AGENDA
UAF STAFF COUNCIL #255
Tuesday, November 18, 2014
8:45 – 11:00 AM
Wood Center – Carol Brown Ballroom

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 #255
   D. Approval of Minutes of Staff Council Meeting #254
   E. Approval of Minutes of Staff Council Meeting #245

II. 8:50 – 9:00 STATUS OF PENDING ACTIONS
    A. Leave Share Resolution
    B. Term Employees
    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 Bekis, President
    B. Faye Gallant, Vice President

V. 9:10 – 9:15 STAFF ACHIEVEMENTS AND HIGHLIGHTS
VI. 9:15 – 9:30  CHANCELLOR’S REMARKS

VII. 9:30-9:50  GUEST SPEAKERS

A. Mae Marsh, Director of the Office of Equal Opportunity

VIII. 9:50 - 10:00  BREAK

IX. 10:00 – 10:10  GOVERNANCE REPORTS

A. Debu Misra, President Elect – Faculty Senate

B. Mathew Carrick, President - ASUAF

X. 10:10 - 10:30  UNFINISHED BUSINESS

A. Fall 2014 Odd Numbered Unit and At-Large Representative Election
   i. Voting Closes Dec. 3

B. Smoke-Free Campus

C. UA Staff Alliance's Proposed 'University of Alaska Core Values'

D. 2015 Staff Council Meeting Schedule
   i. Attachment 255-1:
      Motion 2014-255-1: Motion to Approve 2015 Staff Council Meeting Schedule

E. Resolution 2014-255-1: Resolution in Support of Proposed 'Term Funded
   Internal Applicant Policy'
   i. Attachment 255-5:
      Resolution 2014-255-1: Resolution in Support of Proposed 'Term Funded Internal
      Applicant Policy' – DRAFT
   ii. Attachment 255-6: UAF ‘Term Funded Internal Applicant Policy’ - DRAFT

XI. 10:30 – 10:35  NEW BUSINESS

A. Proposed Amendments to UAF Staff Council Bylaws (By Roll Call Vote)
   i. Motion 2014-255-2 – DRAFT (Formerly Postponed Draft Motion 254-2)
      a. Attachment 255-2:
         Motion 2014-255-2: NEED MOTION NAME-DRAFT
   ii. Motion 2014-255-3 – DRAFT (Formerly Postponed Draft Motion 254-3)
      a. Attachment 254-3:
         Motion 2014-254-3: Motion to Amend UAF Staff Council Bylaws to Replace the
         Title 'Alternate' With the Correct Term 'At-Large'
COMMITTEE REPORTS

XII. 10:35 - 10:40 INTERNAL COMMITTEE REPORTS
A. Elections – Richard Machida, Chair
B. Membership and Rules - Trish Winners, Chair
C. Rural Affairs – Jeannette Altman, Chair
D. Staff Affairs – Jeff Baxter, Chair
   i. Attachment 255-4: November Committee Report
E. University Advocacy – Nate Bauer, Chair

XIII. 10:40 - 10:45 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
C. UA Statewide Furlough Task Force – Chris Beks and Trish Winners

XIV. 10:45 – 10:50 EXTERNAL UAF COMMITTEE REPORTS (Written)
A. Accreditation Steering Committee
   i. Has not met
   ii. Representative needed
B. Chancellor’s Advisory Committee for the Naming of Campus Facilities – Debbie Coxon
C. Chancellor’s Diversity Action Committee (CDAC) – On Hiatus
D. Chancellor’s Planning and Budget Committee - Chris Beks, Rep; Juella Sparks, Alt
D. Food for Thought Committee - Tom Langdon
E. Fresh Air Campus Challenge Committee – Jessica Desrochers, Rep; Brad Krick, Alt
F. Master Planning Committee (MPC) – Richard Machida; Brad Krick, Alt
F. Meritorious Service Award Committee – Faye Gallant - On Hiatus until April 2015
G. Parking Advisory Committee (PAC) – Tom Langdon
H. People’s Endowment Committee – Jessica MacCallum
I. Research Program Review Task Force – Richard Machida & Marie Thoms
J. RISE Board – Ian Olson
K. Staff Appreciation Day Planning Group – Ashley Munro & Maria Russell
L. Sustainability Master Planning Committee, Richard Machida

XV. 10:50 – 10:55 AD HOC COMMITTEE REPORTS
   A. Term Funded Ad Hoc Committee – Lawrence Murakami, Chair
   B. TED Update (NEED OFFICIAL NAME) – Jessica MacCallum

XVI. 10:55 – 11:00 ROUND TABLE DISCUSSION

XVII. 11:00 ADJOURN
University of Alaska Fairbanks
Staff Council
Motion 2014-255-1 – DRAFT

Motion 2014-255-1: Motion to Approve 2015 Staff Council Meeting Schedule

MOTION:

UAF Staff Council moves to adopt the following meeting schedule for 2015:

EFFECTIVE: Immediately
RATIONALE: Meetings must be scheduled in advance in order to provide time for preparation and public posting of meeting information.
UAF Staff Council Motion 2014-255-2
Motion to amend the UAF Staff Council Bylaws to Standardize Reference to ‘At-Large Representatives’ When Referring to the Role of Representative.

MOTION:
UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to consistently use ‘At-Large Representative’ to refer to the person in the role; to move elections-related bylaws from Section 3.D. to Section 3.E.; and to clarify language regarding term limits.

EFFECTIVE: Immediately

REASONING: ‘At-Large Seat’ and ‘At-Large Representative’ were used interchangeably; the wording was changed to ‘At-large Representative’ when referring to the role; seat is still used when referring to the vacancy. For ease of use and clarity, elections-related sections were moved to the Elections section and lines renumbered accordingly. Wording about “term limits” seemed confusing so it was re-worded to clarify as below.

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CAPS = Addition

*strikethrough* = Deletion

Section 3. Membership

D. Length of Terms

I. **Elected UNIT** and At-Large Representatives shall serve two-year terms beginning January 1 and ending December 31.
   a. There is no **term limit** to the number of terms UNIT and **AT-LARGE REPRESENTATIVES MAY SERVE** for Representatives or At Large seats.
   b. Representatives and **AT-LARGE seats up for re-election must be submit a nomination and go through the election process**.

II. Even numbered Unit Representatives **up for reelection** shall begin their termS on an even numbered year. **Odd numbered Unit Representatives shall begin their termS on an odd numbered year**.
III. At Large Representatives shall be numbered 1, 2, 3, 4, & 5. At Large Representatives filling positions 1, 3, & 5 shall be elected in odd numbered years. At-Large Representatives filling positions 2 & 4 shall be elected in even numbered years.

Section 3. Membership

E. Elections

III. UNIT AND AT-LARGE REPRESENTATIVES UP FOR RE-ELECTION MUST SUBMIT A NOMINATION FORM AND GO THROUGH THE ELECTION PROCESS.

a. AT-LARGE REPRESENTATIVES SHALL BE NUMBERED 1, 2, 3, 4, & 5. AT-LARGE REPRESENTATIVES FILLING POSITIONS 1, 3, & 5 SHALL BE ELECTED IN ODD NUMBERED YEARS. AT-LARGE REPRESENTATIVES FILLING POSITIONS 2 & 4 SHALL BE ELECTED IN EVEN NUMBERED YEARS.

III-IV. Elections for President and Vice-President shall be conducted as follows:

IV-V. Special elections for President and Vice-President shall be conducted as follows:

Section 5. Committees

A. Permanent Committees

III. Elections Committee

b. The committee shall have the following responsibilities:

1. Conduct elections for Unit Representatives, At-Large representatives, Vice President, and President.
UAF Staff Council Motion 2014-255-3
Motion to Amend the UAF Staff Council Bylaws to Replace the Title ‘Alternate’ with the Correct Term, ‘At-Large’

MOTION:

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to replace the title “alternate” with the correct term “at-large”.

EFFECTIVE: Immediately
REASONING: Several motions from 2013-236 were passed, which eliminated “Alternate” seats and instituted “At-Large” seats in their place. Where the old term “Alternate” exists, in the by-laws, it should be replaced with “At-Large,” to reflect this change.

(CAPS) = Addition
strike through = Deletion

Section 4. Officers
C. Past President
II. The term of office shall be until the current President completes their term of office. The Past President officer position may be vacated for a representative or alternate (AT-LARGE) position on Staff Council if the existing Past President is elected to represent their unit. The office may also be vacated upon an approval vote of the President, Vice-President, and Staff Council.
UAF Staff Council Motion 2014-555-4
Motion to amend the UAF Staff Council Bylaws to Remove Responsibility of Maintaining Staff Council Membership List from the Membership and Rules Committee’s Official Charge

MOTION:

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to eliminate Section 5.IV.b.1.

EFFECTIVE: Immediately
REASONING: The duty of reviewing unit composition is already reflected in Section 5. IV.b.3. and is therefore redundant. Also, the duty of maintaining a membership list is most effectively done by the Staff Council Executive Secretary who is apprised of changes to the list in a timely and consistent manner.
Section 5. Committees
IV. Membership and Rules Committee
   a. The chairperson shall be elected from the committee members.
   b. The committee shall have the following responsibilities:

   1. Review unit composition and maintain a membership list
   2. 1. Review and maintain the Bylaws and Constitution to reflect the needs of the body.
   3. 2. Review unit designations and generate petitions for unit changes as required.
   4. 3. Accept petitions for proposed changes to unit designations from constituents.
   5. 4. Based upon guidelines set forth in the Staff Council Constitution and elsewhere in these Bylaws, review unit change petitions prior to forwarding them to the Staff Council body as motions for formal action
   6. 5. Responsible for parliamentary procedure of the Staff Council meetings.
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:

_________________________________ Date: ____________________
Brian Rogers, Chancellor
University of Alaska Fairbanks
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<tr>
<th>Date/Owner</th>
<th>Action Item</th>
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<tr>
<td>11/3/2014</td>
<td>Membership &amp; Rules Meeting Notes</td>
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<tr>
<td>1</td>
<td>Roll Call - quorum met; Present: Jessica Desrochers, Jessica MacCallum, Trish Winners; Nicole Dufour, Guest.</td>
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<td>2</td>
<td>OLD BUSINESS - Motion 254-1 passed; Motion 254-2 needed modification and will be renumbered for next SC meeting. Motion 254-3 did not make it to the floor of meeting 254; it will also be renumbered for consideration at the next SC meeting.</td>
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<td>3</td>
<td>Constitution Review - Finalized; Motion for amendments needed. Requires 2 Staff Council meetings, quora and 2/3's vote to pass. Nicole will handle details.</td>
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<tr>
<td>4</td>
<td>Bylaws Section I - Finalized; Motion for amendments needed. Nominations Goal Results - &quot;2 nominations per vacancy&quot;; last year there were 7 nominations, this year there are over 20. We definitely made a positive difference in working to increase membership with our nomination drive!</td>
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<td>5</td>
<td>Group approved a motion to remove updating the Membership List from M&amp;R's role; already updated by Secretary; We also discussed deleting all of B.1. We plan to review the unit composition in February, however this line is redundant - that task is also listed in more detail in B.3. Jessica will modify the motion as agreed on by the group.</td>
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<td>6</td>
<td>Next Review Section: Bylaws Section 2; Trish will post on the shared folder for mark-ups.</td>
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<td>7</td>
<td>M&amp;R Committee Description in Bylaws Section 5 &quot;Committees&quot; was discussed; the motion from item 6 will close this action as well.</td>
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<td>8</td>
<td>Regents Policy P03.01.010., on which our Staff Council Constitution is based, uses the phrase, &quot;an alliance of classified and administrative/professional/technical staff&quot;. We are wondering why the &quot;and&quot; between classified and the types of staff positions; what was this originally intended to mean? This wording is found in our SC Constitution Article 1.B. and mentioned in the SC Bylaws Section 1. Preamble and Section 2. B. We would like to clarify the meaning as well as to ensure we are staying aligned with BOR policy.</td>
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<td>9</td>
<td>ParliaMinute - There was no time in Mtg 254 to share this with the SC group, so we will try again during Mtg 255.</td>
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The UAF Faculty Senate passed the following (as amended) at Meeting #202 on November 3, 2014:

**RESOLUTION:**

The UAF Faculty Senate agrees with most of the concerns expressed in Staff Council Resolution 2014- 254-1 and offers the following additional suggestions:

WHEREAS
Smoking has been proven to be addictive both mentally and physically; therefore, it will take time for habitual smokers and users to change their habits;

WHEREAS
Rates of tobacco use in the form of smoking vary widely across society, and are higher in some groups the university is seeking to serve;

WHEREAS
The existing policy of limiting smoking to at least 50 feet away from building entrances and fresh air intakes helps considerably in keeping the populated areas of the campus free of toxins;

AND WHEREAS
Under a complete ban we expect illicit smoking would harm indoor air quality and present a fire danger;

THEREFORE BE IT RESOLVED
The UAF Faculty Senate holds that campuses should maintain the ability to designate outdoor areas in which smokers can have safe access to ashtrays and to offer tobacco cessation resources.

***************

[Signature]
President, UAF Faculty Senate
Staff Affairs Committee
Wednesday, November 5, 2014
10:00am - Murie 330 (or call in)

Those in attendance:       Juan Goula           Jane Gloseclose
Katie Eames (phone)        Jesse Atencio       Chris Bek (phone)
Nicole Dufour              Jeff Baxter, Chair

1. An email was released this morning from Ericka VanFlein that updated personnel concerning this year’s Healthyroads program and the criteria needed to be eligible for a rebate. There is concern about how Healthyroads is intending to track an employee’s progress in accumulating points. Also, there is concern about the period of reporting (Nov 1 - Apr 30). Nicole will attempt to get answers to these specific questions while seeing if Ericka would be available for a future Staff Council Meeting (December) to answer other questions.

2. The smoking ban issue was discussed in that the Faculty Senate has passed a resolution on the issue. The FS resolution acknowledges the Staff Council’s resolution and offered some additional suggestions. The bottom line of the FS resolution is that they hold that campuses should maintain the ability to designate outdoor areas in which smokers can have safe access to ashtrays and to offer tobacco cessation resources. This item was for information only.

3. The issue of performance evaluations was discussed.

OVERVIEW: Current Policy and Regulation (specifically, R04.07.030) states that employees will be evaluated annually; appropriate salary step increases will be submitted with the annual evaluation; and supervisors who fail to provide an annual evaluation are supposed to have a notice of failure to evaluate placed in their official personnel file.

CONCERNS:

a. Many employees are not being evaluated annually as required; some have even made direct requests to their supervisor and have still not been evaluated.

b. There apparently is no longer a step increase associated with annual evaluations.

c. Supervisors are not having a notice of failure to evaluate placed in their record.

RESULT: Further discussion will take place at the Executive Board Meeting on Nov 6, 2014.

4. The issue of common calendar was discussed. The Board of Regents voted back in April 2014 to approve the common calendar. We are charged with implementation effective Fall 2015. Several working groups have been formed and we want to ensure staff has appropriate input into the calendar’s implementation. This item will be further discussed at the Executive Board meeting tomorrow.
Fresh Air Campus Challenge Committee  
Report for Staff Council Meeting #255

Members: Jessica Desrochers, Brad Krick (alt)

The Fresh Air Campus Challenge Committee met on November 5. Our next scheduled meeting is on November 26 from 2:00 - 3:00. There were several things discussed at the Nov. 5 meeting mostly along the lines of how we might best measure the opinions of UAF faculty and students and what kind of factors & impacts we should consider when considering moving to smoke or tobacco free.

However, on Nov. 11, UA CHRO Erik Seastedt emailed the group with the news that the President and the Chancellors have decided that UA will go tobacco-free by December 1, 2015 (earlier campus implementation is up to Chancellor’s discretion). The draft regulations have been shared with FACC and Staff Alliance.

Based on the previous two meetings, I expect the FACC committee will transition into an implementation team using the draft regulations as a guideline. However, nothing has been said yet by the committee chairs (Kris Racina and Brad Lobland), so that could change.
2015 Staff Council Meeting Availability Survey

Summary

Which days of the weeks and times are you generally available to meet:

- Monday - Morning (This is the preferred time identified by the officers since Chancellor Rogers is more likely to be available and there is an associated cost savings.) 17 (81%)
- Wednesday - Afternoon 5 (24%)
- Thursday - Morning 12 (57%)
- Thursday - Afternoon 6 (29%)

Number of daily responses

[Graph showing daily responses from 11/11/14 to 11/13/14]
The Sustainability Master Plan is now simply called the Sustainability Plan. It was discovered that only the Campus Master Plan may be referenced as *the* master plan for UAF and so a name change was in order. After review by impacted departments and offices, staff, faculty, students, the public, and the Master Planning Committee (MPC), the MPC formally made its recommendation to the Chancellor for adoption of the Plan as an official campus plan (advanced November 6). Per direction of the MPC, the Sustainability Plan will become a subcomponent of the Campus Master Plan. The Sustainability Plan will be managed by the Office of Sustainability (OOS), updated annually, and modified as objectives and benchmarks change. OOS will produce an annual report on the progress of the Sustainability Plan.

As indicated in my October 17, 2014, report to Staff Council, the Sustainability Plan includes a component on staff engagement with campus sustainability efforts. Specifically, under sections 7.0 and 7.1, the Plan calls for:

1) the establishment of green teams which would be formed in localized areas to address specific issues such as building energy use, departmental waste management, and transportation needs;
2) the development of employee orientation and supervisor training materials to highlight and communicate institutional sustainability goals;
3) the establishment of staff-oriented lunch-and-learn roundtable discussions;
4) the expansion of grant opportunities in sustainability-oriented staff projects;
5) staff awards and recognition for involvement in UAF sustainability objectives; and
6) the development of building sustainability challenges.

An excerpt of sections 7.0 and 7.1 is attached to this document.

I think an effective approach to implementation of sections of the Plan related to staff would be to establish a subcommittee of the RISE Board on staff engagement in campus sustainability. I have suggested such an idea to Michele Mouton, Director of OOS, and she was supportive. Please let me know if you would be interested in helping to get such a subcommittee established.

Otherwise, the RISE Board received five student proposals and one faculty proposal for funding. Of the five student proposals, one was funded and another was adopted without funding (the proposal did not request funds.) The one faculty proposal was also funded.

The RISE Board is taking the initiative to get the message out about the impact the Board and the Office of Sustainability has had on the UAF campus since its inception in 2009. To that end, the Board will be hosting a daytime forum in the Wood Center from 1 to 2 pm on
Thursday, November 20. Details will be posted to the Office of Sustainability website (http://www.uaf.edu/sustainability/).

The RISE Board meets in the Office of Sustainability every other Thursday from 1 to 2 pm. Due to the Forum scheduled November 20, our next meeting is December 4. Staff members interested in campus sustainability are encouraged to attend.
7.0 SUPPORT THE CAMPUS COMMUNITY

THE SUPPORT THE CAMPUS COMMUNITY FOCUS AREA FOCUSES ON INTEGRATING SUSTAINABILITY INTO UNIVERSITY CURRICULUM, ENGAGING THE CAMPUS COMMUNITY AND Generating A RELIABLE STREAM OF FUNDING AROUND DEDICATED SUSTAINABILITY.

RELATED STARS CATEGORIES:

- **ACADEMICS**
  - CURRICULUM

- **ENGAGEMENT**
  - CAMPUS ENGAGEMENT

- **PLANNING AND ADMINISTRATION**
  - COORDINATION, PLANNING & GOVERNANCE
  - INVESTMENT
  - HEALTH, WELLBEING & WORK

SUPPORT THE CAMPUS COMMUNITY GOALS

- Further integrate sustainability into curriculum and co-curricular programming.

- Increase the availability of sustainability-focused curriculum by 20% by 2018.

- Secure a dedicated and steady stream of funding for sustainability by 2020.

- Engage 3% annually of University non-student employees in a sustainability champions program to achieve total engagement of 30% by 2025.

- Increase the transparency of and reduce “negative screens” (e.g. investments in weapons, tobacco, etc.) in endowment.
7.1 Strategy: Expand Employee Engagement

**DESCRIPTION**
This strategy focuses on further building staff knowledge, interest and engagement in campus sustainability initiatives through use of expanded training, incentives, and other resources. A “green team” structure serves as the primary platform to develop and deliver expanded training to support employees, and the offering of incentives will help fuel additional interest and involvement.

**IMPLEMENTATION STEPS**

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<th>WHAT</th>
<th>WHO</th>
<th>WHEN</th>
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<td><strong>Organize staff “green teams”</strong>&lt;br&gt;Work with building coordinators and UAF department heads to organize and convene volunteer employee “green teams”. Green teams might be established around buildings or campus areas; or around specific topic areas such as energy use, waste/recycling and/or multi-modal transportation.</td>
<td><strong>UAF Office of Sustainability</strong>&lt;br&gt;(Organize green team structure, identify/recruit participants, appoint team leaders)</td>
<td>Spring 2015 (Launch green teams)</td>
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<td><strong>Conduct Employee Orientation</strong>&lt;br&gt;Update new employee training materials to provide additional information about UAF’s sustainability goals, programs and options. Incorporate sustainability efforts into the UAF “naturally inspiring” branding efforts such as short videos that can be used during new employee orientation.</td>
<td><strong>UAF Office of Sustainability</strong>&lt;br&gt;(Develop curriculum)</td>
<td>Spring 2015 – curriculum development</td>
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<td><strong>UAF Human Resources</strong>&lt;br&gt;(Provide new employee training)</td>
<td>Fall 2015 – implement training</td>
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**FOCUS AREA:** SUPPORT THE CAMPUS COMMUNITY

**RELATED STARS SCORECARD ITEMS FOR THIS STRATEGY**
- EN 6: Employee Educators Program
- EN 7: Employee Orientation
- EN 8: Staff Professional Development

**MEASURES OF STRATEGY SUCCESS**
- Number of staff green teams and participating members
- Number of employees receiving voluntary sustainability training
- Number of buildings participating in the sustainability challenge
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<th>WHAT</th>
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<th>WHEN</th>
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<tr>
<td><strong>Train Supervisors</strong></td>
<td>UAF Office of Sustainability</td>
<td>Spring 2015 – curriculum development</td>
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<tr>
<td>Update supervisor training curriculum/suite</td>
<td>(Develop curriculum, present as needed)</td>
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<td>to provide information about UAF’s sustainability goals, programs and options to help build awareness at the supervisor level so that information can be passed on to employees.</td>
<td>UAF Human Resources (Provide new supervisor training)</td>
<td>Ongoing – supervisor orientation</td>
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<td><strong>Train Employees</strong></td>
<td>UAF Office of Sustainability</td>
<td>Semi-annual, begin Fall 2015</td>
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<td>In coordination with green teams, develop</td>
<td>(Identify dates, establish schedule of topics/presenters)</td>
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<td>expanded semi-annual training and/or</td>
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<td>professional development opportunities</td>
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<td>around sustainability topics and practices</td>
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<td>(formal seminars or presentations, or</td>
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<td>informal lunch-and-learn or roundtable</td>
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<td>discussions about sustainability initiatives</td>
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<td>and ideas). Include guest speakers. Incorporate training into new employee onboarding.</td>
<td>UAF Human Resources and Communications (Publicize training opportunities, onboarding)</td>
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<td><strong>Expand Sustainability Grant Opportunities</strong></td>
<td>UAF Office of Sustainability</td>
<td>Fall 2015 (pending new funding sources)</td>
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<td>Expand opportunities for staff to submit</td>
<td>(Lead program review and recommend enhancements)</td>
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<td>proposals for projects that enhance campus</td>
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<td>sustainability (pending any new funding</td>
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<td>sources, staff do not pay sustainability fee)</td>
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<td><strong>Provide Staff Awards</strong></td>
<td>UAF Office of Sustainability</td>
<td>Fall 2015</td>
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<td>Develop a new sustainability award to</td>
<td>(Develop proposal for revised selection criteria</td>
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<td>recognize excellence in sustainability</td>
<td>for existing staff awards and/or new staff</td>
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<td>contributions to UAF.</td>
<td>sustainability award)</td>
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<td><strong>Create Building Sustainability Challenge</strong></td>
<td>UAF Office of Sustainability</td>
<td>Fall 2015 – Develop challenge details</td>
</tr>
<tr>
<td>Leveraging the Sustainable Village competition in 2013, develop and initiate a broader campus sustainability challenge that focuses on reducing water and energy use, and implementing other sustainable practices in buildings across campus. Work with building coordinators to monitor performance and offer recognition and/or prizes to occupants of winning buildings.</td>
<td>Building Coordinators (Assist with outreach and performance monitoring)</td>
<td>Spring 2016 - initiate challenge</td>
</tr>
</tbody>
</table>
ESTIMATED COSTS AND BENEFITS

ECONOMIC IMPACTS
- Cost to implement: Additional costs annually for awards, training, meeting and marketing materials
- Cost savings (utilities and O&M): $79,000
- Payback: Immediate

ENVIRONMENTAL IMPACTS
- Reduced electricity annually: 320,000 kWh
- Reduced water annually: 1,000 kgals
- Reduced GHG emissions annually: 1,400 MTCO2e

SOCIAL IMPACTS
- Stronger knowledge base about campus sustainability efforts
- Increased professional development and training opportunities
- Enhanced leadership and interest around sustainability
- Greater employee recognition for sustainability contributions

HELPFUL RESOURCES
- University of Texas Maverick Office Green Teams: http://www.uta.edu/sustainability/initiatives/administration-outreach/green-team.php
- Duke University Green Team Starter Resources: http://sustainability.duke.edu/action/greenworkplace/greenteam.html
Master Planning Committee Meeting
11/06/2014
Chancellor's Conference Room
9:00am - 11:00am
Submitted by: Richard Machida

1. Welcome and introductions
   1. Guests - Michelle Hebert, Office of Sustainability
   2. Michaela Swenson, Graduate student in Biology

2. Sustainability Pan - review
   1. "Master" was removed from the document
   2. All departments mentioned were either on the committee during the development of the Sustainability Plan or were contacted for feedback
   3. Most of the cost listed were developed by the Brendle group. Most of the strategies listed were broad and require further identification of tasks by committee
   4. Working with Marketing
   5. The CHP plant was not approved during the development of the Sustainability Plan. It may be possible to mention the impact of the new CHP.
   6. A student is working to develop information on degree-days for Building Use Energy Intensity
   7. Renewable energy and alternative transportation.
   8. Students are pushing for 50% renewable but Chilkoot says that 25% is almost unobtainable. The 25% was adopted as a stretch goal replacing the 30% in the report.
   9. State law says 50% renewable electric by 2025.
   10. Peer institutions - What metrics were used to pick the institutions. Need to get that from Brendle. Ian had sent them a list of institutions in the circumpolar north and Brendle picked from that list.
   11. CCHRC was removed from planning and design
   12. The City of Fairbanks was removed as a partner and changed to the FNSB
   13. Shape Alaska's Future was changing to Shaping Alaska's Future.
   14. Motion was made to add this to the UAF Master Plan with the agreed upon changes.

3. Veteran memorial location
   1. Three sites are under consideration
      1. In the overlook parking lot across the street from the Reichardt Bldg
      2. Near the lower entrance to Wood Center
      3. Between the Brooks Building and the Library
   2. The actual design of the memorial is still under consideration
   3. $10K is already available for the memorial
   4. Need more information on the intent and design
   5. Facilities will be getting more information

4. Heat and power plant update
   1. Go over the selected architectural option
      1. Based on discussion and the concepts proposed earlier
2. Main highlights
   1. Insulated metal panels
   2. Gradation from darker to lighter as you go up
   3. Something in the grey silver pallete
   4. Large curtain wall facing Alumni Drive
   5. See individual levels and see the inside of the plant.
   6. Window on the east wall is still under discussion. Maybe be used to project images such as "Naturally Inspiring" or banners such as on Greuning.
   7. On the stack, have some sort of indicator showing output level.

3. On the Atkinson Plant
   1. Two boilers will be decommissioned but not removed
   2. The airplane sculpture will remain but won't be moving very often
   3. Open issue is the location of the pipe bridge whether it's on the north or south side of the building
   4. The railroad siding will be moving closer to the main line.
   5. The University has never maintained the "traditional" 30 day supply of coal and has been operating as a just-in-time system.

4. Greenhouse
   1. The original plan was that the Facility Services greenhouse would be decommissioned and that Facilities Services is out of the greenhouse business
   2. The sustainability group will be taking over the greenhouse
   3. It's been disassembled and all parts and pieces have been retained
   4. The university didn't want to expend heat and electricity to run the greenhouse
   5. Proposed location would have access to low quality hot water (~100 deg F) which is essentially free heat
   6. Along alumni drive west of the Atkinson near "dysfunction junction". Location has good access to sunlight.
   7. Motion passed

5. Subcommittee Reports
   1. North Campus
      1. Has not met
   2. Campus Landscape
      1. Has not met
   3. Art on Campus
      1. Has not met
      2. Had talked to facilities about the condition of the totem pole
   4. Trails Planning
1. Went through the review and the trails plan was just forwarded to the MPC. It will be on the agenda for the next meeting.

6. Facilities Services update
7. Public Comment
People’s Endowment Committee

Jessica MacCallum – Staff Council Representative

About the People’s Endowment

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.

Meeting to Review Proposals

The committee had 13 great proposals to review and it was a tough decision to decide what to award. 6 proposals were partially funded while the rest were regretfully denied.

The Fall 2014 People’s Endowment proposal budget was $6000.00. The total amount of all requests was $42500.05.

Due to the timing of proposal awardee and denial letters, the funded projects will be in the next committee report.
MEMORANDUM

Date: November 14, 2014

To: Brian Rogers, Chancellor

From: Brad Lobland, Director, Human Resources
       Mae Marsh, Director, Office of Diversity & Equal Opportunity

Re: Workplace Bullying Awareness Training

Fostering a welcoming, diverse, and supportive environment is a key ethic at UAF. Our employees, both faculty and staff, are a valuable resource and key to our success. We have high expectations of our employees, asking that they be ethical, responsible, respectful, creative, effective, etc. Constructive workplace interactions are essential to creating a positive environment in which employees can flourish and meet our high expectations.

Staff Council and the University of Alaska Staff Alliance have raised concerns about workplace bullying. Workplace bullying undermines employee success, contributes to an unhealthy environment, and has no place at UAF. It is important to note, however, that not every interaction that an employee might find stressful constitutes bullying. To be effective, universities must allow the free exchange of ideas, and differing ideas may sometimes lead to workplace disagreements. In addition, supervisors are expected to undertake employee performance management in order to achieve organizational goals. At UAF, our expectation is that workplace disagreements and performance management issues will be addressed in a constructive manner, without resorting to bullying.

Given the university’s interest in fostering a positive workplace environment, we propose the following measures to enhance awareness of what constitutes unacceptable bullying behavior and how affected employees can seek redress:

1. Ensure all UAF supervisors receive bullying awareness training.
   a. Current UAF supervisors should receive this training by June 30, 2015.
   b. Newly hired UAF supervisors should receive this training within 12 months of hire.
   c. Training is available as follows:
i. Special sections of Bullying Awareness Training for Supervisors (for dates/times see the HR training calendar at: http://www.uaf.edu/uafhr/training-calendar/).

ii. Online Workplace Bullying training via Blackboard (available as of September 2014).

iii. Respectful Workplace trainings available through the Office of Diversity & Equal Opportunity (scheduled upon request).

2. Provide optional bullying awareness training for non-supervisory faculty and staff as follows:
   a. Online Workplace Bullying training via Blackboard (available as of September 2014).
   b. Respectful Workplace trainings available through the Office of Diversity & Equal Opportunity (scheduled upon request).
The University of Alaska Fairbanks Staff Council unanimously approved the following resolution at Staff Council Meeting #249, on March 26, 2014:

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University of Alaska Fairbanks
Staff Council

Resolution 2014-248-1: Resolution Requesting Bullying Awareness Training Be Provided to UAF Employees

WHEREAS, UA Statewide created a bullying awareness training in response to concerns raised in a system-wide survey conducted in 2012-13 by the Staff Alliance; and

WHEREAS, UA Statewide employees received the training in Fall 2013; and

WHEREAS, in mixed training groups, 60% - 70% of those attending the Statewide training reported either experiencing or witnessing bullying;¹ and

WHEREAS, the Staff Alliance, on September 26, resolved that the University of Alaska support the training system-wide²; and

WHEREAS, President Gamble responded to Staff Alliance’s resolution and encouraged Staff Alliance representatives to “work with . . . campus HR offices to include bullying awareness training in . . . [their] staff training suite”³; and

WHEREAS, the training materials have been provided to the University of Alaska Fairbanks, Human Resources Department; and

WHEREAS, UA is rolling out a third party fraud, waste, and abuse reporting hotline that will include options for reporting bullying;

¹ Personal communication from Mike O’Brien to UA Staff Alliance, during a bullying awareness training update
² Staff Alliance Resolution in Support of Bullying Awareness Training: https://www.alaska.edu/files/governance/SABullyingResolutionFINAL.pdf
³ Response from President Gamble to Staff Alliance Resolution: https://www.alaska.edu/files/governance/SA_PresidentsMemo_Bullying.pdf
NOW, THEREFORE BE IT RESOLVED, that the Staff Council requests that bullying awareness training be made mandatory for supervisors by July 1, 2014; and

BE IT FURTHER RESOLVED, that the UAF Staff Council requests that bullying awareness training be made available to UAF staff by December 31, 2014

Brad Krick, President – UAF Staff Council

Approved w/ modifications per attached memo

APPROVED: [Signature] Chancellor's Office 10/31/14

DISAPPROVED: [Signature] Chancellor's Office DATE

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