

**AGENDA**

**UAF STAFF COUNCIL #253**

**Tuesday, September 23, 2014**

**8:45 – 11:00 AM**

**Elvey Bldg., Room 215 - Globe Room**

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

- I. 8:45 – 8:50 CALL TO ORDER AND ROLL CALL**
  - A. Call to Order
  - B. Roll Call
  - C. Approval of Agenda for Staff Council Meeting #253
  - D. Approval of Minutes of Staff Council Meeting #252
- II. 8:50 – 9:00 STATUS OF PENDING ACTIONS**
  - A. Leave Share Resolution
  - B. Term Employees
    - Attachment 253-1: Term Funded Internal Applicant Policy - Draft
  - C. Bullying Awareness Training Resolution
  - D. Emergency Leave Policy
- III. 9:00 – 9:05 PUBLIC COMMENT**
- IV. 9:05 – 9:10 OFFICER REPORTS**
  - A. Chris Beks, President
  - B. Faye Gallant, Vice President
- V. 9:10 – 9:15 STAFF ACHIEVEMENTS AND HIGHLIGHTS**
- VI. 9:15 – 9:30 CHANCELLOR’S REMARKS**
- VII. 9:30 – 9:45 BRAD LOBLAND, DIRECTOR, UAF HR**

**VIII. 9:45 - 10:00 GUEST SPEAKER**

- A. Erik Seastedt, UA Chief Human Resources Officer

**IX. 10:00 - 10:10 BREAK**

**X. 10:10 – 10:20 GOVERNANCE REPORTS**

- A. Debu Misra, President Elect – Faculty Senate  
B. Mathew Carrick, President - ASUAF

**XI. UNFINISHED BUSINESS (none)**

**XII. 10:20 – 10:35 NEW BUSINESS**

- A. Fall 2014 Odd Numbered Unit and Odd Numbered At-Large Representative Election
- Election Dates:
    - Nominations Open Oct. 6
    - Nominations Close Oct. 24
    - Voting Opens Nov. 3
    - Voting Closes Dec. 3
- B. Smoke-Free Campus
- C. University of Alaska Core Values
- Attachment 253-2: UA Staff Alliance Proposed University of Alaska Core Values - Draft
  - Attachment 253-3: UAF Core Values
- D. Convocation - Friday, Sept. 26, 1 p.m., Davis Concert Hall
- Also available on the web via LiveStream.
    - Link to webcast available at: [www.uaf.edu/chancellor](http://www.uaf.edu/chancellor)

**COMMITTEE REPORTS**

**XIII. 10:35 - 10:45 INTERNAL COMMITTEE REPORTS**

- A. Elections – Richard Machida , Chair
- Attachment 253-8: Sept. Committee Report

- B. Membership and Rules - Trish Winners, Chair
  - Has not met
- C. Rural Affairs – Jeannette Altman, Chair
  - Attachment 253-4: Sept. Committee Report
- D. Staff Affairs – Jeff Baxter, Chair
  - Attachment 253-10: Sept. Committee Report
- E. University Advocacy – Nate Bauer, Chair
  - Attachment 253-9: Sept. Committee Report

#### **XIV. 10:45 - 10:55      EXTERNAL STATEWIDE COMMITTEE REPORTS**

- A. Staff Alliance- Staff Health Care Committee – Debbie Coxon, Lesli Walls, Chris Beks (Alt), David Bantz (Alt)
- B. Staff Alliance Compensation Working Group – Faye Gallant, Chair; Brad Krick, Janine Smith
  - President Gamble has recommended to the Board of Regents a 3.1% across the board increase to all staff salaries.

#### **XV. 10:55 – 11:00      EXTERNAL UAF COMMITTEE REPORTS (Written Format)**

- A. Accreditation Steering Committee – Trish Winners
  - Has not met
- B. Chancellor’s Advisory Committee for the Naming of Campus Facilities – Debbie Coxon
- C. Chancellor’s Diversity Action Committee (CDAC) – On Hiatus
- D. Food for Thought Committee - Tom Langdon
- E. Master Planning Committee (MPC) – Richard Machida; Brad Krick, Alt
  - Attachment 253-5: Committee Report
- F. Meritorious Service Award Committee – Faye Gallant - On Hiatus until April 2015
- G. Parking Advisory Committee (PAC) – Tom Langdon
- H. People’s Endowment Committee
  - Has not met

- Representative Needed
  - Committee meets twice each semester, or four times during the academic year.
  - Meetings are average around two hours
- I. Research Program Review Task Force – Richard Machida & Marie Thoms
  - Attachment 253-6: Sept. Committee Report
- J. RISE Board – Ian Olson
- K. Smoke-Free / Tobacco-Free Campus Committee – Jessica Desrochers, Brad Krick, Alt
  - Has not met
- L. Staff Appreciation Day Planning Group – Ashley Munro & Maria Russell
  - Has not met
- M. Sustainability Master Planning Committee, Richard Machida
  - Attachment 253-7: Sept. Committee Report

**XVI. 11:00 – 11:05      AD HOC COMMITTEE REPORTS**

- A. Term Funded Ad Hoc Committee
  - Attachment 253-11: Sept. Committee Report

**XVII. 11:05 – 11:15      ROUND TABLE DISCUSSION**

**XVIII. 11:15              ADJOURN**

UAF Policy # \_\_\_\_\_

Original Adoption:

Responsible Chancellor's Cabinet Member: VC for Admin Services

Responsible Department/Office: Human Resources



## Term Funded Internal Applicant Policy

---

### POLICY STATEMENT

This policy establishes standards, considerations and approval processes for regular, term employees (staff and faculty) to be considered as an internal applicant when an employee's contract is not renewed or ended prior to the end of the current contract period.

---

### BACKGROUND & JUSTIFICATION

Term-funded employment is for a specific period or project identified within the contract letter and subject to the terms of that contract. Employment of these positions may not be renewed at the end of the contract period or prior to the end of the specified period as a result of inadequate funding or expiration of the grant, pursuant to University Regulation 04.05.020.C(1)(a) and 04.09.040.B.

Retaining employees within the university is an element of "putting people first" and not only serves to motivate and reward employees for exemplary work, but also allows the university to retain talent and reduce the impacts of turnover.

---

### DEFINITIONS

**Term Funded Employment-** Employment with a specified employment period or project identified in and subject to the terms of the appointment letter.

**Eligible Employees -** All exempt and non-exempt term funded faculty and staff employees.

**Non- renewal-** When an employee's contract is not renewed or ended prior to the end date of the current contract period.

**Internal Applicant Pool-** Offers a chance of rehire to employees in a non-renewed status, prior to a posting being advertised as a competitive recruitment for up to 12 months after the non-renewal notification, however does not guarantee rehire. If an employee is rehired at the university prior to the end of the 12 month period, the employee will no longer be held in the pool for future consideration, unless a future non-renewal event occurs.

---

### EXCEPTIONS:

Represented employees are subject to terms of the current collective bargaining agreement.

---

### REFERENCES:

University Board of Regents Policy 04.05.020 and 04.09.040.

---

**RESPONSIBILITIES:**

---

Non-renewed Employee:

- Must work with UAF HR Consultant to upload appropriate application materials to the Internal Applicant Pool. Application to the pool must be completed within 30 calendar days of the non-renewal date. Consideration is not automatically applied on the employee's behalf.

Supervisor:

- Must ensure that the unit leadership and UAF HR Consultant are notified, in writing, of the non-renewal.
- Will initiate the meeting with the UAF HR Consultant and employee to deliver notification.

UAF HR Consultant:

- Assist the supervisor with the appropriate notification period and process.
- Complete and provide the supervisor with the appropriate employee notification memo.
- Notify the non-renewed employee of the Internal Applicant Pool and assistance with the application process.
- Notify hiring authorities of internal applicants in the pool for consideration, prior to a benefited recruitment being posted for competitive recruitment.
- Assist hiring authorities throughout the process of considering internal applicants.
- Assure that employees are considered for no more than 12 months after date of non-renewal or rehire at the university.

Perspective Hiring Authorities and/or Units:

- Review the internal applicants prior to a position being posted for competitive recruitment; however are not required to hire the internal applicant(s).
- Due diligence and a good faith effort when reviewing resumes, interviewing, testing, reviewing employee personnel files and checking references.

APPROVED:

\_\_\_\_\_  
Brian Rogers, Chancellor  
University of Alaska Fairbanks

Date: \_\_\_\_\_

**UA Staff Alliance Proposed 'University of Alaska Core Values' - DRAFT**

**The University of Alaska is committed to maintaining the highest ethical standards** and to upholding the public's confidence in the university. We recognize that our behavior affects not only our own individual reputation, but also that of the University of Alaska. It is essential to promote an environment that allows everyone who is a part of the university community to do their best work, be respected and have as positive an experience as possible. These expectations are in alignment with the university's goal to continually improve, maintain its status as a world-class research university and to be an employer of choice in Alaska. Accordingly, these University of Alaska Core Values form the ethical principles that guide members of the university community in all decisions and activities. These principles are:

**Integrity:** Individually and as a community we act and communicate truthfully and responsibly. We avoid activities and actions that perpetuate personal conflicts, self-dealing or portray the appearance of impropriety. We accept accountability for our conduct while fostering the responsible actions of others.

**Respect:** We cultivate a multicultural climate where we treat each other with fairness and dignity even in the face of disagreement. We are accepting and tolerant of differences on campus communities that are supportive, safe and welcoming of diverse ideas, beliefs and cultures.

**Service:** We contribute to the advancement of the state by providing excellent service to and collaboration with students, alumni, business and industry partners, donors, government bodies, accrediting agencies and the communities and stakeholders the university serves.

**Innovation:** We strive to produce the highest quality outcomes in all endeavors as we seek knowledge, discovery, creative achievement and continuing intellectual development.



# Strategic Plan



## CORE VALUES

As the nation's arctic university, UAF is defined by its location in the circumpolar North, Alaska's diverse cultures, rich history, unique geography and environment. The students, faculty, staff and alumni, in honoring the public trust, commit themselves to the pursuit of excellence and work of the highest possible quality. We hold the following values to be the cornerstone of our identity as an academic community:

- Student success
- Vitality and creativity of new discoveries and scholarship
- Access to comprehensive higher education and lifelong learning
- Sharing assets and resources with Alaska communities through active engagement
- Independence of thought and action in the pursuit of knowledge
- Diversity of our students and employees
- Accountable for and efficient use of university resources
- Promoting sustainable living in the North

21 June 2012, Thursday 10:57

The [University of Alaska Fairbanks](#) is an affirmative action/equal opportunity employer and educational institution and is a part of the [University of Alaska](#) system.  
UAF photos by Todd Paris unless otherwise noted.  
For questions or comments regarding this website, contact [uaf.web@alaska.edu](mailto:uaf.web@alaska.edu)  
This Site is Mobile Web Ready

## Staff Council Rural Affairs September Meeting Report

**Attended:**

Jeannette Altman (Chair), Adam Kane, Jan Kristenson, Evelyn Pensgard, Sherrie Rahlfs, Nicole Dufour

Rural Affairs is seeking a new chair to assume the post in January 2015.

The committee is crafting a welcome letter to Evon Peter, the new Vice Chancellor of CRCD, to let him know that our committee exists and what our purpose is, as well as our concerns.

The committee has decided against pursuing action to request the addition of an ombudsman position, as the current fiscal climate does not seem to support it. A new hotline has also been adopted and it is hoped that it will fulfill some of the needs that an ombudsman might meet.

**Next Meeting:**

**October 14, 2014 10:00 am**

**In Fairbanks: Kayak Room**

**Online in Google Hangout (see calendar invite)**

**Dial in at 1-800-893-8850, PIN: 8244236**

## Master Planning Committee Report for Staff Council Meeting #253

Brad Krick attended the August 28 meeting for Richard Machida. The September 11 meeting was cancelled. The next scheduled meeting is on September 25.

Agenda information and some attachments are available online here:

<http://www.uaf.edu/mastplan/committee/meetings/agendas/2014-2015/#aug-28>

### UAF-CTC Fire and Emergency Services Training and Education Facility

Cameron Wohlford presented on a plan to build a “UAF-CTC Fire and Emergency Services Training and Education Facility”. Funding has been received for a concept plan and a planning design is out for review.

The 67,000 sq. ft. building would serve as a fire station, police station, and CTC Fire and EMS training center. It would also include infrastructure to serve as an emergency operations center. They’re currently looking at a location on Tanana Loop across from the Lola Tilly building (see attached).

This would displace some parking in the Nenana lot. To account for the missing spaces, Cameron suggested that either the Nenana lot could be extended (which could be funded by this project) or a proposed three story garage is built near Bunnell (which would have to be a separate capital project).

Estimated cost is 30 million, with a capital request and construction estimated to happen in FY16/FY17

### Facilities Services Greenhouse

Bear plans to move the greenhouse as soon as possible to a location at U Park. The location apparently preferred by all would not impact parking, would receive sunlight, and would be close enough to run utilities. The building will be operated by RISE with assistance from FS.

### Troth Yeddha Sign

There is now a sign at the park’s location.

### 709 Colville House

The house has been or will be soon demolished.

### Campus Wide Core Access Plan

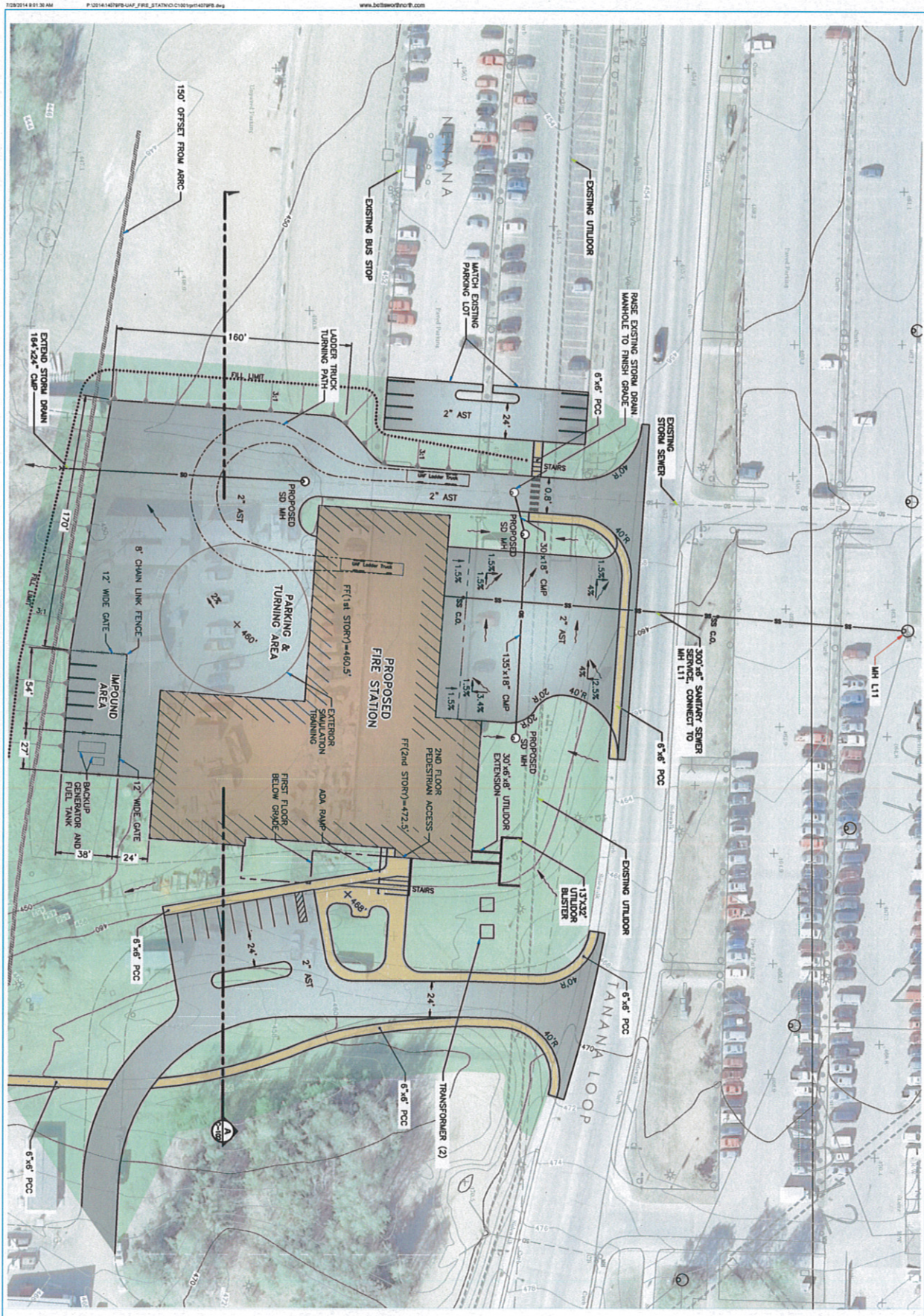
The committee received a presentation on a plan developed by Corvus Design to improve/update the campus core region. For example proposed improvements to Salcha Street

include a roundabout at the old shuttle drop-off location near Signer's Hall. There are suggested changes to the Wood Center's north entrance and to Yukon Drive, adding a third lane on the road for bus traffic and some changes to stairs and pathways.

Some pages of the print out appear to be online here:

<http://www.corvus-design.com/project/planning/uaf-campus-wide-core-plan/>

The Chancellor's Cabinet has seen the plan and given feedback.



C-101

SCHEMATIC SITE PLAN

|              |            |
|--------------|------------|
| PROJECT NO.  | 14-155     |
| DATE         | 07/18/2014 |
| DRAWN BY     | RJP        |
| CHECKED BY   | BRN        |
| CHECKED DATE | 11/11/2014 |

COMMENTS:

## Whitaker Hall Replacement Fire Station

590 University Ave, Suite 200  
University of Alaska Fairbanks

CONCEPT DESIGN SUBMITTAL



**BETTSWORTH** NORTH  
ARCHITECTURE PLANNING LANDSCAPE INTERIOR

**PDC INC. ENGINEERS**  
1701 W. 12th Ave, Fairbanks, AK 99701  
SC 12

PROJECT NO: 2008144 WHNS

**Research Program Review Committee**  
**Sept. 2014 Committee Report**  
**Submitted by: Richard Machida**

The final report being presented to the Chancellor by the Office of the VCR has been completed by the working group. The working group met on Wednesday, September 16, 2014, to finalize some open issues for upcoming reviews. We were told that the existing group will be participating in the second review possibly with the addition of several more reviewers to lessen the workload. Two subcommittees were formed to identify what additional data would have been useful and revising the instructions to the units.

The second review will start mid January to be completed early February.

**UAF Sustainability Master Planning Committee****Submitted by: Richard Machida**

Our last meeting was held on September 16, 2014. The draft of the SMP document was reviewed and is being sent back to the Brendle for some final edits. UAF Marketing and Communications are also making minor changes to the language.

The draft will be available along with an opportunity for UAF community feedback before the plan is finalized. The timeline for the draft being available is by the end of September.

Elections Committee @ Thu Aug 28, 2014 9am - 10am

Invited:

Richard Machida - organizer

Nate Bauer

Lawrence Murakami

Jeannette Altman

Christian Beks - optional

Faye Gallant - optional

Nicole Dufour - optional

Attended via conference call: Nicole Dufour

Attended in Butrovich 106a Conf Rm: Richard Machida, Jeannette Altman, Nate Bauer, Lawrence Murakami

- Richard provided a hand-out with 4 pages: ldapsearch, current nomination login pages (2 sided)
- Discussed VM for Staff Council
  - Richard reported that the system is mostly ready for the process
  - Jeannette reported that she had applied 700 RH updates to the system to get it up to date
- Richard reported that he had been brainstorming with Walker on some changes to the system
  - An edir service account for the election system was requested and approved so the UA ID and other information not available to a regular user can be queried / returned
  - Richard reported that Shibolet SP is working on the Staff Council VM (originally installed by Walker Wheeler)
  - Richard discussed daily update to local database allowing JavaScript auto-complete for name of person to be nominated.
  - Alternative was to perform real-time validation at the time of nomination
  - Local database and JavaScript option would also allow name of person to be nominated to be selected from a list.
  - It was agreed that a local database updated daily would be a good approach.
- Some discussion on the accuracy of the edir information
  - It is believed that basic information is pretty good but there was questions on whether TKL, supervisor and some other related information is up to date or even exists
  - Nicole stated she sees chronic problems with edir listserver email lists for Staff Council
- The data used in prior elections was based on data as of spring HR freeze provided by Ian Olsen from PAIR
  - This is used to count # of people / unit to determine # of representatives / unit
- \*\*\* Must go through Statewide VPN to access the Staff Council server via

ssh

- Discussion on problems with VPN access - breaks ability to access local LAN, mounts etc
- VPN is problematic and not well supported on Linux machines
- Richard reported that only the IPv4 address space gets affected and IPv6 access may still work
- We might have to change the bi-laws to elect 5 At-Large representatives this year.
  - It was agreed that filling At-Large positions 1,3,5 this year (odd) would be filled during this election without a change to the bylaws.
  - With the process in place we can do 2,4 next year and be ready for future elections.
  - According to the bylaws, At-Large representatives must be elected and can't be appointed when unfilled like Unit representatives.
- We set the following dates:
  - Monday October 6, 2014 - Nominations open for Odd Units and Odd At-Large seats
  - Friday October 24, 2014 - Nominations close
  - Monday November 3, 2014 - Elections Open
  - Tuesday December 2, 2014 - Elections Close
  - This allows a week between Nominations closing and Elections opening to confirm all have accepted and have supervisor approval.
- A single Docusign form could be used for supervisor approval of Unit and At-Large

**University Advocacy Committee (UAC)  
September 2014 Committee Report****Nate Bauer, Chair**

UAC last met Wednesday, September 10, 2014, Rasmuson Library 502

Topics of discussion:

Staff Mentoring

Staff Council VP Faye Gallant briefed the committee regarding ongoing staff training efforts led by UAF Vice Chancellor for Administrative Services Pat Pitney. Though UAC had prior questions about the possibility of designing and integrating formal staff mentoring components for inclusion in any new staff training programs, it became clear from Faye's reports that it would likely be inconsistent and/or unwieldy to attempt to fuse the two.

As a result, UAC will move forward in outlining and proposing parallel and separate staff mentoring initiatives. Committee members will independently research and evaluate staff mentoring programs for use as models for UAF. Members will report back on findings and recommendations at the next UAC meeting on Oct. 8.

Chancellor's Staff Forum

UAC has requested S/C officers inquire with Chancellor Rogers about restoring periodical town hall meetings devoted to staff concerns, and Chris and Faye have agreed that the renewal of these forums, or something like them, is worth the time. They also recommend a prospective list or agenda of conversation topics/questions for the Chancellor to review in advance, in the event such forums take place. UAC has agreed to take charge in assembling such a list.

Staff Recognition

Following its discussion during last S/C meeting by the Chancellor and members, UAC is interested in piloting efforts to more regularly recognize and commend special (on and off campus) achievements by staff throughout UAF. A few options for how to organize these efforts were discussed, before agreeing to solicit suggestions via open Google form, review by UAC designees, and publication on the S/C blog. We may also seek inclusion of highlights in the UAF Cornerstone newsletters and other campus publications. Thanks to Nicole for setting up the nomination form (available [here](#)).

Staff Volunteer Leave

Discussion was held regarding a new proposal to establish a set time period during the year when staff would be encouraged and motivated to commit time to the Fairbanks community's many volunteer organizations. Aside from UAC and S/C's own efforts to promote this activity, UAC is moving forward with a proposal for "volunteer leave matching," under which staff and the university could each provide a half day of annual leave for use during UAF Volunteer Week. UAC is currently seeking feedback from S/C and UAF administrative departments regarding prospective time periods for such designation.

Caroline Sampson Memorial Scholarship, 2014

At the suggestion of S/C officers, committee broached discussion of the 2014 Caroline Sampson Memorial Scholarship (CSMS), as S/C (and UAC, specifically) is responsible for evaluation and selection of scholarship candidates. It was confirmed that candidates are selected from among general UA Foundation scholarship applicants according to CSMS guidelines, which UAC is in the process of reviewing, with the objective of limiting the initial field of candidates from which to select.

Staff Travel Fund

UAC also discussed the promotion of the use of existing travel staff travel funds; it was generally agreed that requirements for these funds use is quite restrictive and discourages staff from seeking their use. As chair, Nate will review these restrictions and attempt to address them before the next UAC meeting (10/8).

**Report from the Staff Affairs Committee  
for the  
September 23, 2014 Staff Council Meeting**

The Staff Affairs Committee met at 10am on September 3 in Murie 330.

There was only one item of discussion which focused on the Chancellor's request for updated information on the Smoke Free Campus issue.

Comments from the previous survey (about 18 months ago) were made available. Jarkko Toivanen and Jeff Baxter agreed to review the comments to extract 3-4 comments on each side of the issue to be used in formulating a new survey.

The following are the comments Jarkko and Jeff recommend be used in a future survey:

**Against the ban:**

- Smoking and tobacco use is not against the law. Smokers already have to comply with rules when they're on campus by smoking in designated outdoor spaces. It seems en vogue nowadays to attack smokers and smoking. The reality is, if you don't like it, don't do it. Everyone has the right to make their own decisions. Creating a smoke-free or tobacco-free campus is over-the-top.
- I am not a smoker but I don't think it's right to take away a person's right to their vices. I also think that you couldn't really enforce this and if you tried it would be a waste of time/energy. I do appreciate the signs letting people know they have to remain a certain distance from building entrances, though there's no way to enforce this either (which is why I think there's no way you could enforce people to not smoke).
- Enforcement of current restrictions should be made a priority. Adding more rules which may not be enforced (as is the case with current restrictions) does not make sense. The impacts on populations with higher use of tobacco products needs to be taken into consideration in a realistic and non-discriminatory manner.

**For the ban:**

- This would make UAF a much nicer place to be (no cigarette butts on the ground, no smoke clouds outside building entrances). Moreover, it would help a lot of faculty and staff who smoke take steps toward quitting, and ultimately reduce health care costs.
- I think doing so will assist in promoting healthy lifestyles in students, staff, faculty, etc.
- Since the University is promoting good health and prevention, I feel it is essential to have a smoke and tobacco free campus.

The committee recommends a new survey be published that basically asks participants whether they are for or against a Smoke Free Campus (leaving no space for comments).

Respectfully submitted,  
Jeff Baxter, Chair

**Staff Council Term Funded Ad Hoc Committee  
Submitted by Lawrence Murakami, Chair**

The UAF Staff Council Term-Funded Ad Hoc Committee met Friday, 9/19/2014 at 10:00 by conference call for one hour.

In attendance were Lawrence A. Murakami - Chair, David Withoff and Nicole Dufour.

There was not that we have still not received figures for how many term funded employees there are at the University of Alaska. Lawrence will resent that request for information.

The resolution proposed by David Withoff was discussed and it was moved by David Withoff and seconded by Lawrence A. Murakami to bring this resolution to the Staff Council for consideration and direction for further actions.

It was discussed that this is an issue that affects all MAUs. There are 4 or 5 Staff Councils who have representation on Staff Alliance. This resolution could be forwarded to the other Staff Councils or sent back to the UAF Staff Council Term-Funded Ad Hoc Committee for further work.

The group did discuss possible areas of further consideration for inclusion:

- Guidelines on hiring another for same or equivalent work.
- Spelling out when an appointment to a new term is appropriate or conversion to regular employment is appropriate.

David stated an alternate approach would be to subject non renewal of term contracts to the same grievance procedure that regular employees get when laid-off.

The group questioned whether Policies or Regulations guide term funded vs regular employment.

The following is the resolution after three amendments passed with no objection. There was still discussion ongoing on the final paragraph of the resolution when our hour for the meeting was up.