (Conditional)

Proposal: Music Education Lab Equipment (\$8,161.00)

Preparer: Chelsey Rand (CLA, Music)

TAB Average Rating Before Discussion: 3.18

Proposal: Scanner for MFA Art Photo Studio (\$5,550.00)

Preparer: Alice Bailey (CLA, Art)

TAB Average Rating Before Discussion: 2.91

Partially Funded Projects

Proposal: SAE Dream Sheet (\$24,054.00)

Preparer: Isaac Thompson (CEM, SAE Chapter)

TAB Average Rating Before Discussion: 3.11

Proposal: The better to hear you with ... (\$2,110.00)

Preparer: Maya Salganek (CLA, Film/Journalism/Theatre)

TAB Average Rating Before Discussion: 3.44

Not Funded

Proposal: Academic PC for Faculty (2) (\$1,900.00)

Preparer: Saundra Jefko (CNSM, Physics)

TAB Average Rating Before Discussion: 1.27

Proposal: Modernizing Davis Concert Hall with High Definition Projection (\$29,800.00)

Preparer: Mark Oldmison (CLA, Fine Arts)

TAB Average Rating Before Discussion: 3.36

Proposal: Synchronized Fluorescence Video Microscope for Imaging Microfluidics (\$9,925.00)

Preparer: Cheng-fu Chen (CEM, Mechanical Engineering)

TAB Average Rating Before Discussion: 2.94

Proposal: Theatre/Film Laser Printer (\$1,300.00)

Preparer: Kim Eames (CLA, Theatre/Film)
TAB Average Rating Before Discussion: 2.76

Proposal: Upgrade Academic Copier (\$7,287.00)
Preparer: Sandra Jefko (CNSM, Physics)
TAB Average Rating Before Discussion: 1.68

Proposal: Request for Improved Technology for Recruitment & Outreach Efforts (\$2,495.00)
Preparer: Elyse Bongionvanni (Student Services, Admissions)
TAB Average Rating Before Discussion: 2.06

We, as the employees of the University of Alaska Fairbanks, want to express our concern that staff are not feeling valued. Health care costs are increasing at an alarming rate, longevity and loyalty do not appear to be rewarded by the administration, and current compensation packages make it challenging to sustain a family.

The healthcare increases implemented for FY 13 will be detrimental to the University's efforts to recruit and retain staff. We request that the University system seek to mitigate these costs for FY 14 to prevent a competitive disadvantage among peer institutions and other state agencies. We furthermore ask to see additional choices developed to preserve our current PPO options, and incorporate Health Savings Accounts, Supplemental Insurance options, HMO options, and innovative solutions to broaden choice and potentially reduce costs.

Name (Printed)	Name (Signature)	Non-represented Staff (Check)	Represented staff or Faculty in support of non-represented staff (Check)

Patrick Gamble, President
Phone: (907) 450-8000
Fax: (907) 450-8012
Email: ua.president@alaska.edu




UNIVERSITY
of ALASKA
Many Traditions One Alaska

202 Butrovich Building
910 Yukon Drive
P.O. Box 755000
Fairbanks, AK 99775-5000

MEMORANDUM

DATE: March 30, 2012

TO: University of Alaska Employees

FROM: Pat Gamble, President 

RE: University of Alaska Values and Code of Conduct

I want to take a moment to articulate a set of UA System common values. UA's mission statement provides: *The University of Alaska inspires learning, and advances and disseminates knowledge through teaching, research, and public service, emphasizing the North and its diverse peoples.* It shall remain the shared goal of all UA employees to advance this mission in an ethical, safe, and effective manner in accordance with regulations appropriate to the task that also enhance clarity and accountability.

Toward that end, I propose a draft employee code of conduct for your review, which we would adopt as a University Regulation. I've sent this draft to all elected governance leaders, chancellors and others for input as well. Please send any comments you may have to your governance leadership; they will provide their feedback on the proposed regulation to me by May 1, 2012.

Under this code, we shall:

1. *Conduct ourselves with integrity and high ethical standards.*

We are expected to understand and comply with all laws, regulations, and policies related to our work. Specific UA policies and regulations make clear the kind of employee conduct that enhances the University's mission accomplishment. These policies and procedures can be found at: <http://www.alaska.edu/bor/policy-regulations/>. A Code of Conduct that I propose to adopt as regulation is attached. It outlines how we all will comply with Regents' policy. It also provides examples of employee conduct and performance that fail to meet the UA standard and are therefore unacceptable.

University of Alaska Employees
March 30, 2012
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2. *Treat members of the public and our University community with professional respect and courtesy.*

As members of the UA institution, we are each expected to fulfill our obligations toward students, colleagues, and the community fairly, respectfully, and professionally, being mindful of individual rights and the University's mission.

3. *On behalf of our students and their success at UA, perform our functions as employees to the best of our abilities.*

The character of UA is ultimately derived from the actions of its members, especially its employees. As members of a well regarded institution of higher learning, we must promote a culture of excellence, continuous improvement, and then act accordingly in the best interests of our students and the university community.

4. *Take the individual initiative to continuously improve our knowledge, skills, and abilities as employees of Alaska's university system.*

Each of us is responsible for regularly taking stock of our work-related skills. We must seek out ways to stay on the leading edge of our career fields. That is our chosen way to fulfill UA's mission and reach the System's full potential.

5. *Cooperate, Coordinate, and Collaborate with our colleagues as the very best path to effective teamwork, because that is how you build a winning team.*

UA is a highly complex and geographically dispersed organization. Disparate groups with common purposes exist at every level starting with our three separate universities. Natural forces at work will always tend to form silos. Silos don't move. Teams working together form bigger teams. Teams move...good teams win!

Thank you for your effort.

PKG

Attachment (draft Code of Conduct R04.07.040)

DRAFT (3/26/2012) UNIVERSITY OF ALASKA CODE OF CONDUCT REGULATION**R04.07.020 Code of Conduct**

To meet the challenges inherent in the University of Alaska's mission, UA employees are guided by and held to expectations of performance and conduct set out in Regents' Policy, including Policy 04.07.040. In implementing standards, supervisors must be mindful of individual rights and academic freedom. This Code of Conduct serves as a guide in such matters to help determine when action might be appropriate due to employee behavior, including but not limited to:

- A. **Inattention to Performance**, (e.g., unauthorized sleeping, reading, playing games, using the internet or telephone inappropriately, etc.)
- B. **Unsatisfactory Performance**
- C. **Insubordination**
- D. **Absenteeism**, (e.g., unauthorized leave or variation from work hours, or failure to promptly notify supervisor of unanticipated absences).
- E. **Violation of Law, Regents' Policy, or University Regulation**, including published rules and procedures, or aiding a violation thereof. See, e.g., The Alaska Executive Branch Ethics Act at AS 39.52 and http://www.alaska.edu/hr/forms/hr_ethicsforms/; Policy and Regulation 02.07 on Information Resources; Policy and Regulation 02.09.020 on Possession of Weapons; Policy and Regulation 04.02 on General Personnel policies; Policy and Regulation 04.10 on Ethics and Conduct. Regents' Policy and University Regulation are at <http://www.alaska.edu/bor/policy-regulations/>.
- F. **Dishonesty, Theft or Misappropriation of Public Funds or Property, Lying**
- G. **Inability to Work Effectively with Others**
- H. **Fighting on the Job, Acts Endangering Others**, (e.g. verbal or physical threats, horseplay, hazing, damaging property)
- I. **Inappropriate Behavior, Disrespect, or Harassment of Others**
- J. **Other Personal Misconduct**, related to inappropriate or unprofessional conduct outside the workplace that poses a risk of harm to University personnel, students, or property, or that has a significant adverse impact on the University or the employee's effectiveness.

In summary, employees must not engage in, condone, or have to tolerate inappropriate behavior. If an employee has concerns about any behavior, he or she should be encouraged and welcomed to talk with a supervisor, to the director of Human Resources, or to the Office of the General Counsel.

Intercollegiate Athletics Council

Staff Council Representative – Debbie Coxon and Britton Anderson

The committee is in the midst of selecting the Student-Athletes of the Year. Interviews are being conducted through the week of April 8th. The winners will be announced during the annual scholarship award breakfast on Friday, April 20th.

EMR Committee Report
Date: April 2, 2012

Committee Members: Walker Wheeler(chair), Gary Bender, Kala Hansen, Gary Newman
Attendees: Gary Newman, Walker Wheeler, Pips Veazey, Juella Sparks, Nicole Dufour

Quorum: No.

Agenda: Forwarded Items from Staff Council motions.

1. Motion related to Staff Council representation on Staff Alliance.
2. Motion to Forward the Staff Council Reorganization Proposal to the EMR for further consideration.

Item 1 of the agenda was fully discussed. Very little alteration to the proposal occurred. Other details related to the item was worked out. Item 2 of the agenda only received 10 minutes of attention during this meeting. EMR will be scheduling more meetings prior to the next staff council meeting but after this report is due.

8:00-8:50	Entertainment & Breakfast (Wood Center Ballroom)					Entertainment & Breakfast (Wood Center Ballroom)													
8:50-9:00	Chancellor’s Welcome (Wood Center Ballroom)					Chancellor’s Welcome (Wood Center Ballroom)													
9:00-2:00	Frisbee Golf Tournament, Wacky Bowling Tournament, Photo Scavenger Hunt					Frisbee Golf Tournament, Wacky Bowling Tournament, Photo Scavenger Hunt													
9:15-10:15	University Advocacy -Ann Ringstad GRUE 203 Limit 30	UAF Toastmasters -Jessica Andrew GRUE 301 Limit 30	Lotions & Potions -Virginia Damron GRUE 205 Limit 40	Yoga & Circuit Training -WIN for Alaska WC E/F Limit 25	The Power of Framing -Sarah Stanley WC A Limit 10								9:45-10:45	Team Building -Lisa Hall GRUE 204 Limit 20	Lead from Where You Are -Wendalyn Tisland GRUE 206 Limit 50 (this class is 2 hours)	Got Humans? Got Conflict! -Mae Marsh GRUE 208 Limit 80	Learn a Little Russian -Alla Grikurova GRUE 307 LIMIT 40	Belay Clinic -Sam Braband Climbing Wall Limit 20 (This class is 1.5 hours)	
10:30-11:30	Learning about Customer Service & Group Dynamics -Charu Uppal GRUE 203 Limit 25	How to Manage Your Leadership -Brad Lobland GRUE 205 Limit 45	Situational Leadership -Robert Mackey GRUE 310 Limit 36	Composting with Earthworms -Taylor Maida WC B Limit 20	May Daisies -Debbie Mekiana & Carol Murphrey WC A Limit 20								11:00-12:00	Greening Your Department -Michele Herbert ROOM Limit 35		Money Management for the Long Haul -Roxie Rogers Dinstel GRUE 208 Limit 80	Can You Really Write a Book? -Barbara Gabel GRUE 307 Limit 30		
11:30-12:30	Lunch (Lola Tilly Commons)																		
12:00-3:30	Resource & Health Fair (Wood Center)					12:00-3:30	Resource & Health Fair (Wood Center)												
12:45-1:45	Campus Walking Tour -Mary Kreta Meet in Signers’ Lobby No Limit	UAF Police Department -Kyle Carrington Meet at Police Station No Limit	Zumba -Tammy Long Hess Rec Limit 30 (or space)	Botanical Greenhouse Tour -Katie DiCristina AHRB Building Limit 20	Shiva Nata -Julie Logsdon WC E/F Limit 30	12:00-1:00	Lunch (Lola Tilly Commons)												
						1:00-2:00	Chancellor Rogers Q&A WC Ballroom No Limit	Introduction to FileMaker Pro -Derek Bastille GRUE 401 Limit 25	Card Making -Ann Hovde WC B Limit 15	The Vitamin D Initiative -Dr Ashley May, ND GRUE 208 Limit 80	Safe Texting with Teenagers -Candi Dierenfield GRUE 206 Limit 70	Technique Clinic -Sam Braband Climbing Wall Limit 20 (This class is 1.5 hours)							
2:00-3:00	Street-Level Bureaucrats in Higher Ed -Robert Mackey GRUE 205 Limit 45	What is Sustainability? -Kaz Alvarez GRUE 203 Limit 25	Getting Out of Debt -Roxie Rogers Dinstel GRUE 206 Limit 70	Travel Spanish -Kim Stewart GRUE 307 Limit 40	He Sounds So Real! -Barbara Gabel GRUE 301 Limit 30	2:15-3:15	What’s affecting Your Paycheck? -Staff Council WC E/F Limit 50	Form Letter Merging -Jennifer Youngberg GRUE 310 Limit 36	Swing Dance -Kurt Byers Hess Rec Limit 30	Controlling Your Genes -Dennis Eames GRUE 208 Limit 80	Gardening -Emily Reiter GRUE 401 Limit 25								
3:30-4:30	Longevity & Awards Ceremony (Wood Center Ballroom)					3:30-4:30	Longevity & Awards Ceremony (Wood Center Ballroom)												
4:30-5:00	Ice Cream & Cotton Candy Social (Wood Center)					4:30-5:00	Ice Cream & Cotton Candy Social (Wood Center)												
5:00-7:00	Staff Trivia Night (Pub)					5:00-7:00	Staff Trivia Night (Pub)												

Staff Appreciation Day

May 16, 2012

- 8:00-8:50 **Breakfast & GI Barbershop Quartet**, Wood Center
- 8:50-9:00 **Chancellor's Welcome**, Wood Center Ballroom
- 9:00-2:00 **Frisbee Golf Tournament**, Outdoor Adventures
Find a teammate and pick up your supplies at the Outdoor Adventures Office anytime. You must complete the course by 2pm. The winning team will receive the coveted Golden Frisbee.
- 9:00-2:00 **Photo Scavenger Hunt**, Wood Center
Find a co-worker and a camera and check in at the table in the Wood Center for your first clue. You'll find more clues hidden around campus. Once you complete the scavenger hunt, return your pictures to the table and sign up for to win a great prize during the Ice Cream Social.
- 11:00-3:00 **Wacky Bowling Competition**
Create a team of 5 players and sign up for a slot during the registration process. Try your luck on the Polar Alley lanes- with the wacky scoring system, you may need more luck than talent. Show up for your allotted time and turn your scores into the desk. The winning team will receive a trophy to display for one year. Wood Center has donated shoe rentals for all competitors.
- 9:15-10:15 **Workshop Sessions**
- University Advocacy**, Ann Ringstad ROOM
 - UAF Toastmasters**, Jessica Andrew ROOM
UAF Toastmasters is a public speaking, communication, and leadership club that meets once a week on campus to practice planned speeches and impromptu speaking skills. This session will sample a Toastmasters meeting so staff members can get an idea of what our club meetings are like, and how they help members become better communicators and leaders.
 - The Power of Framing**, Sarah Stanley ROOM
This workshop will investigate words, metaphors, and framing as they relate to higher education and politics. Our discussion will be based on participants' multiple experiences with words and communication with the goal of fostering critical language awareness at UAF.
 - Lotions and Potions**, Virginia Damron, ROOM
An exploratory journey into some DIY herbal skincare products.
 - Yoga & Circuit Training**, WIN for Alaska ROOM
Try out the two most popular WIN sessions at UAF. We'll spend 30 minutes showing you yoga moves and 30 minutes on circuit training. Wear clothes you can move in and bring a yoga mat if you have one.
- 9:45-10:45 **Workshop Sessions**
- Team Building**, Lisa Hall ROOM
There are a variety of team building ideas to learn and enhance your team.
 - Belay Clinic**, Sam Braband, Climbing Wall **This session is 1.5 hours (9:45-11:15).**
Interested in learning a new skill? Come join the folks at Outdoor Adventures and learn the technique of belaying. In this session you will learn the knots, equipment and belay motion necessary to keep the climber safe while rope climbing. No experience necessary.
 - Lead From Where You Are**, Wendalyn Tisland, ROOM, **This session is 2 hours (9:45-11:45).**
Workshop on how we all can be leaders, regardless of the position we hold. How to develop your leadership skills and influence others in positive ways that enhance our organizational effectiveness.
 - Got Humans? Got Conflict!** Mae Marsh, ROOM
If you work with other humans, you will most likely encounter conflict. This workshop explores how, if handled properly, conflict can be healthy and good for the organization.

Using a professional instrument, you will discover your preferred mode for engaging conflict and learn techniques to maximize effectiveness when conflict arises. If you want to just do your job and scale back the drama, this workshop is for you. Perhaps it won't be utopia but it can be civil.

• **Learn a Little Russian**, Alla Grikurova ROOM

This will be a great opportunity to learn a few words in Russian. Whether you're planning a trip or want to learn a foreign language, you can start here.

10:30-11:30 **Workshop Sessions**

• **Composting with Earthworms**, Taylor Maida, ROOM

Composting with worms.... Red Wiggler Worms can enable you to compost household garbage indoors all year. Students will have option to build their own small worm-composting box and learn how to maintain it.

• **Learning about Customer Service & Group Dynamics**, Charu Uppal ROOM

1. Importance of customer service

- Internal customers: faculty, students, and other departmental liaisons

- External customers: vendors

2. You can be a leader: learning about leadership

3. Effective group communication

4. Conflict management

5. Dealing with diversity on a daily basis.

• **May Daisies**, Debbie Mekiana & Carol Murphrey ROOM

Teach the group how to bead a daisy chain with small seed beads, thread and needle.

• **How to Manage Your Leadership**, Brad Lobland, ROOM

Learn how to converse w/your supervisor effectively and professionally. And other tidbits to keep your supervisor heading in the right direction.

• **Situational Leadership**, Robert Mackey ROOM

This presentation discusses the difference between management and leadership and provides a model for changing people and your organization. Conceptualizing leadership as a process, this is an easy model any manager at any level can learn and use to improve their leadership ability.

11:00-12:00 **Workshop Sessions**

• **Greening Your Department**, Michele Herbert, ROOM

Greening your UAF work environment Michele Hebert, Director for Office of Sustainability will share tips on conserving electricity, paper, ink/toner, etc. and workplace recycling.

• **Money Management for the Long Haul**, Roxie Rogers, ROOM

Why do we buy the things we do? What motivates us to purchase right now and put our financial future at risk? This session will explore why we have become a nation of consumers and how we can take positive steps to regain money control.

• **Can You Really Write a Book?** Barbara Gabel, ROOM

Talk about the necessary things to writing a book: storyline, hooks, dialogue, editing and more as time permits.

11:30-1:00 Lunch, Lola Tilly Commons

12:45-1:45 **Workshop Sessions**

• **Shiva Nata**, Julie Logdson, ROOM

Shiva Nata (Andrey Lappa's Dance of Shiva) is a yoga-based mind-body training system that builds new neural connections and stimulates epiphanies. The more you practice, the better you get at recognizing your patterns, breaking them down into their components and building something entirely new to take their place. It's like nothing else you've ever done. It's visually stunning. It messes with your head. And restructures the brain so you can have hugely exciting moments of understanding in a really safe, systematic way. Sudoku for your brain. A dancing puzzle that sparks moments of ohmygod how did I not see that before. You are taking stuff apart and putting it back together in a way that works better. This leads you to bizarre

and awesome personal breakthroughs, usually within 24 hours of practicing. People have used it to learn languages, quit smoking, become more coordinated, build arm and upper back muscles, have huge emotional understandings, recharge and/or quiet their brain, and pretty much anything else that involves patterns.

- **Campus Walking Tour**, Mary Kreta, Meet in Signers' Hall

A fun walking tour of UAF's campus highlighting the history and unique highlights of the Fairbanks Campus.

- **Zumba**, Tammy Long ROOM (SRC)

One hour of heart raising foot stomping dance with awesome music that is totally exciting and not like exercise at all! Featuring Merengues, Cumbias, Reggaetons, Salsas and more. I would love to lead our staff through a beautiful sample of what Zumba has to offer for health and fun not to mention an exhilarating motivation per great music.

- **UAF Police Department**, Kyle Carrington, meet at Whitaker Building

Take a tour of the UAF Police Department and learn what they do for you.

- **Botanical Greenhouse Tour**, Katie DiCristina AHRB Building

Come check out the new horticulture greenhouse at UAF. We'll show you around the new facility, how it functions and what its being used for.

12:00-3:30

Resource & Health Fair, Wood Center

1:00-2:00

Workshop Sessions

- **Technique Clinic**, Sam Braband, Climbing Wall, **This session is 1.5 hours (1:00-2:30)**

If you are new to climbing or a seasoned veteran this session is for you. Come down to the climbing wall in the SRC and receive some tips and techniques that will help you learn or improve your climbing technique. No experience necessary but participation in the belay clinic is highly encouraged.

- **Introduction to FileMaker Pro**, Derek Bastille, ROOM

This session will give attendees a brief overview of the FileMaker Pro 11 RDBMS application. During the session we will also develop a small website tracking database. Examples of larger FileMaker database solutions will be shown at the end to give attendees a better feel for the capabilities of FileMaker.

- **Safe Texting with Teenagers**, Candi Dierenfield ROOM

Statistics, safety information regarding teens as well as important information parents should know about parameters of cell phone contracts and the potential legal woes. Consider the facts... You might be asking yourself if your children or children you know really are doing this. Sexting is a current trend among teenagers (Baker, 2009). Teenagers are sending sexual messages and naked pictures of themselves to their boyfriends, girlfriends or even strangers. Cell phones have an illusion of privacy, but around the world, teenage sexters are making headlines after their nude or seminude photos circulated beyond their intended recipient. Text messages can become public in an instant. Someone usually can find you if he or she tries hard enough even if he or she only knows you by screen name, online profile, phone number or e-mail address. One study found that girls and boys are equally likely to sext, while another study found that girls are more likely than boys to take nude or seminude images. Boys are more likely to forward them. Research also shows that 17- and 18-year-olds are more likely than younger children to send or receive sexts.

- **Card Making**, Ann Hovde ROOM

Introductions on how to make your own personalized greeting cards. There will be hands-on instructions that will cover several unique techniques. Everyone leaves with their own card to share.

- **Forum with Chancellor Rogers**, ROOM

- **The Vitamin D Initiative**, Dr Ashley May, ND from Alaska Center of Natural Medicine ROOM

Eradicating an Epidemic Summary of Lecture: Bringing awareness to the effects of Vitamin D deficiency to Alaskans.

2:00-3:00

Workshop Sessions

- **Street-Level Bureaucrats in Higher Education**, Robert Mackey ROOM

This presentation discusses how higher education street-level bureaucrats use their discretion and autonomy to impact implementation in accordance with their personal values and their level of psychological development. It is hoped that the lessons of this research will help managers consider the importance of street-level bureaucratic behavior in planning and implementing a new policy or program.

- **He Sounds so Real!** Barbara Gabel, ROOM

Develop characters in your book that people will want to believe in and follow through their many adventures.

- **What is Sustainability?** Kaz Alvarez, ROOM

Our group's project, Kids in Involved in Conservation is seeking to expand our fun, interactive lessons into an adult audience. This workshop would be an introduction to our other workshops and shed light on the idea of sustainability. Through fun games and engaging reading, we seek to show our participants that sustainability is not a chore but a potentially fun and exciting hobby.

- **Getting Out of Debt**, Roxie Rogers Dinstel ROOM

- **Travel Spanish**, Kim Stewart, ROOM

Learn to speak Spanish. This session will focus on important phrases for travelers.

2:15-3:15

Workshop Sessions

- **Gardening**, Emily Reiter, ROOM

- **Staff Council Hot Topic: What's Affecting Your Paycheck**, ROOM

Ways to make your voice heard on staff issues.

- **Swing Dance**, Kurt Byers ROOM

Jack up your social fun quotient by learning the basics of East Coast swing from Kurt Byers, founder and president of the UAF Good Time Swing Dance Club!

- **Form Letter Merging**, Jennifer Youngberg ROOM

- **Controlling Your Genes**, Dennis Eames, Alaska Center for Natural Medicine ROOM

This course will explore numerous factors that influence genetic expression and present strategies you can use to increase the likelihood that your genetic code will produce healthy cells. It was once thought that each human gene produced one particular protein to produce a particular type of cell in the body. What geneticists now know is that the same gene can produce a range of healthy cells and diseased cells. A new branch of science has emerged called epigenetic, or above the genes. This talk will explore common factors that influence genetic expression and how you can use epigenetics to enhance your health.

3:30-4:30

Longevity & Award Ceremony, Wood Center Ballroom

4:30-5:00

Ice Cream & Cotton Candy Social, Wood Center

Door Prizes announcements start at 4:30

5:00-7:00

Staff Trivia Night, UAF Pub

Staff Health Care Committee
March 29, 2012
9:00 – 10:30 am
Meeting Notes

Patient Care Motion:

The committee discussed how effective a Patient Care addition may be to the current compensation package, where it would be, and who would pay for it.

Erika Van Flein briefly discussed how the current rate charges came to be.

- Prior “reserves” helped keep costs “artificially” down for years.
- New higher claims the past couple years hit plan hard
- Projections of how many would drop or move to a lower plan were higher than anticipated
- JHCC recommended changes last year, however, management chose to wait
- Can’t update new projections with less than 6 months of data which is not calculated until around end of January / February time frame

Clinics on campus are being re-looked at and Chancellor Rogers believes it can be done. CVS did a study awhile back and stated they would be willing to do a patient care, however they would only offer it in Anchorage and it would have to be open to the public or it would not be cost effective.

There were thoughts that it could be done through First Care or Urgent Care in the same manner that the Fairbanks North Star Borough School District handles their patient care at only a cost of \$10 to staff. However, it was explained that the FNSBSD pays over 3 million dollars a year to offer that service to its employees. They pay for clinic hours.

Statements about State of Alaska health care vs. University health care. Plans are not the same and with the State, there is 100% participation. An employee pays for health care even if they elect not to use it.

Suggestion was made to centrally locate past health care proposals, research data regarding proposal, and the decisions made by JHCC on said proposals. What is on JHCC web page does not list or give detail of what all was proposed, reviewed, and final decisions. Centrally locating such data will be a benefit to all.

Tobacco Policy:

There is no tobacco policy in place at this time. Chancellor Rogers wants the surcharge. The actual exclusion of hiring tobacco users may or may not be effect July 1, 2012. Some concerns of the new suggested policy of not hiring people because they or family members use tobacco is a big concern when hiring qualified employees from other countries where tobacco use is a custom. The committee agreed to reach out to those it knows who use tobacco products for suggestions/incentives/comments on how to encourage users to quit.

Attached is the information received by Mary Sue Dates and will be presented at the next Staff Health Care Committee meeting to be held April 19, 2012.

It was suggested that a tobacco free campus is not viable do to the vastness of the campus and many public trails. How and who would police the policy.

Meeting adjourned at 10:30 am

UAF Master Plan Committee (MPC) Report

April 12, 2012

By Gary Newman

The meeting notes, once available, may include further information, but the following are the salient points. <http://www.uaf.edu/mastplan/committee/meetings/agendas/2011-2012/>

West Ridge Revitalization Project

There was a presentation by Cameron Wohlford of UAF Design and Construction on the West Ridge Revitalization Project. This project is taking a approach toward building renewal and growth projects on West Ridge with an eye to guiding the extensive backlog deferred maintenance efforts in future years. From a preliminary building condition evaluation, it would appear that the GI, Irving I and II and O'Neill are more expensive to remodel than tear down and rebuild. Since there are no funds for new buildings likely, this creates a real challenge. Chancellor's Cabinet will be reviewing this report at the end of April following which it should be available to the public.

Facilities Report

Lower Campus has numerous disruptive projects scheduled for the summer, mostly focused on long needed utility upgrades – a new utilidor and sewer line replacement. See their website for the area maps showing the projects: <http://www.uaf.edu/fs/departments/design-construction/> The Nenana lot parking will be closed this summer, so the Taku lot will be filling in the space. MPC recommended that Parking Services and UAF Marketing and Communications get together to share a parking plan/strategy with the campus community. *I strongly urge Lower Campus users to take a look at the plans at the above link.*

The Sustainable Village next to the Cold Climate Housing Research Center has started, with 4 – 4 bedroom units and expected to be available for Fall 2012 occupancy.

MPC has strongly recommended a stairway to the Taku lot instead of what is called the Luge Run for safer access. A stairway similar to the stairs from the Duckering Building parking lot down to Facilities was estimated to cost in the neighborhood of \$650,000. Facilities Services is seeing if funding is available.

Rural campus master plans go before the Board of Regents for a first look this month.

NASA, who contracts with the Alaska Satellite Facility, wants to upgrade the existing 10 meter antenna on top of the Elvey Building and add another 5 meter antenna. There was lots of discussion on challenges of placement. The Elvey Building has substantial seismic issues. More discussion will be ongoing amongst the involved parties before this comes back to the MPC.

Opening the pioneer road, called North Tanana Loop that goes behind the Reichardt Building and connects to West Ridge behind the Life Sciences Building to general use has been on my wish list for as long as I've been at UAF. Facilities Services recently had a geo-technical study done that they are now reviewing. This may resolve the difference of opinion as to whether the admittedly untraditional road base would be adequate over having to dig it all up and replace it. The latter of course would substantially increase the cost of improving the road for general use. Regardless, this road will be even more needed upon completion of the Life Sciences Building and can also provide a back way into the Reichardt Building.

Campus Landscaping

Bear Edson with Facilities Services will be taking over chairing this sub-committee. Discussion over finding ways to incorporate landscaping as a fiscal line item into building projects instead of relying on any leftover funds if anyway. Design and Construction now has someone on staff with substantial landscape design experience.

Classroom Painting Demonstration

Some classrooms on campus were given accented painting treatment to see if it could improve the learning environment over the existing bland painted walls. A survey indicated generally positive responses. Facilities Services will be collaborating with OIT as the latter is doing some substantive upgrades in smart classrooms this summer.

North Campus

Some trails improvements are in the mix for funding.

Rural Affairs Committee Report for Staff Council Meeting #227

The committee met on Tuesday, April 10. We discussed:

- 1) How the proposed Staff Council re-organization might affect rural representation. There were concerns raised about a reduction of the number of rural representatives. There was also a question about how the number of rural representatives on the 17 member group would be calculated: how many members of the group would have to be rural reps?
- 2) Face-to-face meetings: It was suggested that if the reorganization does take place, then we should fly rural reps in for SC meetings more often than twice a year. We discussed budgetary concerns – even if we have fewer members who would be coming in for a face to face meeting, there may still be budget issues with having more face-to-face meetings. Some members suggested that perhaps funds could be found from represented departments or grant money.
- 3) A member asked if there was any kind of communication from Staff Council that told staff who we are and what we do. The Communications committee has been working on such a message, based heavily on our webpages's 'About Us' section. Someone suggested that such an email could include a link to MarySue's blog. Brad will take the suggestion to the Communications group.

Staff Affairs
April 2, 2012
9:00 – 10:30 am
Meeting Minutes

Attendance: Mary Sue Dates - chair, Nicole Dufour (non-voting member), Ryan Gailor-Keele, Jed Lowell, Robert Mackey, Juella Sparks (non-voting member), Jennifer Youngberg

Excused Absence: Deborah Coxon, Jennifer Elhard, Kim Eames, Heather Leavengood, Pips Veaezy (non-voting member)

Health Care

There was a healthy discussion of the current introduction of the new health care costs and the general feeling of UAF staff as a whole. Now is the time for staff to let their voices be heard as all of the vendor contracts (Blue Cross, Premeria, VSP, etc) are up for renewal. The contracts are written in 5 year increments.

It was agreed there need to be more options. Staff Affairs discussed the option of a higher deductible plan with a health savings account. To have the health savings account the pharmacy plan would need to be re-worked. It is not clear to us, as we have not had the time to do much research, this would be a great option of UAF staff. The health savings account allows you to make withdrawals outside of medical expenses and the amount in the savings rolls over every year; neither of these are an option with the flexible spending account.

The committee agreed to create a petition for staff to sign expressing our concerns about health care and how staff feels devalued in the lack of fight for them by the administration. It is agreed the petition would not be electronic as it is important to get actual signatures. The petition will also provide represented staff and faculty to sign showing support of the unrepresented staff. Once the petition has been approved by the UAF Staff Council President, Pips Veaezy, it will be sent out to all staff council representatives. As signatures are gathered the completed pages will either be scanned and emailed or delivered to Mary Sue Dates as chair of the committee. It will be her responsibility to forward the petition to the UAF Staff Council President, Pips Veaezy, and/or Vice President, Juella Sparks. They in turn will provide the information to the administration and Joint Health Care Committee.

As signatures are gathered staff should be encouraged to write an email or letter to Joe Paskvan, President Gamble, Chancellor Rogers, and the Board of Regents. One email or letter can be written and sent to all listed above. This must be done on personal time and through a personal email.

Staff Affairs will continue to work on and discuss this topic until we believe we have done all we can to represent the staff.

Tuition Waiver

Discussion about the possible changes to the tuition waiver recognize the increase in benefits with the increase in possible credit hours taken each semester and each academic year. However, concerns were voiced about capping credit hours and that the waiver should fall under Satisfactory Academic Progress (SAP) for students. The committee agreed to review the proposed changes and SAP to come back to the next meeting to discuss a written outline such as SAP. The outline would be reflective of staff using the tuition waiver.

Tobacco Policy

The committee is in favor of a Tobacco Free Campus and not a Tobacco Free Hiring Policy. It was stated UAKJobs has already instituted the Tobacco Free Hiring with a question asking if the applicant or any dependent living in the household uses tobacco. Before going further in action to draw up a motion, it was decided a member of the committee would contact UAF Human Resources and verify if UAKJobs has instituted the Tobacco Free Hiring policy.

Annual / Sick Leave (Cash Out/Buy Out/Combine)

The committee briefly discussed this topic as most of the meeting covered health care costs. The general attitude at this time is UAF has a good system. This will be table to discuss at a later date.

Supplemental Insurance

This will be included in the petition for health care.

Bereavement Leave

UAF has an established bereavement policy.

Meeting adjourned at 10:30 am

Staff Council Communications Committee
Minutes, April 6, 2012

Roll call:

John Clendenin, Debbie Gonzalez, Jennifer Youngberg, Gary Newman, Claudia Koch, Pips Veasey, Juella Sparks

Excused:

Brad Krick

Motions/Discussions:

Topics:

FAQ sheet

Continued discussion on developing a FAQ sheet for Staff Council Members. The sheet would provide answers to common questions, expectations, and situations representatives may face as a Staff Council member. Some examples of questions are listed below. **Staff Council members are encouraged to provide additional questions.**

How do I get involved in committees?

How do I contact my constituents?

How do I use my unit listserv?

How does Staff Council use Roberts Rules of Order?

What responsibilities does a committee chair have?

How is a committee chair to conduct meetings?

How does being a member of Staff Council fit into my regular job duties?

Do I have to read the Staff Council constitution and bylaws?

Who (employees) are in my unit?

Periodic notifications to staff

Discussion of the draft communication to be distributed to all staff twice a year informing them about Staff Council, expectations of communications from representatives, how/where to find their representatives, and what they can do as staff. Pips and Juella requested to be added to the Google Doc. It was suggested the notification could be placed on the SC calendar for regular distribution.

Staff Council members Google Group

Nicole has created a Google Group for SC members. This group will give members a forum to exchange thoughts and ideas internally outside of standard email streams. More to come on this.

Feedback from constituents

Jennifer duplicated the Google Form Walker created for the Non-smoker hire policy and we (unit 12) saw a 53% response rate. It was suggested SC try implementing a Google Form for employees feedback regarding the Code of Conduct draft form President Gamble. To date (noon 4/16/2012) there have been 592 submissions.

Proposed Motion related to UAF Staff Council representation on UA Staff Alliance

MOTION:

The UAF Staff Council moves to amend its Constitution and Bylaws to facilitate continuity of representation on UA Staff Alliance and reduce work load on the Staff Council President, the Staff Council Vice President, or both. The changes to the Constitution and Bylaws are described here in.

Constitution of the University of Alaska Fairbanks Staff Council

Article 3, Section E.

“The President and Vice-President shall ~~ensure represent~~ **representation of** UAF Staff Council on the Staff Alliance.”

Bylaws of the University of Alaska Fairbanks Staff Council

Section 3, A. VI. :

“In order to remain a member of Staff Council, each voting representative must serve on at least one permanent committee **or serve a special appointment.**”

Section 4, A.I. : “j. Serve as representative on Staff Alliance **or make a special appointment to serve on Staff Alliance in their place.**”

Section 4, B.I. : “c. Serve as representative on Staff Alliance **or make a special appointment to serve on Staff Alliance in their place.**”

Section 5, A.b. **“2. Special appointments of the President or Vice President.”**