

MINUTES
UAF STAFF COUNCIL #243
Wednesday, October 16, 2013
8:45-11:00AM
Wood Center Ballroom

I. CALL TO ORDER AND ROLL CALL**A. Call to Order**

- President Brad Krick called the meeting to order at 8:50 AM.

B. Roll Call**Present**

Adam Kane (phone)
Kirsten Bey (phone)
Deb Jeppsen (phone)
MaryAlice Short
Lesli Walls
Jami Warrick (phone)
Debbie Coxon
Jesse Atencio (phone)
Erin Albertson
Kim Eames (phone)
Juan Goula
Robin Weinant (phone)
Trish Winners

Present (cont.)

Jeannette Altman
Jennifer Youngberg
Travis Brinzow
David Bantz (Proxy for
Richard Machida)
Jarkko Toivanen
Chris Beks
Evelyn Pensgard (phone)
Celena Brown (phone)
Tom Langdon

Excused

Sara Battiest
Debbie Gonzalez
Cindy Collins

Absent

Debbie Blevins
Toni Abbey

Guests

Chancellor Brian Rogers (phone)
Brad Lobland, Interim Director, UAF
Human Resources
David Valentine, Faculty Senate
Cord Reid, ASUAF
Brix Hahn, ASUAF
Shelly Hall, UAF HR

- Quorum was met

C. Approval of Agenda for Staff Council Meeting #243

- The agenda was approved as amended

D. Approval of Minutes – Staff Council Meeting #241

- The minutes were approved as presented

II. STATUS OF PENDING ACTIONS (none)**III. PUBLIC COMMENT (no participants)****IV. OFFICER REPORTS****A. Brad Krick, President*****At Large Representation***

- Brad thanked former Alternates who recently became At-Large Representatives.

Proxies

- Representatives unable to attend a meeting may designate a proxy to serve in their place. In order to designate a proxy for Staff Council meetings, you must notify the Staff Council Office at least twenty-four hours in advance of a meeting in order to verify that the person meets membership and proxy requirements.
 - Proxies for Unit Representatives must be eligible to serve on Staff Council. They must also be from the same Staff Council Unit as the Representative designating the proxy.
 - Proxies for At-Large Representatives must be eligible to serve on Staff Council. They may be from any unit.
- Proxies may be verified in advance to allow coverage in unexpected cases where you must miss a meeting at the last minute. To pre-verify proxies, send the names of individuals that you would consider designating as your proxy to the Staff Council Office at any time.

Staff Affairs Survey

- Staff Affairs recently completed a very successful survey on the tobacco-free campus issue (See section VI. B. for additional information).

Student Diversity Task Force

- The Student Diversity Task Force report should be coming out soon. It is expected to include recommendations for possible changes.

Faculty Senate

- Faculty Senate recently tabled two items of interest to staff. Faculty Senate tabled a resolution concerning geographic differentials (geo diff), with support for applying the state's geo diff rates to university employees. An action item on the 'smoke-free campus' issue was also tabled.

Staff Alliance

- Staff Alliance recently discussed the possibility of having two separate compensation groups: one that would continue to work on the proposals for nonmonetary compensation proposed last year, and a group, which works on current and future issues. A decision was made to merge the two committees into a single group that would both address the proposals submitted to the President's Office and work on future compensation issues.
- The combined Staff Alliance Compensation Working Group will likely consist of two representatives from each MAU (UAF, UAS, and UAA), and two from statewide.
- Contact Brad if you are interested in serving as a UAF representative on this Staff Alliance committee.

Staff Council Fall Election

- The officers are aware of the elections timeline. They will be working with Richard and the Elections Committee to move the election process forward.

B. Ashley Munro, Vice President***Wellness Program***

- A company called Healthy Roads was awarded the Wellness Program contract through a bidding process. Win for Alaska filed a formal protest, which is now in the State of Alaska Court System where it is still pending. Healthy Roads cannot move forward with their startup program until a decision is reached by the court system.
- Healthy Roads was supposed to begin working on implementing their program on Oct. 1, 2013, which was supposed to take 90 days. Had this occurred, Healthy Roads' program was scheduled to be in place by Jan. 1.
- This timeline has been postponed due to the formal protest. Healthy Roads plans to begin the implementation process as soon as the court system reaches a decision. Their goal for a start date is Feb. 1, 2014. This date may have to be pushed back if a decision is not reached soon.
- The Wellness Program used to offer flu shots. Shelly Hall with UAF HR and Benefits noted that they are aware that the flu shot program will not be offered this year in the same way that it was in previous years. She is working with Erika Van Flein to see if it is still possible to offer flu shots to employees with benefits. They are working on logistics at this time.

Green Dot

- Brad and Ashley recently met with a representative from the Green Dot Program, which is working to start a program at UAF. The program is designed to provide a way to stop and stand up against violence. We will hear from them in the coming months, as they setup their program. The program will offer training to UAF Staff and faculty. start a UAF
- People have had problems attending the Green Dot training due to the extensive time commitment.
- Others raised concerns about Green Dot training on campus possibly duplicating existing training opportunities provided at the university, especially in light of staff members' time commitments.

Staff Alliance

- Staff Alliance recently forwarded a resolution against bullying to President Gamble. President Gamble has accepted and acknowledged receiving the resolution. Ashley read the resolution aloud to council. At the next PreStaff meeting with Chancellor Roger, the officers plan to discuss bullying training at UAF. Some statewide employees have already gone through this training.

Staff Council Meeting Invitation

- All UAF staff recently received an invitation to attend UAF Staff Council meetings. Ashley welcomed staff members who were present at today's meeting.
- Representatives should communicate information back to their units. They should also encourage their constituents to provide feedback.

V. REMARKS BY CHANCELLOR ROGERS

(Chancellor Rogers addressed council by phone immediately following the break)

- Yesterday, the university received a letter from the Senate House and Finance Committees of the Legislature. The letter discussed the budgetary challenges facing the state. They are asking the university to hold the line in any contract costs with any employee groups. In particular, they said we should not look to the recent contracts at the state level because the funding picture is bleaker than when these negotiations took place and because of the massive unfunded liability in the retirement system and health care issues. Their bottom line is for little in terms of increased costs.
- This helps clarify what the budget picture will look like in the coming year, although the board has not made a final decision. The administration has already made a recommendation to the board for compensation. Chancellor Rogers said that he does not expect this to change. However, the impact on our budget could, be that we would have to absorb these cost ourselves. This means that we must continue to look for ways to economize. Please forward ideas regarding ways to save money that you might have to the Chancellor's Office.
- *(Item X. Guest Speaker – Brad Lobland, followed the Chancellor's Remarks)*

VI. GOVERNANCE REPORTS**A. David Valentine, President – Faculty Senate****Tobacco Issue**

- David recently participated in a Systems Governance Council teleconference, during which he was learned that a student group recently brought a proposal to the Board of Regents which would ban the use of all tobacco products on all UA system properties throughout the state, including any lands owned by UA. This seemed like a heavy-handed approach.
- Following this, Faculty Senate tabled a resolution opposing a systemwide ban on tobacco use. The item was tabled in order to allow time to gather additional information.
- Faculty Senate also tabled an action, which would support applying geographic differentials identified in the recent McDowell Study report to university employees. This came up following the union representative assembly meeting in Anchorage the weekend before the last Faculty Senate meeting. This issue will likely be addressed, again, at the next Faculty Senate meeting.
- This issue is of importance to staff. Brad encouraged Rural Affairs to follow this issue. Staff Council may consider approving a resolution in support of Faculty Senate's position. Faculty Senate has yet to pass resolution on this issue

B. Cordero Reid and Brix Hahn– ASUAF

- Cord and Brix attended to ensure that there was communication between student and staff groups.
- The ASUAF Senate first met on Sept. 8. They have met several times since then this semester. There is a relatively new senate. Senate has been electing individuals to board and councils.
- They have recently revived the Food for Thought Committee. The committee provides an environment in which students and Dining Services can discuss relevant issues.
- They are considering bringing back the Residence Housing Association, which would be a group of students living on campus that addresses housing issues on campus.
- The ASUAF Public Relations Committee meets weekly at 4 PM on Tuesday in the Wood Center - Multi-level Lounge or Senate Chamber's. These meetings are open to the public and staff are encouraged to attend.

Smoke-Free Campus Issue

- ASUAF Senate has discussed the tobacco issue. They have not taken formal action.
- Brad noted that Staff Council is willing to work with students on this issue.
- Brad requested that MaryAlice and Staff Affairs share the recent survey data with ASUAF and Faculty Senate
- *In order to share information with Faculty Senate and ASUAF, information on the recent Staff Affairs smoke-free survey were shared at this point in the meeting. Visit the UAF Staff Council Blog for more information: www.uafstaffcouncilinfo.blogspot.com*
- MaryAlice, Chair of Staff Affairs Committee presented the survey results. She explained that Chancellor Rogers was interested in hearing from staff on this matter. Based on this, Staff Affairs conducted a 'Smoke-Free Survey.'
- The results of the second question were interesting. The results were interesting with a near tie vote for Question 2, which asked, "Do you think UAF, including all UAF properties on and off main campus, should be completely 'smoke-free'? The vote breakdown was 389 Yes, 389 No, and seven chose not to respond.
- Staff Affairs is still working through the comments. No date has been set for releasing the information to the public.
- There are also discussions taking place regarding enforcement of current tobacco related issues.

VII. UNFINISHED BUSINESS (none)**VIII. BREAK**

- *A break was taken immediately after the SHCC report.*

IX. NEW BUSINESS**A. 2014 Staff Council Meeting Schedule****i. Attachment 243-1: Proposed 2014 Staff Council Meeting Schedule****ii. Motion 2013-243-1: Motion to Approve 2014 Staff Council Meeting Schedule**

- All 2014 Staff Council meetings listed on the schedule will have a physical location (unless you are informed otherwise).
 - 'Face-to-face meetings' refer to meetings where rural representatives may attend meetings on campus here in Fairbanks.
 - 'Audio Conference' denotes meeting that allow people to attend via telephone when they are not able to make it to the meeting location in person.
- A motion and second were made to approve the 2014 Staff Council Meeting Schedule' as presented (Motion 2013-243-1). Staff Council unanimously approved the motion.

(The meeting was running ahead of schedule. Therefore, Committee Reports were discussed following the approval of the 2014 Staff Council Meeting Schedule.)

X. GUEST SPEAKER

A. Brad Lobland, Interim Director - UAF Human Resources

- Brad Lobland was present to introduce himself to new Staff Council members. This is his second terms as interim director. Brad L. plans to be more visible at Staff Council meetings. He also plans to work collaboratively with council when appropriate.
- Performance evaluations are now being tracked. It is not a perfect system, but it is a start. They are hearing from many people that say that they have not received performance evaluations as scheduled. Performance evaluations are now part of the accreditation process.
- They are trying to show supervisors the benefit of doing performance evaluations.
- They will soon begin contacting departments to see if people have been evaluated. Sometimes there is a good reason for not having completed an employee's evaluation. If this is the case, some type of written documentation of this will be needed for an employee's file. The documentation should note when the next evaluation is planned. For example, they do not want to force new supervisors to complete evaluations for employees they have not supervised for any length of time.
- Evaluations are a crucial part of management and we need to complete them.
- In the upcoming economic environment, vertical cuts may be necessary. They are trying to implement shared services. They are also working to encourage supervisors to allow employees to grow professionally. There are many options for this including services such as Skill Soft and university courses. Cross training will also be important. They are working to help staff undertake additional training so that when cuts are needed, they have skill sets that can be used in other jobs on campus.
- The university needs to get one learning management system for tracking performance evaluations, for tracking training, etc.
- Vice Chancellor Pat Pitney has asked Administrative Services to gather and post information on every training they conduct on a single website to help staff identify available training.
- We need to be able to track things across the university system. There is movement towards implementing a single learning management system and software for the UA system. This is going through a business plan. It is likely that this will eventually be brought before Staff Alliance for feedback.
- Evaluations are being tracked by department. There are two forms online. One is a shorter version.
- Brad noted that if you are using a form that works for you, use it, as long as it has some standards such as a rating system, comments, and some type of feedback or goals. If you use a separate form, HR asks that you share the form with them. If someone is unhappy with an evaluation, HR is usually one of the first places called call. If HR has the form, the process is easier.
- Brad encourages those that already have their own form to use it because there is no one form that will fit everyone's situation.
- Supervisor training for rural campuses will be occurring soon.
- MaryAlice will share the results of the performance evaluation survey with Brad L.
- Telecommuting was also discussed.

COMMITTEE REPORTS

X. INTERNAL COMMITTEE REPORTS (44 min 30 sec.)

A. Elections – Richard Machida , Acting Chair

- Attachment 243-6: October Committee Report

B. Membership and Rules – Kirsten Bey, Acting Chair

- Attachment 243-9: October Committee Report
- The committee will work on preparing parliamentary procedure training for council.

C. Rural Affairs – Jeannette Altman, Chair

- Has not met
- The committee meets the first Tuesday of the month at 10 AM in the Kayak Room. The meeting is also available by teleconference and Google Hangout.

D. Staff Affairs – MaryAlice Short, Chair

- Attachment 243-2: October Committee Report
- Staff Affairs met and developed two surveys, the ‘Smoke-Free Campus Survey,’ and the ‘Staff Performance Evaluation Survey.’ Both surveys are complete; results will be distributed soon.
- The committee is working to set up a special Coffee with the Chancellor event for staff.

E. University Advocacy – Lesli Walls, Chair

- Has not met
- The committee will likely meet in the next few weeks. The committee plans to have council members identify key projects that they would like to have the committee work on.
- The committee has very few members and needs your help. Contact Lesli for more information.

XI. EXTERNAL STATEWIDE COMMITTEE REPORTS**A. Staff Alliance’s Staff Health Care Committee (SHCC)– Debbie Coxon, Lesli Walls, Chris Beks(Alt)**

- Attachment 243-8: October Committee Report
- Chris Beks was recently appointed to serve as an alternate on the Staff Health Care Committee.
- An additional alternate seat is currently vacant. Please let the officers know if you are interested in serving in this capacity or if you know of someone who would be,

October 15, 2013 SHCC Meeting

- SHCC met yesterday. During the meeting they discussed the previous Joint Health Care Committee meeting.
- The Wellness Program was also discussed in some detail. The court system was supposed to have a decision by yesterday.
- A comment was made during the SHCC meeting that most companies who offer a WIN type program do not offer a face-to-face option, which means that these companies offer what the university already offers.
- You are encouraged to take advantage of the programs that we have. For example, we have excellent call in programs, smoking cessation program, and the Employee Assistance Program (EAP). There needs to be more involvement with these types of programs in order for them to remain viable options.
- We have already met most of the 2014 health care changes.
- Representatives are asked to talk to their constituents to see if they are experiencing problems or if there are parts of the health care benefit that they like. Please forward any feedback to your SHCC representatives so that they are able to more completely represent staff.

(A break was taken immediately following the SHCC report. The break was immediately followed by Chancellor Rogers – See Section V. for the ‘Chancellor’s Remarks’)

XII. EXTERNAL UAF COMMITTEE REPORTS - Written Format**A. Accreditation Steering Committee - ON HIATUS****B. Chancellor’s Advisory Committee for the Naming of Campus Facilities – Debbie Coxon**

- Has not met

C. Chancellor’s Diversity Action Committee (CDAC) – ON HIATUS**D. Chancellor’s Planning and Budget Committee – INACTIVE (Active only in spring)****E. Food for Thought Committee**

- Attachment 243-5: Committee Information
- Representative needed

- Tom Langdon agreed to serve as the Staff Council Representative to this committee.
- The committee will likely only meet a few times a semester.

F. Intercollegiate Athletic Council – Debbie Coxon & Jesse Atencio

- Has not met

G. Master Planning Committee (MPC) – Richard Machida, Brad Krick, Alt

- Attachment 243-4: October Committee Report

H. Meritorious Service Awards Committee – INACTIVE (Active only in spring)

I. Parking Advisory Committee (PAC) – Tom Langdon (INACTIVE)

- The committee remains inactive, yet it is processing appeals.
- The committee recently received clarification that they have options aside from granting or denying a parking appeal. You now may be found at fault, but not fined for extenuating circumstances.

J. People's Endowment Committee – Debbie Gonzalez

- Attachment 243-7: October Committee Report

K. RISE Board – Ian Olson

L. Staff Appreciation Day Planning Group – Ashley Munro and Maria Russell

- Has not met
- Staff Appreciation Day is scheduled for May 14, 2014.
- The committee is currently looking at changing the name of the event to Staff Training, Appreciation, Fellowship and Fun Day; resulting in the acronym S.T.A.F.F. This is waiting on a general approval from the Chancellor's Office and Cabinet before it is officially in place.

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

- Has not met

N. Work-Life Balance Committee – INACTIVE

- The officers spoke with Chancellor Rogers about this committee during PreStaff. Chancellor Rogers suggested the possibility of creating a 'Make UAF a Better Place to Work Committee'. Those interested in participating on such a committee should contact Staff Affairs.

XIV. AD HOC COMMITTEE REPORTS

A. 2014 Calendar Committee

- Attachment 243-3: October Committee Report
- The Staff Council Office will send out an additional reminder email requesting photo submissions. The deadline for photo submissions is this Friday.

XV. ROUND TABLE DISCUSSION

XVI. ADJOURN

- President Brad Krick adjourned the meeting at approximately 11:00 AM.