

MINUTES
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

1. CALL TO ORDER AND ROLL CALL

- The meeting was called to order by president Pips Veazey at 8:46 AM

A. Roll Call

Present

Pips Veazey
Juella Sparks
Maria Russell
Evelyn Pensgard
Robert Mackey
Deb Jeppsen
MaryAlice Short
Debbie Gonzalez
Kala Hansen
Nichole Kloepper
Debbie Coxon
Gary Newman
Jennifer Elhard
Mary Sue Dates
Robin Weinant
Jed Lowell
John Clendenin
Jennifer Youngberg
Walker Wheeler
Brad Krick
Cat Williams (Alt)
Jeannette Altman
Richard Machida
Gary Bender

Excused

Carolyn Simmons
Claudia Koch
Sara Battiest

Absent

Jennifer Ward
Kim Eames
Heather Leavengood
Travis Brinzow
Britton Anderson

Guests:

Chancellor Brian Rogers
Ross Imbler, Annual Giving Coordinator
Susan Sugai, Associate Director, Center for Global
Change & Arctic System Research
Frances Isgrigg, Director of Environmental Health,
Safety, and Risk Management

- Quorum was met

B. Approval of Agenda for Staff Council Meeting #227

- The agenda was amended to permit flexibility in allowing guests to speak as they are available.
- The agenda was approved as amended.

2. STATUS OF PENDING ACTIONS (No pending actions)

3. PUBLIC COMMENT

- Frances Isgrigg, Director of Environmental Health, Safety and Risk Management, was introduced to Staff Council. She was in attendance in order to learn out more about Staff Council.
Chancellor's Ad Hoc Safety Committee
 - Chancellor Rogers recently established an ad hoc safety committee that will provide suggestions of ways to improve campus safety and will assist in the development of a safety minded campus culture.
Employee Safety Training

- Frances thanked those who have completed their safety training. Campus wide, approximately 46% of the safety training required by OSHA has been completed. Some departments are at a 90-100%, but there is room for improvement in other departments.
- They are working on a format that would allow people to acquire all of the required safety training sessions in one place. If you have not finished your safety training, you can attend the safety session during new employee orientation. Please contact John Clendenin prior to the session to verify that space is available. Safety training is also being taught in-person at CTC or it can be provided on site.

Campus Related Issues

- Right now is our biggest storm water time frame, with runoff from melting snow. Frances' staff will be on campus assessing drainage and taking samples. They will also be increasing their presence on campus by conducting safety audits. Frances concluded her remarks by stating that her department is available to assist staff with questions or problems related to environmental health and safety. Please call or visit their website if you have any questions: www.uaf.edu/safety/

4. 9:00-9:15 OFFICER REPORTS

A. Pips Veazey, President

- Lately, we have seen a lot of energy from staff concerning the important issues under discussion. We have recently begun using Google forms in order to get feedback from staff. This has transformed the way that we communicate with our constituents, as it allows us to capture the thoughts of constituents very quickly. For examples, President Gamble wanted feedback very quickly on the proposed code of conduct. In the past, this seemed like a daunting prospect, but using online forms, we have received over 600 responses in two weeks. This format allows us to provide President Gamble with staff members' responses quickly and easily. Pips encouraged the use of Google forms in the future when appropriate.
- Both President Gamble and Chancellor Rogers challenged us to come up with ways to connect with our constituents. They are both interested in knowing how we are accomplishing this. Following these two surveys, we were able to report to the president and chancellor that we have identified online forms as a successful method for communicating with staff.
- Supporting our success in getting information to constituents and collecting feedback from them is the strong working relationship between Staff Council and Staff Alliance. The lines of communication between the two groups are open and working well.
- The president has an open ear to Staff Alliance because of the work that we are doing, as well as, the relationship that Juella has established at statewide. UAF Staff Council does a wonderful job at leading the pack when it comes to Staff Alliance. Your voices are heard at this level and they are certainly making a difference right now. There is more work to be done, but this is a very positive note.
- Health care continues to be a major issue, and there are seemingly no great solutions in sight. Juella will discuss health care in more detail, later in today's meeting.
- Tobacco issues are still up in the air. HR is not using the tobacco issue in the current hiring process.
- System Governance met this week. During the meeting, they decided to hold a retreat in June to discuss communication. System Governance invited the administration to attend the retreat, partly as an exercise for us to reinforce the importance of effective communication between system governance and the administration. Improved communication could save the university a lot of time and effort and would allow us to solve problems as a community.

C. Juella Sparks, Vice President

- Since our last meeting, governance has been very active. Juella wrote a letter to President Gamble during the first week of April and she received an immediate invitation to meet with him. They met face-to-face for two hours. During this meeting, Juella proposed holding a Systems Governance Summit. This would include the eight officers of the four bodies of statewide groups with the goal of sitting down for two days in June with President Gamble, Donald Smith, and Dan Julius to work on that relationship.
- During Juella's April meeting with President Gamble, Juella once again proposed creating a health care taskforce. A few days after the meeting, President Gamble called Juella to inform her that he supported the creation of such a taskforce and wanted work on the taskforce to begin immediately.
- This afternoon, Juella will meet with Donald Smith to work on the details of the health care taskforce. She stressed to President Gamble that this should be a group that is separate from JHCC, with some minor overlaps. The taskforce is not intended to replace SHCC or JHCC. This would be a one-time taskforce; it would meet very quickly, create and pass on their proposals, and then the taskforce would dissolve. This taskforce has one goal, and one goal only, and that is to think outside the box and produce one if not more

proposals for a new health care plan. The primary role of the task force is not to evaluate our existing plan, but to think outside the box and look at other options. The intent is to have one or two proposals for significant changes to the plan completed by the end of August. This timing is important since the RFPs for the new vendors for the coming year will be going out soon. These contracts will be decided upon by Dec. 1. for the new year. Any changes to the health care plan have to be in place and voted on by December as well to allow time for changes to be worked out in the system. The taskforce will probably involve a very intensive two or three months of collecting information and determining other possibilities. Juella proposed that the Health Care Taskforce consist of equal groupings of faculty, staff, and administration. She will provide Staff Council with more information as it becomes available.

- Additional health care details will be covered later in the meeting.

5. REMARKS BY CHANCELLOR ROGERS

- Chancellor Rogers addressed Staff Council immediately following agenda section 7. B. Staff Council Staff Council Representation on Staff Alliance Update from EMR (see below)

6. GOVERNANCE REPORTS

A. Cathy Cahill, President – Faculty Senate (No report)

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

7. UNFINISHED BUSINESS

A. Staff Council Strategic Direction Proposal Update from EMR

- Walker Wheeler provided an update on EMR’s progress in reviewing the Staff Council Strategic Direction Proposal forwarded to EMR at the March meeting. EMR was only able to meet once since that time. Initial discussions started in EMR two weeks ago at this meeting. Pips and Juella attended the meeting, but the only two EMR committee members in attendance were Walker and Gary Newman. They were not able to make any significant progress on the Strategic Direction proposal. They were able to address the additional motion forwarded to EMR at the March meeting, which pertained to Staff Council representation on Staff Alliance.

B. Staff Council Representation on Staff Alliance Update from EMR

- Handout 227-1: Proposed Motion Related to UAF Staff Council Representation on UA Staff Alliance
- A draft motion of the proposal to change the way UAF Staff Council is represented on Staff Alliance was presented. The proposed motion was based on EMR’s discussion at their last meeting. This proposal involved the modification of the constitution and the bylaws to assist officers in reducing their workload by allowing the president to appoint someone to serve on Staff Alliance on their behalf. An electronic copy of the proposed motion will be sent to everyone.
- The motion was then read to council:
 - “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.II.:

“2. Special appointments of the President or Vice President.””

- If this motion moves forward, this shall be considered the first of two readings. The floor was then opened for questions. A motion was then made to accept this proposal.
- It was requested that additional time be provided for further discussion within EMR, as well as to allow for time for non-committee members to provide feedback.
- It was suggested that EMR include in the motion some form of accountability for individuals who receive special appointments. It was also requested that EMR include in the proposal wording that would provide the president to withdraw such appointments. Additional requests asked that the proposal include specific wording regarding the expectations of the appointment.
- The motion regarding changes to the constitution and bylaws related to UAF Staff Council’s representation on Staff Alliance is separate from the motion regarding the proposed Staff Council reorganization.
- It was clarified that the term ‘special appointments’ in Section 5, A. II.2. is in reference to the other places that the term is used in the sense that if the president were to make a special appointment of a person to serve on Staff Alliance, the person being appointed would be responsible for reporting back to the Administrative Committee. Participation on the Administrative Committee could also be applied to other ‘special appointments’ made by the president.
- Proposed changes to the language of Bylaws Section 4. A. I, and Section 4. B. I. to account for these issues were presented as follows:

Bylaws of the University of Alaska Fairbanks Staff Council

Section 4, A.I. :

“j. Serve as representative on Staff Alliance **or make a special appointment to serve on Staff Alliance in their place and at their pleasure. Expectations of all Staff Council representatives to Staff Alliance will include regular reports at Staff Council meetings and to Staff Council officers.**”

Section 4, B.I. :

“c. Serve as representative on Staff Alliance **or make a special appointment to serve on Staff Alliance in their place. Expectations of all Staff Council representatives to Staff Alliance will include regular reports at Staff Council meetings and to Staff Council officers.**”

- Discussion followed which indicated the need to further modify the current proposal to include a clause “at the pleasure of the president,” to allow for the termination of a special appointment at any point in time. The proposal was returned to EMR for further consideration and modification.

REMARKS BY CHANCELLOR ROGERS

- Chancellor Rogers joined the meeting and addressed Staff Council. He explained that we are coming off the adjournment of the legislative session, which was a rather productive session for both the UA system and UAF in terms of both the operating and capital budgets. The operating budget included more funding than the budget proposed by the governor. It included money for advising for a few programs, funding for the continuation of the honors program, and pay raise funding that was included by the governor. The capital budget was also remarkable for us. The governor included a single item for differed maintenance, which is the 37.5 million that we have requested for several years. It also included legislative approval of half of the funding for the UAF engineering building, money for the Kuskokwim Campus, and money for research. This is as good of a capital budget as we have seen in years. Of course, this means the challenges of construction.

- On campus this summer, we will see challenges associated with the approval of prior year's construction. Notices have gone out concerning the effects that both the utilidor construction and the sewer line replacement will have on parking this summer. The recycling bins have been relocated to the Taku parking lot in order to make way for the utilidor expansion.
- Chancellor Rogers visited both the Northwest Campus and the Chukchi Campus a few weeks ago. It is always exciting for him to see how much is going on at our rural campuses and the important partnerships that they have with the local communities. In addition to attending the Fairbanks campus graduation, Chancellor Rogers will be travelling to Kuskokwim and Bristol Bay campuses for commencement activities. This provides an opportunity for him to visit with faculty and staff at four of our local campuses.
- Chancellor Rogers asked that the SHCC report attached to today's agenda be corrected.
 - On page 19, the Staff Health Care Committee Report inaccurately states, "there is no tobacco policy in place at this time. Chancellor Rogers wants the surcharge"
 - Chancellor Rogers actually requested the surcharge for new hires effective July 1, in lieu of no hires of people who use tobacco. He feels that the absolute ban on hiring of tobacco users creates some hiring challenges, particularly research faculty from overseas who have brought in a lot of money. It may cost us more on the research side than it gains us on the health care side. He does not think it is unreasonable for us to say to new hires that there is a different health care set of rates, such as we see in life insurance. Chancellor Rogers would not favor this for all employees, but only for new hires and as a backup to the proposal to exclude all tobacco users completely.
- Chancellor Rogers listened to part of today's discussion on load balancing for Staff Council officers. He encourages anyone thinking about running for one of the officer positions to assume that this will go into place, so that you will not have to take on all of the work at once. He hopes that no one decides to not run because they are not sure if they will be able to appoint someone to represent them on Staff Alliance. Staff Council officers play a very important role and it is important that Staff Council have strong leadership. Chancellor Rogers relies on the officers whom he meets with monthly, prior to all Staff Council meetings. These meetings with Staff Council officers provide him with some of the best feedback that he receives over the course of the year. He encourages anyone thinking about taking on one of these roles to do so.
- Staff Appreciation Day is next month. He expressed appreciation to all who are working on this event. He is pleased with the schedule of workshops. If anyone has issues with supervisors not allowing them to participate, please let Chancellor Rogers know. He wants to continue to encourage all supervisors to allow employees to take advantage of this opportunity to advance skills and to have a day that recognizes the contributions of staff on campus. He will be available that afternoon for an open Q&A.
- Chancellor Rogers then opened the floor for questions.
- The legislature included the funding for 50% of the pay raise money requested by board of regents last November, which was essentially the same as the governor's request. The university has to come up with the other half of the money through reallocation. In recent years we have gotten as high as 60%, but the legislature essentially told us that from now on they will only fund half of any pay raises. Some portion of the remainder can be paid by federal grants and contracts. We have to make up the rest either through enrollment growth and new tuition or through a reduction in staff programs or services. In one way or another the pay raises result in reductions in other areas of the budget.
- The positive results we have seen from this year's legislative funding are a result of both internal and external factors. Externally, it is easier for us to get funding when the state has surplus funds. This is probably the biggest factor. Second, the level of cooperation by external constituencies, faculty, and staff has made a big difference. The most notable partnership involves UAF and UAA, deciding early on to work together. We have had multiple joint meetings of the UAF engineering advisory committee with the UAA engineering advisory committee working with external supporters to highlight the need for engineers in the state. The fact that Fairbanks and Anchorage are working together is a major factor. Second, it is always good when they hear from internal constituencies, but hearing from external constituencies has the greatest impact. This was seen during the teleconferences on the capital budget, with testimony from people not affiliated with the university asking for support for the university's capital budget request for ocean acidification research. It took a lot of work to coordinate these efforts, including the work of Ann Ringstad and SFOS. This is the first time we have had capital budget support for specific research in the university capital budget that we had asked for. Staff and faculty have been very good in terms of their communication with the legislature, letting them know what our interests are. The combination of aligned internal constituencies, external constituencies, and a legislature that had funds to spend, all worked well.

- Chancellor Rogers was asked if it appears as though there is a likelihood or even the remote possibility of layoffs in order for the University of Alaska to come up with the funds to pay for the other half of the pay raises not covered by the legislature. There is no broad range plan; we are within an expected level. There may be, as there have in past, isolated units, that a combination of what is happening with their other funding sources leads to layoffs, or more likely, people who have term positions not having the term renewed. He knows of a couple of areas that are heavily dependent upon federal funds. The federal budget is in far more challenging shape, so there may be units where lack of federal funds could lead to some terms not being renewed. This has happened in the past and this is highly variable, depending upon the funding. He is aware of two individuals that have this issue with term positions as of today, and these individuals have known this for about a year and a half. Other than these two, he is not aware of any other plans or any circumstances at this point. We really are facing a big challenge with the pay raises. Some units have only a small part of their funding in state general funds and their non-state funds do not increase to cover their pay. We just do not have a revenue source to make up the difference in some cases. In the academic community, we have the opportunity to make this up through tuition increases and enrollment growth. In research units whose research volume is increasing, we have the opportunity to make that up with indirect cost recovery. Units that do not have other sources of funds that increase automatically are more problematic. Cooperative Extension is one such examples where federal funds have not been increasing. Over time funding 50% of pay raises creates a challenge in any of those kinds of units. Leadership of each unit must decide how to approach this matter, whether they keep positions open longer when they become vacant, whether they reduce staffing over time, or whether they have the capacity to reduce other expenses.
- Circumstance where there is a complete pay structure, where you are able to hire a new person to fill a vacancy at a lower step, would create some of the ability to fund pay raises. For the chancellor, a complete pay structure has elements of merit, of market, of longevity, and of cost of living. Over the 30 years he has been associated with the university in management level or governance positions, we have sometimes done two of these, we once did three, we have probably never have had all four elements. This is really a balancing act of what can you afford and what can you get from the legislature. One of the challenges that we have is that traditionally state government has self-funded all of the step increases. They did not ask for new funding from the legislature. They only asked for money from the legislature for across the board pay increases. A situation arose where the legislature said that they would no longer fund our step increases, that they would only fund across the board increases. Our philosophy changed to reflect this; we went to where we could acquire funds. As a result, any step increases, including the one from January of this year, was completely self-funded. Many people would like to see a return to a multi-part pay structure, but in the current legislative fiscal environment, the only way to accomplish this results in higher pressure for staff reductions and reallocations and we have avoided this so far.

C. Reminder of Upcoming May Election of Staff Council President and Vice President

- Elections for Staff Council President and Vice President will be held in May. Please consider running for one of these positions. You can contact Pips or Juella to find out more about the positions. As an officer, you would have the opportunity to meet with Chancellor Rogers once a month. These are challenging yet very productive discussions. These meetings are typically one of the great benefits of serving as an officer. Nominations can be made on the floor at the May meeting, up to the time of the election.

D. Health Care Update

- The Staff Health Care Committee (SHCC) met recently. Meeting minutes are attached to today's agenda.
- Staff Alliance is looking at the patient advocacy program, but beyond that, the biggest issue for Staff Alliance at this point is the Health Care Taskforce, because of the urgency. When people are looking at their open enrollment package, it is a difficult decision although there really is only one choice, but we also have to look at what will happen as a result on July 1 of 2013. Right now, Juella is focused on the Health Care Taskforce. Melodee Monson is currently the chair of SHCC.
 - Walker and Gary N. have worked to create a health care benefits calculator which was designed to help people make decisions about health care. It allows people to view estimated costs for the 500, 750, and HDP plan side-by-side for comparison. This takes the estimated premiums and your effective tax rate, and provides an estimate of what you may be really spending on health care. Please keep in mind that the calculator provides an estimate, it does not cover all of the elements that factor into your costs. They are working with Erika Van Flein to ensure that the calculator works appropriately. This is a

tool to estimate potential costs for health care for the coming year and is only a complimentary tool to the information that the administration provides. Once you receive the final tool, please pass it on to as many people as possible, explaining that this is another tool that governance has put together to assist staff in making smart decisions. Open enrollment began on April 15th.

E. Employee Tuition Benefit Update

- Staff Alliance heard our voice regarding the tuition waiver. This is a common voice heard systemwide. No new information is available at this time. The floor was opened for discussion and questions.
- It does not appear as though the board of regents took action on the Employee Tuition Benefit at their meeting last week. Their next meeting is June. It is Juella's intent to ask Donald Smith this afternoon, where the administration is with this benefit, and to encourage them to reconsider these proposed changes, especially the application of Satisfactory Academic Progress (SAP) to employees.

F. Tobacco Related Issues

- It has been confirmed that HR is not actively using tobacco related issues during the hiring process.
- When using Google forms to solicit feedback, it is most useful when there is consistency among units, especially in terms of compiling the data. Several units sent out great surveys and this provided a lot of very useful information. A more effective tool would be for us to agree on what should go out, as a group, before sending out any surveys. It is much easier to compile data when the questions are exactly the same across units. The goal would be for us to work on a common form that can be sent out all units.
- It was suggested that we move away from sending information directly to representatives and having them distribute it to their constituents, as this has not been successful. This is part of why the new reorganization proposal included an executive position for someone to focus on communication.
- We are trying to distribute information to more people consistently. We have been working closely with Marketing and Communications to get information to everyone. For example, the information regarding the proposed code of conduct survey went out, not just to UAF staff, but to staff systemwide. This is due to the good working relationship that we have with our counterparts at UAS, UAA, and statewide
- Following up on the tobacco issue, Chancellor Rogers received all of the feedback collected by Staff Council members. He is now aware of staff feelings on this issue.

BREAK (9:52-9:55)

8. NEW BUSINESS

- We will begin with New Business, but depending upon timing, guest speakers may be allowed to speak as requested and approved of at the beginning of the meeting.

A. Nominations for 2012 Outstanding Staff Council Achievement Award

- Information about the 2012 Outstanding Staff Council Achievement Award is now available online. Nominations can be submitted online. Please take time to nominate a fellow Staff Council member.

B. Staff Affairs Petition

- Attachment 227-3: Staff Affairs Petition
- The Staff Affairs Petition was distributed all representatives and alternates on rural campuses and at UAF. The petition was designed to serve as a voice for staff concerns. We currently have 168 signatures. Many staff members were concerned that signing the petition might lead to unknown repercussions. Many people did not sign the petition for this reason. Some of the original signatures have already been turned in to Pips. Staff Affairs will continue to collect signatures. The petition is also posted on the Unit 7 blog. If you have any petitions, please get them to Mary Sue who will forward them to Pips.

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
- We have already received approximately six hundred responses to the code of conduct survey using Google forms. This form will close on Friday. A summary report of these responses will then be written and this report will be forwarded to Staff Alliance. Staff Council members will receive a copy. There appears to be overwhelming opposition to the proposed code of conduct at this point in the survey.

- Prior to every board of regents meeting, the Statewide Academic Council meets with the president's cabinet. Although Staff Alliance has not received any official notice, it is our understanding that at this meeting, President Gamble effectively withdrew the proposed code of conduct. It is President Gamble's intent to work with governance in the fall to create a set of institutional values rather than this code of conduct. The process for working on this will be established after we have been officially notified.
- The response from governance was resounding, quick, and very effective. This success is due in part to the combination of the less than flattering news on this issue and the quick response by staff. Juella plans to take the summary of the survey results to Staff Alliance with the goal of having the feedback forwarded from Staff Alliance to President Gamble.

D. Internal Committee Membership

- As a reminder, all Staff Council representatives are required to serve on at least one permanent Staff Council committee. If you are not currently serving on one, please let Nicole know which committee you would like to serve on.

E. Status of Internal Committees

- We have previously discussed the possibility of combining Staff Affairs and Advocacy committees. The floor was opened for discussion of the current state of Staff Council's permanent committees in light of the Staff Council strategic direction assessment.
- A suggestion was made to combine the two committees in order to increase the amount of work that we are able to accomplish and to improve efficiency. Right now, it is hard for Advocacy to complete any work since there are only two committee members. It was explained that, historically, membership on these two committees has often fluctuated so there may not be a need to reorganize these two committees.
- Advocacy currently has an internal focus on UAF, but our bylaws also mention the role of Advocacy in working with staff externally, away from UAF.. This is a piece of advocacy, which we have not focused on in recent years.
- Walker presented official descriptions of the Staff Affairs Committee and the University Advocacy Committee from the bylaws in order to provide context for the discussion.
- Staff Affairs purpose is outlined in UAF Staff Council Bylaws Section 2., Article C.:
 “Works on issues such as benefits, compensation, grievance procedures, position evaluations, hiring procedures, and any matters that affect the health and welfare of staff.”
- University Advocacy is presented under Bylaws Section 5. A.VI. c.:
 1. Organize events and functions to help make the public aware of the value of University staff, as well as students and faculty.
 2. Organize events and functions that increase staff morale and awareness of the University.
 3. Other items to be determined by the committee on an annual basis.
- These were the original charges for these two committees. Additionally, many of the external factors and issues that we have been dealing with this year have required us to focus a great deal on the work of Staff Affairs. Right now, Staff Affairs is helping shape our system.

9. GUEST SPEAKERS

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

- Ross and Susan are here today to present information on the Annual Employee Giving Initiative, which provides employees with the chance to give to various student issues and groups on campus. You can give to whatever program, scholarship, department, etc., that you wish. Last year 15% of UAF employees gave almost a quarter of a million dollars to help students. Additional paperwork is located on the back table, including information on payroll deduction. These charitable donations can be used as tax deductions.
- Every year the program's volunteer co-chair works to spread the word about the program and to highlight certain funds on campus. This year's focus is the Robert Below's Global Change Research Endowment and the co-chairs are Susan Sugai and Glen Juday.
- Susan Sugai is here today to speak about her passion with this program. She is a longtime university employee and she was a staff member for most of her time here at UAF. She is a term-funded staff employee with her salary being dependent on research funding. Research is her passion, but it has an impact on all staff. Susan passed around an article that appeared in *Nature*, which was written about this

being a crunch time for research and why, if we do not have funding from various research agencies, many things will not get done. UAF has been highly competitive in acquiring funding. We must continue to be competitive as funds become harder to get. One way that we teach our students to be more competitive is through the annual Center for Global Change research competition where students are required to submit a proposal. The proposals are peer reviewed by scholars across the country, with a panel deciding which projects are to be funded. The program's success rate is about one-third. One of the program's former students authored the *Nature* article. Student from this program typically have very successful careers.

- Being highly effective in acquiring grants for the university is important to staff because research funding includes funding for Facilities and Administration (F&A), which covers the cost of staff people who help support our research enterprise, such as IT staff, fiscal people, and others. Additionally, many grants require that applicants indicate cost sharing; how are you contributing something to this research effort.
- You are being asked, not to contribute large sums of money to this effort, but small donations, such as ten dollars. Such donations allow grant applicants to go forward and present, not the amount of money they have in support of the research, but the number of people that they have in support of their research. There are newsletters on the back table that provide information about the endowment as well as information about students we have been recently funded, two of which have books out by UA Press. They are doing work that is important to all of us. Involvement and participation count, not dollars. You are being asked for your involvement, not a lot of money.

B. Sustainability Representative

- Due to the number of current issues on today's agenda, the sustainability representative will be asked to speak at the May meeting.

COMMITTEE REPORTS

10. INTERNAL COMMITTEE REPORTS

A. Staff Affairs – Mary Sue Dates

- Attachment 227-13: Staff Affairs Report
- Minutes for the April 2, Staff Affairs meeting are attached to today's agenda. The Staff Affairs' petition, healthcare, and the employee education benefit were the primary topics for this meeting.
- The committee met again on April 16 to discuss the tobacco issue and the tuition waiver.
- At this point, Staff Council has provided its stance on these topics to Staff Alliance and we are waiting to see what the next step is from the administration.
- Staff Alliance requested that the submitted signatures be forwarded to Staff Alliance or the administration. Pips intends to bring the information to both Staff Alliance and the chancellor since these are two avenues of connecting with the administration and since both are UAF and systemwide issues.

B. Rural Affairs – Brad Krick

- Attachment 227-12: Committee Report
- During their last meeting, the committee discussed the proposed Staff Council reorganization. The committee had two questions.
 - How will employees be identified as rural or non-rural?
 - How many representatives from rural sites or rural campuses would be on the board?
- If the proposed restructuring plan is approved, and it resulted in a reduction in the total number of representatives, the committee would be interested in having more face-to-face meetings, since in-person meetings strengthen the organization. The committee does not view the current practice of having two face-to-face meetings a year as being adequate.
- Brad spoke to the Alaska Department of Administration, which is the state group responsible, according to state statutes, for the cost of living survey. The survey is supposed to occur every five years, with the last occurring in 2008. There is no money for the survey in FY13. They are planning to conduct one in FY14.

C. Elections, Membership, and Rules – Walker Wheeler

- Attachment 227-7: Committee Report
- Notes from the last EMR meeting are attached to today's agenda.
- The committee has been work on the two issues forwarded to EMR during the last Staff Council meeting. Those being, UAF Staff Council's representation on Staff Alliance and the proposal to reorganize Staff Council. As discussed earlier,, the committee has been able to work on the first issue regarding UAF representation on Staff Alliance, but they have not made much progress on the reorganization proposal.

D. Advocacy Committee – Debbie Gonzalez

- Has not met

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

11. 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
- SHCC met on March 29, where the patient care motion was discussed. Other topics addressed at this meeting included the tobacco policy and various factors that contributed to the high health care rates.
- If you have any input you would like forwarded to SHCC, contact one of the Staff Council representatives on this committee: Carolyn Simmons, Cat Williams, Maria Russell (alt), and Mary Sue Dates (alt).

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

- The committee broke out into working groups with each group having a different responsibility. A few of these groups are still finalizing their resolutions. Once finalized, the Compensation Working Group will then meet as a whole where the five recommendations will be presented. These recommendations will be discussed and then they will be forwarded to Staff Alliance.
- Erica Kurowski, committee co-chair, is resigning from Staff Alliance. The next scheduled meeting will need to be rescheduled due to this change. A replacement for Erica has yet to be determined at the Staff Alliance level.

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

12. EXTERNAL UAF COMMITTEE REPORTS**A. Master Planning Committee (MPC) – Gary Newman**

- Attachment 227-11: Committee Report
- Due to construction, the recycling dumpsters have been moved from the Nenana Lot to the Taku Lot.

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 Kloepper

- The committee met yesterday. They are currently undergoing an assessment of the committee’s purpose and function. They are creating subgroups to identify each need per accreditation criteria. For example, Nichole is under the Capacity Committee, which must develop criteria for ranking capacity requests, develop rationale for prioritizing these requests, and determine a way to select top priorities from the submitted requests in terms of the budget. They are working to improve the system used for ranking various budgetary needs across campus. The Capacity Committee will meet again at the end of the week.
- Currently the deficit items are being reviewed. The Athletic Program is in the red and KUAC has been in the red in the past. Additional information from this committee, including information on programs that are experiencing deficits will be forthcoming.

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. 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
- Registration information for Staff Appreciation Day went out yesterday. Please visit the site and register. We are asking people to sign up for meals. You can also register for orientation sessions, professional development and personal development sessions. Volunteers are needed for the day before and on Staff Appreciation Day. Katrina Paul will be our volunteer coordinator
- A problem was noted with the registration utility. The problem will be looked into further. Additional information on eLive sessions will be posted to clarify which sessions are available through eLive.

B. Communications Committee – John Clendenin, Jr.

- Communications met on April 6, the minutes did not make the agenda, copies are available on the back table. The committee is looking at creating a fact sheet for new Staff Council members. Please submit any questions that you think would be helpful for new members.
- The committee is also looking at establishing a Staff Council Google Group for internal communications. We have had good discussion using email threads, but it has been difficult to follow at times.
- Jennifer Youngberg and John duplicated the Google form/survey on tobacco related issues that Walker conducted for Unit 13. Using the Google form in this manner proved to be very successful. When issues pertaining to the proposed code of conduct arose, it was suggested that we use a Google form to gather information quickly, based on our previous success using this tool. This tool is extremely effective when used appropriately. We also need to give staff feedback to let them know that their input was successfully forward to higher levels. We should use Google forms as a tool, we should use it effectively, but we also need to make sure that we do not overuse it.
- It was suggested that if anyone wants to put out a Google survey that they contact John so that the matter can be taken up by the committee. The committee can decide whether it is something that we want to send out to everyone. They can also assess whether or not we have all of the information that we need to put forth this communication. The survey can then be distributed as discussed earlier in the meeting.
- When using Google forms without collecting email addresses, it is not possible to determine if someone has submitted a form multiple times. The role and value of anonymity was also discussed.

C. Chancellor's Cornerstone Award Committee – Kala Hansen

- The committee met approximately three weeks ago to review nominations. All nominations were sent to committee members prior to this meeting. During the meeting, the committee identified and ranked the top four nominees. These recommendations were then forwarded to Chancellor Rogers along with recommendations of ways to, possibly, improve the award for future years. Kala Hansen – Committee Chair. Committee members: Robin Weinant, Mary Sue Dates, Jeannette Altman, Deb Jeppsen.

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

14. ROUND TABLE DISCUSSION

15. ADJOURN

- The meeting was adjourned by President Pips Veazey at 11:05AM.

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

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.

[illegible]

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UNIVERSITY
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Many Traditions One Alaska

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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
Page 2

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)					

Orientation

Professional Development

Personal Development

Available via E-Live

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

U N I V E R S I T Y *of* A L A S K A

Staff Alliance Staff Health Care Committee

Thursday, April 19th

Attendees:

Melodee Monson – Chair, Carolyn Simmons, Catherine Williams, Constance Dennis, Elizabeth Williams, Juella Sparks, Linda Hall, Lisa Sporleder, Mae Delcastillo (alt), Maria Russell (alt), Mary Sue Dates (alt)

Meeting notes:

March's meeting notes were not available at the meeting. Mary Sue Dates, in collaboration with Catherine Williams and Carolyn Simmons, took notes and will provide copies to the SHCC committee. Melodee Monson requested a committee member volunteer to take notes, provide them to her for review before distribution to committee.

SHCC Charter/membership

Committee reviewed the membership portion of the UA Staff Health Care Committee Purpose and Membership Criteria to ensure we are meeting the requirements.

- a. Section 5.b.ii: A minimum of two SHCC members must also serve on the Staff Alliance. Each MAU is encouraged to have a Staff Alliance member on the SHCC.
 - a. SHCC Members on Staff Alliance
 - i. Gwenna Richardson
 - ii. Melodee Monson
 - iii. Mae Delcastillo
 - iv. Monique Musick (alt)
- b. Section 5.c.ii: JHCC (Joint Health Care Committee) voting representatives also have full rights as voting members on the SHCC.
 - a. SHCC Members voting members on JHCC
 - i. Melodee Monson
 - ii. Lisa Sporleder
 - iii. Constance Dennis (alt)
 - iv. Monique Musick

Upon reviewing the above sections Staff Health is in compliance with the criteria.

Melodee stated that the JHCC will be meeting the week of April 23, 2012.

Tobacco Policy

Mary Sue provided an update on Chancellor Rogers stance on the statement in March 29th meeting that he was in favor of the surcharge. Chancellor Rogers stated at the UAF Staff Council meeting held Wednesday, April 18th that he is in favor of a tobacco surcharge on UAF new hires not current employees.

In March the committee members were charged with getting feedback from staff and others about incentives for those who use tobacco products.

General feedback on tobacco policy:

- a. Unfair to provide incentives to those who use tobacco products when others who are living and making healthier lifestyle choices receive nothing
- b. Links on the website for resources could be included in the Enrollment Packets
- c. Provide counseling, support groups: such as the WIN program or Weight Watchers
- d. Support the use of Alaska Tobacco Quit hotline, even during work hours
- e. Cover the costs of cessation aids (gum, lozenges, etc.) for 2 weeks to 90 days
- f. Go to a tobacco free campus

The committee discussed what type, if any, motions to forward to Staff Alliance.

- a. Tobacco Free Hiring Policy – President Gamble stated at the Statewide Administration Assembly meeting that if this policy when into effect staff would be held accountable to this policy. Meaning if a staff member began using tobacco products, after signing the policy, would face consequences. Committee discussed the consequences of dependents using tobacco after policy in place.
- b. Tobacco Free Campus – the majority of those spoken with are in favor of this over other options. This was discussed at the Juneau campus and the students turned it down.
- c. Tobacco Surcharge – those spoken with are divided on this issue.

President Gamble has been encouraged to wait on making any decision regarding the tobacco policy. There are valid concerns regarding recruitment and retention if the tobacco policy comes in to play. The impact in the research area alone would be highly affected as other countries have a more accepting attitude regarding the use of tobacco products. President Gamble has stated that if the Tobacco Free Campus is decided on he will not institute a campus policy. It will be given to the individual MAU Chancellors to institute the policy.

The committee voted unanimously to be proactive about this issue and send a motion to Staff Alliance stating our position as such: SHCC requests President Gamble take no action on the Tobacco Policy until a report by the UA Health Care Task Force has been received with recommendations.”

Health Care Task force

UA Staff Alliance has requested a Health Care Task Force that would:

- a. Review other health care plans
- b. Additional options
- c. To think outside the box
- d. Consist of staff, faculty, and administration
- e. Be a one-time task force to:
 - a. Provide new blood
 - b. New perspective

- c. There will be members from JHCC on the committee to provide insight
- d. Goal is to be intense, focus and disbanded once it has accomplished the purpose for which it is created and to be established by end of April 2012 and disbanded after report is provided to UA governance and the Board of Regents.
- e. Meet May through July for recommendations to the FY14 plan
- f. Focus on 4 types of information
 - i. National trends
 - ii. Large employer trends
 - iii. State systems
 - iv. Demographics of UA employees

Committee discussion about current health care, task force, and list of topics the committee would like the task force to review:

- a. Current vendor contracts are up for review and renewal. Decision to change, adjust, or go with current plan are due by December 2012.
- b. Staff support will need to be in place through the process
- c. Needs to be financial support for face to face meetings
- d. Lockton Consultants to answer to task force. Administration should not be able to filter information provided by Lockton.
- e. Administration should have no more power on the task force than any other group
- f. Administration should be encouraged not to sign anything until recommendations have been reviewed and discussed
- g. Membership on the task force:
 - a. Need to be careful of having someone on the committee that has a strong opinion focused on one path
 - b. President Gamble is open to hearing recommendations for task force members
 - c. Research various places for information
 - d. Willing to be open-minded in the pursuit of information
- h. SHCC is looking at this as seeking a solution not studying the problem
 - a. Lists for the task force:
 - i. Be cost neutral
 - ii. Cost savings
 - iii. Provide multiple options
 - iv. Take different lifestyles into account
 - v. Incorporate a Health Savings Plan option – some groups are unable to participate in a HAS (retired military, native, etc.)
- i. Committee discussed and voted unanimously to forward a motion in support of the task force. Lisa will create the motion. SHCC will review the list for the task force at the next meeting.

General Health Care Discussion

Committee members voiced concern about the number of staff who may: decide to opt out or drop UA health care, researching other options such as AFLAC, leaving UA employment, etc.

It was brought to the table an option which may be open for discussion is a “buffet style” package. This would mean employees could possibly choose which benefits they wish to pay for: child care, tuition waiver, etc. This may save the University money and encourage retention and recruitment. This should encourage employees to continue employment with

the University because the insurance evolves as their life evolves. Example: Where child care may have been once needed the children are now college aid and the tuition waiver would be a need.

Next meeting

To be held May 17, 2012 at 9:00 am

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.**”