

MINUTES
UAF STAFF COUNCIL #231
Wednesday, September 19, 2012
8:45-11:00AM
Wood Center-Carol Brown Ballroom

1. CALL TO ORDER AND ROLL CALL

- President Juella Sparks called the meeting to order at approximately 8:45 a.m.

A. Roll Call

Present:

Juella Sparks
Claudia Koch
Pips Veazey (phone)
MaryAlice Short
Debbie Gonzalez (phone)
Kala Hansen (phone)
Nichole Kloepper (phone)
Debbie Coxon
Gary Newman
Jennifer Elhard (phone)
Ryan Keele (phone)
Ashley Munro
Robin Weinant
Jed Lowell (phone)
John Clendenin
Jennifer Youngberg (phone)
Walker Wheeler
Brad Krick
Richard Machida

Excused:

Robert Mackey
Evelyn Pensgard
Sara Battiest
Deb Jeppsen
Mary Sue Dates
Kim Eames
Travis Brinzow
Britton Anderson

Absent:

Carolyn Simmons

Guests:

Brian Rogers, Chancellor (phone)
Kayt Sunwood, Manager – Women’s Center
Brad Lobland, Interim Director – Human
Resources
Mae Marsh, Director – Diversity & Equal
Opportunity
Sean McGee, Police Chief
Jennifer Reynolds, President - Faculty Senate

- Quorum was met

B. Approval of Agenda for Staff Council Meeting #231

- The agenda was approved as presented.

C. Approval of Minutes for Staff Council Meeting #230

- A motion was made to postpone approval of the minutes. The motion failed since it did not receive a second. The minutes were approved as presented.

2. STATUS OF PENDING ACTIONS (none)

A. Actions Approved (none)

B. Actions Denied (none)

C. Actions Pending (none)

3. PUBLIC COMMENT

The President's Report was presented prior to public comment in order for Public Comment to remain at 9:00AM. For clarity, items are included in the minutes in the same order that they appeared on the agenda.

A. Kayt Sunwood, Manager - UAF Women’s Center

- Kayt spoke in favor of the Staff Council resolution on diversity and shared governance (Attachment 231-5). (See further discussion under item 8D). She requested that council members vote in favor of the resolution in an effort to reaffirm the status of shared governance within the university system.

4. OFFICER REPORTS

A. Juella Sparks, President

- Since our last meeting, Juella met with President Gamble, Donald Smith, and Chancellor Rogers. Her meeting with President Gamble was positive, while the meeting with Donald Smith was not as positive. Specific information from these meetings will be discussed later, under other agenda items.

Employee Tuition Benefit Update:

- There were a few minor issues remaining on the employee tuition benefit, including whether the minimum GPA requirements are linked to the cumulative GPA, or to the GPA for classes taken under the waiver. A second, related issue is whether withdrawals and other factors will affect this GPA. The current draft does not indicate repercussions for falling below the minimum GPA (2.0 for undergraduate, 3.0 for graduate). Staff Alliance is requesting this be clarified. Juella is working with statewide on these issues, and any remaining issues will be taken to the regents next week. Staff Alliance is also trying to identify the specific version of the benefit that will be presented to the BOR; currently there multiple versions exist. The current draft will be distributed once this is clarified.

Women's Center and OMAD Update

- During Convocation, Chancellor Rogers affirmed his commitment to diversity on campus and to governance. (See item 8D. for more information).
- At our last meeting, Mae Marsh, Director of Diversity and Equal Opportunity, spoke briefly about intended changes, including closing OMAD in Eileson Bldg. and turning the Women's Center space into a resource center. There have been multiple campus meetings regarding this. Faculty members were upset about these changes. Agenda item 8D includes a resolution clarifying Staff Council's position on this matter. Changes have taken place since this resolution was written. The Women's Center remains intact. Kayt Sunwood, Director of the Women's Center, was returned to her former position and position description and a Women's Center advisory council is being created.
- OMAD no longer has space on the first floor of Eielson. Ana Richards, manager of OMAD, is now in the Nordic House under a new position description. A task force will be setup to review the mission of OMAD and make recommendations for expanding this program.

Chancellor's Diversity Action Committee (CDAC)

- Juella attended a recent CDAC meeting to determine CDAC's position on the recent changes to the Women's Center and OMAD. These issues had not been brought to CDAC. CDAC had not discussed or taken a position on this situation. Staff Council has two seats on CDAC, one of which was vacated by Mary Sue last spring. At this CDAC meeting, Juella requested that she be added to the CDAC distribution list as the second Staff Council representative.
- Juella asked if there was any opposition to her remaining on CDAC, or if anyone was interested in serving on CDAC. No opposition was voiced. A motion and second were made to allow Juella to remain in the second Staff Council CDAC representative. The motion passed unanimously.
- CDAC was undergoing an internal reorganization. Chancellor Rogers indicated during PreStaff that he plans to thank CDAC members for their service and then disband the group. The new task force would then make recommendations on the new CDAC.
- Juella's understanding is that Chancellor Rogers plans to contact governance leaders to request nominations. The chancellor will likely announce both groups and then request nominations. From there he will select a chair. Those interested in serving on either of the new groups may send an email of interest to Juella or directly to the chancellor.

B. Claudia Koch, Vice President

- Staff Alliance last met on Sept. 11.
- Staff Alliance recently discussed the need for a stronger statewide voice for issues that affect all UA staff. This resulted in the creation of the Staff Alliance blog (<http://uastaffalliance.wordpress.com/>), which is designed to improve communication with constituents, collect constituent feedback, and create an open dialogue on issues that affect staff statewide.
- The Staff Alliance work-life balance survey closed on September 7 with over 800 responses. Preliminary results show that approximately 60% of respondents were from UAF, 20% from UAA,

10% from UAS, and 10% from statewide. Nine percent of all respondents were rural employees. Next, results will be analyzed and a plan of action will be formed regarding Staff Alliance's response to the results. The results will then be rolled out on the new Staff Alliance blog.

- A hiring committee was formed for the statewide governance executive officer. The job description should be posted soon. This will initially be an internal search. It is still unclear if an additional support staff will be hired. There are no recent Staff Alliance minutes due to these vacancies. Meetings have been recorded. Minutes should be written once the position is filled.

Grievance Process Review

- President Gamble supports a review of the current grievance process, as presented in BOR Policy and Regulations. He requested appointments and two UAS Staff Alliance representatives volunteered. They will work with Tara Ferguson and Donald Smith to conduct this review.

Staff Alliance Compensation Working Group:

- The group has been established and members will be announced once a chair is selected.

PreStaff

- During PreStaff, Chancellor Rogers reiterated his concern about the FY14 budget with salary and benefits being the largest part of the budget. Any compensation increase over the 2% tuition increase could result in staff reductions. He was hesitant to state any hard numbers since he does not know what the legislature will do with the budget request.
- President's Cabinet is on Tuesdays, making it difficult for the Chancellor to attend some of our meetings. On days when he is travelling, he will try to call in.

5. REMARKS BY CHANCELLOR ROGERS (Phone)

- Chancellor Rogers briefly addressed council, noting that the majority of his comments were presented during convocation last Thursday.
- He appreciates the quick response on safety related items, if you see something, say something.
- The Master Planning Committee met last week. The discussion centered on the campus trails and pathway system. They plan to identify gaps in this system and prioritize needed improvements.
- The board of regents meets next week where they will get their first view of the president's recommended budget. This information will be posted on the board's website. In terms of capital funding, there is significant funding for deferred maintenance, the heat and power plant design, and the engineering building.
- Chancellor Rogers requested that Juella identify nominations for a permanent Women's Center Committee and for a task force that will examine student multicultural programming. He would like to make appointments by Oct. 1. Please let Juella know if you are interested in serving.
- The second round of the Fittest Winner will begin in early Oct. Your participation is encouraged.

6. GOVERNANCE REPORTS

Governance reports were presented prior to the Chancellor's Remarks due to the chancellor's schedule. For clarity, items are included in the minutes in the same order that they appeared on the agenda.

A. Jennifer Reynolds, President – Faculty Senate

- Faculty Senate last met on September 10.

Faculty Senate Resolution on Shared Governance

- At this meeting, a resolution reaffirming a commitment to shared governance was passed unanimously. This was prompted by the changes in the Women's Center and OMAD, but it was not directed towards determining what changes should or should not be made to those offices. It was directed at the issue of shared governance.

Complete College America

- This program encourages students to complete degrees rapidly and prescribes university changes. The state determines if they will sign up for this program, not the university. The governor asked President Gamble to provide a recommendation. Over the past year, he reviewed the program and requested feedback from Faculty Senate at each MAU. All three MAUs recommended against signing up for this program and President Gamble formally recommended to the governor that the state not participate in this program. President Gamble's recommendation was received favorably in the governor's office, but this is yet to be finalized. The governor and the legislature will make the final decision for the state. Faculty Senate hopes their work in this issue is complete.

Blackboard

- Blackboard is not widely used at UAF and the software costs continue to rise. Faculty Senate is discussing other software options. This fall, Faculty Alliance will create a task force for this issue. Other software being considered: *Canvas, Moodle, and Desire2Learn.*
- Faculty Senate is working on general education requirements. They have spent two years working on a new, updated set of requirements. In the end, this may or may not include a set of core courses and core curriculum. They have also established a set of learning outcomes. They will now determine how to implement these outcomes.

B. Mari Freitag, President – ASUAF (No report)**7. UNFINISHED BUSINESS****A. Staff Council Strategic Reorganization Proposal Update from EMR**

- At the September EMR meeting, reorganization options were discussed (See attachments under section 6C.). EMR outlined the goals of the former president and confirmed these with the current officers. The reorganization originally started as a conversation among Pips, Juella, and Chancellor Rogers about ways to make Staff Council more productive. We are in a situation where we have to do something in order to get more staff involved. Originally, the restructuring proposal was based on the underlying thought of forming an assembly, a representative body that could show change.
- The EMR report includes a list of three possible options - these are only discussion items at this time, no implementation is currently planned. One of the options organizes representation without using the unit concept as it currently exists. Additionally, everyone should have received Gary's comments on these options. The floor was opened for discussion. Factors discussed included overall membership numbers, member participation, issues with units based on TKLs, and the goal of improving the effectiveness of Staff Council. A suggestion was made to place all alternates in a general pool for both Staff Council and regular committee meetings to increase participation.
- It was then determined that council needed to table the proposed reorganization or provide additional direction for EMR. A motion and second were then made to determine if council still wished to change its current organizational structure. It was clarified that a vote of NO would end our efforts in this area, a YES vote would result in continued assessment of reorganization. It was further clarified that this was not a vote about specific changes, but a vote to determine if EMR will continue to look into reorganization. This motion passed (Vote: For =10, Against =4); EMR will continue to look at possibilities for restructuring Staff Council. You are encouraged to submit any suggestions or ideas to EMR for consideration. These do not have to be structural changes, submit any changes that you feel might have an impact in moving towards our stated goals.

B. Health Care Benefit Update

- The Health Care Task Force meets this afternoon to review a draft of the task force recommendations. This draft, containing approximately fifteen suggestions, will be presented to the Joint Health Care Committee (JHCC) tomorrow morning. As chair of Staff Alliance, once the document containing recommendations has been viewed by JHCC, Juella will forward it to the Staff Health Care Committee (SHCC) who will then begin working on responses and concerns about these suggestions.
- The new Staff Alliance blog will be used as a centerpiece for collecting staff feedback regarding on the task force suggestions. The feedback will then be forwarded to the administration.
- As a voting member of the task force, Juella does not support 100% of the task force suggestions. She also stated that it is also likely that staff will not be in favor of all of the suggestions.

C. Employee Tuition Benefit Update

- As indicated earlier today, Staff Alliance is working with the administration on this benefit. Every effort will be made to circulate the information prior to the BOR meeting (See Also Section 4A.)

D. Staff Resources Website Update

- Mary Sue Dates and Jennifer Elhard have agreed to work with HR to review this website. It is unclear at this time who they will be directly working with at HR. We hope to have more to report on this in October. Please email any initial views or problems that you see with the website.

E. Compensation Increase Update

- In Juella's recent meeting with President Gamble, they discussed the 3.5% request. He was amenable, but he did not specify the actual number. You are encouraged to read the BOR agenda and budget request for this week's meeting, which should be posted online soon. We hope it includes a compensation increase of 3.5%, but it is unclear if this will be the case. BOR votes in early November to approve the budget request; from there it goes to the governor. If the number presented to the BOR this week is not 3.5%, there is about one month for us to work on changing it.

F. Grievance Process Review / Mediation Program

- President Gamble supports a review of the current grievance process found in BOR policy and regulations. Two UAS Staff Alliance representatives volunteered to work with Tara Ferguson and Donald Smith to conduct this review (See Also Section 4A.).
- During PreStaff, Chancellor Rogers explained that the UAF budget included a request for funding for an alternative dispute resolution (ADR) center. Chancellor Rogers sees this ADR Center as a possible home for the mediation program, at least on the campus level. The funding request must remain in place through the governor and the legislature for this to occur. Juella was pleased with Chancellor Rogers' inclusion of this in the budget request, as this would be a wonderful tool for staff.

BREAK

8. NEW BUSINESS

(Due to timing, item '9. Guest Speakers' was moved ahead of item '8. New Business.' The numerical order of the agenda is maintained here for clarity. There was no opposition to these changes.)

A. Staff Council Odd Unit Elections

- Notice: Opening of Nomination Period for 2012 Fall Odd Unit Elections
- Attachment 231-2: 2012 Proposed Election Timelines
- At the last EMR meeting, two election timelines were discussed. Both of these are included in the attachment. One of the options would require a bylaw change, therefore, EMR has opted to use the other timeline. Nominations for odd numbered units will open Oct. 1 and close on Friday, Oct. 19. Voting will open the following week.
- Currently our bylaws state that election results will be presented at the December meeting. An earlier date would make it easier to include contact information for current members on the annual Staff Council Calendar. This would be possible with the second timeline, which is not being used this year, since it would have required a bylaw change. This change would be possible for next year, if a bylaw change is made.

B. RISE Board

- Juella attempted to contact Michelle Hebert about the staff seat on the RISE Board, but she has yet to hear back on this matter.

C. UAF Strategic Plan

- Attachment 231-1: Draft UAF Strategic Plan 2012
- The Draft UAF Strategic Plan is attached. When reading over it, note that the word 'staff' does not appear in the document. You are encouraged to submit feedback. We may use Mary Sue's blog for this. We plan to announce that we are taking feedback through the blog, then compile the information and forward it to the chancellor.

D. Women's Center and Office of Multicultural Affairs & Diversity (OMAD)

- Attachment 231-5: Resolution Regarding Diversity and Reaffirmation of Commitment to Shared Governance (UAF Staff Council Resolution 2012-231-1)
- This resolution was drafted by Staff Affairs. There have been significant developments that have taken place since the time that this resolution was written, including Chancellor Rogers' mention of his support of shared governance and diversity on campus during his Convocation address.
- This resolution addresses two issues: shared governance and diversity. Governance was not given an opportunity to provide input when the decision was made to close OMAD's space in Eielson and transform the Women's Center into a resource center. The language in this resolution is designed to remind the administration of the role of governance as put forth in BOR policy. The second decision pertains to the changes seen with the Women's Center, OMAD, and diversity on campus. At PreStaff,

Chancellor Rogers indicated that he would be accepting nominations for the task force to review and make recommendations on diversity and for the Women's Center Advisory Group. Because of Chancellor Rogers' statements at convocation, his actions in forming these two advisory groups, and the discussion between the chancellor and the officers during PreStaff, you are encouraged to consider changes to this resolution. It is important to document mistakes so that we can learn from them and in line with this; it was recommended that council move forward with the resolution. Additionally, Juella encouraged council to keep in mind the events and make changes to the language of the resolution prior to passing it. Juella provided an explanation of her suggested changes. The resolution with the suggested changes was read before Staff Council:

RESOLUTION

DIVERSITY AND REAFFIRMATION OF COMMITMENT TO SHARED GOVERNANCE

WHEREAS, Regents Policy requires the University to "provide an effective opportunity for university faculty, staff and students to play a meaningful role in matters affecting their welfare"ⁱ through participation in shared governance; and

WHEREAS, the University administration has recently demonstrated a lack of commitment to the principle of shared governance through its decisions to close the Office of Multicultural Affairs and Diversity (OMAD) and the UAF Women's Center without including governance organizations in the decision-making process; and

WHEREAS, the University administration has since rescinded its decision to close the Women's Center and agreed to appoint an advisory group, to include governance for the center; and

WHEREAS, the University administration has agreed to appoint a task force to include governance to review and update the mission of OMAD in its support for students; and

WHEREAS, the chancellor stated his recognition of and commitment to governance during his Fall 2012 convocation; now

THEREFORE BE IT RESOLVED, that the Staff Council urges the University administration to reaffirm its commitment to the principle of shared governance by communicating to the UAF community the successful installment of the above referenced advisory group and task force; and

BE IT FURTHER RESOLVED, that the Staff Council urges the UAF administration to seek input from governance in advance of decisions to close or reorganize offices or departments that significantly impact staff.

¹ Regents Policy, Part III—Faculty, Staff, and Student Governance, Chapter 03.01.D.1

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- Discussion ensued of whether the resolution, as attached to the document, should be returned to Staff Affairs. A motion and second were made to send this resolution back to Staff Affairs. This motion failed (VOTE: For = 2, Against = 11, Abstained = 2).
 - There was no further discussion or changes to the resolution read on the floor. A motion and second were made adopt the resolution as amended and read before council. The resolution passed as modified and read on the floor (VOTE: For = 10, Against = 3, Abstained = 1).

9. GUEST SPEAKERS

(Due to timing, item '9. Guest Speakers' was moved ahead of item '8. New Business.' These items are included in the minutes in the order they were listed on the agenda.).

A. Brad Lobland, Interim Director of Human Resources

Recent Staffing Changes

- Recruitment recently closed for the new Associate Director of HR position. Becky Conner now works for statewide HR. Sherry Soileau was internally promoted to Lead Payroll Technician. There are plans to fill the position vacated by Sara Smith.

New Supervisory Training program:

- A new supervisory training program was created in 2008 as requested by Chancellor Rogers. The chancellor recently requested an update for the program that includes more interaction, case studies, and hands on training as opposed to lectures. Efforts have also been made to streamline training. Eighteen-hour long training classes have been combined into three – three-hour sessions. This includes one session that covers recruitment, hiring, and on boarding.
- New supervisor training will roll out next month. Additional information will be forthcoming. Supervisors who have previously completed supervisory training will likely receive an email indicating the timeframe within which the new program must be completed. Training is always evolving and HR is attempting to keep up with changes. Attempts have been made to make training timelier and easier for people to attend. The new supervisor-training program will also be offered every Thursday. Training for newly hired supervisors will be held on the first Tuesday of the month in an effort to acclimate new supervisors.
- HR is also working to include online training available through a more accessible website where information is easier to locate.
- There are currently no penalties associated with not attending training. Training is mandatory, but people have not been held accountable. This could change, but they want people to choose to attend training to improve their skills as opposed to having to force people to attend training.
- Supervisory training will not be required for faculty. Brad will meet with department chairs and faculty over the next year to develop this area of training. This year they will assess the participation based on people self-selecting to enroll in training. Based on that response, a determination will be made regarding the need to address accountability.
- Safety training will be a separate, three-hour session, but information will be on the same website.
- This year, Brad's goal is to get West Ridge HR and UAF HR fully functioning. Supervisory Training is also high on his list of priorities.
- At this time, FileMaker Pro databases are used to track some training. They are being cautious in assessing ways to track training as it has become clear to HR that people do not want another system to which they must login. For example, over 200 supervisors and employees did not submit timesheets within the new system because a paper timesheet was not in front of them. Brad wants to invest in having a face behind some of these issues as opposed to another system.
- Flor Banks, Barbara Gable and a consultant will work with Ashley Munro from Staff Council to plan Staff Appreciation Day.
- Brad did not have any updates on the Work-Life Balance Committee.

B. Mae Marsh, Director of Diversity and Equal Opportunity

- Mae attended to discuss the two groups that the Chancellor is working to create: the Women's Center Advisory Committee and a Diversity Task Force. The actions that are being taken are to promote diversity and inclusion at the university. When making your recommendations, please be mindful of this goal. The university system is often hard to navigate, and this becomes more difficult for anyone in a disadvantaged perspective. We want to make sure that, in composing these groups, that we are mindful of including those who may have a different perspective.

COMMITTEE REPORTS**10. INTERNAL COMMITTEE REPORTS****A. Staff Affairs – Mary Sue Dates**

- Attachment 231-7: Meeting Notes from Sept. 7, 2012
- Attachment 231-8: Meeting Notes from Aug. 23-2012

B. Rural Affairs – Brad Krick

- Rural Affairs met earlier this month. This year, the committee plans to monitor issues related to geographic differentials and compensation and costs related to rural campuses and employees. They are looking for feedback regarding how individuals are directly impacted by these factors.
- Robert M. noted that the Chukchi Campus recently lost half of their staff. Three out of five of these individuals have gone to work for the state. The committee plans to discuss this further.

- Brad is resigning as committee chair at the end of the year. A new chair is needed for January. Another possibility would be to have a co-chair until January at which point the new person would become chair. If you are interested in serving as Rural Affairs chair, contact Brad.

C. Elections, Membership, and Rules – Walker Wheeler

- Attachment 231-2: 2012 Proposed Election Timelines
- Attachment 231-3: September Committee Report

D. Advocacy Committee – Debbie Gonzalez

- Attachment 231-11: September Committee Report

11. EXTERNAL STATEWIDE COMMITTEE REPORTS

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

- Attachment 231-12: SHCC August 28, 2012 Meeting Notes
- Carolyn Simmons is retiring as of Oct. 1; leaving one of our representative seats open. One of our alternates will likely move into this representative seat, leaving an open alternate seat on SHCC. Contact Juella if you are interested in serving on SHCC as an alternate. SHCC meets next week. They will be discussing the Health Care Task Force suggestions.

B. Staff Alliance's Compensation Committee

- Has not met
- As discussed earlier, the committee has been composed. Committee membership will be announced once a chair is selected.

12. EXTERNAL UAF COMMITTEE REPORTS (In Written Format)

A. Master Planning Committee (MPC) – Gary Newman

- Attachment 231-10: September Committee Report
- If anyone is interested in serving on the upcoming task force to review paths and trails on campus, as described earlier by Chancellor Rogers, contact Gary or the committee chair.

B. Parking Advisory Committee (PAC) – Britton Anderson

- Has not met

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

- Attachment 231-6: September Committee Report

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

- Has not met

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

- Attachment 231-9: September Committee Report

F. Accreditation Steering Committee – Nichole Kloepper

- Has not met

G. Meritorious Service Awards Committee – Claudia Koch

- Attachment 231-4: September Committee Report

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

- The committee has not officially met, but members have been working on their website in an effort to simplify the application process.

I. Work-Life Balance Committee – Walker Wheeler

- Has not met

J. Intercollegiate Athletic Council – Debbie Coxon and Britton Anderson

- Has not met

K. People's Endowment Committee – Debbie Gonzalez

- Has not met

13. AD HOC COMMITTEE REPORTS

A. Communications Committee – John Clendenin, Jr.

- Has not met

B. Staff Council 2013 Calendar Committee – Brad Krick

- Has not met
- Sara Battiest, Mary Sue Dates, and Gary Newman are serving on the committee. Contact Brad if you are also interested. The committee will meet before the next Staff Council meeting.

14. ROUND TABLE DISCUSSION

15. ADJOURN
