

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.

2014 Staff Council Meeting Schedule

Call-in number: 1-800-893-8850 PIN: 8244236

Meeting Number	Date	Time	Location	Meeting Type
246	Wednesday, January 22, 2014	8:45-11:00 AM	TBD	Audio Conference
247	Tuesday, February 18, 2014	1:30 - 3:45 PM	TBD	Face-to-Face and Audio Conference
248	Wednesday, March 26, 2014	8:45-11:00 AM	TBD	Audio Conference
249	Wednesday, April 16, 2014	8:45-11:00 AM	TBD	Audio Conference
250	Tuesday, May 13, 2014	8:45-11:00 AM	TBD	Face-to-Face and Audio Conference
251	Wednesday, June 18, 2014	8:45-11:00 AM	TBD	Audio Conference
252	Wednesday, August 20, 2014	8:45-11:00 AM	TBD	Audio Conference
253	Tuesday, September 23, 2014	8:45-11:00 AM	TBD	Audio Conference
254	Wednesday, October 22, 2014	8:45-11:00 AM	TBD	Audio Conference
255	Tuesday, November 18, 2014	8:45-11:00 AM	TBD	Audio Conference
256	Wednesday, December 10, 2014	8:45-11:00 AM	TBD	Audio Conference

All Staff Council meetings are open to the public. University employees
are encouraged to attend and share their concerns and provide input.

DRAFT 8-29-13

UAF Staff Council – Staff Affairs Committee
Committee Report for October 2013
Committee Chair – MaryAlice Short

Staff Affairs last met on March 18, 2013.

Members Present: MaryAlice Short (Chair), Kirsten Bey, Juan Goula, Juella Sparks

Performance Evaluation Survey:

- The committee discussed Chancellor Rogers request for a survey. He wanted to know what his staff thought before he moved forward.
- The committee came up with four questions to complete the survey via survey monkey, with comments.
- The survey would launch Friday morning.

Chancellor Rogers asks for suggestions to “non-salary ways he can help staff at UAF”

- Several suggestions were put forward to Chancellor Rogers to include:
 - Longevity rewards recognition.
 - SRC – no limited hours
 - Staff sash – University identified employee graduate
 - Professional development
- Request was made to have an announcement on what actions would be taken at the staff appreciation day.

Smoking Survey

- Reviewed questions and motion to move forward, suggested putting both surveys in one email for better response.
- Launched Friday.

Coffee or lunch with the Chancellor (working together with University Advocacy Committee)

- Chancellor agreed in pre- staff to have coffee with 10-12 employees.
- Staff affairs would address a question and launch it on the blog to get volunteers.
- Question chosen was: If you could ask the Chancellor a question, what would it be?
- If more than 10 responses were received we would do a lottery for the names.
- Questions would be provided to the Chancellor prior to the meeting.

Staff Council Calendar Committee – Ad Hoc
Greg Simpson, Chair

Calendar Committee met on Monday, Sept. 23, 2013.

In attendance was: Richard Machida, Greg Simpson (chair), and Juan Goula. Brad Krick attended to provide insights, lessons learned, and guidance from prior year's committee meetings and process.

Discussed processes and procedures, reviewed some of the picture archives and pictures submitted for last Staff Appreciation Day. Discussed timeline for soliciting more (current or newer) pictures from staff members and general focus/themes of what pictures should represent (i.e. outreach, research, teaching, & UAF activities). A solicitation memo or email will be sent out soon to all staff with a two week deadline. Discussed differing ideas of how to have solicitations sent to committee (i.e. Google Drive or Drop Box).

Our next scheduled meeting is Oct. 14th, 2013. Place and time TBD soon.

Master Planning Committee**October Committee Report****Submitted by Richard Machida, Staff Council MPC Representative**

The meeting on 10-10-13 was cancelled.

The notes for the 9-26-13 meeting have not been published. Design and Construction has proposed a gate near the entrance to the SRC to eliminate the general public from driving up to the ski hill.

The North Campus will be re-chaining the gates to the West Ridge trails during break-up to minimize damage to the trails when they are very soft.

The un-groomed trails will have branches cleared and a snow machine driven over them periodically. No trees will be affected.

Updates on Signers' Hall parking and new parking near the bridge to West Valley.

Trail from Sheep Creek Rd to Smith Lake will be cleared for the ski class. This can't be done until the lakes are frozen.

No other updates.

600. Other ASUAF Committees

- 600.1 Other ASUAF Committees shall be created or dissolved by a resolution passed by 2/3 vote of the Senate.

605. Powers and Duties of Other ASUAF Committees

- 605.1 Other ASUAF Committees shall have the powers and duties specified by the respective legislation which created each committee.
- 605.1.1 If the legislation that creates a committee does not specify powers and duties of that committee, the Executive Committee shall have the power to set forth powers and duties and to add such to the bylaws.
- 605.1.2 The powers and duties specified by the legislation that creates each committee, or by the Executive Committee may not exclude any committee from the powers and duties specified in Section 605 of these bylaws.
- 605.2 To meet regularly, at least once every month, during the Fall and Spring semesters.
- 605.3 To keep and maintain records of their membership and actions in the appropriate places in the ASUAF office.
- 505.4 To report to the Senate every three weeks.
- 505.5 To present to the Internal Affairs Committee by the 31st of March an end of the year report.

606. Other ASUAF Committee Chairs

- 606.1 Chairpersons shall be elected by the Senate by a 2/3 vote and have such powers and duties as specified by the bylaws of each individual committee.

610. The Food for Thought Committee

611. The Food for Thought Committee shall act as a liaison between the students of ASUAF, the ASUAF Student Government, and Dining Services.

612. Membership

- 612.1 Membership shall be determined at the beginning of each academic year and include the following:
- 612.2 Two (2) students appointed by the ASUAF President and confirmed by the Senate and three (3) students appointed by the ASUAF Senate Chair; at least one of which shall not be a participant in the UAF meal plan.
- 612.3 A staff member appointed in a manner to be determined by the UAF Staff Council.
- 612.4 The chair shall be a member of the committee nominated and confirmed by the Senate.
- 612.4.1 In the absence of a chair, the Senate Chair shall chair the committee.
- 612.5 The committee shall require at least three (3) student members to operate.
- 612.6 Student vacancies shall be filled by the ASUAF President and confirmed by the ASUAF Senate.

623. Powers and Duties

- 623.1 The Food for Thought Committee shall have the following powers and duties under the authority of ASUAF
- 623.1.1 To set up and facilitate a secret shopper program with the goal of ensuring that Dining Services and its employees are providing a quality of service appropriate to student needs.

- 623.1.2 To hear concerns from students, staff, and faculty about the quality, policies, and overall operations of Dining Services and their food providers and to report these concerns to the ASUAF Senate and Dining Services.
- 623.1.3 To act in the best interest of ASUAF to resolve any concerns brought by the students about Dining Services and their food providers, and to request assistance from the ASUAF Senate for such endeavors.
- 623.1.4 To mediate problems and concerns brought to Dining Services by their student patrons.
- 623.1.5 To report to the ASUAF Senate at least once every three (3) weeks.
- 623.1.6 To act as directed by the ASUAF Senate; or to act at the request of Dining Services when those requests are deemed consistent with the goals of the committee by the ASUAF Senate.
- 623.1.7 To act in a manner prescribed and deemed appropriate by a majority of the committee as a whole, provided these actions are consistent with the ideals of ASUAF.

Elections Committee**Richard Machida, Chair**

The newly formed Elections Committee held a joint meeting with the Membership and Rules Committee at 3:00pm AKDT on October 7, 2013.

Present: Richard Machida, Kirsten Bey, Toni Abbey, Chris Beks, Nicole Dufour, Brad Krick

Each of the members of the former Elections, Membership, and Rules Committee stated which of the committees that they wished to continue serving with.

Elections Committee membership is Richard Machida and tentatively, Jeanette Altman (not present), based on a comment at a previous meeting.

We discussed the data feed from Institutional Research and Nicole was going to try again. Based on an election period of November 4th for 30 days, the nominations need to be opened up on October 21, 2013, for two weeks. Nominations will be done via email since the status of the data feed was still unknown.

No modifications would be needed with the software as there will be no At-Large positions. Walker assured me that the database upload process is fairly seamless though I do not yet have an ID on the staff council VM. I will be contacting the Rasmusson Library for an ID.

The meeting was then turned over to Membership and Rules.

Respectfully submitted by Richard Machida, Chair Elections Committee

Peoples' Endowment Committee
Debbie Gonzalez, Representative
October Committee Report

We met on Sept 18 to discuss upcoming proposal cycle, see announcement below, and will meet the week of Nov 11-15, 2013 to discuss proposals and hope to have Award(s) Announcement on Nov. 18, 2013.

The group also discussed ways to increase awareness of the Endowment and funding available for awards. Please consider the People's Endowment as part of your philanthropic activities. Debbie Gonzalez

The People's Endowment Board at the University of Alaska Fairbanks is pleased to announce the availability of funds for Fall 2013.

The People's Endowment was established at the UA Foundation in 1986 with the intent to provide a source of funds for projects that will improve UAF but would likely remain unfunded due to institutional priorities. Grants are intended to be used for a special project or to fill a critical need at UAF. Proposals will be accepted from UAF faculty, staff, and students. All proposals will be submitted to the People's Endowment Board for review and selection.

Deadline: The deadline for receipt of complete proposals is **October 28, 2013. Proposals received after 5 p.m. of the deadline date will not be considered.** Successful recipients will be notified on November 18, 2013.

Projects funded through PE from Spring 2012-Spring 2013: Arctic Gardeners, Midnight Sun Writer's Series, Permafrost Literary Journal, the Sikuliaq project, Ethics Bowl, Innocent Eye: The Africa Photographs of Adrina Knutson, The Art of Nunavut-Inuit Tapestries from Baker Lake and Beyond, The Origins of Peace Making Circles Video, and many more.

Examples of projects not likely to receive funding include scholarships or pure research projects, for which there are other funding opportunities available. In general, grants will not fund projects that are part of normal university activities.

The People's Endowment does not fund honorariums, salaries, and consultation service fees to UA employees.

To submit your proposal, please click on: <http://www.uaf.edu/files/provost/PE-ANNOUNCEMENT-APPLICATION-FALL-2013.pdf>

For more information on the People's Endowment and how to submit your proposal, please click on: <http://www.uaf.edu/provost/peoples-endowment/> Please contact Jennifer Hoppough at 474-7096 or jahoppough@alaska.edu for inquiries.

Staff Health Care Committee

10 a.m., Wednesday, October 2, 2013

Present

Monique Musick, Statewide

Linda Hall, Statewide

Melodee Monson, UAA

Louise Kempker (for Tamah Haynes), UAA

Sarah Arntson, UAS

Debbie Coxon, UAF

The group discussed times for regular meetings and agreed to a schedule of meeting on the 3rd Tuesday* at 10 a.m. beginning October 15.

At the official October meeting we will ask for an overview of the current benefits and vendors to orient new members; an update on RFPs; an update on the wellness vendor litigation process; the projected rates for the coming year and data on the last year's plan usage (over- or under-recovery to be applied to this year); plans to implement wellness incentives and biometric screenings; and our charge to think of out-of-the-box solutions to rising health plan costs.

Melodee Monson described the history of the SHCC and its relationship to the Joint Health Care Committee (JHCC). The membership of the JHCC comprises union representatives, administration and two staff representatives. The unions have three representatives each. The JHCC is part of the collective bargaining agreements of unions at UA. However non-represented staff are the largest group on the plan. The SHCC serves as the voice of this large group to the administration. It is an advisory board for the administration and an advocacy group for staff.

To prepare for the Oct. 15 meeting Monique Musick suggested that the group review documents prepared for the last JHCC meeting found on the benefits website, <http://www.alaska.edu/benefits/joint-health-care-committ/9-19-2013/>, and to review past *Statewide Voice* articles that describe changes to the health plan this past year, and how under- or over-recovery affects how new plan rates are determined. It was a multi-part series beginning July 2012: http://www.alaska.edu/voice/2012/July_2012/News/health-plans/.

Linda Hall noted that SHCC has been asked to look at other group plans, university wellness systems, etc. to find out-of-the-box solutions to keep costs down. The group has not met to discuss any research or make any proposals yet.

***POST MEETING NOTE:**

Gwenna Richardson let me know that UAS Staff Council meets on the third Tuesday. This month's meeting will proceed as planned, but we need to find another day to meet so that our Southeast partners can join us.

TO: Staff Council

DATE: 10-9-13

FROM: Kirsten Bey, Acting Chair Membership & Rules Committee

RE: Membership & Rules Committee Report

The newly created (separate) Membership & Rules committee met for its first meeting on October 7th along with the Elections committee.

Membership & Rules Committee will meet on the **first Monday of each month at 3:00 pm.**

Current Committee members are: Kirsten Bey, Chris Becks, Toni Abbey. If I've missed anyone please let me know. And we would like more members (Richard Machida is heading up Elections).

Upcoming Committee Tasks/Projects:

- Review Staff Council materials on parliamentary procedure and prepare a short explanation/presentation on basic parliamentary procedures for meetings (If anyone has particular expertise in parliamentary procedure and wants to help, let me know. Or if you have particular questions you would like addressed let me know.
- Review the committee's charge and make sure we're doing what we're supposed to.
- Review the bylaws and see if there are inconsistencies or other things that should be addressed via changes.

Our next meeting is November 4th at 3:00 PM. We will be taking a look at the parliamentary procedure task.

**University of Alaska Fairbanks
Staff Council**

Motion 2012-243-1:**Motion to Adopt 2014 UAF Staff Council Meeting Schedule**

The UAF Staff Council approved the following motion at Staff Council Meeting #243 on October 16, 2013.

MOTION:

The UAF Staff Council moves to adopt the following schedule for its 2014 meetings.

2014 Staff Council Meeting Schedule

Call-in number: 1-800-893-8850 PIN: 8244236

Meeting Number	Date	Time	Location	Meeting Type
246	Wednesday, January 22, 2014	8:45-11:00 AM	TBD	Audio Conference
247	Tuesday, February 18, 2014	1:30 - 3:45 PM	TBD	Face-to-Face and Audio Conference
248	Wednesday, March 26, 2014	8:45-11:00 AM	TBD	Audio Conference
249	Wednesday, April 16, 2014	8:45-11:00 AM	TBD	Audio Conference
250	Tuesday, May 13, 2014	8:45-11:00 AM	TBD	Face-to-Face and Audio Conference
251	Wednesday, June 18, 2014	8:45-11:00 AM	TBD	Audio Conference
252	Wednesday, August 20, 2014	8:45-11:00 AM	TBD	Audio Conference
253	Tuesday, September 23, 2014	8:45-11:00 AM	TBD	Audio Conference
254	Wednesday, October 22, 2014	8:45-11:00 AM	TBD	Audio Conference
255	Tuesday, November 18, 2014	8:45-11:00 AM	TBD	Audio Conference
256	Wednesday, December 10, 2014	8:45-11:00 AM	TBD	Audio Conference

All Staff Council meetings are open to the public. University employees are encouraged to attend and share their concerns and provide input.

APPROVED 10/16/2013

UAF Staff Council Office: 474-7056 or uaf-staff-council@alaska.edu

EFFECTIVE: Immediately

RATIONALE: Meetings must be scheduled in advance in order to provide time for preparation and for posting of meeting information.



Brad Krick, Staff Council President

12/3/13

Date