

MINUTES
UAF STAFF COUNCIL #233
Tuesday, November 20, 2012
8:45-11:00AM
Wood Center-Carol Brown Ballroom

1. CALL TO ORDER AND ROLL CALL

A. Roll Call

Present:

Juella Sparks
Claudia Koch
Pips Veazey
MaryAlice Short
Debbie Gonzalez (phone)
Kala Hansen
Nichole Kloepfer (phone)
Debbie Coxon
Gary Newman (phone)
Jennifer Elhard (phone)
Robin Weinant
John Clendenin
Jennifer Youngberg
Walker Wheeler
Cat Williams (phone)
Jeannette Altman
Richard Machida
Evelyn Pensgard

Excused:

Brad Krick
Ashley Munro

Absent:

Robert Mackey
Sara Battiest
Deb Jeppsen
Ryan Keele
Kim Eames
Travis Brinzow
Britton Anderson

Guests:

Jennifer Reynolds, President – Faculty Senate
Matt Dakus, ASUAF Senate – University Relations
John Hebert

- Quorum was not reached at roll call. An additional representative joined the meeting a few minutes later, at which time quorum was reached and the meeting progressed.

B. Approval of Agenda for Staff Council Meeting #233

- The agenda was approved as presented.

C. Approval of Minutes for Staff Council Meeting #232

- The minutes were approved as amended.

2. UNFINISHED BUSINESS

A. Reorganization Working Group Proposal

- There have been three group meetings focusing on developing a more effective plan for structuring Staff Council. The group originally hoped to present a proposition at today's meeting, but a few more meetings are necessary to complete the work. In an effort to determine where we currently stand and how people generally feel about Staff Council, the group has worked to consolidate and review existing data, including a 2011 Staff Council survey, the 2012 Staff Alliance survey, Staff Council participation rates, and institutional data. The group also conducted research to understand how our peer institutions structured their staff governance groups and to generate ideas. The group is currently evaluating committee structure, Staff Council organization, and leadership roles. They will likely meet twice in the next two weeks with the goal of presenting a proposal at the next Staff Council meeting. Interested individuals are welcome to join the working group.

3. PUBLIC COMMENT (9:00AM)

- There were no public comment participants.

4. OFFICER REPORTS

A. Juella Sparks, President

- Nominations are now being accepted for the Chancellor's Cornerstone Award, which is the Chancellor's recognition of staff excellence. Chancellor Rogers is looking to add specific diversity criteria to the Cornerstone criteria. You are encouraged to spread the word about this award and to nominate fellow staff members who you feel make significant contributions to the university.
- Juella met with President Gamble on Nov. 1. In this very productive meeting, President Gamble announced the 3.25% compensation increase. He also provided Juella with a letter that stated the 3.25% and included justification for the amount. This meeting was six days prior to the Board of Regents meeting where the regents approved the 3.25% increase, as well as, President Gamble's budget request. The regents will forward the FY14 budget request the Governor's Office for approval. Due to local and state elections, many aspects of the budget were up in the air as they waited to see the composition of the legislature come January.
- During PreStaff, Chancellor Rogers explained that UAF has strong interior representation on key legislative committees. We will keep an eye on this as we gauge how the Governor's Office and the legislature are viewing the budget request. Local and state governance will request staff feedback if needed.
- The remainder of Juella's report is discussed under specific agenda items later in the meeting.

B. Claudia Koch, Vice President

- Staff Alliance is still working with the data from their recent survey. Additional information from the survey should be posted in a couple of days.

5. REMARKS BY CHANCELLOR ROGERS

- Chancellor Rogers planned to call in later in the meeting but was unable to due to the President's Cabinet Meeting.

6. GOVERNANCE REPORTS

A. Jennifer Reynolds, President – Faculty Senate

Faculty Senate Reapportionment

- Faculty Senate recently underwent reapportionment, which will take affect this spring.

Commencement

- Faculty Senate recently addressed two commencement related issues. The first pertained to moving commencement from Sunday to Saturday. The chancellor was present for this senate discussion. He wanted to determine the effect that such a move would have on faculty participation, prior to making a final decision. Faculty did not object to moving commencement from Sunday to Saturday.
- The second issue pertained to holding an additional ceremony for students receiving master's degrees to provide additional recognition beyond that given to those receiving bachelor's degrees. Faculty Senate discussed this matter, but they have not reached a final decision.

Academic Advising

- Improving student advising is high on Faculty Senate's agenda. Senate is currently looking at the possibility of providing accurate and expanded course information as a way to enhance advising. Faculty Senate is currently discussing the possibility of posting syllabuses online in a repository, which may be one way to expand available information. There are some hesitations about this, so they are also looking at possibly posting expanded course descriptions as opposed to actual syllabuses.

Removal of Graduate Programs

- At the last senate meeting, three graduate programs were approved for elimination: masters in general science, masters in teaching in physics and mathematics. These three programs have not had students in some time. This approval is significant in that the university has senate's agreement to eliminate programs. With these changes, the university no longer offers MAT degrees.
- There was also a proposal to eliminate the PhD in mathematics. This elicited a long discussion and objection from the mathematics department; the matter was tabled until December.

Software

- Faculty Senate is working with eLearning to assess software packages that could replace Blackboard.

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

- There was no ASUAF report from Mari, however, Matt Dakus, a member of ASUAF, was in attendance.
- This fall, Juella has been unable to make Faculty Senate meetings as she is taking a class, which creates a time conflict. Faculty Senate officers are aware of this. Claudia has been able to make some of these meetings. During this time, Staff Council officers have remained in contact with Faculty Senate leadership. Juella will once again attend Faculty Senate meetings starting in January.

7. UNFINISHED BUSINESS

A. Staff Council Odd Unit Election – Update

- The election is currently in progress for odd numbered units. Over 200 votes have been cast. Please encourage staff to vote. Write-in votes can be cast for anyone interested in serving on Staff Council who is not listed on the ballot. The election closes this coming Monday.

B. Compensation Increase Update

- Attachment 233-2: Letter from President Gamble Regarding Compensation for FY14 (November 1, 2012)
- The original chair of the Staff Alliance Compensation Working Group resigned. Juella is now serving as chair. She met with the working group last week. In Juella's conversation with President Gamble, she indicated that there are other ways to positively affect staff compensation that are not monetarily based, such as changing the rate at which leave is accrued. Each member of the committee has been asked to take the lead on one key issue related to nonmonetary compensation. They will review board of regents' policy, review practices at our peer institutions, and come up with new ideas. Staff comments will be used to support the various ideas and issues. Following this, the group will draft a position paper, which will be placed on the Staff Alliance blog in an effort to seek staff input. You will be notified when this is posted and you will be asked to encourage other staff members to provide input. Once Staff Alliance has approved these ideas, they will be given to President Gamble. You can submit ideas and input directly to Juella at jtsparks@alaska.edu, or you can post your comments directly on the Staff Alliance blog at: uastaffalliance.wordpress.com.

C. Health Care Benefit Update

- Staff Alliance will soon post the letter from Joint Health Care Committee (JHCC) Chair, Abul Bult-Ito, on the Staff Alliance blog to collect staff comments. The letter includes JHCC recommended changes to the health care benefit.
- One of the JHCC recommended changes removes the opt-out provision; this has raised serious concerns. Although JHCC supported removing the opt-out provision, *staff representatives on JHCC voted against removing the opt-out*. The process moved very quickly, with Health Care Task Force suggestions being forwarded to JHCC. JHCC then reviewed the suggestions during a two-day session. There was very little time to collect feedback, yet we are still seeking feedback. The Staff Health Care Committee (SHCC) has not taken a position on the task force suggestions. Information on this issue will be posted on the blog in the next few days. Please encourage staff to read the information and post comments on the individual JHCC recommended items. We will move quickly to collect and submit feedback to the administration before Statewide approves FY14 health care benefit changes.
- There were multiple questions about the possible removal of the opt-out provision and implementation of a 'spousal surcharge.'
 - In terms of what is currently under consideration, university employees will not be allowed to opt out of UA insurance to go on a non-university employed spouse's insurance plan.
 - If you are a UA employee and your spouse has insurance through another, non-university employer, but chooses to be on the UA plan, the UA employee will pay extra for their spouse. The amount of this additional cost is not known at this time.
 - The one exemption allows a UA employee to opt out of the UA health plan if both the individual and their spouse are UA employees.
- *Even though JHCC supports these recommendations, as does the administration, these changes are not in place yet, there is still a little time to submit feedback.*
- Medical tourism is still being discussed by JHCC.

The Faculty Senate Report was given immediately following agenda item 7.C. (See item 6.A. for report.)

D. Employee Tuition Benefit Update

- As of Nov. 1, General Council was still reviewing proposed changes to the Employee Education Benefit.

E. Staff Resources Website – Has Been Updated

- Link: <http://www.uaf.edu/uafhr/staff-council-resources/>
- This site has been updated; additional updates will be planned once feedback is received. We would like to thank Staff Council members Jennifer Elhard and Nichole Kloefer, along with Barbara Gabel from HR, for their work on this project. Please review the site and provide comments on the various changes and suggestions for additional changes that will be used for additional site updates.
- Suggestions made for site changes included adding links to:
 - Banner
 - Travel website

- Information on listerv available on campus and how to register for these lists
- A suggestion was made to include a handout with information on available work tools and online services. Walker has a sample document; he will forward it to the officers and those working on the website update.

F. Grievance Process Review / Mediation Program Update

- A Staff Alliance ad hoc group is working with a statewide employee, appointed by Donald Smith, to review the grievance process. These Staff Alliance members plan to meet with the HR representative in Anchorage in December. The review is progressing, but it will take time. The administration is open to this review and potential improvements of the process, this is a positive thing for staff, and we want to take our time to conduct a thorough review. If you, or any staff members you know, are willing to discuss their experiences with the grievance process, contact Juella directly.

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

- Claudia is one of the staff representatives on the Student Diversity Task Force. There have been a few task force meetings thus far. The committee is currently in the fact-gathering stage. People from different programs have been invited to address the group as the group attempts to assess what students need and what is currently available in terms of diversity related programming. The task force will then determine if OMAD is to be reopened. If reopened, they will also address needed changes that could result in a different structure than that previously held by OMAD.
- Chancellor Rogers has appointed the Women's Center Advisory Group, which was setup to assist with revising the Women's Center's mission and to advocate on behalf of the center. Carol Gold, Professor Emeritus, has been tasked with organizing the first meeting.
- A student group recently approached Juella asking for assistance in setting up a forum to discuss the current issues related to OMAD. Juella is working with the Student Diversity Task Force on this matter.

H. RISE Board Update

- Juella has several emails from Ian Olson and Michelle Hebert on Staff Council representation on this board. It appears as though Ian was allowed to fill the Staff Council seat on RISE, unbeknownst to Staff Council and possibly even to him. Council was asked for their preference in dealing with Staff Council representation on the RISE Board. Council supported Ian remaining in the Staff Council seat as long as he agreed to report regularly to council on the group's activities. A motion and second were made to support Ian Olson's service on the RISE Board as a representative of Staff Council, conditional upon Ian providing regular reports to Staff Council. The motion passed unanimously. It was requested that these reports to council be actual reports and not simply a copy of the groups meeting minutes.

8. NEW BUSINESS

A. Methods of Communication

- The agenda item pertains to questions about the UAF Staff Council blog versus the UA Staff Alliance blog. We have known for some time that we have challenges in communicating with our constituents and that we need to communicate information for both local and statewide issues. We are taking a new approach to communication using blogs: the UAF Staff Council blog (local information) and the UA Staff Alliance blog (statewide information).

UAF Staff Council blog: uafstaffcouncilinfo.blogspot.com

- We are pulling the former Unit 7 Blog under Staff Council. This blog will be used for local issues that are of importance to staff. Juella; MaryAlice Short, Chair of Staff Affairs; and Nicole Dufour have administrative access and will regularly monitor the blog. It will be used both to distribute information and to collect feedback.

UA Staff Alliance blog: uastaffalliance.wordpress.com

- Information on statewide issues will be posted on the Staff Alliance blog. Anytime information on statewide issues is posted on the UAF Staff Council blog, the information will be run by council if necessary, but otherwise forwarded to Staff Alliance. Staff Alliance will soon post a significant amount of information on the Staff Alliance blog.
- As part of our communication effort, you are reminded that, as Staff Council members, you are responsible for communicating with your constituents.
- The Staff Alliance blog is not taking the place of the Staff Alliance website. We are still waiting for the position with the statewide Governance Office to be filled. Once that position is filled, Staff Alliance minutes and other documents should be posted on the Staff Alliance website.

Staff Council Unit Lists

- Each unit has a listserv for distributing information to their constituents. However, some current and former Staff Council representatives have set up their own listserv lists. When information is sent out, many people receive

multiple copies of the same information from the all-staff list, the Staff Council unit lists, and individual representatives' lists. We are concerned about sending out multiple copies of the same information as this often upsets many people.

- Juella urged Staff Council members to use the official Staff Council unit listserv lists and *only* the official Staff Council unit listserv lists. This will allow us to track where information is coming from, ensure that messages are only sent where they are supposed to be sent, and it will prevent the duplication of emails.
- Contact the Staff Council Office if you have questions about the unit listserv lists or if you need help accessing the listserv for your unit. Representatives and alternates have administrative access to their unit listserv and your messages should not require moderation.
- Please pay attention to who has received the email. If a message is sent directly to you, it will typically be accompanied by a note requesting that you forward the information to your constituents. This would be a situation where you would forward the message to your constituents using your individual unit listserv.
- If you receive the message through your unit listserv, and not directly from the office, everyone in your unit has already received the message and you do not need to send the message to your constituents again.

B. External Committees – Master Planning Committee

- Gary's term on the Master Planning Committee has expired and Chancellor Rogers is requesting an appointment letter, either reappointing Gary or for a new appointment. This is a three-year term. Gary Newman was appointed to serve as Staff Council Representative on the Master Planning Committee from 11/2012 to 11/2015. Richard Machida's will serve as the Staff Council Alternate to the Master Planning Committee from 11/2012/11/2015. The Chancellor's Office will be informed of these appointments.
- The list of committee members and terms will be updated and ready for you to view open seats. You will have time to determine your interest in vacant seats as well as an opportunity to write up and present your interests to the group.

C. Discussion of Communications / Advocacy Merger

- Attachment 233-11: Motion 2012-233-1: Motion to Place Communications Under Advocacy
- The draft motion, if approved, would place communications under Advocacy.
- John Clendenin, Communications Chair, has only spoken with Nichole Kloefer, University Advocacy Chair, once regarding this proposal. He felt council was not prepared to appropriately make changes in light of the current communications issues and the lack of prior discussion on the matter.
- The ad hoc Communications Committee was a temporary committee with an end date of Nov. 2012. Therefore, an immediate decision was needed on the future of this committee: whether to dissolve the committee and place its charges under University Advocacy, to extend the ad hoc committee, or to completely dissolve the ad hoc committee.
- As defined by Staff Council Bylaws, University Advocacy has a communications component. The chair of University Advocacy can create ad hoc committees for specific charges. Under these bylaws, the Communications Committee could continue to function as is, it would simply report up to the University Advocacy Committee.
- The function of the ad hoc Communications Committee was clarified. The committee was originally tasked with identifying effective methods of communication for sending information to constituents and for collecting feedback from constituents. The committee was also asked to identify ways to increase Staff Council's effectiveness when communicating about Staff Council and the impact that Staff Council has on various issues. The group recently discussed communicating with new members to ensure that they have the tools and information needed to do their jobs effectively. Nichole Kloefer will follow up with John Clendenin to form a plan regarding this committee.
- It was suggested that the issue be tabled until the next meeting to allow John and Nichole time to meet. This could be done with the understanding that after this meeting today, the ad hoc Communications Committee would not exist since council previously set an end date for the committee.
- It was suggested that a motion was not needed since the ad hoc Communications Committee was set to dissolve this month and responsibilities related to communication were part of University Advocacy's charge according to bylaws.
- The draft motion fell, since it was not formally moved. A motion and second were made to allow the ad hoc Communications Committee to dissolve in accordance with bylaws. Council unanimously approved allowing the ad hoc committee to dissolve.

9. GUEST SPEAKERS (none)

COMMITTEE REPORTS

10. INTERNAL COMMITTEE REPORTS

A. Advocacy Committee – Nichole Kloefer

- Has not met

B. Elections, Membership, and Rules – Walker Wheeler

- Attachment 233-8: Committee Report
- Attachment 233-9: Motion 2012-233-2: Motion to Amend Staff Council Bylaws to Not Require Supervisor Approval for Inclusion of Candidate Name on Ballot during Representative and Alternate Elections (Draft)
- Attachment 233-10: Motion 2012-233-3: Motion to Amend Staff Council Bylaws to Require Supervisor Approval for Inclusion of Candidate Name on Ballot during Representative and Alternate Elections (Draft)
- EMR was recently charged with clarifying Staff Council Bylaws Section 3.E.II. on the need for supervisor approval prior to placing a nominee's name on the representative election ballot. EMR drafted two possible motions: one that does not require a supervisor's approval to include a nominee's name on election ballot and a second that requires the supervisor's approval before a nominee's name is placed on the ballot.
- This clarification is needed, in part, because Staff Council does not want to create an opportunity for conflict between an employee and a supervisor or a supervisor and Staff Council. Determining whether the person has available time to serve on Staff Council is between the supervisor and the employee.
- With the current process, we request nominations. Once a nomination is received, we contact the nominee to determine if they wish to accept or decline the nomination. If they accept the nomination, we also ask for their supervisor's information. The supervisor is then contacted to determine if they approve of the nominee serving on Staff Council. We reach the point that the ballot must be finalized, but we may not have heard back from all supervisors. At this point, we must decide if the person's name will be placed on the ballot. Council was asked to determine if nominees' names should be included on the ballot without supervisor approval.
- A motion and second were made amend Staff Council Bylaws to not require supervisor approval for the inclusion of a candidate's name on the election ballot (Motion 2012-233-2). Motion 2012-233-2 was approved (Vote: For=12, Against=1).

C. Rural Affairs – Brad Krick

- Attachment 233-4: Committee Report

D. Staff Affairs – MaryAlice Short

- The committee recently met. They discussed Staff Affairs position about the possible merger of Staff Affairs and Rural Affairs. Staff Affairs was not in support of this merger, yet they would like to meet regularly with Rural Affairs.
- The next Staff Affairs meeting will be held on Dec. 14.

11. EXTERNAL STATEWIDE COMMITTEE REPORTS**A. Staff Alliance's Staff Health Care Committee – Gary Newman, Debbie Coxon, Mary Sue Dates (Alt), Debbie Gonzalez (alt)**

- Attachment 233-5: Committee Report
- The Staff Health Care Committee (SHCC) will review and discuss the Joint Health Care Committee (JHCC) recommendations listed in the letter from JHCC Chair, Abul Bult-Ito. If we receive strong enough feedback, the Staff Health Care Committee (SHCC) will discuss the issue further. SHCC will take a position on the issue and they will forward that position to the administration. This will mean that the administration will hear from both JHCC and SHCC. From there the final decision is up to the administration.
- The Joint Health Care Committee (JHCC) is not a decision making body, they are an advisory body. The Administration makes the decision; JHCC does not make the decision.

B. Staff Alliance's Compensation Committee – Juella Sparks (Chair), Brad Krick and MaryAlice Short

- This group recently met to gather ideas on possible ways to compensate staff. Once the group collects the information, these ideas will be run through Staff Alliance. They will also try to run these through Staff Affairs to elicit feedback, and, if time permits, through Staff Council.

12. EXTERNAL UAF COMMITTEE REPORTS (In Written Format)

- In PreStaff with Chancellor Rogers, they discussed some of the challenges related to finding information on the various committees and their memberships. Chancellor Rogers is working on a central repository for collecting information on committees. Originally, individual committee owners were responsible for maintaining committee charters and bylaws, but this information has often been difficult to find. The chancellor is working to get all of the information in one location to make it easier for people to find.

A. Master Planning Committee (MPC) – Gary Newman

- Attachment 223-6: Committee Report

B. Parking Advisory Committee (PAC) – Britton Anderson

C. Chancellor's Diversity Action Committee (CDAC) – ON HIATUS

- Chancellor Rogers requested that we not describe CDAC as 'disbanded.' CDAC is waiting for feedback from the Student Diversity Task Force.

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

- Has not met

F. Accreditation Steering Committee – Nichole Kloepper

- Has not met

G. Meritorious Service Awards Committee – Claudia Koch

- Has not met

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

- Handout 233-1: Committee Report
- An update on the TAB committee's work is available on the back table. The committee met recently, at which time they reviewed twelve proposals. Ten of these proposals were recommended for funding. These ten projects received over one-hundred twenty thousand dollars. This year, TAB received over two hundred thousand dollars from the student technology fee. Thirty percent of this funding went to OIT for support of

I. Work-Life Balance Committee – Walker Wheeler - INACTIVE

J. Intercollegiate Athletic Council – Debbie Coxon and Britton Anderson

- Attachment 223-3: Committee Report

K. People's Endowment Committee – Debbie Gonzalez

- Attachment 223-1: Committee Report

13. AD HOC COMMITTEE REPORTS

A. Communications Committee – John Clendenin, Jr.

- Has not met

B. Staff Council 2013 Calendar Committee – Brad Krick

- Attachment 233-7: Committee Report

14. ROUND TABLE DISCUSSION

- Round table discussion began at 10:42 AM and progressed with the understanding that Chancellor Rogers could call in at any point. Council decided to wait for Chancellor Rogers prior to ending the meeting. The meeting was adjourned when it was determined that Chancellor Rogers would be unable to call in.

15. ADJOURN