

MINUTES
UAF STAFF COUNCIL #235
Wednesday, January 23, 2013
8:45-11:00AM
Wood Center, Carol Brown Ballroom

1. CALL TO ORDER AND ROLL CALL

- The meeting was called to order by President Juella Sparks.
- Today was the first meeting for Staff Council members elected during the fall 2012 election. New and returning members were welcomed. Staff Council members introduced themselves prior to roll call. Orientation for new members will be held in February. Members should feel free to ask questions and ask for background information at any time during the meeting.

A. Roll Call

Present:

Juella Sparks
 Claudia Koch
 Adam Kane
 Kirsten Bey
 Evelyn Pensgard (Alt)
 Celena Brown (Alt)
 Deb Jepps
 MaryAlice Short
 Debbie Gonzalez
 Lesli Walls
 Nichole Kloepper
 Debbie Coxon
 Jesse Atencio
 Erin Albertson
 Gary Newman
 Kim Eames
 Debbie Blevins
 Robin Weinant
 Trish Winners
 John Clendenin
 Brad Krick
 Jeannette Altman

Present (cont.)

Richard Machida
 Jarkko Toivanen
 Chris Beks
 Tom Langdon (Alt)
 Toni Abbey (Alt)

Excused

Pips Veazey
 Ashley Munro
 Juan Goula
 Jennifer Youngberg
 Travis Brinzow

Absent

Sara Battiest
 Ryan Gailor Keele

Guests

Chancellor Brian Rogers
 Julie Larweth, Director OM&B
 Derek Miller, Senior Business Analyst,
 OM&B

- Quorum was met
- Roll call is by unit. Please pay attention to the people from your unit. If you are a representative and will be absent for a meeting, contact an alternate from your unit to attend and vote on your behalf.

B. Approval of Agenda for Staff Council Meeting #235

- The agenda was approved as amended.

C. Approval of Minutes for Staff Council Meeting #234

- Tabled until February

2. PUBLIC COMMENT (No public comment participants present)

3. OFFICER REPORTS

A. Juella Sparks, President

- Juella serves a dual-roll. She is here today as President of UAF Staff Council. She also serves as chair of UA Staff Alliance. UA Staff Alliance is made up of eight members, two officers from the staff groups at each of the three MAUs and two from the Statewide Staff Assembly. Staff Alliance has direct contact with the Board of Regents and President Gamble to discuss statewide issues.

- Juella met with President Gamble on Jan. 3. The Strategic Direction Initiative (SDI) was the president's focus during the meeting. There have been meetings regarding SDI at many levels including meetings with the board of regents, the chancellors, and listening sessions across the state. President Gamble is ready to bring SDI to the staff level. The goal is for staff members to understand what SDI is, how it affects their work, and how they can contribute to the success of SDI.
- SDI is another form of a strategic plan. Based on listening session feedback, five themes were identified:
 - Student Achievement and Attainment
 - Productive Partnerships with Alaska's Schools
 - Productive Partnerships with Alaska's Public and Private Industries
 - Research and Development to Sustain Alaska's Communities and Economic Growth
 - Accountability to the People of Alaska
- These themes are the president's focus and the focus of his funding request to the legislature this year. If you are seeking funding for any initiative, you must tie your initiative to one of the five themes in order to be successful.
- Campus leadership will meet prior to the Feb. board of regents meeting to examine the status of SDI, finalize the five themes, and discuss metrics for measuring the success of these themes.

PreStaff

- Yesterday Juella and Claudia met with Chancellor Rogers for PreStaff, which is a monthly meeting between the Staff Council officers and the chancellor. Their discussion included ways to get staff engaged and contributing to SDI and its success. Chancellor Rogers is working with his cabinet on this issue.
- Staff Alliance at the UA systemwide level will become active in seeking feedback from staff on SDI. Chancellor Rogers will also be seeking feedback from staff. You are encouraged to become more knowledgeable about SDI and the five themes so that you are able to share information with your constituents. You are also encouraged to submit feedback on this issue.
- More information on SDI can be found on the UA website: www.alaska.edu/shapingalaskasfuture/

B. Claudia Koch, Vice President

Staff Alliance

- Staff Alliance met on Jan. 15. At this meeting, they were addressed by Vice President, Dana Thomas who discussed SDI metrics. Input on SDI is being sought from various groups. They are looking to get the metrics presented to the board of regents by this spring.

PreStaff

- PreStaff was held yesterday. Chancellor Rogers is not available in Feb. to host the annual face-to-face breakfast with Staff Council members. He is looking into the possibility of sponsoring lunch on that day. Chancellor Rogers is working on a centennial project that includes documenting all memorial scholarships. He is also collecting feedback on the new supervisor training program. Feedback can be emailed directly to Claudia or Juella and they will forward it to Chancellor Rogers.

4. REMARKS BY CHANCELLOR ROGERS

- Chancellor Rogers joined the meeting by phone from Anchorage where he was attending the Board of Regents Retreat. The chancellors will be attending the retreat today. The chancellor welcomed new representatives to Staff Council and encouraged all members to take advantage of the leadership opportunities available through the organization.
- Chancellor Rogers relies on Staff Council as a line of communication for getting information distributed to our community. He encouraged council to bring staff issues to the administration so that they may be addressed.

Budget Update:

- There is no new information regarding the budget from Juneau. President Gamble briefed the House Finance Committee yesterday on the status of our budget request.
- The governor requested only 50% of pay raise funding. He did not request funding any new programs. This will have a big impact on UAF. This is in light of only a 2% tuition increase, which is the lowest tuition increase in a decade. We also face challenges with federal funds. They are trying to address budget related issues early, if there are affected units to give early notice. There were a couple of layoffs in the School of Fisheries and Ocean Sciences in December. Everyone at HR and the units have been trying to reinforce the administration's position that we keep people on where possible. Second, if this cannot happen they try to provide the earliest possible notice. Third, and most importantly, university policy provides for the opportunity of rehire. Chancellor Rogers has stressed to HR that he does not consider this HR's opportunity he considers this their mandate. We hold on to people. Even if the job changes, the experience people gain at UAF is something that we do not want to lose.

- The chancellor expects some impact from cuts in FY14, but he does not expect the full impact to be felt until FY15.
- A new supervisory training program has been implemented. Chancellor Rogers is interested in receiving feedback from those who have participated. All employees are also encouraged to complete safety training if they have not already done so.
- For the Strategic Directions Initiative, UAF is focused on how we can play a significant role in carrying out the president's message in line with the five core themes. The administration will soon announce a new suggestion box for UAF staff and faculty to submit ideas that will help UAF advance SDI. Suggestions will be evaluated on three criteria: does the suggestion strengthen and simplify our services to students, does it save money, and does it achieve the objectives of SDI.

5. GOVERNANCE REPORTS

- There were no governance reports. Faculty Senate and ASUAF have not met due to the holiday break.

6. UNFINISHED BUSINESS

A. Carolyn Sampson Memorial Scholarship

- Deadline for Applications: Feb. 15
- Applications are submitted through UAOnline using the standard scholarship application.
- The purpose of the scholarship was read aloud:
 - The UAF Staff Council named the scholarship in memory of Carolyn Sampson, former executive secretary in the Governance Office. Carolyn was instrumental in obtaining support services for the Staff Council and provided support for the Faculty Senate and Academic Council while employed at UAF
 - The intent of the scholarship is to provide new career paths or retraining to applicants wishing to re-enter the job market or whose work activity may be threatened by economic, health, or other factors.
- In years past, every spring Staff Council held a raffle as part of Staff Appreciation Day. Funds raised through this raffle went towards establishing this scholarship. Raffles are no longer needed since the fund has reached a level where it is self-sustaining.
- The scholarship is awarded each year. The number of scholarships awarded in a particular year is dependent upon the available amount in the fund. The scholarship deadline is Feb. 15. To apply for this scholarship, fill out the general UAF scholarship application through UAOnline or contact the Financial Aid Office prior to Feb. 15.
- The scholarship is one of hundreds at UAF. It is not handled by Staff Council. Council can choose to think about this or take some type of action. Council was asked if it wanted to become more active in the process of awarding this scholarship. There was no immediate response.

*Chancellor Rogers joined the meeting by phone. See agenda item 4, above, for the chancellor's remarks.
Discussion of the memorial scholarship continued following the chancellor's remarks.*

- The question regarding Staff Council's role in the scholarship process will be taken to University Advocacy for further discussion to if there is interest in Staff Council becoming more active in the award process. This item will remain on the Feb. agenda. If council takes no action at that time, it will be removed from our future agendas.

B. Health Care Benefit Update

- Staff Alliance raised concerns about the nine motions from the Joint Health Care Committee (JHCC). These motions have been well documented and are available online. President Gamble acknowledged staff concerns, and as a result, he has called for JHCC to hold forums at each of the three main campuses and at statewide. The forums are designed to collect feedback on the nine motions from JHCC. Last week there were two forums at UAF on lower campus and one in Butrovich. The following day there were forums in Anchorage and today there is a forum at UAS. There were approximately thirty present for the first UAF meeting and approximately twenty at the second. Many also called in for these meetings. The motions that were most discussed were the motion that would remove employee ability to opt-out of health care coverage, the motion to add a spousal surcharge, and the motion regarding the WIN program. Through Staff Alliance, Juella learned that questions and concerns were similar at the town halls held at UAA.
- JHCC will meet again on Feb. 1, at which time they will discuss the town hall feedback. They will make their next recommendations to the Chief HR Officer and President Gamble. After this meeting, we will know more about the status of the nine motions.
- The Staff Health Care Committee (SHCC) is in the process of planning their next meeting. They hope to meet before JHCC in order to be able to provide feedback to JHCC on these motions.

For those new to council:

- Staff Alliance, the statewide staff group mentioned earlier, appointed a Staff Health Care Committee (SHCC) that gives staff input on the health care benefit to the president and to the two staff members on the Joint Health Care Committee.
- The Joint Health Care Committee (JHCC) is the formal advisory body to the Chief Human Resources Officer and the president on the health care benefit. It was established based on the collective bargaining agreements between the groups and the university. JHCC is a sixteen member committee composed of individuals from three groups:
 - Union representatives (11)
 - Administration (3)
 - Staff Representatives (2)
- Joint Health Care Committee meetings are closed; they are not open to the public. We rely on the two staff members on JHCC for information.
- Once the two staff members serving on JHCC forward the information from the Feb. 1 JHCC meeting to Staff Alliance it will be posted on the Staff Alliance blog: uastaffalliance.wordpress.com
- This information will also be posted on the UAF Staff Council blog at: uafstaffcouncilinfo.blogspot.com
- Staff Council members will receive notice from the Staff Council Office that this information has been posted and we will request that you send this information to the constituents in your units.
- JHCC will decide about the opt-out. Juella has already provided feedback to President Gamble about staff opposition to removing the opt-out provision.
- At the December board of regents meeting, the board questions the fiscal sense of the motions that included the opt-out and the spousal surcharge.
- You are also encouraged to pay attention to the motion containing the ‘wellness initiative.’ This is a tiered approach to using biometrics to determine how much you pay for your health care benefit. Many questions remain about this issue. This is a phased three-year approach.

C. Employee Tuition Benefit Update

- The employee tuition benefit or tuition waiver has changed, effective Jan. 1. President Gamble signed this on Dec. 6 and provided a copy to Staff Alliance the following week. It was effective immediately, which is problematic and there remains confusion on the matter. It significantly changed the criteria for the waiver. This information did not make it to our business offices in a clear and concise manner. You are encouraged to question the application of these changes this semester. This semester if you have a staff person or a student dependent who has a problem with the waiver, recommend that they contact Juella or Amanda Wall in the Business Office. Amanda is aware of the matter and can help with the amnesty period for this semester. Everything should be worked out by the fall semester.
- Employees hired prior to Jan. 1, 2013 are not subject to the six-month waiting period for the tuition waiver. They are grandfathered in based on the previous policy.
- Staff Alliance has been discussing this benefit change with the president for some time. They have requested the changes to the plan for the last five months. This change arrived suddenly with no warning. Staff Alliance had requested that the administration wait until the beginning of a new school year before making these changes effective. This did not happen.
- A document containing clarifications on this policy has gone out. A copy is available on the Staff Alliance blog.

D. Grievance Process Review / Mediation Program Update

- The current grievance policy and regulation is ambiguous and challenging for staff to know what the policy and procedure are. Staff Alliance is reviewing this process as part of President Gamble’s request, last year, for feedback on current policies and regulations. Staff Alliance has an ad hoc group working with the statewide lead on this. They have put together a flow chart for the process. They are currently identifying flaws in the process. The goal is to clarify the process and make it fairer to staff. They also want to look at tools that help you navigate the process.
- There has been no action on the mediation program; this item will be removed from our future agendas.

E. Reorganization Working Group

- Please email feedback to adveazey@alaska.edu
- There has been a sense, primarily by Staff Council leadership that the existing form of governmental body is not working. A group of past and present Staff Council members has formed a group. The group is putting together proposals to reorganize Staff Council in a way that increases our effectiveness and efficiency. There will be a full presentation on their proposals at the February meeting and possibly at orientation.

BREAK**7. NEW BUSINESS****A. Staff Council Orientation and February Face-to-Face Meeting**

- On Tuesday, Feb. 19 we will hold a daylong meeting that will include both the Feb. Staff Council meeting and Staff Council orientation.
- We currently have two representatives travelling to Fairbanks for the February face-to-face meeting and orientation. If you are a representative from a rural site and you have not contacted us about travel, contact the Staff Council Office this week if you would like to travel to Fairbanks for the Feb. meeting.
- Location Change – Both the February meeting, and orientation will be held in IARC 501.
- New members are expected to attend orientation; all members are welcome to attend.

B. Chancellor's Cornerstone Award - Ad Hoc Committee

- Nominations are now being accepted. The deadline for submitting nominations is Feb. 20. The award will be handed out on Staff Appreciation Day.
- An ad hoc Chancellor's Cornerstone Award Committee was officially established.
- Brad Krick agreed to chair the committee. Additional members are: MaryAlice Short, Deb Jeppsen, Claudia Koch, and Robin Weinant

C. Staff Make Students Count Award - Ad Hoc Committee

- This is an award given out by statewide, with one award for each MAU. Staff Alliance is working to reorganize the process. An announcement will be made next month regarding the nomination period. A Staff Council ad hoc committee will review the nominations and make a recommendation for the nominee they select. This decision is forwarded to Staff Alliance. The winner of the award receives a cash award, airline tickets, meets with the president, and is presented the award at a board of regents meeting.
- An ad hoc Staff Make Students Count Award Committee was established.
- Richard Machida agreed to chair the ad hoc committee. Contact Juella or Richard Machida if you are interested in serving on this ad hoc committee.

8. GUEST SPEAKERS**A. Derek Miller and Julie Larweth, UAF FY14 Budget**

- Handout235-1: FY14 Budget information handout and pocket guide
- Julie and Derek provided a FY14 budget update and to provide information on the new Office of Management and Budget with UAF Financial Services. .

FY14 Budget Information

- OM&B was created this past year as part of Administrative Services, Financial Services to help UAF to focus more on budgets and plans in a more forward-looking manner. These positions were carved out of existing positions within Financial Services. Julie and Derek are currently the two staff members in this office. Julie is the Director of OM&B and Derek is the Senior Business Analyst. OM&B is the central point of contact for forwarding fiscal information to statewide or to the board of regents. The office also serves as the liaison to statewide budget and planning, and Michelle Rizk's office.
- This year, OM&B will be assisting the Provost's Office with the Planning and Budget Committee. This group will be putting together requests for the FY15 budget. This will be kicking off sometime in February.
- OM&B is also working on process improvement initiatives. UAF has begun to look at its administrative business processes to simplify and improve them. A group of facilitators under OM&B is working to map current processes, assess the process in ideal terms, and from there, build a plan that allows us to improve some of the more complex processes. The group is currently looking at processes associated with recruitment and grant setup and management.
- The printed handout, distributed earlier, is from the Chancellor's State of the University Address presented to the Fairbanks Chamber of Commerce yesterday. This will be posted online. Due to the current fiscal environment, the governor has introduced a very conservative budget. The legislature is likely to follow. The effects of sequestration and budget deficits make our typical sources of funding challenging. The low tuition increase is also a factor.
- *Heat and Power Plant:* The aging heat and power plant is also a significant challenge. There are many risks associated with the current power plant. The interior delegation toured the current heat and power plant prior to heading to Juneau this month. They are aware of the problem. There is a 22 million FY14 planning and design

request in the current budget to get us to the next phase in the process of building a new heat and power plant. The ballpark figure for the entire combined heat and power plant is 225-250 million.

- *Deferred maintenance:* The governor's budget included 37.5 million dollars to address some of the backlog of deferred maintenance at the university. This is year four of a five-year commitment the governor made to address deferred maintenance. The 37.5 million is based on the university's share of public facilities in the state of Alaska, with the university owning approximately 37.5% of public facilities in the state.
- Not included in the governor's budget is an additional 75 million dollars requested by the board of regents. We are hopeful that we will receive a portion of this. Partially funded facilities are in reference to the engineering facilities at UAF and UAA, which are only half-funded by the roughly 50-60 million dollars secured in last year's budget. This is enough to complete only the outer shell of the engineering building. We need the other half of the funding to complete the facility. We are breaking ground on this facility in March of this year. More information will be posted on the OM&B website. There are many opportunities for you to provide input on budget issues.

COMMITTEE REPORTS

9. INTERNAL COMMITTEE REPORTS

- In addition to the Administrative Committee, which is composed of officers and internal committee chairs, Staff Council has four permanent internal committees: University Advocacy; Elections, Membership, and Rules; Rural Affairs; and Staff Affairs. All Staff Council representatives are required to serve on a permanent committee (internal or external). More information on committee membership will be provided at orientation in February.

A. University Advocacy Committee – Nichole Kloepfer

- Has not met
- University Advocacy will meet on Jan. 30. Items on the agenda are Staff Council onboarding, orientation, and fundraising for the Staff Council Travel Support Fund. Nichole is looking into guidelines for this process.

B. Elections, Membership, and Rules – Richard Machida

- Has not met
- Richard is the new chair of EMR. He is replacing Walker Wheeler. Richard recently met with Walker to get an idea of what the committee was working on. Richard will be organizing an EMR meeting in the coming days.

C. Rural Affairs – Jeannette Altman

- Attachment 235-1: January Committee Report
- Rural Affairs met Jan. 8. Jeannette was elected chair of Rural Affairs at their last meeting. She is replacing Brad Krick. Jeannette attended the CRCDD Director's meeting, which was very productive. The committee is happy to have new rural representatives on Staff Council. Other topics discussed included rural travel to face-to-face Staff Council meetings, identifying and addressing the concerns of rural staff. Jeannette extended an invitation to new rural representatives to attend future Rural Affairs Committee meetings.

D. Staff Affairs – MaryAlice Short

- Has not met
- Staff Affairs needs more members. MaryAlice will be working with Juella to identifying agenda items for the committee. The committee will try to move their set meeting date prior to the Staff Council meeting as this would allow for the committee to work more productively.

10. EXTERNAL STATEWIDE COMMITTEE REPORTS

A. Staff Alliance's Staff Health Care Committee – Gary Newman, Debbie Coxon, Mary Sue Dates (Alt), Debbie Gonzalez (Alt)

- Attachment 235-5: January Committee Report
- You are encouraged to read the attached information and submit your feedback. University employees currently have the right to opt-out of the university's health care plan. The administration and JHCC are proposing eliminating this option, forcing people who have opted out back onto the plan. Approximately 570 employees have opted out. About one hundred of these have spouses that also work at the university. In the end, this means that eliminating the right to opt of the university health care plan would affect around 470 employees. There are many options for submitting feedback on this issue.
- People resigning from the university due to health care costs were discussed.

- An advisory vote to the Staff Council representatives on SHCC was taken regarding council's general position on eliminating the opt-out provision. Council was opposed to eliminating the opt-out provision.
- An advisory vote to the Staff Council representatives on SHCC was taken regarding council's general position on the addition of a working spousal surcharge. Council was opposed to the addition of a working spousal surcharge.

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

- Attachment 235-4: January Committee Report
- As Staff Alliance chair, Juella has asked members to bring forth proposals for alternative improvements to compensation. The proposals approved by the Compensation Committee will be forwarded to Staff Alliance. From there, Staff Alliance intends to send out a survey to all employees requesting that employees rank the suggestions and provide comments. Once this is completed, the information will be compiled and forwarded to President Gamble for consideration. The committee has already approved the option for alternative work schedules and telecommuting, this proposal will be forwarded to President Gamble. These ideas may be brought to council through Staff Affairs for consideration.

11. EXTERNAL UAF COMMITTEE REPORTS (In Written Format)

- Each spring you will receive a table listing all of the committees and the dates that terms end for our current representatives on each committees. It will also list the length of a term on each committee. When someone's term expires, the seat will become available to others interested in serving on that committee. We will also give weight to individuals who have served on the committee if they are interested in remaining on the committee. You are welcome to step down from a committee at any time if you are interested in serving on a different committee.

A. Master Planning Committee (MPC) – Gary Newman (Rep), Richard Machida (Alt)

- Attachment 235-3: January Committee Report

B. Parking Advisory Committee (PAC)

- (1) Representative needed
- Juella will contact individuals interested in serving on the committee and from there she will appoint a representative.

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

i. Student Diversity Task Force – Claudia Koch

- Attachment 235-6: January Committee Report

ii. Women's Center Advisory Board

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)

- (1) Representative Needed
- We are currently clarifying the number of seats Staff Council has on this committee. We know that we have one vacancy, but we may have two. If you are interested in serving on this committee, contact either Juella or the Staff Council Office in the next few days. Following this, each person who is interested in serving on TAB will be contacted and a decision will be made.

I. Work-Life Balance Committee -- INACTIVE

J. Intercollegiate Athletic Council – Debbie Coxon

- (1) Representative Needed

- Has not met
- Send your name and statement of interest to the Staff Council if you are interested in filling the open representative seat on this committee.

K. People's Endowment Committee – Debbie Gonzalez

- Has not met

L. RISE Board – Ian Olson

- No report

12. AD HOC COMMITTEE REPORTS

A. Staff Council 2013 Calendar Committee – Brad Krick

- Attachment 235-2: January Committee Report
- There is currently no estimated delivery date for the 2013 printed calendar. A digital version of the calendar will be posted online.

B. Staff Appreciation Day Committee – Ashley Munro

- Has not met

13. ROUND TABLE DISCUSSION

14. ADJOURN

The meeting was adjourned by President Juella Sparks at 11:10AM.