

**MINUTES**  
**UAF STAFF COUNCIL #236**  
**Tuesday, February 19, 2013**  
**1:30-3:45PM**  
**IARC 501**

**1. CALL TO ORDER AND ROLL CALL**

- The meeting was called to order by President Juella Sparks.

**A. Roll Call****Present:**

Juella Sparks  
 Claudia Koch  
 Adam Kane  
 Kirsten Bey  
 MaryAlice Short  
 Debbie Gonzalez  
 Lesli Walls  
 Nichole Kloepper (phone)  
 Debbie Coxon  
 Jesse Atencio  
 Erin Albertson  
 Gary Newman  
 Ashley Munro  
 Debbie Blevins (phone)  
 Juan Goula  
 Trish Winners  
 John Clendenin  
 Jennifer Youngberg  
 Brad Krick  
 Jeannette Altman

**Present (cont.)**

Travis Brinzow  
 Jarkko Toivanen  
 Chris Beks  
 Tom Langdon (alt)  
 Cindy Collins (alt, phone – voting for Richard Machida, phone)

**Excused:**

Pips Veazey  
 Sara Battiest  
 Robin Weinant  
 Richard Machida

**Absent:**

Deb Jeppsen  
 Ryan Gailor Keele  
 Kim Eames

**Guests:**

Chancellor Brian Rogers  
 Jennifer Reynolds, President – UAF Faculty Senate

- Quorum was met.

**B. Approval of Agenda for Staff Council Meeting #236**

- The agenda was approved as amended to include item 8.A. Resolution to JHCC

**C. Approval of Minutes for Staff Council Meeting #234**

- The minutes were approved as distributed.

**2. STATUS OF PENDING ACTIONS (no pending actions)****3. PUBLIC COMMENT**

- There were no participants present for public comment.

**4. OFFICER REPORTS****A. Juella Sparks, President**

- There is a heightened sense of attention from the President's Office on SDI. A meeting tomorrow will move SDI into phase three. You should be aware of where staff fit within SDI. Any suggestions for changes are welcome. The chancellor is setting up a digital suggestion box for collecting staff input.
- The Staff Alliance - Staff Compensation Committee was disbanded in January as they completed the task before them. They presented 8 proposals to Staff Alliance
  1. Geographic Differentials
  2. Volunteer leave time
  3. Alternative work schedules
  4. Bonus system
  5. Personal leave
  6. Longevity
  7. Leave accrual rates
  8. Review of university holidays

- Staff Compensation, which had representatives from all four MAUS, was asked to identify ways to improve compensation that would not include major costs. This resulted in the eight proposals brought forth. These proposals need to be polished and placed in a template that contains a proposal for the change, a justification, additional research, and questions. As the proposals are placed in the template, they are shared with Tara Ferguson, UA Compensation Director. Tara has reviewed a few of them. Staff Alliance supports these proposals and wants to begin discussing the proposals with the administration. They hope to have these conversations underway by the time of the August retreat.
- Juella's meeting with President Gamble was cancelled since he addressed Staff Alliance in person.
- President Gamble is rolling out a new performance evaluation form for statewide only. He cannot apply it beyond this. The chancellors must decide if they wish to use the new form.
- Juella initiated the grievance policy discussion and the education benefit. These were separate from Policy and Regulation review. Dana Thomas assured Juella that no changes to policy and regulations have been made without governance input.
- There is a table listing all policies and regulations. Chapter 4 contains the Human Resources section and is the most important to us. HR directors and the Chief HRO are still discussing it.
- We knew the review started, but we were waiting to see how SDI progressed. The review is still taking place. We have been assured that all changes will go before governance prior to being made or we could initiate them. Claudia is one of two Staff Alliance members who are keeping an eye on this.
- If you work in any area that you believe could benefit from review of any policy or regulations, please submit that feedback. Feedback can be submitted through the Staff Alliance blog.

#### **B. Claudia Koch, Vice President**

- We need to watch what is happening in Juneau. BOR regulation review is ongoing. If you have any changes or suggestions for BOR policy, now is the time to submit feedback. After the review is complete and it moves to General Council, it will be too late to submit changes.

### **5. REMARKS BY CHANCELLOR ROGERS**

- Chancellor Rogers called in from Juneau. He will be testifying before the House Finance Subcommittee on the university budget in about an hour. This is the only opportunity for UAF testimony on the budget. They will begin closing out the budget at the subcommittee level this coming weekend. The prognosis is not good. Many new members, who are still learning about the university, are looking at holding the line on spending overall. We have one-half of the pay raise money, money to open the Margaret Murie Life Sciences Building, and money for a few other facilities related items. This is essentially it.
- Chancellor Rogers present the rationale for the new money we are requesting. Much of today's presentation is an introduction to new members that includes an explanation of UAF's presence throughout the state.
- The capital budget has had much discussion and little action thus far. The two engineering buildings have been discussed. The chancellor expects questions regarding the combined heat and power plant. Beyond this, they will lay out UAF's research priorities. Mark Myers is with the chancellor in Juneau to address research related budget issues. Chancellor Rogers will provide council with an update at the March meeting.
- Juella thanked Chancellor Rogers for addressing council and for providing lunch.

### **6. GOVERNANCE REPORTS**

#### **A. Jennifer Reynolds, President – Faculty Senate**

- For those new to council, Jennifer is the President of UAF Faculty Senate and attends Staff Council meetings regularly to provide updates on issues faculty are working on which may be of interest to staff.
- A new minor has been created in Military Security Studies.
- Faculty Senate recently established in Ad Hoc Committee on Interdisciplinary Issues. The committee's charge is to identify structural problems, impediments, and disincentives to interdisciplinary teaching, student advising, and research. This ad hoc was created to address the structural barriers facing faculty engaging in interdisciplinary research at the university. Faculty Senate wants to address these barriers and restructure the parts of the university that are getting in the way. Identifying the problems is the first step in the process. Administrators will be given a chance to provide input once faculty members have weighed in. The committee's webpage is linked off the Faculty Senate homepage.
- Faculty Senate is assessing the possibility of setting up a central online repository for additional course information. The repository would provide additional information for students and for advisors. Possibilities include posting all course syllabi and providing more expanded course descriptions. Many faculty members have concerns about such a process, including the additional workload this would entail and the possibility of the information being used for 'course shopping.' Since Faculty Senate received a

range of responses from faculty on this issue, they conducted an online survey of all faculty members at UAF. The survey closed on Monday and Jennifer is in the process of compiling the results. The results will be presented to Faculty Senate for further discussion.

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

**7. UNFINISHED BUSINESS**

**A. Carolyn Sampson Memorial Scholarship**

- We are looking into what would be involved for council to become more active in the award process. The award was originally set up by Staff Council. Nichole and University Advocacy are looking into this.
- University Advocacy was charged with putting together a proposal, which is to be brought back to council for a vote.

**B. Health Care Benefit Update**

- JHCC rescinded the motions related to the spousal surcharge and removal of the opt-out provision. We would still like to examine Motion 7. JHCC meetings are not open to the public; a significant amount of information is posted online.
- In FY14, The eye care program will remain the same. They are currently negotiating with Premera. Because they chose to go with Premera, pharmacy benefits are going to have to be through Premera and not CVS. Premera is still a mail order pharmaceutical benefit. They have not chosen the wellness benefit yet.

**C. Reorganization Working Group**

- Attachment 236-1: Reorganization Working Group Presentation
- Attachment 236-2: Motions for Reorganization
- Following Pips and Walker's presentation on the Staff Council Reorganization Working Group's proposals this morning, Jeannette Altman and Claudia Koch presented information on the motions listed in Attachment 236-2: Motions for Reorganization. The document was edited to remove the word 'council' from the last sentence on the page.
- To prevent confusion, the committee divided the motions into three separate categories: committee structure, executive board structure, and membership. Council discussed each motion individually.
- Not all motions listed on Attachment 236-2 were proposed or approved. The wording of many of the proposed motions was amended prior to approval. Additional motions, not originally included in the committee's proposal, were passed during this discussion.
- The Reorganization Working Group is not a Staff Council committee. The group is an informal committee that is not officially associated with Staff Council aside from the membership of the committee being composed of present and past Staff Council members. Jeannette Altman, Staff Council member, is our link to the committee and she is making the motions today as a Staff Council member.
- Motions discussed as part of the Reorganization Working Group's proposal that pass will be forwarded to the Elections, Membership, and Rules committee for the proposed amendments to be written into the bylaws. The committee will figure out how to codify or incorporate the changes into our constitution and bylaws. The proposals will then be returned to council as motions to amend the constitution and/or bylaws, as appropriate. Council will then have the opportunity to vote on the motions a final time. Changes to the bylaws only have to be read and voted on once. Changes to the constitution require two readings.

**i. Motion 2013-236-1:**

- A motion and second were made to separate Elections, Membership, and Rules (EMR), into two separate committees:
  - Elections Committee
  - Membership and Rules Committee
- The floor was then opened for discussion.
- Currently, EMR spends a large part of its time focused on elections, leaving little time for addressing other issues tied to membership and rules. Concern was expressed regarding increasing workload as well as increasing the number of committees in light of the currently low levels of committee participation. It was also noted that if EMR is currently not able to undertake all of the necessary work. Dividing the committee might prevent elections from consuming the majority of the committee's time.

- A suggestion was made to rectify this issue by specifying in Staff Council bylaws that representatives must serve on an internal permanent committee. Current bylaws require representatives to serve on a permanent committee; no specification is made regarding that committee being internal or external.
- The motion on the floor was put to a vote. UAF Staff Council approves of forwarding the above motion to the Elections, Rules, and Membership Committee for further consideration. The motion passed. (Vote: 14=For, 6=Against).

*(Jennifer Reynolds presented the Faculty Senate report following Motion 2013-236-1.)*

**ii. Motion 2013-236-2:**

- A motion and second were made to forward to EMR a proposal to create a Compensation and Benefits Committee that includes attention to health care issues. The floor was opened for discussion.
- This would not affect the Staff Alliance - Staff Health Care Committee (SHCC) in any way. Ideally, the newly formed committee would work closely with the UAF SHCC representatives. Within our current structure, Staff Affairs would work on a motion related to health care. Staff Affairs would then forward that motion to Staff Council. If Staff Council were to approve the action, the Staff Council President would take the issues to Staff Alliance where it would likely be given to SHCC to work on. This is the structure of how things move. This structure would not be affected. The structure is different from information dissemination and sharing. In our current committee structure, everything under grievances, evaluations, hiring, compensation, human resources, and benefits all falls under Staff Affairs. This is viewed by some as being too large of a load for the committee to function effectively. The proposal to form a separate Compensation and Benefits Committee grew out of this concern.
- The possibility of appointment of a Staff Affairs subcommittee on health care was discussed, including other approaches that council can take to address specific health care or compensation issues aside from creating a new standing committee. Question was called on the motion on the floor.
- The motion to create a Compensation and Benefits Committee failed (Vote: 3 For, 13 Against, 4 Abstentions)

**iii. Motion 2013-236-3:**

- A motion and second were made to define the focus of the University Advocacy Committee to issues surrounding Staff Council on-boarding, mentoring, communications and public relations.
- The motion does not propose to eliminate any activities currently identified in the bylaws as being the responsibility of the committee. Rather, it proposes to add to the current description found in the bylaws. It also clarifies the committee's responsibilities in the area of communication.
- The motion passed unanimously (Vote: 21 For, 0 Against, 0 Abstentions).

**iv. Motion 2013-236-4:**

- The current Administrative Committee includes chairs of the permanent committees, the President, and Vice President. During the Administrative Committee meeting, the committee sets the agenda for the next Staff Council meeting. They also identify questions and discussion items that are to be covered during PreStaff, which is the monthly meeting between the Staff Council officers and the chancellor.
- A motion and second were made to add the Past President as a member of the Administrative Committee.
- A motion to amend the motion on the floor was made and seconded to add the Past President as a member of the Administrative Committee with the ability to vote in order to break a tie. The amendment to the motion passed. (Vote: 15 For, 5 Against).
- A vote was then taken on the amended motion: UAF Staff Council moved to include the Past President as a member of the Administrative Committee, with the ability to cast a vote in order to break a tie. This motion was unanimously approved (Vote: 21 For, 0 Against, 0 Abstentions).

**v. Motion 2013-236-5:**

- A motion and second were made to change the name of the UAF Staff Council *Administrative Committee* to UAF Staff Council *Executive Board*. Question was called. The motion passed unanimously. (Vote: 20 For, 0 Against, 0 Abstentions)

*(Due to time constraints, item 7C. was placed on hold in order to address the remaining agenda items. General reports for all items were provided earlier in the meeting. Following a brief discussion, items 10, 11, 12, and 13 were declared completed. Minutes from these items are documented below.)*

**BREAK**

**vi. Motion 2013-236-6:**

- A proposal was made to eliminate alternate seats as vacated by current alternates. This would not result in anyone losing their seats on council prior to the end of their current term.
- Question was called. With no objections, the motion went forward without further discussion.
- A motion and second were made to eliminate alternates seats at the time that they are vacated by current alternates. The motion passed unanimously (Vote: 21 For, 0 Against, 0 Abstentions)

**vii. Motion 2013-236-7:**

- The proposed motion would allow Staff Council members to select a qualified staff member to attend both Staff Council and Staff Council committee meetings in their place if they are unable to attend.
- Under such conditions, a representative may select a proxy and convey to that proxy their voting interests, but the proxy would be under no obligation to vote in line with the representatives wishes.
- No clarifications were made regarding the effects that proxies could have on quorum.
- It would not be possible for a representative to send their vote to the UAF Staff Council Office prior to a meeting due to frequent changes to motions made prior to a vote on the motion.
- EMR was requested to identify the various possibilities for the use of proxies by Staff Council representatives. These possibilities are to be brought back to council. These could return as proposed bylaws revisions or as an additional step in the process needing further revision.
- A motion and second were made to allow for the use of proxies when Staff Council representatives are unable to attend Staff Council meetings or internal committee meetings. The motion was approved unanimously (Vote : 21 For, 0 Against, 0 Abstentions)

**viii. Motion 2013-236-8:**

- There are currently five alternates out of 35 seats. Currently there is one alternate allocated for each representative seat on council. Tom Langdon was recognized by the chair and suggested moving the present five alternates into the proposed five at-large seats if the current alternates chose to move.
- Concerns were raised about this proposal leading to a possible loss of rural representation.
- EMR would work out the details regarding the election cycle and applicable bylaw changes. These will be brought back to council for approval.
- A motion and second were made to move existing alternates to the five at-large seats if they so choose. The amendment passed (Vote: 18 For, 1 Against, 0 Abstentions).

**ix. Motion 2103-236-9:**

- A proposal was put forth to create five at-large representative seats to be elected from the community that includes all eligible UAF staff members.
- A motion and second were made to create five at-large representative seats on UAF Staff Council to be elected from the community that includes all eligible UAF staff members. The motion passed (Vote: 19 For, 1 Against, 0 Abstentions)

**8. NEW BUSINESS****A. Resolution to JHCC (Resolution 2013-237-1)**

- Following a recent Staff Affairs discussion, a resolution was proposed and seconded, thanking the Joint Health Care Committee (JHCC) for reconsideration of their motions regarding health care benefits after listening to staff from the University of Alaska.

**9. GUEST SPEAKERS (No guest speakers)****COMMITTEE REPORTS****10. INTERNAL COMMITTEE REPORTS**

- Internal committee reports are attached. One committee has not met.

**A. Elections, Membership, and Rules – Richard Machida**

- Has not met

**B. Rural Affairs – Jeannette Altman**

- Attachment 236-6: February Committee Report

**C. Staff Affairs – MaryAlice Short**

- Attachment 236-8: February Committee Report

**D. University Advocacy Committee – Nichole Kloepper**

- Attachment 236-7: February Committee Report

**11. EXTERNAL STATEWIDE COMMITTEE REPORTS**

- Statewide committee reports were given earlier in the meeting under various agenda items.

**A. Staff Alliance’s Compensation Committee – Juella Sparks – Chair, Brad Krick, MaryAlice Short**

- *(See item 4.A.)*

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

- Attachment 236-3: SHCC Meeting Notes from Feb. 4, 2013
- *(See item 7.B.)*

**12. EXTERNAL UAF COMMITTEE REPORTS (In Written Format)**

- External committee reports are attached. For those not attached, in the future, please either provide a written report, or inform the Staff Council Office that the committee has not met or that the committee met but there is no report (‘Has not met’ or ‘No Report’).

**A. Accreditation Steering Committee – Nichole Kloepper**

- Has not met

**B. Chancellor’s Advisory Committee for the Naming of Campus Facilities – Debbie Coxon**

- Attachment 236-9: February Committee Report

**C. Chancellor’s Diversity Action Committee (CDAC) – ON HIATUS****i. Student Diversity Task Force – Claudia Koch****ii. Women’s Center Advisory Board****D. Chancellor’s Planning and Budget Committee – Nichole Kloepper**

- Has note met

**E. Intercollegiate Athletic Council – Debbie Coxon & Jesse Atencio**

- Handout 236-2: February Committee Report

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

- Attachment 236-4: February Committee Report
- In March or April, the road near the engineering building will be closed for two years. There will also be construction this summer on the Wood Center.

**G. Meritorious Service Awards Committee – Claudia Koch**

- Has not met

**H. Parking Advisory Committee (PAC) – Tom Langdon**

- Has not met

**I. People’s Endowment Committee – Debbie Gonzalez**

- Has not met

**J. RISE Board – Ian Olson**

- Handout 236-2: February Committee Report

**K. Technology Advisory Board Committee (TAB) – Adam Kane & Chris Beks**

- Has not met

**L. Work-Life Balance Committee – INACTIVE**

### **13. AD HOC COMMITTEE REPORTS**

#### **A. Chancellor's Cornerstone Award Committee – Brad Krick**

- Has not met

#### **B. Staff Appreciation Day Planning Group – Ashley Munro**

- Attachment 236-5: February Report

#### **C. Staff Makes Students Count Award Committee – Richard Machida**

- Has not met

#### **D. Staff Council 2013 Calendar Committee – Brad Krick**

- A final report will be submitted before May. The committee has received input from Staff Affairs.

### **14. ROUND TABLE DISCUSSION**

### **15. ADJOURN**

- The meeting was adjourned by President Juella Sparks at approximately 3:45 PM.