MINUTES
UAF STAFF COUNCIL #255
Tuesday, November 18, 2014
8:45 – 11:30 AM
Wood Center – Carol Brown Ballroom

I. CALL TO ORDER AND ROLL CALL
A. Call to Order
   - President Chris Bekcs called the meeting to order at 8:49 a.m.

B. Roll Call

Present:
Jesse Atencio
Nate Bauer
Jeff Baxter
Chris Bekcs
Jessica Desrochers
Kim Eames (phone)
Faye Gallant
Jane Groseclose
Juan Goula
Brad Krick
Jan Kristenson (phone)
Jessica MacCallum
Richard Machida
Lawrence Murakami (phone)
Sherrie Rahlf (phone)

Present (cont.):
Susan Sanborn
Susan Sanborn
Janine Smith
Jarkko Toivanen (phone)
Lesli Walls (phone)
Jami Warrick (phone)
Trish Winners

Proxy:
Earl Voorhis proxy for
J. Toiavanen – (phone)

Excused:
Evelyn Pensgard
Jarkko Toivanen

Absent:
Toni Abbey
Jeannette Altman
Celena Brown
Debbie Coxon
Tom Langdon

Others Present:
Chancellor Brian Rogers (phone)
Mae Marsh, Director D&EO
Mathew Carrick, President, ASUAF
Nicole Dufour, Ex. Sec., UAF Staff Council
Stacey Howdeshell
Debu Misra, President Elect, UAF Faculty Senate
Sue Mitchell
David Withoff

- Quorum was met

C. Approval of Agenda for Staff Council Meeting #255
   - Approved as presented

D. Approval of Minutes of Staff Council Meeting #254
   - Approved as presented

E. Approval of Minutes of Staff Council Meeting #245
   - Approved as presented

II. STATUS OF PENDING ACTION
A. Leave Share Resolution
   - This is still with UAA’s Staff Council. They had questions and issues they wanted to address with UAA HR. At Staff Alliance, Chris and Faye explained that this item was proposed four months ago, with UAF Staff Council doing most of the work on this action. We asked the questions that they are asking and we have
already had these same questions answered. It sounded like the majority of their questions were about leave share in general, and not about the proposed changes to leave share. They expect to vote on this at the next Staff Alliance meeting, regardless of whether UAA’s staff governance group has addressed it. There are already resolutions of support of this change from UAS and SW staff groups. Once it has been approved by Staff Alliance it will be forwarded to the System Governance Office.

B. Workplace Bullying Awareness Training Resolution  
   i. Attachment 255-15: Workplace Bullying Awareness Training Memo  
   ii. Attachment 255-16: Staff Council Workplace Bullying Training Resolution (2014-248-1), Approved with Revisions by Chancellor’s Office  
      - The resolution was approved with revisions. The timeline was the only items that changed on the resolution.  
      - For supervisors Workplace Bullying Awareness Training will be required starting Jan. 1, 2015. The deadline for staff will be June 30, 2015.  
      - The resolution was approved with the revisions to the timeline, first by Brad Lobland, UAF HR Director, and then by Chancellor Rogers.

C. Emergency Leave Policy  
   - At PreStaff, the officers were informed that this policy is still pending. The possible emergency leave policy that has been under discussion, for this year, would provide two additional sick leave days that can be used for emergency weather leave.  
   - After this year, they are looking at possibly having something along the lines of personal safety days, which would be another category of leave that could be used for weather related emergencies. This would be leave that could be used if a chancellor, or a campus director, declares a weather related emergency. This would not be for personal weather emergencies.  
   - We should be seeing a message within the next two weeks, but we can verify this with Chancellor Rogers calls in to today’s meeting.

III. PUBLIC COMMENT  
A. David Withoff  
   - David Withoff is currently adjunct faculty. He used to be staff. He was present to provide an update on his thoughts on university policy for term funded staff. He has researched the legal and personnel issues and he remains interested in participating in the conversation. As he understands it, every person in the room, especially term funded staff, is subject to termination without cause, at any time, without the ability to file a grievance. He thinks that there is a win-win solution if all of the stakeholders can sit down to discuss this issue, but at this time, the conversation seems to be stalled. The only communication that David has had has been with a university lawyer. David does not think that Superior Court is the right place to resolve this issue and he does not think that anyone wants to go this route.  
   - He would like to see additional discussion of this issue with a good outcome. David wanted to express his continued interest in this issue. He hopes to inspire a process that results in some improvement.  
   - We will discuss the Term-Funded Ad Hoc Committee later in the meeting. Based on Brad Lobland’s comments during the last meeting, Chris would like for the committee to look at the two things that Brad was interested in discussing and possibly improving upon. The first was a notification period for people who are term funded and non-renewed. There is currently no set period within which term funded employees are to be notified. Technically speaking, this could be less than 24 hours. In practice, his office has been using thirty days as the period within which employees are to be notified. However, there does not appear to be any type of notification period set in policy or regulation.
IV. GOVERNANCE REPORTS

A. Mathew Carrick, President, ASUAF

- Reactions in student government to the proposed tobacco policy were not great. A resolution is being circulated. It will likely be voted on this Sunday. After this, they will be issuing an official statement.
- ASUAF will hold elections next week, on Mon. the 24th and Tues. the 25th.
- They have finalized the selection of their team for the Juneau advocacy trip. This is held in the spring and is coordinated on a statewide level by the Coalition of Student Leaders. Students from each campus travel to Juneau to advocate for funding from state legislators. They will be advocating for funding for items including operating costs in general, the engineering building, and updating the fire station building.
- If Staff Council has any recommendations of what they would like for these students to advocate for they can be submitted to Mathew directly, at mtcarrick@alaska.edu.
- ASUAF has one student on the student regent ballot, Brandon Richter. There are other candidates from the other universities. The ballot for student regent has already been set.
- Student government has not taken an official stance on tuition increases. For students the reaction to not having a tuition increase was pretty positive. However, this reaction did not factor in program cuts due to lack of funding. Mathew will bring this issue to ASUAF for discussion.

B. Debu Misra, President Elect – Faculty Senate

- We all know we are in a tight budget situation. He is hearing this from many faculty and staff and morale is low. Nothing has happened so far, which is the good news. But things will happen, and this is where governance is critical. We should work together to move the university forward.
- During this period of time, more and more training is being imposed on everyone. One that came to his attention is Protection of Minors Training. This is coming to use as mandatory training when initially it was decided that this would not be mandatory training. The problem is that we are losing faculty and staff hours on something that we may not use. We need to provide feedback on what trainings are important to us. Slips, Trips, and Falls and Title IX are trainings that involve everyone. We don’t have minors that are walking around campus. This has not gone through the governance process and it is being imposed.
- Faculty Alliance has decided that we should move into the General Education Requirement Alignment across the three campuses and calendar alignment. He knows that this doesn’t affect the staff to a great extent, but it will start affecting everyone once we know more about it. This is still very unknown at this point. His other concern is with all of the budgetary constraints and programs being earmarked for special review. What will be the fact of calendar alignment and general education alignment is something that we will all have to struggle with.
- Debu’s understanding of how long the general education alignment may take is that it is currently a resolution by the Board of Regents (BOR). They want to see a plan for alignment by Jan. 2016. The next step will be implementation of the plan. It will be a mess after that point. Math and English were the first to be required to align things. Math has come up with some alignment strategies. English is another big animal that is going into some discussions and other stuff. Debu is expecting to see many issues coming out of this alignment. We are now moving into the next domain which is aligning natural sciences, social sciences, and art. This will be the biggest hurdle. The statewide wants to come up with a minimum standards for admission of baccalaureate students, which sounds reasonable, except the three universities are nowhere near agreeing on what was proposed.
- What he is more concerned about the loss of time.
- Staff has a very important role, to support the faculty so that the faculty may have time to teach properly, do research, and service. What has happened is that more and more of the administrative work is being
pushed on faculty. This is distracting faculty hours and this is distracting staff hours. Basically there is a situation that is oncoming, probably due to the budget constraint, but we need to keep an eye out to see how we can best move forward.
- It was confirmed that there are minors on campus. Debu said that in terms of protection of minors, he is okay with the first one aspect, which is how to handle minors. We have all taken this and he agrees with this. We should all have knowledge of how to handle minors on campus. The other aspect is more specific, for people who work directly with minors and these individuals need the more intensive training.

V. STAFF ACHIEVEMENTS AND HIGHLIGHTS
- Any type of staff achievement or highlight is important.
- Brad Krick explained that the original thought behind including achievements and highlights came from this year’s Staff Alliance retreat. The idea was to solicit quick stories from each campus that could be given to the Staff Alliance Chair for inclusion in their presentation to the BOR. This would add positive aspects to the staff report to the regents. These highlights could be work or community achievements or highlights.
- The Geophysical Institute recently placed a rocket display outside of the building. The rocket was built by staff out of parts from crashed rockets.

VI. CHANCELLOR’S REMARKS

Governor’s Transition
- We have a new governor taking office in two weeks. They are starting the transition process, which is both looking at the primary issues and looking at leadership for the new administration. Some individuals from the university have been asked to serve in various roles on the governor’s transition team.
- Chancellor Rogers will be moderating a panel on Friday and participating on the transition team on the fiscal issues facing the state, which as the price of oil continues to fall, are really becoming dire.
- The state entered this fiscal year thinking that they had a budget deficit at the 1 to 1.2 billion dollar level and it is now looking to be more along the lines of the 2.9 to 3 billion dollar level.
- At this rate we have only 2-3 years of reserves left. This creates a big challenge for both operating and capital budgets likely ahead. It is expected that we will see some challenges, not just at the university, but also at state government, local governments, and school districts, due to changes in the price of oil.
- It turns out that what we have been doing, based on the Planning and Budget Committee recommendations last spring is very timely, with special program reviews kicking off in a series of support function areas and then the grouping for the academic program reviews.
- With a flat budget coming from the state, we would need about fourteen million in reductions. If we get cut, that would be on top of the fourteen million. It is going to be a challenge and we really need everyone engaged in figuring out the best opportunities to save costs, while minimizing impacts to missions.
- Chancellor Rogers will be discussing these further. There is a Chancellor’s Forum scheduled for next week on 11/25. He will open with some comments and then he will take questions. Questions may be submitted online through the Cornerstone. They will answer as many questions as possible during the forum.
- At the Chancellor’s Forum they will discuss any issue that people want to raise. He will go into more detail regarding the program review process.
- As always they are interested in any ideas that people might have regarding cost savings or revenue generation. These ideas can be submitted on the OMB website: www.uaf.edu/omb

Training
- Chancellor Rogers is aware that people may feel as though they have been inundated by requests for training. Bullying Awareness Training will be rolling out next. We will be pushing as hard to get this training completed as we have with the other trainings.
- Approximately 86% of employees have completed Safety Training and approximately 95% of full time employees have completed Title IX Training.
- Protection of Minors Training must be completed by Dec. 31, 2014. Only 25% of full time employees have completed this training so far.
- In a time of budget challenges with higher stress everywhere, extra emphasis on awareness is a positive.

**Emergency Closures**
- The direction is different from what Chancellor Rogers had indicated earlier. Earlier we talked about a policy that would add sick leave days and go to sick leave for emergency leave. This is not going to be the process for future years.
- *For this year only*, if there are any emergency days, the president will authorize the use of two sick leave days for emergency leave this year.
- With the change of federal rules, we can allocate administrative leave for emergency leave to federal grants and contracts, which has been our primary barrier. This will be the plan beginning in FY16 and thereafter, when a chancellor declares and emergency day.
- Chancellor Rogers thought the information would have gone out already, but this will go forward as it has come out of the Summit Team.

**Staff Appreciation Day**
- Chancellor Rogers would like to get the date for Staff Appreciation Day firmed up. The Wednesday after commencement has worked well in the past. Unless there are objections from Staff Council, he would like to keep to this day. In the future we could go a day or two later, but he feels that this week is the best time before we lose some staff who go off contract for the summer.

**Soft Closure**
- There is no official soft closure this year as the grading period goes up to Dec. 24th and Wintermester begins right after. As is always the case, supervisors and staff may work together to identify appropriate annual leave time. There is no announced soft closure, but offices may be closed if the functions of the office allow.
- There will be the same three days of hard closure between the two holidays. There has been some suggestion that we extend the hard closure with additional mandatory leave days. Chancellor Rogers has resisted this due to the need for grading and Wintermester.
- Additionally, if we want to make a decision for more mandatory leave days, this needs to be done well in advance, and ideally at the beginning of the fiscal year. It is possible that we would consider something like this for the 4th of July weekend in the future, but there are no plans for this as of now.

Chancellor Rogers closed his remarks by stating that the level of work that we will have in the coming year, given the tight budget, will be challenging, but we will make it through these times. If we work together, he sees positive outcomes in the long run even though the short run is a little scary.

VII. **GUEST SPEAKER**

A. **Mae Marsh, Director of the Office of Equal Opportunity**
- Mae was present to provide an update on Title IX and to clarify misnomers on mandatory reporting.
- Following training last January, Mae identified seven areas in our Title IX program that needed to be addressed in order for us to be in compliance with the Office of Civil Rights requirements.
- In March a taskforce was setup to address these areas and to determine how we could get into compliance.
- In April Mae’s office received guidance from the Whitehouse in the form of the Office of Civil Rights’ (OCR) questions and answers. There was additional guidance from the Whitehouse called “Not alone.”
- Sexual assault, which is tied to Title IX, is getting a lot of attention from the very top. Due to this increased focus, there are a lot of changes that are occurring very quickly.
- In May we received notice from OCR that they would visit to audit UA Programs. At this point, not only did we know that we had gaps, which needed to be addressed, but we also had an urgency to reach compliance in order to keep our federal funding. Twenty six percent of our funding comes from the federal government. The overall threat, is that if we are not in compliance with this law federal funding, including our student aid, could be removed. In June they submitted over six thousand pages of documentation to OCR from UAA,
UAF, and UAS. This was submitted together because this was a system review. In July they did their second submission. This involved a lot of work redacting cases to ensure confidentiality and that we were in compliance with State of Alaska laws.

- In July, August, and September, training was put in place. The Title IX class was offered through SkillSoft, this was setup through the UA system. The training was also available in person and the slides were available online. We are at a 95% completion rate for this training.

- In October, we had the OCR visit. We will not receive anything back from OCR for some time. The only response or guidance that the system has received, so far, is a letter informing us that they were particularly impressed with the level of participation that we had in our focus groups with students. They said that the group turnout was the best that they had experienced and they thought Bethel was an amazing experience.

- They also said that the tenor at UAF was different with a lot of discussion about mandatory reporting.

- They say that we must have unified procedures. One of the things that the OCR team said to Mike O’Brien was that our policies were not harmonized across the campuses, as this has been rolled out individually at the different campuses. For UAF, a taskforce developed an interim procedure for a unified response. Prior to this, Don Foley’s office was responding, Res Life was responding, and Mae’s office was responding, but there was not a unified approach or system in place. They have procedures and templates to ensure that both the victim and the accused know what their rights are and to gather all of the information that they need. This has been a collaborative effort through UA systems as well.

- What is pending is an update to the BOR policy. Mike O’Brien is looking at this and he will likely be heading this up, since it will be for all campuses. Mae has a list of things that she has identified that she is not seeing in our policy right now. Mae believes that we need a designated attorney.

- We do not have to have complaints completed in sixty days, but this is the recommended time frame. If these wait for review or wait for signature, the time frame for the actual investigation is reduced.

- The next thing is the appointment of Title IX coordinators, deputy coordinators, and contacts. These are the appointments that have been made so that, no matter what campus you are on, you have someone to go to if you need information on Title IX, or if you would like to make a disclosure to Title IX.

- OCR guidance says that we need to have a unified tracking system.

- In terms of awareness, over the past summer and as we approached students returning, Marketing did a fabulous job with brochures, posters, interviews, safety fairs, and other events. Mae doesn’t think that they have done enough since people are still asking questions, although they are making progress.

- In terms of training, there is training for staff, faculty, students, and outreach to our community. We have a lot more to do with student training. There is a separate taskforce looking at ensuring that our students know what their rights are and where to go if they need assistance. There is a separate task force looking at Green Dot, which is bystander training, which addresses how we can stand for and with one another in stopping sexual assault, how do we do an intervention before something occurs.

- They are looking at collaborations with school districts, especially in western Alaska, with travel being so expensive. They are also looking at options to share information and training, including how to share information with our distance ed. students.

- They considered rolling out a climate survey before OCR visited. They are now waiting until after the holidays, since this is a sensitive and they do not want to re-stimulate anyone and put them in a crisis over the holidays. It also gives them a chance to review the survey instruments. This survey will come out sometime next year. It will take time, after the survey, to review the survey and to create action plans to address any issues that are raised.

- They want us to have memorandums of understanding with local police. We are working on this. They did sign a statewide memorandum of understanding with the Alaska Network on Domestic Violence and Sexual Assault. This allows us to share materials, grants, and services. Mae is working closely with the Interior Alaska Center for Nonviolent Living trying to get a victim advocate. Right now they can support us from their facility. We have received approval to provide transportation to their facility and back.
the future we will be able to write a grant or obtain funding to have an additional advocate on campus, which is a critical element. It is not unusual for someone to wait three to six months before they report anything because of the trauma involved and having an advocate available is a key component.

- They have started meetings with the police. We still have a lot of work to do in this area.
- There is a difference between disclosure and reporting.
- Disclosure is, if you are a victim, what are your choices, where can you go, what you can do. If you are a victim of sexual assault, you are in control. You can tell no one, and it is pretty typical to tell no one. Then when you get to the point that you want to tell someone, you can go to UAF Health and Counseling if you want to disclose this in a confidential manner. You can go to any of the agencies with the network. You can also go to the Interior Alaska Center for Nonviolent Living. If you come to Title IX, even after it has been reported to us, that individual can request confidentiality and we honor that request for confidentiality. You can also go to law enforcement. We have always had the Center for Health and Counseling; we have always had law enforcement. Title IX is the new piece. This is an administrative process where we can take action if we have someone violating our policies.
- Reporting is what is expected of staff, faculty, and the members of our community. Mandatory reporting has to do with Alaska state law and it has to do with the position that you hold. For example, if you are a teacher in the school district, you are a mandatory reporter if you learn about sexual assault involving a minor, if that individual is at risk of harming themselves or someone else, or if they are a vulnerable adult.
- Mae does not know who the mandatory reporters are on campus. This all falls under the Minors on Campus Policy. The university in general is not a mandatory reporter, but there are some individuals on campus who are mandatory reporters. For confidential employees, we have Health and Counseling who have coverage by the law, they are professional and they are licensed. They keep things confidential unless it falls under one of those categories. In OCR guidance we have the opportunity to appoint anyone else that we want to be a confidential employee. However, they have not done this because it is sort of a façade, as if they have a court case, they could subpoena those records, whereas they could not do this with Health and Counseling and they can’t do that with the Interior Alaska Center for Nonviolent Living. This is why they have not identified mandatory reporters since in a way it says that you can go to this employee and it would be confidential, but if there were a real lawsuit the confidentiality would not hold because they do not have statutory coverage.
- The final thing is a responsible employee. This is if you are employed here at UAF.
- The guidance says that the Title IX coordinator must have knowledge of the requirements of Title IX, our policies, and all complaints that are raising Title IX issues. In order to have this, we are building that central unified tracking system.
- This is BOR Policy. In BOR Policy, it only talks about supervisors and faculty. It says that they have to respond and they have to help resolve complaints of sexual harassment and they should seek advice from the Affirmative Action Officer, which is now called the Title IX Coordinator, or the harassment prevention advisors, which are now called the Deputy Title IX Coordinators.
- Our policy has not kept pace with the OCR guidance that has come out.
- OCR guidance on what constitutes a responsible employee includes any employee who has the authority to take action to redress the harassment, who has the duty to report, which would include faculty and supervisors, as they do have the duty to report to the appropriate school supervisors, and the gray area, is any individual who a student could reasonably believe has the authority or responsibility.
- Mae is going through this so that we understand why she says we need to change our policy. Here is how they identify a responsible employee and here is what OCR says when the university is on notice of a possible Title IX violation. If the student informs Mae that there is a violation, if a student, parent, or friend or any other individuals report it to a teacher, principal, campus law enforcement, staff at the office of student affairs, or other responsible employees or if notice is given to a teacher of dean who may have witnessed a sexual assault. These are the direct ways. The indirect ways it could come through could be local community, social networking, etc. This is when we are on notice.
• OCR guidance says, that for incidence of possible student on student sexual violence you have to report the names, the student who experienced it, the names of those involved, the date, the time, and the location. We have had some cases where they have worked directly through the faculty or staff members as the individual was traumatized and they did not want to further this. They want to make sure that they know what their rights are and they will try to set them up with a victim advocate.
• The reason why they want to have the one to one contact is to make sure that they are taking care of these students. The whole objective behind Title IX is to make sure that they can continue their education. If you come thinking that this is normal behavior or you have been abused in your past then you need assistance in getting through this and visualizing a different way of being in the world. This is why it is important that we have this contact with our students to make sure that they can continue their education.
• If they come to Title IX and ask for confidentiality, we know that if we disregard this it will have a chilling effect on others who may come forth to disclose or report. They take this very seriously and they honor it unless there is a reason to override it. OCR says that we should override it if there is violence, if there is an additional threat, if there is a pattern, if there is a predator, if a weapon was used for that incident, then they may go forward with an investigation even if the victim does not want to because they have to ensure that they are keeping the overall campus safe.
• Most studies are focused on men. These studies are saying that there are very few men who are perpetrators, but those that are have multiple victims. This goes back to if there is any of this type of behavior taking place, then they are required to move forward with an investigation. They will still try to maintain confidentiality, but they cannot promise it if there is a risk to the overall campus community.
• There has been discussion about how do you tell a student not to disclose. The answer is in the OCR guidance. You tell them upfront that there are certain things, that if you tell me, I have to report it to Title IX. You are not tattling on the student, you are getting them assistance. Some of the things that we can do for students include changing their dorms, changing their class schedule, we can provide them a mentor, a tutor, or an escort. We can also trespass individuals from campus and we can put a no contact order in place. These are some of the things that we can do to ensure that the individual can continue their education.
• Having students as mentors has been discussed. The Interior Center for Nonviolent Living has some students who are trained who would have statutory coverage. At one point, Mae thought that she would be able to bring this on campus part time. Now they said that they would like to stabilize their staff before they take the next step forward. When we bring a victim advocate on campus they would still be a neutral third party as a Center for Nonviolent Living employee. This needs to be someone that victims feel that they can go to that is not necessarily working for the university. This is all preliminary.
• There is also some federal legislation, that if it passes, we may have to have a victim advocate on campus.
• If you refer a student to Mae’s office, then everything will be taken care of from that point. Her office will take all of the steps that are necessary.

VIII. BREAK

IX. OFFICER REPORTS

A. Chris Bek, President

Furlough

• The Furlough Task Force has been tasked with drafting regulations for the proposed Furlough Policy. Chris and Trish Winners are the Staff Council representatives to this task force. They have been working on the draft regulations for approximately the last two months. Chris provided a report as a handout for today’s meeting. He will email it out after today’s meeting. This lists the areas of regulations that they discussed. It is not approved yet. It is currently with General Counsel’s Office. They will look at the language to make sure that it is legal. It will then come back to us.
• The task force sees furloughs as a benefit to staff, as opposed to layoffs. Without a furlough policy, in
budget hard times we would see layoffs. They have tried to limit and scope the regulation to specific instances of major budget shortfalls. They do not want this to be a budget planning tool. The purpose is that when we have cut costs and everything else and we still don’t have the money, this is an option.

- The decision to implement a furlough period rests with the UA President, not with a chancellor, not with campus directors, not with deans, etc. If it were to be used by others, it would become a budget planning tool. It may look dire, but there are currently no plans to furlough people in the near future.

**Planning and Budget Committee (PBC)**

- PBC spent almost 2.5 months looking at numbers, talking to program deans and directors. These programs were notified well in advance. Many submitted feedback long before the final list was publicized. Being on this list does not mean that the program is going away. There are programs on the list because of some sort of factor that stands out (low enrollment, low graduation, etc.). Based on this the committee said that they should take a closer look.

- Chris feels pretty good about the entire process, it was not a fun process, but it was a thorough process.

- Not all of the programs are targeted for deletion. Being on the list does not mean deletion is the goal. There is pressure from the BOR and budget wise to come up with about three million dollars from the special program review. There will likely be cuts resulting from the review.

**B. Faye Gallant, Vice President**

- As of now, the state has a three billion dollar gap with reductions in oil revenue. UA Systemwide is looking at $14 million in budget deficits, if we get the same amount of money from the state as we did last year, due to increased costs. UAF’s budget is quite a bit larger than the other universities. They are looking at three million from academic program reviews. They are also looking for other places to cut costs and each vice chancellor will be responsible for cutting costs in their areas.

- If this continues to be a hot topic. We can ask the Office of OMB to speak at an upcoming meeting.

- The BOR did approve our budget request to go forward to the state.

- The agenda from the last BOR meeting contained a cost savings and an efficiency report can be viewed online as an attachment to the agenda at: [www.alaska.edu/bor](http://www.alaska.edu/bor). We will send a link out to this portion of the agenda after the meeting.

- Statewide and UAF provided cost savings for FY14 and FY15, as very late additions. UAA and UAS likely did not get their FY15 amounts in, therefore there amounts look very low comparatively.

- For the academic programs on the list for review, there are three levels of review for these UAF cuts:
  1. Review Committee, made up mostly of faculty will evaluate the programs. Programs have been asked to submit feedback, their value to the community, and other information.
  2. Their review results will go to Chancellor’s Cabinet
  3. It will then go to Chancellor Rogers for final approval

- These are really long term savings.

- They have noted that we do not need to offer a degree or a major in order to offer classes in a certain area.

- Special program reviews are expected to be completed by mid-January.

- There is also a revenue committee which will be looking at new ideas for generating revenue. Faye will serve as the Staff Council Representative to this committee. Revenue generating ideas, can be submitted using the form on the OMB website, or you can submit them directly to Faye at fsgallant@alaska.edu.

**X. UNFINISHED BUSINESS**

**A. Fall 2014 Odd Numbered Unit and At-Large Representative Election**

1. Voting Closes Dec. 5

- 16% of staff have voted to date. This is comparatively a higher rate than past years. Over the past few years, typically only 5-6 % of staff have voted.
B. Smoke-Free Campus
   i. Attachment 255-8: UAF Faculty Senate Resolution Regarding Smoking and Tobacco Use (Nov. 3, 2014)
      - Faculty Senate approved a resolution similar to that passed by Staff Council with a few additions.
      - There are some draft regulations out for a policy from Statewide.
      - Brad Krick is the Staff Council representative to the Fresh Air Campus Challenge Committee (FACCC).
        Previously, the FACCC committee chairs, Brad Loband and Chris Racina, were working on submitting a
        recommendation to Chancellor Rogers regarding whether or not UAF should go smoke free. This has
        changed with the news that the president and chancellors have drafted regulations to make all UA tobacco
        free. The committee’s goal will likely change to help determine how this will be implemented at UAF.
      - Chancellor Rogers is likely looking at an implementation date of July 1, 2015.
      - Brad will email the draft Regulation to the Staff Council Office for distribution.
      - Regulations can be implemented by the president, though he should get input from governance groups.
        Staff Alliance will likely be taking feedback on this issue.
      - This would prohibit all tobacco use on UA properties. This includes e-cigarettes and any form of tobacco.
      - There are some exceptions to where you can smoke, but nothing in the form of a designated smoking area
        that we supported. You can smoke in your car, as long as your car is not in a parking garage. Construction
        sites and research vessels may have some exclusions.
      - In terms of enforcement, there will not be fines or fees spelled out in the regulation. They are asking that
        members of the community enforce it amongst themselves. Signs will go up as part of regulations.
        Repeated offenses would be referred to the Dean of Student Services for students and to supervisors for
        employees. Supervisors would need to contact HR before taking any type of disciplinary action. The
        overall goal is to get students and employees to cessation programs.
      - Because of our reliance on federal funding, we are still subject to federal laws regarding marijuana.
      - The proposed policy and instructions for submitting feedback will be distributed by email.

C. UA Staff Alliance’s Proposed ‘University of Alaska Core Values’
   - We have a feedback form setup for this, however, we have not received any feedback. This information will
     be distributed again and this item will be placed on the next meeting agenda for discussion.

D. 2015 Staff Council Meeting Schedule
   i. Attachment 255-1: Motion 2014-255-1: Motion to Approve 2015 Staff Council Meeting
      Schedule – APPROVED
   ii. Attachment 255-11: 2015 Meeting Availability Poll Results
      - Based on the results of the recent survey, the majority would like to meet on Monday mornings. This is
        ideal due to cost savings and the increased possibility that Chancellor Rogers will be available to speak.
      - The specific starting time is still up for discussion. Right now we need to get the dates set so that we can
        proceed with printing the Staff Council Calendar.
      - In order to align our meetings with Faculty Senate we would need to meet the first Monday of the month.
      - A motion and second were made to align the Staff Council meeting schedule with that of UAF Faculty
        Senate. The motion was approved.

E. Proposed ‘Term Funded Internal Applicant Policy’
      Funded Internal Applicant Policy’ – APPROVED
ii. Attachment 255-6: UAF ‘Term Funded Internal Applicant Policy’ – DRAFT

- The draft resolution was read aloud. A motion and second were made to approve the resolution. The resolution was unanimously approved.

F. 2014 Staff Council Calendar Update

- The sunflower picture was selected for the 2015 calendar. Now that the 2015 Staff Council meeting dates have been set, the calendar will be submitted to Printing Services by Dec. 1. Hopefully Printing Services can get the calendar printed before they close at the end of the year.
- It is unknown if the calendars will be printed before or after the holiday break.

XI. NEW BUSINESS

A. Proposed Amendments to UAF Staff Council Bylaws (By Roll Call Vote)

- Membership and Rules is currently reviewing the Staff Council Bylaws. The motions to amend the bylaws, listed below, are largely house-keeping items to clean up wording following prior amendments.

i. Motion 2014-255-2 – Motion to Amend UAF Staff Council Bylaws to Standardize Reference to ‘At-Large Representatives’ when Referring to the Role of Representative

a. Attachment 255-2 - Motion 2014-255-2 - APPROVED
b. Formerly Postponed Draft Motion 2014-254-2

- A motion and second were made to approve this motion to amend the UAF Staff Council Bylaws. The motion was unanimously approved by roll-call vote as follows:

<table>
<thead>
<tr>
<th></th>
<th>FOR</th>
<th>FOR (cont.)</th>
<th>FOR (cont.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jesse Atencio</td>
<td>Juan Goula</td>
<td>Sherrie Rahlfs</td>
<td></td>
</tr>
<tr>
<td>Nate Bauer</td>
<td>Jan Kristenson</td>
<td>Susan Sanborn</td>
<td></td>
</tr>
<tr>
<td>Jeff Baxter</td>
<td>Jessica MacCallum</td>
<td>Janine Smith</td>
<td></td>
</tr>
<tr>
<td>Kim Eames</td>
<td>Richard Machida</td>
<td>Lesli Walls</td>
<td></td>
</tr>
<tr>
<td>Jane Groseclose</td>
<td>Lawrence Murakami</td>
<td>Trish Winners</td>
<td></td>
</tr>
</tbody>
</table>

ii. Motion 2014-255-3 – Motion to Amend UAF Staff Council Bylaws to Replace the Title ‘Alternate’ With the Correct Term ‘At-Large’

a. Attachment 254-3: Motion 2014-255-3 - APPROVED
b. Formerly Postponed Draft Motion 254-3

- A motion and second were made to approve this amendment to the UAF Staff Council Bylaws. The motion was approved unanimously by roll call vote as follows:

<table>
<thead>
<tr>
<th></th>
<th>FOR</th>
<th>FOR (cont.)</th>
<th>FOR (cont.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jesse Atencio</td>
<td>Juan Goula</td>
<td>Sherrie Rahlfs</td>
<td></td>
</tr>
<tr>
<td>Nate Bauer</td>
<td>Jan Kristenson</td>
<td>Susan Sanborn</td>
<td></td>
</tr>
<tr>
<td>Jeff Baxter</td>
<td>Jessica MacCallum</td>
<td>Janine Smith</td>
<td></td>
</tr>
<tr>
<td>Kim Eames</td>
<td>Richard Machida</td>
<td>Lesli Walls</td>
<td></td>
</tr>
<tr>
<td>Jane Groseclose</td>
<td>Lawrence Murakami</td>
<td>Trish Winners</td>
<td></td>
</tr>
</tbody>
</table>
iii. Motion 2014-255-4: Motion to Amend UAF Staff Council Bylaws to Remove Responsibility of Maintaining the Staff Council Membership List from the Membership & Rules Committee’s Official Charge
   a. Attachment 255-4: Motion 2014-255-4 – APPROVED
      - A motion and second were made to amend the UAF Staff Council Bylaws as stated in the draft motion. A motion and second were made to amend the motion on the floor to distinguish between ‘unit compositions’ and ‘unit designations.’
      - ‘Unit designations’ – refers to the organizational units making up the Staff Council Unit
      - ‘Unit composition’ – refers to individuals within a Staff Council Units
      - The motion to amend the main motion was approved.
      - The amended main motion was unanimously approved by roll-call vote as follows:

<table>
<thead>
<tr>
<th>FOR</th>
<th>FOR (cont.)</th>
<th>FOR (cont.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jesse Atencio</td>
<td>Jane Groseclose</td>
<td>Lawrence Murakami</td>
</tr>
<tr>
<td>Nate Bauer</td>
<td>Juan Goula</td>
<td>Sherrie Rahlfs</td>
</tr>
<tr>
<td>Jeff Baxter</td>
<td>Jan Kristenson</td>
<td>Susan Sanborn</td>
</tr>
<tr>
<td>Jessica Desrochers</td>
<td>Jessica MacCallum</td>
<td>Janine Smith</td>
</tr>
<tr>
<td>Kim Eames</td>
<td>Richard Machida</td>
<td>Lesli Walls</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trish Winners</td>
</tr>
</tbody>
</table>

COMMITTEE REPORTS

XII. INTERNAL COMMITTEE REPORTS
   A. Elections – Richard Machida, Chair
      i. Has not met

   B. Membership and Rules - Trish Winners, Chair
      i. Attachment 255-7: November Committee Report
         - The committee is interested in including a ‘ParliaMinute’ at each meeting to help Staff Council members learn parliamentary procedure.
         - The first ‘ParliaMinute’ indicated that based on Staff Council Constitution and Bylaws, we are required to follow ‘Robert’s Rules of Order Newly Revised.’ Council was interested in including this informational component in future meetings.

   C. Rural Affairs – Jeannette Altman, Chair

   D. Staff Affairs – Jeff Baxter, Chair
      i. Attachment 255-9: November Committee Report
         - Next meeting – Dec. 3, 10AM, Murie Life Sciences Bldg.

   E. University Advocacy – Nate Bauer, Chair
      - The committee completed significant work at their last meeting. They have a couple of documents that they will bring before Staff Council at the next meeting.
XIII. EXTERNAL STATEWIDE COMMITTEE REPORTS

A. Staff Alliance - Staff Health Care Committee – Debbie Coxon, Lesli Walls, Chris Bek (Alt), David Bantz (Alt)
   - SHCC Met on Friday.
   - Staff Council’s membership on SHCC needs new members. Chris Bek stepped down from his position as SHCC alternate due to commitments to other committees. David Bantz’ position as alternate will be forwarded to the SHCC chair. Kim Eames was appointed to serve as an alternate to this committee.
   - For the Consumer Driven Health Care Plan (only this particular plan), there is a new IRS requirement that is making the minimum deductible increase. SHCC needs feedback from people who are on this plan or who want to switch to this plan regarding whether they wish to have a yearly increase or if they prefer a larger increase to help compensate for future years. Lesli will send the details to the Staff Council Office.
   - We are now into the period for working on this year’s health care incentive rebate. These must be completed by April 30. More information will be distributed as we get closer to the deadline.
   - Erika Van Flein, UA Director of Benefits, will be our guest at the Dec. Staff Council meeting. If you have any questions for Erika, please submit them to the Staff Council Office prior to the meeting.

B. Staff Alliance Compensation Working Group – Faye Gallant, Chair; Brad Krick, Janine Smith
   - This committee meets tomorrow.

C. UA Statewide Furlough Task Force – Chris Bek and Trish Winners
   See IX. Officer Reports for more information.

XIV. EXTERNAL UAF COMMITTEE REPORTS (Written)

A. Accreditation Steering Committee
   i. Has not met

B. Chancellor’s Advisory Committee for the Naming of Campus Facilities – Jesse Atencio

C. Chancellor’s Diversity Action Committee (CDAC) – On Hiatus

D. Chancellor’s Planning and Budget Committee - Chris Bek, Rep; Juella Sparks, Alt

E. Food for Thought Committee - Tom Langdon

F. Fresh Air Campus Challenge Committee – Jessica Desrochers, Rep; Brad Krick, Alt
   i. Attachment 255-10: November Committee Report

G. Master Planning Committee (MPC) – Richard Machida; Brad Krick, Alt
   i. Attachment 255-13: November Committee Report

H. Meritorious Service Award Committee – Faye Gallant – On Hiatus until April 2015

I. Parking Advisory Committee (PAC) – Tom Langdon

J. People’s Endowment Committee – Jessica MacCallum
   i. Attachment 255-14: November Committee Report

L. RISE Board – Ian Olson
   i. Attachment 255-12: November Committee Report

M. Staff Appreciation Day Planning Group – Ashley Munro & Maria Russell
   - It is unknown if Ashley and Maria are still involved in the planning process. This will be clarified.

N. Sustainability Master Planning Committee, Richard Machida
   - What used to be called the ‘Sustainability Master Plan’ has been adopted and will be added to the ‘UAF Master Plan.’ This will eventually be posted on the Master Planning Committee website. This subcommittee plans to review the plan annually.

XV. AD HOC COMMITTEE REPORTS

A. Term Funded Ad Hoc Committee – Lawrence Murakami, Chair
   - The committee did not meet this past month.

   - A Facebook page has been created to provide updates to staff. The Facebook page is: ‘UAF Employee Training.’ This page will be continuously updated. They are also in the process of creating a UAF training website. They hope to have this site up and operational by the end of the year. This will provide information on all of the available training, including required training. There will also be a single calendar for employee training on this website.

XVI. ROUND TABLE DISCUSSION

XVII. ADJOURN
   - The meeting was adjourned by President Bekš at 11:42 a.m.
University of Alaska Fairbanks
Staff Council
Motion 2014-255-1

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

MOTION:

UAF Staff Council moves to align its meeting schedule with UAF Faculty Senate for 2015.

EFFECTIVE: Immediately
RATIONALE: Meetings must be scheduled in advance in order to provide time for preparation and public posting of meeting information. Aligning meetings with Faculty Senate’s meetings on the first Monday of the month provides UAF Governance with a cost savings.

Chris Bek, President, UAF Staff Council  

Date 12/2/14

<table>
<thead>
<tr>
<th>#</th>
<th>Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>257</td>
<td>Monday, January 05, 2015</td>
</tr>
<tr>
<td>258</td>
<td>Monday, February 02, 2015</td>
</tr>
<tr>
<td>259</td>
<td>Monday, March 02, 2015</td>
</tr>
<tr>
<td>260</td>
<td>Monday, April 06, 2015</td>
</tr>
<tr>
<td>261</td>
<td>Monday, May 04, 2015</td>
</tr>
<tr>
<td>262</td>
<td>Monday, June 01, 2015</td>
</tr>
<tr>
<td>263</td>
<td>Monday, August 03, 2015</td>
</tr>
<tr>
<td>264</td>
<td>Monday, September 14, 2015</td>
</tr>
<tr>
<td>265</td>
<td>Monday, October 12, 2015</td>
</tr>
<tr>
<td>266</td>
<td>Monday, November 09, 2015</td>
</tr>
<tr>
<td>267</td>
<td>Monday, December 07, 2015</td>
</tr>
</tbody>
</table>
UNIVERSITY OF ALASKA FAIRBANKS  
STAFF COUNCIL  
MOTION 2014-255-2  
APPROVED  

UAF Staff Council unanimously approved the following motion at Staff Council Meeting #255, on Nov. 18, 2014. This motion was approved by roll-call vote as follows:

FOR  
Jesse Atencio  
Nate Bauer  
Jeff Baxter  
Kim Eames  
Jane Groseclose  
Juan Goula  
Jan Kristenson  
Jessica MacCallum  
Richard Machida  
Lawrence Murakami  
Sherrie Rahlfs  
Susan Sanborn  
Janine Smith  
Lesli Walls  
Trish Winners

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.

Chris Bekes, President, UAF Staff Council President

Date

12/2/14
Motion 2014-255-2 (cont.)

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 filing 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 FILING POSITIONS 2 & 4 SHALL BE Elected IN EVEN NUMBERED YEARS.**
Motion 2014-255-2 (cont.)

Section 3. Membership
   D. Elections
      III. Elections for President and Vice-President shall be conducted as follows:
         IV. 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:
         I. Conduct elections for Unit Representatives, At-Large seats- REPRESENTATIVES,
            Vice President, and President.
UNIVERSITY OF ALASKA FAIRBANKS
STAFF COUNCIL
MOTION 2014-255-3
APPROVED

UAF Staff Council unanimously approved the following motion, at Staff Council Meeting #255, on Nov. 18, 2014. This motion was approved by roll-call vote as follows:

FOR
Jesse Atencio          Jane Groseclose          Lawrence Murakami
Nate Bauer            Juan Goula             Sherrie Rahlfs
Jeff Baxter           Jan Kristenson         Susan Sanborn
Kim Eames             Jessica MacCallum      Janine Smith
                      Richard Machida         Lesli Walls
                      Trish Winners

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.

Chris Beks, President, UAF Staff Council
12/2/14
Date
Motion 2014-255-3 (cont.)

(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.
UNIVERSITY OF ALASKA FAIRBANKS
STAFF COUNCIL
MOTION 2014-255-4
APPROVED

UAF Staff Council unanimously approved the following motion, at Staff Council Meeting #255, on Nov. 18, 2014. This motion was approved by roll-call vote as follows:

FOR
Jesse Atencio
Nate Bauer
Jeff Baxter
Jessica Desrochers
Kim Eames
Jane Groseclose
Juan Goula
Jan Kristenson
Jessica MacCallum
Richard Machida
Lawrence Murakami
Sherrie Rahlfs
Susan Sanborn
Janine Smith
Lesli Walls
Trish Winners

UAF Staff Council Motion 2014-255-4
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 terms ‘Unit designations’ and ‘Unit compositions’ were in need of explanations in order clarify the official charge of the Membership & Rules Committee. 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.

Chris Beks, President, UAF Staff Council 12/2/14
Motion 2014-255-4 (cont.)

CAPS = Addition

_*strikethrough_* = Deletion

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 COMPOSITIONS, and generate petitions for unit changes as required; WHERE UNIT 'DESIGNATIONS' REFERS TO THE ORGANIZATIONAL UNITS MAKING UP A STAFF COUNCIL UNIT AND 'COMPOSITION' REFERS TO INDIVIDUALS WITHIN A UNIT.

4. 3. Accept petitions for proposed changes to unit designations AND UNIT COMPOSITIONS 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.
University of Alaska Fairbanks  
Staff Council  
Resolution 2014-255-1

UAF Staff Council unanimously approved the following resolution at Staff Council Meeting #255, on Nov. 18, 2014:

Resolution 2014-255-1:  
Resolution in Support of the UAF ‘Term Funded Internal Applicant Policy’

WHEREAS, UAF Staff Council requested a policy that would allow non-renewed term funded staff to be rehired by the university as internal applicants and included on a layoff list; and

WHEREAS, the UAF Chancellor’s Office drafted the ‘Term Funded Internal Applicant Policy’ and provided UAF Staff Council with adequate time to review and provide feedback; and

WHEREAS, Staff Council has reviewed the policy; now

THEREFORE BE IT RESOLVED, that UAF Staff Council requests that the statement “Application to the pool must be completed within 30 calendar days of the non-renewal date or of the notification to employee of non-renewal, whichever is later,” be added to the language of the policy prior to it being signed; and

THEREFORE BE IT FURTHER RESOLVED, that Staff Council requests that there be a single list for both employees have been laid off and those who are non-renewed term funded employees; and

THEREFORE BE IT FURTHER RESOLVED, that UAF Staff Council extends its gratitude to Chancellor Rogers and to the UAF administration for their willingness to implement such a policy and their efforts to seek feedback prior to approving the policy; and

THEREFORE BE IT FURTHER RESOLVED, that UAF Staff Council supports the approval of the UAF ‘Term Funded Internal Applicant Policy’ with the changes noted above.

Chris Beks, President, UAF Staff Council  
12/2/14  
Date
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
<table>
<thead>
<tr>
<th>11/3/2014</th>
<th><strong>Membership &amp; Rules Meeting Notes</strong></th>
<th>Action Item Date/Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Roll Call - quorum met; Present: Jessica Desrochers, Jessica MacCallum, Trish Winners; Nicole Dufour, Guest.</td>
<td></td>
</tr>
<tr>
<td><strong>2</strong></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>
<td></td>
</tr>
<tr>
<td><strong>3</strong></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>
<td>11-14/J.MacCallum write motion</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Bylaws Section I - Finalized; Motion for amendments needed.</td>
<td>11-14/J.Desrochers write motion</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>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>
<td></td>
</tr>
<tr>
<td><strong>6</strong></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>
<td>11-14/J.Desrochers modify motion</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Next Review Section: Bylaws Section 2; Trish will post on the shared folder for mark-ups.</td>
<td>11-7/TWinners (Post) 12-1/All (Review - Comment)</td>
</tr>
<tr>
<td><strong>8</strong></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>
<td></td>
</tr>
<tr>
<td><strong>9</strong></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>
<td>11-14/J.Desrochers - checking with Jeannie and/or Jennifer Youngberg for clarification</td>
</tr>
<tr>
<td><strong>10</strong></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>
<td>11-18/TWinners</td>
</tr>
</tbody>
</table>
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
Kim Eames (phone)
Nicole Dufour
Jane Gloseclose
Jesse Atencio
Chris Bek’s (phone)
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

### 21 responses

#### Summary

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Number of Daily Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Morning</td>
<td>17</td>
</tr>
<tr>
<td>Wednesday - Afternoon</td>
<td>5</td>
</tr>
<tr>
<td>Thursday - Morning</td>
<td>12</td>
</tr>
<tr>
<td>Thursday - Afternoon</td>
<td>6</td>
</tr>
</tbody>
</table>

*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 the number of daily responses over time.]

---

Google Survey - 2015 Staff Council Meeting Dates/Times  
Conducted Nov. 11 - 14, 2014
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

<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHO</th>
<th>WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organize staff “green teams” 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>UAF Office of Sustainability (Organize green team structure, identify/recruit participants, appoint team leaders)</td>
<td>Spring 2015 (Launch green teams)</td>
</tr>
<tr>
<td>Conduct Employee Orientation 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>UAF Office of Sustainability (Develop curriculum) UAF Human Resources (Provide new employee training)</td>
<td>Spring 2015 – curriculum development Fall 2015 – implement training</td>
</tr>
</tbody>
</table>

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
<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHO</th>
<th>WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Train Supervisors</strong></td>
<td>UAF Office of Sustainability</td>
<td>Spring 2015 – curriculum development</td>
</tr>
<tr>
<td>Update supervisor training curriculum/suite 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>
</tr>
<tr>
<td><strong>Train Employees</strong></td>
<td>UAF Office of Sustainability</td>
<td>Semi-annual, begin Fall 2015</td>
</tr>
<tr>
<td>In coordination with green teams, develop expanded semi-annual training and/or professional development opportunities around sustainability topics and practices (formal seminars or presentations, or informal lunch-and-learn or roundtable discussions about sustainability initiatives and ideas). Include guest speakers. Incorporate training into new employee onboarding.</td>
<td>UAF Human Resources and Communications (Publicize training opportunities, onboarding)</td>
<td>Fall 2015 (pending new funding sources)</td>
</tr>
<tr>
<td><strong>Expand Sustainability Grant Opportunities</strong></td>
<td>UAF Office of Sustainability</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>Expand opportunities for staff to submit proposals for projects that enhance campus sustainability (pending any new funding sources, staff do not pay sustainability fee)</td>
<td>UAF Office of Sustainability (Lead program review and recommend enhancements)</td>
<td></td>
</tr>
<tr>
<td><strong>Provide Staff Awards</strong></td>
<td>UAF Office of Sustainability</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>Develop a new sustainability award to recognize excellence in sustainability contributions to UAF.</td>
<td>UAF Office of Sustainability (Develop proposal for revised selection criteria for existing staff awards and/or new staff sustainability award)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UAF Chancellors and President’s Offices</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Consider award criteria revisions)</td>
<td></td>
</tr>
<tr>
<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 Plan - 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 palate
   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:

__________________________________

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'Brian 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: 

Chancellor's Office

DATE

DISAPPROVED: 

Chancellor's Office

DATE