

AGENDA
UAF STAFF COUNCIL #247
February 18, 2014
1:30 – 3:45 PM
Wood Center Ballroom

Audio Conference information: 1-800-893-8850, Participant PIN: 8244236

I. 1:30 – 1:40 CALL TO ORDER AND ROLL CALL

- A. Call to Order
- B. Roll Call
- C. Approval of Agenda for Staff Council Meeting #247
- D. Approval of Minutes for Staff Council Meeting #244

II. 1:40 – 1:45 STATUS OF PENDING ACTIONS

- A. Resolution 2014-246-1: Resolution Requesting the Inclusion of Staff Council Representation on the University of Alaska Fairbanks Budget Options Group - Denied
 - Attachment 247-2: Chancellor's Response to Staff Council Resolution 2014-246-1

III. 1:45 – 1:50 PUBLIC COMMENT

IV. 1:50 – 2:00 OFFICER REPORTS

- A. Brad Krick, President
- B. Ashley Munro, Vice President

V. 2:00 – 2:10 CHANCELLOR'S REMARKS

- Presented by Kari Burrell, Executive Officer
- *May be moved to later in the meeting if necessary*
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VI. 2:10 – 2:20 GOVERNANCE REPORTS

- A. David Valentine, President – Faculty Senate
 - *May be moved to later in the meeting if necessary*
- B. Cordero Reid, Senator – ASUAF

VII. 2:20 – 2:25 BREAK

VIII. 2:25 – 2:40 GUEST SPEAKER

- A. Brad Lobland, Interim Director – UAF Human Resources
 - Guest speaker was not confirmed prior to meeting. This may be removed from the agenda later in the meeting, if necessary.

IX. 2:40 – 2:45 UNFINISHED BUSINESS

- A. Chancellor's Cornerstone Award
 - i. Committee Chair Needed
 - ii. Committee Members Needed

X. 2:45-2:50 NEW BUSINESS

- A. Statewide Administration Assembly Values Effort
 - Attachment 247-3: Letter from Monique Musick, Statewide Administration Assembly

COMMITTEE REPORTS**XI. 2: 50 – 3:00 INTERNAL COMMITTEE REPORTS**

- A. Elections – Richard Machida , Chair
 - Attachment 247-8: February Committee Report
- B. Membership and Rules – Kirsten Bey, Acting Chair
 - Attachment 247-6: February Committee Report
- C. Rural Affairs – Jeannette Altman, Chair
- D. Staff Affairs – Faye Gallant, Chair
 - Attachment 247-1: February Committee Report
- E. University Advocacy – Lesli Walls, Chair
 - Attachment 247-7: February Committee Report

**Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu.*

XII. 3:00 – 3:05 EXTERNAL STATEWIDE COMMITTEE REPORTS

- A. Staff Alliance- Staff Health Care Committee – Debbie Coxon, Lesli Walls, Chris Beks (Alt), David Bantz (Alt)
 - Attachment 247-5: Jan. Committee Meeting Draft Notes
- B. Staff Alliance Compensation Working Group – Brad Krick (Chair), MaryAlice Short & Mike Cox

**Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu.*

XIII. 3:05 – 3:15 EXTERNAL UAF COMMITTEE REPORTS - Written Format

- A. Accreditation Steering Committee – Trish Winners
- B. Chancellor's Advisory Committee for the Naming of Campus Facilities – Debbie Coxon
 - Has not met
 - Committee has not received any recent naming requests.
- C. Chancellor's Diversity Action Committee (CDAC) – ON HIATUS
- D. Chancellor's Planning and Budget Committee – Chris Beks; Juella Sparks, Alt

- Has not met

E. Food for Thought Committee - Tom Langdon

F. Intercollegiate Athletic Council – Debbie Coxon and Jesse Atencio

- Committee members were recently informed that this committee was being disbanded. Formal notice of this disbandment is expected in the near future.

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

- Attachment 247-4: February Committee Report

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

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

J. People's Endowment Committee – Debbie Gonzalez

- Has not met
- Committee will meet soon to discuss proposal process

K. RISE Board – Ian Olson

L. Smoke-Free / Tobacco-Free Campus Committee

M. Staff Day Planning Group – Ashley Munro and Maria Russell

- Has not met

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

**Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu.*

XIV. AD HOC COMMITTEE REPORTS (none)

XV. 3:15 – 3:25 ROUND TABLE DISCUSSION

XVI. 3:25 ADJOURN

Staff Affairs Committee Report, February 2014

The Staff Affairs Committee met on February 5. Major topics of discussion were:

- **Make UAF a Better Place to Work:** Brad Krick reported that instead of a committee, the Chancellor would welcome suggestions from Staff Council that could be implemented at UAF. Staff Affairs will take the lead in compiling this list, beginning with the results of a brainstorming session from the December meeting, and will create an anonymous google form for staff to submit suggestions to the Staff Affairs Committee. The focus will be on actions that can be implemented at the supervisor to campus level, without Statewide coordination.
- **Smoking Ban:** The committee will review the comments collected in the staff survey at the next meeting, and determine whether to publish them on the blog (and if so, in what form).
- **Emergency Closure Policy:** The committee reviewed the current emergency closure policy, as well as some initial ideas for improvements from Brad Krick. Key concerns included identifying “essential staff” in advance, perhaps through a department’s emergency action plan; communicating to staff in advance who is considered essential; communicating to staff in advance what work from home options may be available (such as trainings, desk manuals, etc.); and the issue of consistency and parity for employees in any given location. Brad will bring these suggestions to the Chancellor to the next Pre-Staff meeting with the Chancellor for discussion.

The next meeting will be on March 5, at 10 am in the Rasmuson Library Kayak Room.



Office of the Chancellor

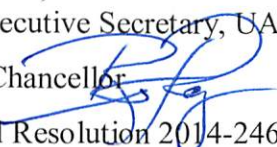
320 Signers' Hall, P.O. Box 757500, Fairbanks, Alaska 99775-7500

Attachment 247-2
 Brian Rogers, Chancellor
 (907) 474-7112
 (907) 474-6725 fax
uaf.chancellor@alaska.edu
www.uaf.edu/chancellor/

MEMO

DATE: January 30, 2014

TO: Brad Krick, President, UAF Staff Council
 Nicole Dufour, Executive Secretary, UAF Staff Council

FROM: Brian D. Rogers, Chancellor 

SUBJ: UAF Staff Council Resolution 2014-246-1:
 Resolution Requesting the Inclusion of Staff Council Representation on the
 University of Alaska Fairbanks Budget Options Group

I received the Staff Council's resolution requesting formal representation of the Staff Council on the Budget Options Group that I appointed in December 2013.

In my December 20th memorandum to all faculty, staff and students regarding UAF's planning efforts to address our likely FY15 budget challenges, I emphasized that UAF is committed to shared governance. The long-standing Planning and Budget Committee, a representative group, will, as it does every year, review and recommend budget priorities. The Staff Council will be invited, as it has in past years, to participate in the Planning and Budget Committee. The Budget Options Group is an input mechanism to the Planning and Budget Committee and was not intended to be representative group. Members of the group are not formally representing specific sectors of the UAF community. The two faculty members appointed to the group are not expected to confer with the Faculty Senate in their work to generate and evaluate ideas – and given the quick timetable the group is working on, it would not likely be feasible to do so. The Budget Options Group does include a staff member. Conversely, several other sectors of the UAF community do not have membership in this group. For these reasons, I decline your request to add an additional member to the Budget Options Group for the purpose of formally representing the Staff Council.

However, I certainly appreciate the Staff Council's interest in actively participating in developing options and recommendations for addressing our potential \$14M budget gap next year. Given the Council's strong interest in this issue, I suggest that the Staff Council convene a special meeting for the purpose of considering the budget cut/revenue enhancement ideas received to-date and for the purpose of developing a set of recommendations of its own. I am asking the Office of Management and Budget (OMB) to be available to support you in such an undertaking, to include sharing the financial analysis it has completed thus far on the ideas it has received (the same analysis that has been shared with the Budget Options Group). Please contact Julie Queen at 907-474-5479 or at jmlarweth@alaska.edu if you would like OMB support for a special Staff Council meeting on budget options.

February 24, 2014

Greetings governance leaders,

I wanted to reach out to you with information on a project SAA would like to initiate, with your help and input, from a grassroots governance level: the formation of a “Commitment to Values, Statement of Principles or Commitment to Excellence” (exact label is up for debate). I’d like to take a moment to explain what we intended to accomplish, why we think it’s important, how we think the process for evolving the statements may work and how everyone may be involved along the way.

First I’d like to start with what this isn’t. It is not a punitive code of conduct listing behaviors that anyone with common sense knows are unacceptable in a professional organization. It is not a limit on academic freedom, free speech, self-expression, or the quirks and personalities that distinguish us as Alaskans. It is not a set of values or principles based on any faith or belief system. It is not a replacement for the mission and value statements developed on each campus. Nor is it an edict from Statewide being forced upon the other campuses.

Right now it is a goal established by the Statewide Administration Assembly to unify staff and faculty throughout the system; clarify expectations for conduct; improve our image within and outside this institution; and foremost, improve the culture of the university so that we provide excellent service to our students and ultimately the state. We are but one staff group and will only progress with the participation and support of governance at all levels. We ask that you join this effort and designate individuals interested in sharing this common purpose of self-creating the standards by which we ourselves are to be held.

Improving student outcomes is the focus of many initiatives throughout the system. As funding becomes more dependent on student success (graduation rate, high demand job placement, access) many initiatives have been developed. Advancements in advising, program support and more are already making a difference in student success. This is fantastic. But there is one more step that can be made to improve the student experience: improve the working culture of the university on a systemwide level so that staff and faculty are in a position to provide their highest level of service. As we are all being asked to do more with less, to collaborate more, to share resources, and come together for the common good, we ought to establish a common set of tools for our success.

We are a system, but we have silos within and between individuals, departments, schools and universities. If there is one sure thing that the process of gathering feedback for the strategic direction initiative showed, it’s that our students and public expect us to be working together. Through the process of coming together to create a common statement of shared values we hope to enhance collaboration and help remove barriers between us. By identifying what we stand for – student commitment, quality, integrity, teamwork, respect, good citizenship, a will to win,

personal accountability etc. and living by those standards, we can create and restore trust with students, employees and the general public.

That brings us to the process. The Board of Regents has established the UA Values for the system in their UA LEADS statements. Each campus within their own strategic plans address the unique mission and values of their institution. There are many common themes and terms among all of them. What we would like to do is to collaborate to spell out what behaviors and attitudes are necessary to put those values into practice; to elaborate on the common terms to present a comprehensive set of practices and ethical principles that all of us can commit to in the process of achieving our institutional goals. We want to make sure that these statements reflect the culture and values of our institutions. We cannot simply adopt the core values of some other university and expect it to resonate within our system. It has to “fit” us, which is why we so strongly feel it needs to be written by us in the first place.

When President Gamble presented his Code of Conduct he missed that important mark. There was negativity, absurdity and rigidity that didn’t at all resonate with us. That doesn’t mean it isn’t a good idea to have some ‘code of something’, it just needs a different approach. Rather than wait for another draft to come down to us, we wanted to try and build it from the ground up and then try to sell it to the top.

We would draft “it” collaboratively, with input from governance at all levels. Only once we are happy with what it says and means will we move it to the administration and ultimately the Board of Regents for approval. We know this will take time, and we know that we may be facing some resistance to the whole process. That is why before starting to draft anything, we want to gather the concerns, input, suggestions, and feedback of all of you, and to sincerely invite your participation.

Thank you,
Monique Musick

Statewide Administration Assembly

Master Planning Committee Report for Staff Council Meeting #247

Brad Krick attended the January 30 Master Planning Committee for Richard Machida.

MPC Subcommittee Reports

North Campus - Trail lights repaired and damage to ski trails from rain was fixed.

Trails Planning - Focusing on trail connections on the western sections of campus. A project review including a list of possible options will be available for the February MPC meeting.

2014 Construction Projects

A list of 2014 projects is available online. Highlights include continued work on the Engineering building, a new stairway from Fine Arts to the Taku Lot, roof replacement on Gruening (using non-smelly tar which is expected to smell), sewer line work on Yukon Dr. and Chandalar Dr., and a multi use path from Yankovich/Miller Hill to campus. It was also noted that staging for the Engineering construction may displace Starvation Gulch next fall - Wood Center and Facilities Services are looking for a suitable location if it becomes needed.

http://www.uaf.edu/files/fs/2014_ConstructionMap.pdf

Dining Services will get the keys to the Wood Center on July 16.

Public Comment

I spoke on the topic of bike paths. I asked the committee to keep in mind that encouraging cyclists to ride on multi use paths may put them in more danger from turning traffic and eliminate legal protection.

SHCC Meeting
January 23, 2014
Draft Meeting Notes

- The committee was reminded to keep an eye open for innovative ideas to add to the value of our plan without adding cost. Every meeting will open with the opportunity to share innovative ideas.
- The new Wellness program HealthyRoads website: <https://www.healthyroads.com/> was discussed. There is full access to the website at this time. You may register your account using your name (exactly as on file with UA) and birthday. Based on your information you will automatically be directed to the UA landing page.
- Committee members are encouraged to explore the site so they are familiar with its offerings. (Try it out on your smart phone too to test their mobile site functionality.) If committee members have ideas on how to help promote the tools or incentive use of the features of the site please share that at the next meeting or contact Erika.
- Telephone-based coaching is now available through HealthyRoads for all benefits-eligible employees and their spouses (not dependents though).
- Due to budget cuts on-site coaching will most likely be eliminated. It is hoped that the savings (~\$875,000) from eliminating on-site means that the entire wellness program will not be cut due to current financial restrictions. JHCC passed a motion in support of maintaining a wellness program.
- The budget delays/concerns account for the lack of any systemwide announcement on the new service. The president is making the final decision.
- Next month the committee will discuss/review the latest report InfoLock from Lockton: http://www.alaska.edu/files/hr/UofAK_InfoLockFY13-JHCC.pdf This 88-page document contains important figures and analysis on our plan, member health, usage etc.

Membership & Rules Committee Report for February 2014 Staff Council

From: Chris Beks & Kirsten Bey

The M&R committee has consisted of Chris Beks, Kirsten Bey and Toni Abbey. We have a potential new member, Jessica MacCallum (who thought it was interesting talking about parliamentary procedure!).

We do need more members as there are a couple projects upcoming.

Current project has been putting together a presentation on Parliamentary Procedure for the February Staff Council Orientation Meeting. Chris B. will be the face of this presentation at the meeting. Chris is also taking over the chair position of this committee.

Ongoing/upcoming projects:

1. Review the bylaws & constitution for any mistakes or items that may need changing/revising
2. Review Unit compositions and any issues there may be with unit membership
3. Resolution to request greater input into the budget development process at the University of Alaska Fairbanks

This committee continues to meet on the first Monday of each month from 3pm – 4pm.

University Advocacy Committee – February 2014 Committee Report

Lesli Walls, Chair

- Advocacy last met on Feb. 5, 2014.
- Attendance: Lesli Walls, Jessica MacCallum, Jami Warrick, Cindy Collins, Brad Krick

2014 Staff Make Student Count Award

Advocacy will take the lead on this year's Staff Make Students Count Award. Advocacy members will work with representatives from student governance to form a committee to review nominations. Nominations for the Staff Make Students Count Award close on Feb. 21. The review committee will meet once the Staff Council Office has processed nominations.

Carolyn Sampson Memorial Scholarship

Advocacy will look into having a Staff Council representative on the Carolyn Sampson Memorial Scholarship selection committee. Jami Warrick will serve as the committee representative to the selection committee.

Possible Resolution Requesting Additional Town Hall Meetings with Chancellor

The committee will work with the Staff Council Officers to draft a resolution requesting that the Chancellor hold town hall meetings quarterly or each semester. This resolution would be presented to Staff Council to be forward to the UAF Governance Coordinating Committee (GCC)

Staff Mentoring and Development

Committee Chair, Lesli Walls, recently met with Pat Pitney, Vice Chancellor for Administrative Services, and Anita Hartmann, Associate Director of UAF Human Resources, to discuss staff mentoring. Their discussion included staff mentoring and development. More information on this topic will be forthcoming.

Staff Travel Fund and Creating a New Staff Professional Development Fund

The Committee discussed developing a new fund that would help staff cover the cost of fees or tuition not covered by the waiver for professional development by having a fund raising table at Staff Appreciation Day, "Give us a Buck". At that time we would also solicit interested staff to select to use our current travel fund to finally put it to use and close it out.

UAF Staff Council - Elections Committee
February 2014 Meeting Report

Members Present: Richard Machida

Non-voting members: Brad Krick, Nicole Dufor

Guests: Celena Brown, Jan Kristenson, Jessica MacCallum. Lawrence Murakami

Did not have a quorum present.

Guest introductions.

Review of upcoming tasks for the Elections Committee

- Officer elections

- Fall elections

- Incorporate At-Large candidates into the Election software

- Incorporate LDAP authentication using the installed Shibboleth software

- Use the authentication process to determine unit membership

- Resolve issues such as multiple unit membership

Meeting adjourned

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Richard Machida

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