

**AGENDA****UAF STAFF COUNCIL #259****Monday, March 2, 2015****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 & ROLL CALL**
  - A. Call to Order
  - B. Roll Call
  - C. Approval of Agenda for Staff Council Meeting #259
  - D. Approval of Minutes from Meeting #255
  - E. Approval of Minutes for Meeting #256
- II. 8:50 - 9:00 STATUS OF PENDING ACTIONS**
  - A. Leave Share Resolution
  - B. Emergency Leave Policy
- III. 9:00 - 9:05 PUBLIC COMMENT**
- IV. 9:05 - 9:15 OFFICERS REPORTS**
  - A. Chris Beks, President
  - B. Faye Gallant, Vice President
- V. 9:15 - 9:20 STAFF ACHIEVEMENTS AND HIGHLIGHTS**
- VI. 9:20 - 9:40 CHANCELLOR'S REMARKS**
- VII. 9:40 - 9:45 BREAK**
- VIII. 9:45 - 10:00 GUEST SPEAKER**
  - A. Julie Queen, Director of the UAF Office of Management and Budget
    - i. Attachment 259-11: Presentation Documents

**IX. 10:00 - 10:20 UNFINISHED BUSINESS**

- A. University Advocacy Committee - 'Volunteer Day' Proposal
  - i. Attachment 259-1: UAF Staff Council 'Staff Volunteer Day Proposal
  - ii. Attachment 259-2: Resolution 2015-259-1: Resolution Supporting 'UAF Staff Volunteer Day Proposal' - Draft
- B. University Advocacy Committee - 'Staff Mentoring Interest Survey'
  - i. Attachment 259-10: UAF Staff Member Mentoring Interest Survey
- C. UA Staff Alliance's Proposed 'University of Alaska Core Values'
  - i. Attachment 259-5: Proposed 'UA Core Values'
  - ii. Attachment 259-6: UAF Core Values

**X. 10:20 - 10:35 NEW BUSINESS**

- A. 2015 Staff Council Officer Election
  - i. Opening of Nominations for Offices of President and Vice President
- B. Proposed Changes to UA Layoff Regulations
- C. Mobile Device Security Policy & Proposed Regulation
- D. Furlough Policy & Regulation
  - i. Attachment 258-8: Approved UA Furlough Policy and Regulation
- E. Committee Representatives
  - i. ASUAF Food for Thought Committee - Representative needed
  - ii. UAF Dining Committee - Representative needed
- F. Staff Make Students Count Award
  - i. Ad Hoc Committee Chair and Three Committee Members Needed
- G. Administrative Services Forum
  - i. Hosted by Vice Chancellor Kari Burrell, Wed., March 4, from 3:30 - 5 PM, Murie Auditorium. The forum is also available via webstream. Visit [www.uaf.edu/adminsvc/](http://www.uaf.edu/adminsvc/) for webstreaming information.

**XI. 10:35 - 10:45 GOVERNANCE REPORTS**

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

**XII. 10:45 - 10:55 INTERNAL COMMITTEE REPORTS**

- A. Elections - Richard Machida, Chair
  - i. Did not meet
- B. Membership and Rules - Trish Winners, Chair
  - i. Attachment 259-9: March Committee Report
- C. Rural Affairs - Chris Brooks, Chair
- D. Staff Affairs - Jeff Baxter, Chair
  - i. Attachment 259-3: March Committee Report
- E. University Advocacy - Nate Bauer, Chair
  - i. Attachment 259-4: March Committee Report

**XIII. INTERNAL AD HOC COMMITTEE REPORTS**

- A. Chancellor's Cornerstone Award Ad Hoc - Jane Groseclose, Chair
  - i. Has not met

**XIV. EXTERNAL STATEWIDE COMMITTEE REPORTS (written only)**

- A. Staff Alliance- Staff Health Care Committee - Lesli Walls; Kim Eames; David Bantz (Alt); Susan Sanborn (Alt)
- B. Staff Alliance Compensation Working Group - Faye Gallant, Chair; Brad Krick, Janine Smith

**XV. EXTERNAL UAF COMMITTEE REPORTS (written only)**

- A. Accreditation Steering Committee - On Hiatus
  - i. The committee will likely not meet for an extended period of time, as the next report is due in 2019. Therefore, no Staff Council Representative to this committee is needed at this time.
- 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 Beks, Rep; Juella Sparks, Alt
- E. Dining Committee
  - i. Representative Needed

- F. Food for Thought Committee
  - i. Representative Needed
- G. Fresh Air Campus Challenge Committee - Brad Krick, Rep; Sue Miller, Alt
  - i. Attachment 259-7: March Committee Report
- H. Master Planning Committee (MPC) - Richard Machida, Rep; Brad Krick, Alt
- I. Meritorious Service Award Committee - Faye Gallant
- J. Parking Advisory Committee (PAC)
  - i. No Representative needed at this time, current status is unknown.
- K. People's Endowment Committee - Jessica MacCallum
- L. Research Program Review Task Force - Richard Machida & Marie Thoms
- M. RISE Board - Ian Olson
- N. Staff Appreciation Day Planning Group - Ashley Munro & Maria Russell
- O. Sustainability Master Planning Committee, Richard Machida

**XVI. AD HOC COMMITTEE REPORTS (written only)**

- A. Term Funded Ad Hoc Committee - Lawrence Murakami, Chair
- B. Training & Employee Development Working Group Update - Jessica MacCallum

**XVII. 10:55 - 11:00          ROUND TABLE DISCUSSION**

**XVIII. 11:00                  ADJOURN**

**University of Alaska Fairbanks**  
**Staff Council**  
**Proposal for UAF Staff Volunteer Day**

*2/2/2015*

In partnership with our university's administration, UAF Staff Council seeks to promote and strengthen UAF's core themes, including its efforts to "engage Alaskans through Outreach for Continuing Education and Community and Economic Development;" we also highlight our own organization's commitment, through Staff Council's University Advocacy Committee, to establish "events and functions to help make the public aware of the value of University staff, as well as students and faculty."

We further observe the Fairbanks community's increased need for time and effort from UAF's wide variety of skilled and highly capable staff and potential volunteers, as well as our own need to bridge cultural and connotative gaps between UAF and the larger Fairbanks community.

We also recognize the potential for UAF and its Staff Council to partner together in an effort to benefit the community in which we live and work. The annual Staff Volunteer Day proposed herein seeks to incorporate the organization, facilitation, and promotion of volunteerism by staff on a large scale, during designated times of year when these efforts are most needed.

As a result of these concerns, UAF Staff Council seeks official designation for an annual UAF Staff Volunteer Day. Our proposal seeks equally shared commitment (and the credit that results) from administration and staff individuals: a work day of volunteer time per staff member per year, comprising four hours of existing Annual Leave, donated by the staff member, together with four hours of newly offered university "Volunteer Leave."

We propose these volunteer efforts to be concentrated as full workdays by all willing staff, to also take place during one of two designated weeks per school year, which may also minimize any adverse effect to UAF and its services to students. Tentative proposals for these weeklong designations include a single week during the Fall semester of 2015 and one during Spring semester of 2016. We further recognize the need for the stringent organization, regulation, and oversight of such proposed activities, with Staff Council anticipating collaboration with University Human Resources and Administration regarding implementation.

In summary, UAF Staff Council proposes, in conjunction with UAF administration, the founding of an Annual Staff Volunteer Day, incorporating the organization, facilitation, and promotion of volunteerism by staff on an extensive level, during designated times of year when these efforts are most needed by our Fairbanks community.

SC 259

UAF Staff Council Resolution: UAF Staff Volunteer Day

WHEREAS UAF Staff Council's University Advocacy Committee is committed to organizing "events and functions to help make the public aware of the value of University staff, as well as students and faculty;" and

WHEREAS Staff Council observes the Fairbanks community's increased need for time and effort from the University's wide array of skilled and highly capable staff and potential volunteers; and

WHEREAS we also recognize the need to bridge cultural and connotative gaps between UAF and the larger Fairbanks community; and

WHEREAS we further observe the potential for UAF and Staff Council to partner together in an effort to benefit the community in which we live and work; and

WHEREAS we are committed to UAF's core themes, including its efforts to "engage Alaskans through Outreach for Continuing Education and Community and Economic Development;" now

THEREFORE BE IT RESOLVED that UAF Staff Council supports the proposal to found an Annual Staff Volunteer Day at UAF.

**STAFF AFFAIRS COMMITTEE**  
Wednesday, February 4, 2015  
10:00am - Murie 330

The Staff Affairs Committee met today and discussed the item(s) as indicated below.

Those attending in person included: Dean Ojala (power plant , Jenel Merrifield, Mathew Mund, and Jeff Baxter.

Those attending via teleconference included: Melody Hughes, Jane Gloseclose, Jennifer Youngberg, Susie Carson, and Nicole Dufour.

The only remaining item from last agenda was discussion concerning staff evaluations. Brad Lobland (HR Director) responded to an email sent to him asking about the policy. His response is attached and essentially indicates annual staff evaluations are mandatory and if an employee has not been evaluated as required, after speaking to their supervisor should contact HR.

Jennifer provided insight that highlighted the fact that while annual evaluations are required by regulation, they are also required for accreditation purposes and are therefore tracked by HR. A periodic report is sent to the Chancellor and information is conveyed to Deans and Directors if any unit's rate appears unsatisfactory.

This committee is willing to help get the word out to staff that they should feel free to contact HR if they are not being evaluated as required.

With no other agenda items, there was some short discussion concerning this committee being proactive in looking for ways to promote positive work environments. In light of our current financial situation, it would be helpful to verify information before passing it along as fact. For instance, the Chancellor at the last Staff Council meeting indicated it will probably be the end of March before anything is known about personnel cuts and the end of April before anything is known about program cuts. Any information prior to those timelines needs to be scrutinized carefully!

The next Staff Council meeting will be Monday, March 2 at 8:45am in Wood Center and the next Staff Affairs Committee meeting will be Wednesday, March 4 at 10am in Murie 330.

Thanks,  
Jeff Baxter  
Chair, Staff Affairs Committee

1 attachment - email correspondence between Jeff Baxter and Brad Lobland



Jeff Baxter &lt;jbaxter2@alaska.edu&gt;

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**Re: Annual Evaluations**

1 message

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**Bradley Lobland** <balobland@alaska.edu>

Wed, Jan 7, 2015 at 12:15 PM

To: Jeff Baxter &lt;jbaxter2@alaska.edu&gt;

Cc: Jane Groseclose &lt;jsgroseclose@alaska.edu&gt;, mrschrage &lt;mrschrage@alaska.edu&gt;

Happy New Year Jeff!

Thank you for your email. Employees should be evaluated annually as indicated in the regulation. However, there are extenuating circumstances that sometimes prevent supervisors from fairly completing them, such as:

New Supervisor  
Interim or Acting Managers  
Position is out of date which is difficult to accurately evaluate  
Employee was on extended leave

If a supervisor is unable to evaluate due to a legitimate reason then that supervisor should write a memo to the employee's file indicating when the evaluation will be completed.

Step increase are not withheld anymore due to the fact staff do not receive annual increases as in the past, we receive a COLA (Cost of Living).

Supervisors who just plain refuse to complete the evaluation should be counseled by HR and their supervisor as to the importance of healthy evaluations and feedback.

In our current budget climate employees, who are evaluated and who may be exceptional, may not receive an in-grade step adjustment as it is strictly up to the supervisor to reward based on equity, budget, performance and behavior.

I would be more than happy to come and speak with you and staff council about this further and in the meantime please refer frustrated employees to HR for assistance.

Best,  
Brad

On Mon, Dec 8, 2014 at 3:35 PM, Jeff Baxter <jbaxter2@alaska.edu> wrote:

Hi Brad,

During a recent meeting of the Staff Affairs Committee (from Staff Council) an issue came up and I was hoping for some input from you.

Some staff employees are not being evaluated each year as required. The employees who have made this known to folks on our committee claim they have even asked their supervisor directly to no avail.

We were curious if the regulation regarding this matter has been changed or is there still supposed to be some sort of documentation in the HR record of the supervisor if they do not complete annual evaluations on their

employees. The BOR regulation that was brought up is R04.07.030. Performance Evaluation, which mentions the documentation in the supervisor's HR record.

As an employee, it's difficult to operate if you're not receiving feedback from your supervisor. Additionally, the regulation indicates that employees who do not have a current evaluation on file are not eligible for a step increase. We know that you have addressed some comments voiced recently via the Grapevine, but we are concerned that greater involvement might be necessary and we're willing to help any way we can.

Thanks in advance for your response on this issue. If you are interested in meeting with the committee to discuss this topic, we would be happy to include you on our January meeting agenda (January 7, 2015 at 10am in Murie 330).

Thanks,

Jeff

**Jeffrey A. Baxter**

Staff Council Representative for Unit 10  
Office Manager  
Biology & Wildlife  
101C Murie Building - 982 N. Koyukuk Dr.  
University of Alaska Fairbanks  
PO Box 756100  
Fairbanks, AK 99775-6100  
(907)474-6294 - (907)474-6716 fax

Please note the Biology and Wildlife Office will be closed for the winter holiday December 24th and will reopen January 5th

--

Brad A. Lobland, Director  
Campus Ethics Officer  
UAF Office of Human Resources  
907-474-7700



University Advocacy Committee (UAC) Report  
Last meeting: Wednesday, February 11, 2015  
10:00 AM  
Rasmuson Library 502

Present: Nate Bauer  
Susan Carson  
Nicole Dufour  
Kim Eames  
Connie Huizenga  
Phil Jacobs  
Brandi Marrero  
Lesli Walls  
Jami Warrick

Agenda:

Item 1: Volunteer Day Proposal/Resolution

Newly revised proposal and resolution were discussed, with general overall committee support for advancing resolution to vote at March SC meeting. Discussion included options for structuring Volunteer Day efforts in ways similar and/or connected to UCLA's I'm Going to College outreach elementary reading program (spring program), as well as UAF United Way campaigns.

Revisions were suggested (and made) to remove "Leave" terms (Volunteer, Administrative, or otherwise), to avoid potential for misunderstanding about purpose of initiative.

Committee also discussed the proposal's lack of specifics regarding overhead organization and team design, as well as processing solicitations from volunteer organizations. Committee clarified that specifics should be avoided until UAF administration and HR can be involved.

Chair has made revisions based on above discussion and advanced documents to SC Exec Board and full SC meeting agendas.

Item 2: Mentoring Survey

Committee discussed existing survey, including the need to define "informal" and "formal" mentoring by including "assigned" vs "not assigned" clarification. Nate made this change to the survey.

Another change was suggested, to revise "leadership/department" to "supervisor/department," in order to include those staff members in departments with more intricate hierarchies.

"New roles" was also revised to "advancement or job development/training," in order to avoid assumptions that mentoring only happens at the beginning of a job.

Chair has made suggested revisions and advanced revised survey for approval by Exec Board and full SC council before distribution to all UAF staff.

Item 3: Telecom options

Options were discussed for avoiding use of the call-in telecom system, which costs Staff Council money. Committee favored the use of Google Hangouts or similar online conferencing options, as long as each committee member is able to secure hardware/software necessary (including microphone headsets).

Chair will explore equipment available at UAF surplus, and ensure individual members are able to access the chosen option before it is put into use.

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

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

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

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

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

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



# Strategic Plan



## CORE VALUES

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

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

21 June 2012, Thursday 10:57

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Fresh Air Campus Challenge (FACC) Committee  
Report for Staff Council Meeting #259

Members: Brad Krick, Sue Mitchell

The Fresh Air Campus Challenge group met every Thursday in February. This report only covers the February 19 meeting.

Kris Racina reported that President Gamble had verbally confirmed to Chancellor Rogers that UAF could begin a no-tobacco policy on Dec 31, 2015 (instead of Dec 1). She also reported that the Chancellor's Cabinet green lit to the FACC's recommendations and wants the group to focus on our designated smoking area recommendation, signs, and communication.

### **Designated Smoking Areas**

The FACC wants to include designated smoking areas as an intermediate step on the way to a totally tobacco-free policy. Under this proposal, tobacco use would only be allowed in certain areas between a date TBD and Dec 31. The group is still working on the recommendation, but has tentatively identified six possible areas: West Ridge, lower dorms/Patty Center, Campus core, facilities services, upper dorms, and family housing.

There's some discussion on the pros and cons of this approach. A rep for the American Lung Association suggested that DSAs would complicate the process and require us to teach a second set of rules before changing. The committee recognizes that concern, but generally thinks that DSAs will be useful to raise awareness and help everyone get ready for the new year.

### **Signs**

The group will work with Facilities Services to create signs marking the school as a tobacco-free zone in addition to creating signage for designated smoking areas. Our idea right now is to have the campus wide signs include some kind of sticker announcing the start date that we can remove once the policy is in force.

### **Communication**

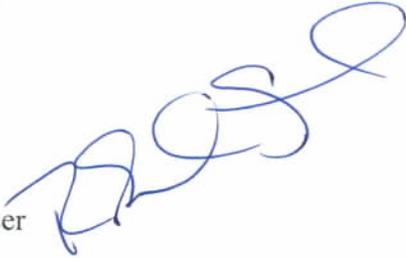
The group will work with Marketing & Communication to get the word out about the coming change, the timeline, and resources available. They're hoping to include suggested scripts for bystanders to use to politely inform tobacco users of the change in policy.

If you have questions, comments, suggestions, please contact Sue or Brad. The next meetings have not been scheduled, but I believe the meetings are open and anyone is free to attend.



UNIVERSITY  
of ALASKA  
*Many Traditions One Alaska*

TO: Patrick K. Gamble, President

FROM: R. Erik Seastedt, Chief Human Resources Officer 

DATE: January 30, 2015

RE: Proposed adoption and addition to University Regulations

Attached for your review and approval is a new university regulation explaining the authorization and use of furloughs based on policy P04.07.115, Employee Furlough of the Board of Regents.

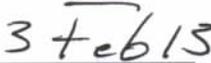
In accordance with Regents' Policy 01.03.020 B., I have sought review and comment by the chancellors and affected governance groups, including the system governance council on your behalf. Discussions have been ongoing since a draft furlough policy was sent to all employees on June 2, 2014. More formal discussions began with the creation of a systemwide staff committee which began meeting on September 25, 2014 to create draft regulations in anticipation of the Board's approval of a furlough policy, which occurred on December 11, 2014. The final comment period opened December 4, 2014 and closed January 28, 2015. Responses have been provided to you.

I recommend your approval. If you concur, please indicate by signing below. The new regulation would be effective upon your signature and incorporation in the Manual of Regulations. Thus your approval should be transmitted to Brandi Berg, Board of Regents Executive Officer, for incorporation in the manual and distribution.

Attachments

**I approve and cause to be promulgated the attached adoption of University Regulation R04.07.115, Employee Furlough. This regulation is effective immediately.**

  
\_\_\_\_\_  
Patrick K. Gamble, President

  
\_\_\_\_\_  
Date

cc: Brandi Berg, Board of Regents Executive Officer  
Chancellors  
General Counsel

**Final language, submitted for president approval 1/30/15:****R04.07.115 Employee Furlough**

To address budgetary shortfalls in any unit of the university, employees may be subject to furlough via temporary unpaid leaves of absence or via prospective, temporary reductions in pay and equivalent work hours. Prior to implementation of a furlough plan, other reductions and cost savings, as well as revenue generation, will be considered and implemented as appropriate.

**A. Definitions:**

1. Furlough: Temporary unpaid leave for a designated period of time, or a prospective, temporary reduction in pay, imposed to meet a budgetary shortfall.
2. Budgetary shortfall: A status of financial health in which projected or actual expenditures are anticipated to exceed revenue.

Employees may request a reduced contract in lieu of furlough. Requests are subject to approval by the employees' dean/director and the regional human resources office.

**B. A furlough plan may include, but not be limited to, any of the following at the discretion of the university:**

1. A specified number of days each pay period, month or year may be designated as furlough days, with no business being conducted on those days.
2. Salaries of exempt employees may be reduced by a specified percentage.
3. Non-exempt employees may have reduced-hour work weeks (for example, work week reduced from 40 hours to 37.5 hours) or reduced contracts (for example, work schedule reduced to less than 10 days per pay period and/or less than 12 months per year).
4. A different number or percentage of furlough days for employees in different pay grades or classifications.

Reduction of pay will include reduction of expected effort.

**C. All university employees (full or part-time, regular, term or temporary) may be subject to furlough, except:**

1. Employees who hold H-1B visas, as defined in 20 CFR 655.731;

2. Graduate/teaching/research assistants, postdoctoral fellows/trainees who do not pay FICA, and other student employees;
  3. Employees on military leave with pay;
  4. Employees who perform functions essential to maintain health and safety, as determined by the chancellor or president; and
  5. Employees whose compensation is derived 100% from restricted funds.
- D. Employee benefits during a furlough will be affected as follows:
1. Accrual of annual and sick leave will be reduced by a furlough.
  2. Holiday pay for benefit-eligible employees will not be reduced for a holiday immediately before or after a furlough day.
  3. Health care and life insurance benefits will not be reduced by a furlough.
  4. Pay deductions authorized by an employee during a furlough will not be reduced. The employee remains responsible for making all employee contributions during a furlough period, including health coverage.
  5. Retirement contributions by both the employee and the University will be reduced by a furlough. Service credit may also be reduced.
- E. A furlough plan for unit(s) affected by a budgetary shortfall will be implemented upon recommendation of the chancellor and the Vice President for Finance and Administration, and approval of the president. The president shall consult with governance prior to approval. Governance may request financial records for any unit affected by furlough.
1. The Statewide Office of Human Resources will distribute notice of the president's approval of a furlough plan to affected employees at least sixty (60) days prior to implementation. The furlough plan will specify the amount or percentage of furlough time and the applicable time period.
  2. After a furlough plan has been implemented, a review committee established by the president shall examine ongoing need and efficacy on a quarterly basis.
  3. The president may reduce or cancel a furlough plan at any time.
- F. Upon notice of a furlough plan, supervisors may schedule furlough days, in consultation with the employee, subject to the operational needs of the department. Furlough

schedules shall be approved by the department dean/director and the regional human resources office.

- G. Furlough days shall be taken on days that the employee would normally be scheduled to work. Employees may not be directed or permitted to work on furlough days or to work more than 40 hours in the work week in which a furlough day is taken. No employee may use paid leave to offset all or any portion of a furlough.
- H. Furlough provisions for employees under collective bargaining agreements will be clarified through Memoranda of Agreement with each bargaining unit.
- I. The Chief Human Resources Officer or designee will review any appeals from employees claiming extreme financial hardship under a furlough plan.
- J. The provisions of this section apply only to employee furlough and are not applicable to layoff or any other type of termination of university employment.

| 2/9/2015        | <b>Membership &amp; Rules Meeting Notes</b>   | Action Item Date/Owner            |
|-----------------|---|-----------------------------------|
| 1               | Roll Call - Members Present: T. Winners, J. MacCallum, B. Krick, S. Taber, A. Englert<br>Visitors Present: N. Dufour, Mathew Mund, Christopher Brooks, Jenell Merrifield<br>Quorum was met. |                                   |
| 2               | Welcome New Members! Introductions - Name, Unit, Most Unusual Pet   |                                   |
| 3               | Group Decision: Future meetings will be the 2nd Monday at 1:30 pm.  |                                   |
| 4               | Discussed: Our process - Review documents during month, finalize at meeting.  |                                   |
|                 | <b>OLD BUSINESS:</b>  |                                   |
| 5               | Quick review of outstanding Motions/unfinished reviews; discuss path fwd on Sect 2.   |                                   |
| 6               | Section 2 - Purpose of Staff Council Review - Refer to Exec Board for action; out of scope for us?  |                                   |
| 7               | <b>Outstanding Motions for Sect 3 - roll into motions for remainder of Sect 3 if any:</b>   |                                   |
|                 | Motion: Brad will research Quorum language in Sect 7 and draft motion for group to update Sect 3 language if needed.  | BK - Motion if needed. 3/9        |
|                 | Motion: Brad - Strike line about 2015; no longer needed.  | BK - Motion to strike. 3/9        |
|                 | Motion: Section 3.A.v. references the wrong section number; create motion to amend.   | TW - Motion to fix numbering. 3/9 |
|                 | <b>NEW BUSINESS:</b>  |                                   |
| 8               | Next ParliaMinute - Jessica MacCallum   | J. MacCallum 3/2                  |
| 9               | Unit Designations discussion - Ad-hoc group created; meeting date 2/16  |                                   |
| 10              | Next Initiative & Reward - TBD next meeting   |                                   |
| 11              | Bylaws - Reviewed Section 3 Part II. Still need to finalize at 3/9 meeting.   |                                   |
| 12              | Bylaws Review for next month: Section 4 Prep  | TW to post by 2/16                |
| 13              | Set "Owners" of Bylaws Review Sections; II-J.MacCallum; III-B.Krick; IV-A.Englert; V-T.Winners; VI-S.Kinkki; Trish to send out explanation of role.   | TW - 2/20                         |
| 14              | Watch for New motions template from Nicole - Will replace M&R's one.  |                                   |
|                 |   |                                   |
|                 |   |                                   |
|                 | <b>Other Action Items:</b>  |                                   |
|                 | Invite Richard Machida to join review of Elections section of Bylaws  | TW - Done                         |
|                 |   |                                   |
|                 | <b>Future Business:</b>   |                                   |
|                 | ParliaMinutes Game -  |                                   |
|                 | Constitution Bylaws Future Reviews - Sections on 3 year rotations? 2 year?  |                                   |
|                 | <b>Important Dates:</b>   |                                   |
|                 | Next SC Executive Board Meeting: 2/17   |                                   |
|                 | Committee Reports due: 2/25   |                                   |
|                 | Next Staff Council Meeting: #259 - 3/2  |                                   |
|                 | Next M&R Committee Meeting: 3/9   |                                   |
|                 | Future Staff Council Meeting: #260 - 4/4  |                                   |
|                 |   |                                   |
|                 |   |                                   |
| <b>MEMBERS:</b> | Trish Winners (C), Jessica MacCallum, Brad Krick, Samara Taber, Aly Englert   | <b>5</b>                          |
|                 | <i>Where M&amp;R Spells Fun!</i>  |                                   |

**Unit Reviews Ad-hoc Committee**  
*Staff Council Membership & Rules*  
2/16/15

IN ATTENDANCE:

Samara Kinkki  
Mathew Mund  
Aly Englert  
Terra Preslan  
Trish Winners, Chair

SUMMARY

- Looked at bylaws and discussed Unit make up; began drafting definitions of terms from bylaws, particularly “Community Interest” which we tentatively ID’d as “Shared Uniqueness”; also “Geographic Locations” and “Population” which the committee plan to explore more fully.
- Identified a need to wait until after program reviews and possible cuts are completed and staffing levels stabilize to redefine units; probably fall 2015. Until then the sub-committee will continue reviewing TKLs vs. D-Levels and establishing a system for balancing units in readiness for fall’s unit review and re-alignment.
- Identified a need to fully define the employees we do represent vs. the ones we don’t. Bylaws state “all APT and Classified employees,” except for Executive appointments; which we have taken to mean all exempt and non-exempt; it does not seem to say “non-represented employees” – should it?
- New members also requested a description of the Roles and Expectations of Staff Council Members in general; the group would like to take this on as an initiative of the full Membership & Rules Committee, with the full M&R Committee’s and with the Executive Board’s approval, separate of course from the Unit Review work.

# UAF Staff Member Mentoring Interest Survey (Spring 2015)

Name (optional)

UAF Department (optional)

**Have you participated in formal (i.e., assigned) or informal (unassigned) mentored training in any of your current or former job roles?**

- Neither  
 Informal mentoring  
 Formal mentoring  
 Both

**Whether formal or informal, how effectively would you rate your mentored training experiences at UAF?**

If N/A, leave blank.

1 2 3 4 5 6 7

(least effective)        (most effective)

**In general, how important do you consider mentoring to the success of staff members in new roles?**

1 2 3 4 5 6 7

(not important)        (very important)

**If supported by your supervisor/department, how willing would you be to accept a designated role as mentor to staff in new or advanced/developing roles with which you're familiar (please provide name above)?**

1 2 3 4 5 6 7

(not at all willing)        (very willing)

**If supported by your supervisor/department, how desirable would you consider the opportunity to be mentored by designated staff familiar with your current or prospective role(s) (please provide name above)?**

1 2 3 4 5 6 7

(not at all desirable)        (very desirable)

**If supported by your supervisor/department, how many hours per month would you consider appropriate to devote to designated mentor/mentee participation (please provide name above)?**

- 1 (or fewer)
- 2-4
- 4-6
- 6-10
- 10 or more

**Please share any other relevant experiences/feelings about potential mentoring programs at UAF here:**

Submit

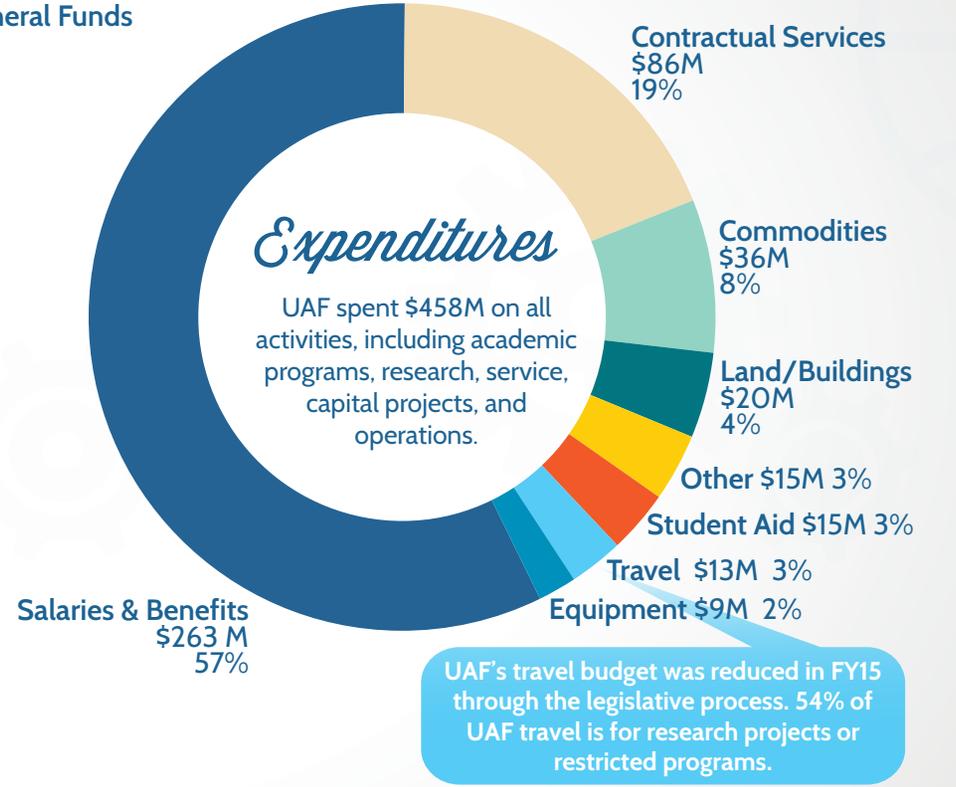
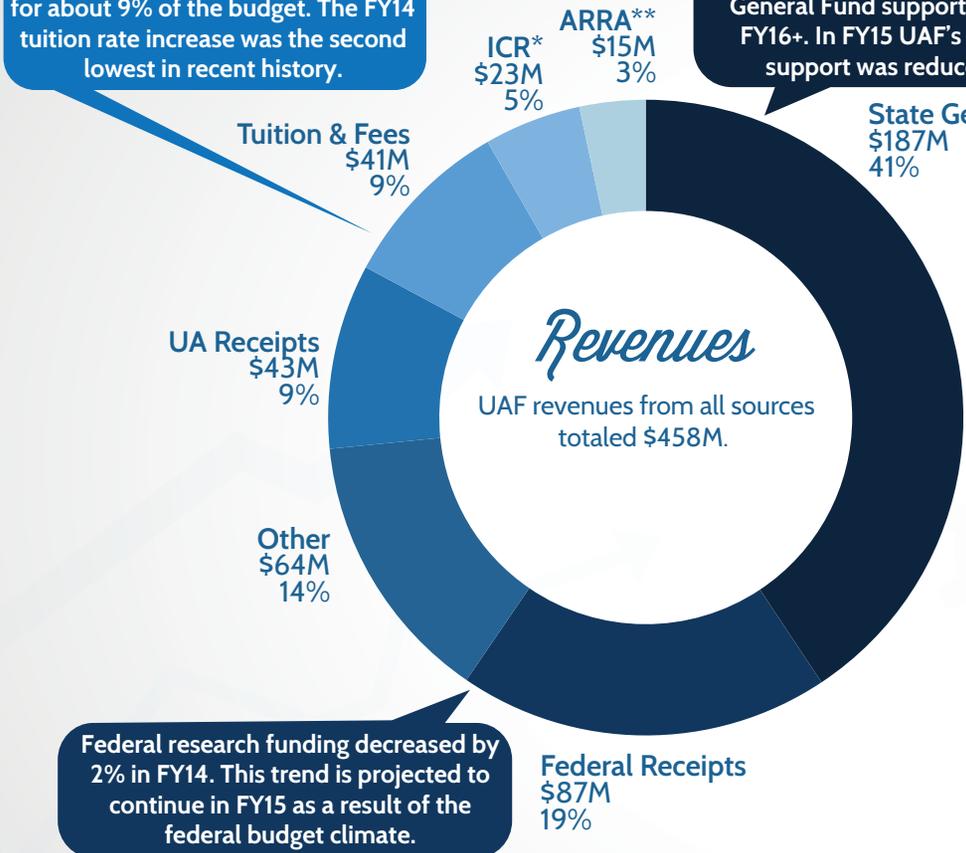
Never submit passwords through Google Forms.

# FY14 at a Glance

Tuition and fees historically account for about 9% of the budget. The FY14 tuition rate increase was the second lowest in recent history.

As the state budget climate becomes increasingly tight, UAF expects General Fund support to decrease in FY16+. In FY15 UAF's General Fund support was reduced by \$8M.

In spring 2014, UAF employed 2157 faculty, researchers, program and administrative staff (full time equivalency). This number is decreasing as UAF responds to budget reductions.



Federal research funding decreased by 2% in FY14. This trend is projected to continue in FY15 as a result of the federal budget climate.

UAF's travel budget was reduced in FY15 through the legislative process. 54% of UAF travel is for research projects or restricted programs.

\* Indirect Cost Recovery  
 \*\* American Recovery & Reinvestment Act

## Looking Ahead

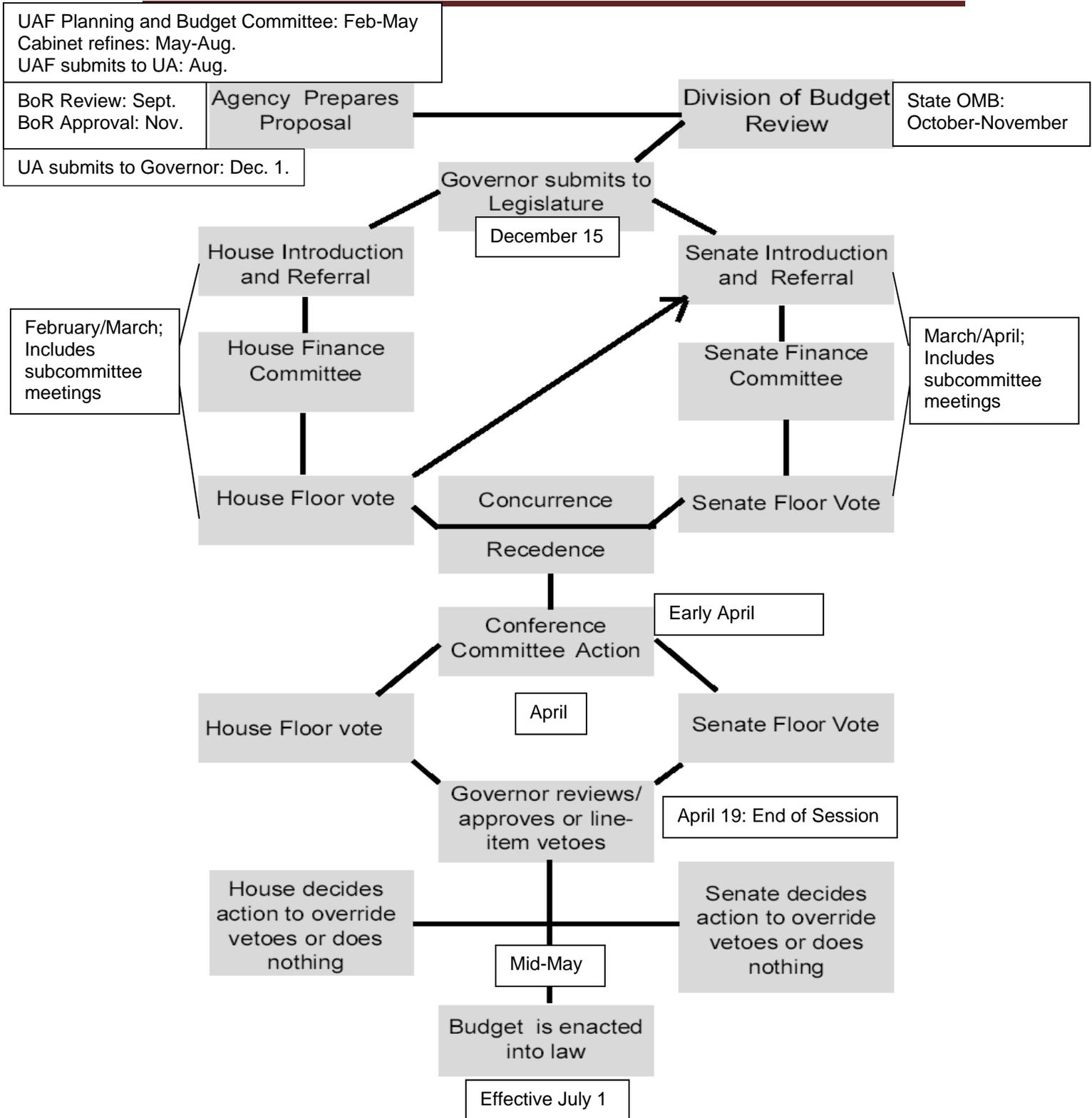
The State will cut UA funding for the second year in FY16. Tuition and research awards will not fully offset rising costs, leaving UAF with a budget gap of \$14-\$17M, assuming no further reductions. UAF may be smaller in future years, but is prepared to make strategic investment choices to maintain a high-quality focus on research, instruction and service.



UAF's budget is spent in direct support of its mission to integrate teaching, research, and public service; these top categories account for **64%** of expenditures.



## Highlights of the Alaska State Operating Budget Process



**Note:** Supplemental budgets and the utilities trigger funding typically occur in addition to this process.  
**Acronyms:** UAF = University of Alaska Fairbanks; UA = University of Alaska; BoR = Board of Regents; OMB = Office of Management and Budget

**FY16 Legislative Tracker - UAF Specific Requests**

| FY16 High Demand Program Requests by Initiative   |     |    |   | FY16 UAF Orig. Submission (Aug 2014) |                |                | FY16 UAF Final BOR (Approved Nov 2014) |                |                | Gov's Amended Budget (January) |               |             |              |
|---|-----|----|---|--------------------------------------|----------------|----------------|--|----------------|----------------|--------------------------------|---------------|-------------|--------------|
| Campus/UAF Priority/Program Title   |     |    |   | FTE                                  | State Approp.  | Rcpt. Auth.    | Total                                  | State Approp.  | Rcpt. Auth.    | Total                          | State Approp. | Rcpt. Auth. | Total        |
| <b>UAF Base Operating Budget FY15</b>   |     |    |   |                                      | 179,499.0      | 296,167.4      | 475,666.4                              | 179,499.0      | 296,167.4      | 475,666.4                      | 179,499.0     | 296,167.4   | 475,666.4    |
| <b>Governor's Budget Reduction (\$18,168.5 UA System) - UAF est. \$8.6 (based on budget distribution, excl. trigger impact)</b> |     |    |   |                                      |                |                |  |                |                |                                | 8,611.9       | 0.0         | 8,611.9      |
| <b>UAF Base Adjustment Estimates (as % of Total Operational Base)</b>   |     |    |   |                                      |                |                |  |                |                |                                |               |             | 4.8%         |
| <b>Reduction of Fuel Trigger (\$6.2M UA System) - UAF est. \$4M (reduction method or UA System adjustment TBD)</b>              |     |    |   |                                      |                |                |  |                |                |                                | 4,000.0       | 0.0         | 4,000.0      |
| <b>Total UAF Impact Estimate (Base + Trigger, pending UA System adjustment)</b>   |     |    |   |                                      |                |                |  |                |                |                                | 12,611.9      | 0.0         | 12,611.9     |
| <b>Total Reduction Impact (Base + Trigger) as % of Total Operations</b>   |     |    |   |                                      |                |                |  |                |                |                                |               |             | 7.0%         |
| <b>STUDENT ADVISING &amp; COMPLETION</b>  |     |    |   |                                      |                |                |  |                |                |                                |               |             |              |
| UAF   | CRC | CD | Comprehensive Rural Student Advising (BBC & KuC) Program Completion*                      | 2.0                                  | 278.0          | 0.0            | 278.0                                  | 278.0          | 0.0            | 278.0                          | 218.5         | 0.0         | 218.5        |
| Student Advising Subtotal   |     |    |   | 2.0                                  | 278.0          | 0.0            | 278.0                                  | 278.0          | 0.0            | 278.0                          | 218.5         | 0.0         | 218.5        |
| <b>TEACHER EDUCATION</b>  |     |    |   |                                      |                |                |  |                |                |                                |               |             |              |
| UAF   | FBK |    | Teacher Recruitment, Preparation & Mentoring - UA System                                  | 0.0                                  | 0.0            | 0.0            | 0.0                                    | 224.4          | 22.4           | 246.8                          | 0.0           | 0.0         | 0.0          |
| Teach Ed Subtotal   |     |    |   | 0.0                                  | 0.0            | 0.0            | 0.0                                    | 224.4          | 22.4           | 246.8                          | 0.0           | 0.0         | 0.0          |
| <b>HEALTH EDUCATION</b>   |     |    |   |                                      |                |                |  |                |                |                                |               |             |              |
| UAF   | FBK |    | Complete the 2+2 Alaska Veterinary Medicine Program with CSU                              | 3.0                                  | 200.0          | 241.0          | 441.0                                  | 200.0          | 241.0          | 441.0                          | 0.0           | 0.0         | 0.0          |
| UAF   | FBK |    | Build Alaska's Undergrad & Clinical PhD Psychology Program                                | 2.0                                  | 200.0          | 100.0          | 300.0                                  | 200.0          | 100.0          | 300.0                          | 0.0           | 0.0         | 0.0          |
| Health Subtotal   |     |    |   | 5.0                                  | 400.0          | 341.0          | 741.0                                  | 400.0          | 341.0          | 741.0                          | 0.0           | 0.0         | 0.0          |
| <b>FISHERIES, SEAFOOD &amp; MARITIME INITIATIVE (FSMI)</b>  |     |    |   |                                      |                |                |  |                |                |                                |               |             |              |
| UAF   | FBK |    | Understanding Ocean Acidification Impact on Alaska Fisheries                              | 2.0                                  | 227.0          | 65.0           | 292.0                                  | 227.0          | 65.0           | 292.0                          | 0.0           | 0.0         | 0.0          |
| UAF   | FBK |    | Meet Commercial Seafood Processing Training Demand  | 1.0                                  | 113.0          | 135.0          | 248.0                                  | 113.0          | 135.0          | 248.0                          | 0.0           | 0.0         | 0.0          |
| FSMI Subtotal   |     |    |   | 3.0                                  | 340.0          | 200.0          | 540.0                                  | 340.0          | 200.0          | 540.0                          | 0.0           | 0.0         | 0.0          |
| <b>ECONOMIC DEVELOPMENT AGENDA</b>  |     |    |   |                                      |                |                |  |                |                |                                |               |             |              |
| UAF   | FBK |    | Support Core Infrastructure for Unmanned Aircraft Systems FAA Project                     | 4.0                                  | 570.0          | 1,000.0        | 1,570.0                                | 570.0          | 1,000.0        | 1,570.0                        | 0.0           | 0.0         | 0.0          |
| UAF   | FBK |    | Meet Chemical Engineering Degree Demand to Support Alaska LNG/Oil/Gas Refining Industries | 4.5                                  | 400.0          | 450.0          | 850.0                                  | 400.0          | 450.0          | 850.0                          | 0.0           | 0.0         | 0.0          |
| UAF   | FBK |    | Research to Open up Alaska's Rare Earth Element Development                               | 2.0                                  | 150.0          | 150.0          | 300.0                                  | 150.0          | 150.0          | 300.0                          | 0.0           | 0.0         | 0.0          |
| UAF   | FBK |    | Support Alaska's Participation in Arctic Policy Development (CAPS)                        | 1.5                                  | 200.0          | 0.0            | 200.0                                  | 200.0          | 0.0            | 200.0                          | 0.0           | 0.0         | 0.0          |
| UAF   | FBK |    | Develop Film Industry Workforce   | 2.5                                  | 232.0          | 0.0            | 232.0                                  | 232.0          | 0.0            | 232.0                          | 0.0           | 0.0         | 0.0          |
| Economic Development Agenda Subtotal  |     |    |   | 14.5                                 | 1,552.0        | 1,600.0        | 3,152.0                                | 1,552.0        | 1,600.0        | 3,152.0                        | 0.0           | 0.0         | 0.0          |
| <b>FY16 High Demand Program Requests</b>  |     |    |   | <b>24.5</b>                          | <b>2,570.0</b> | <b>2,141.0</b> | <b>4,711.0</b>                         | <b>2,794.4</b> | <b>2,163.4</b> | <b>4,957.8</b>                 | <b>218.5</b>  | <b>0.0</b>  | <b>218.5</b> |

| FY16 High Demand Capital Requests by Initiative   |     |  |   | FY16 UAF Orig. Submission (Aug 2014) |                   |                   | FY16 UAF Final BOR (Approved Nov 2014) |                   |                   | Gov's Amended Budget (January) |                   |                  |                   |
|---|-----|--|---|--------------------------------------|-------------------|-------------------|--|-------------------|-------------------|--------------------------------|-------------------|------------------|-------------------|
| Campus/UAF Priority/Program Title                 |     |  |   | FTE                                  | State Approp.     | Rcpt. Auth.       | Total                                  | State Approp.     | Rcpt. Auth.       | Total                          | State Approp.     | Rcpt. Auth.      | Total             |
| <b>NEW STARTS/CONTINUATION/PLANNING</b>           |     |  |   |                                      |                   |                   |  |                   |                   |                                |                   |                  |                   |
| UAF   | FBK |  | Engineering Building Completion   |                                      | 31,300.0          | 5,000.0           | 36,300.0                               | 31,300.0          | 5,000.0           | 36,300.0                       | 8,000.0           | 0.0              | 8,000.0           |
| UAF   | FBK |  | CTC Fire & Emergency Services Training & Education Facility - Planning    |                                      | 1,500.0           | 0.0               | 1,500.0                                | 1,250.0           | 0.0               | 1,250.0                        | 0.0               | 0.0              | 0.0               |
| UAF   | FBK |  | ACEP Office Buildout  |                                      | 0.0               | 6,500.0           | 6,500.0                                | 0.0               | 6,500.0           | 6,500.0                        | 0.0               | 0.0              | 0.0               |
| New Starts/Continuation/Planning Subtotal         |     |  |   |                                      | 32,800.0          | 11,500.0          | 44,300.0                               | 32,550.0          | 11,500.0          | 44,050.0                       | 8,000.0           | 0.0              | 8,000.0           |
| <b>RESEARCH FOR ALASKA</b>                        |     |  |   |                                      |                   |                   |  |                   |                   |                                |                   |                  |                   |
| UAF   | FBK |  | Unmanned Aerial Systems in the Arctic (ACUASI)                            |                                      | 10,000.0          | 5,000.0           | 15,000.0                               | 5,000.0           | 5,000.0           | 10,000.0                       | 0.0               | 0.0              | 0.0               |
| UAF   | FBK |  | Energy & Remote Partnerships for Alaska's Future (ACEP)                   |                                      | 3,000.0           | 11,000.0          | 14,000.0                               | 3,000.0           | 8,000.0           | 11,000.0                       | 0.0               | 0.0              | 0.0               |
| UAF   | FBK |  | Center for Arctic Sustainable Development (Oil Spill Center)              |                                      | 5,000.0           | 2,000.0           | 7,000.0                                | 3,000.0           | 1,500.0           | 4,500.0                        | 0.0               | 0.0              | 0.0               |
| UAF   | FBK |  | Closing Alaska's Earthquake & Tsunami Safety Gap                          |                                      | 10,000.0          | 8,000.0           | 18,000.0                               | 2,000.0           | 2,000.0           | 4,000.0                        | 0.0               | 0.0              | 0.0               |
| Research for Alaska Subtotal                      |     |  |   |                                      | 28,000.0          | 26,000.0          | 54,000.0                               | 13,000.0          | 16,500.0          | 29,500.0                       | 0.0               | 0.0              | 0.0               |
| <b>FIXED COSTS/O&amp;M/M&amp;R/UTILITIES/COMP</b> |     |  |   |                                      |                   |                   |  |                   |                   |                                |                   |                  |                   |
| UAF   | FBK |  | Alaska Satellite Facility O&M   |                                      | 0.0               | 750.0             | 750.0                                  | 0.0               | 750.0             | 750.0                          | 0.0               | 0.0              | 0.0               |
| UAF   | FBK |  | Facility M&R (Gov's Budget indicates UA System total)                     |                                      | 1,220.0           | 720.0             | 1,940.0                                | 1,287.0           | 1,287.0           | 2,574.0                        | 1,081.5           | 1,081.5          | 2,163.0           |
| UAF   | FBK |  | Utilities Estimates - No trigger in Amended budget will require Utilities |                                      | 1,600.0           | 600.0             | 2,200.0                                | 0.0               | 1,088.0           | 1,088.0                        | 0.0               | 0.0              | 0.0               |
| UAF   | FBK |  | UAF Title IX Coordinator - Federal Mandate                                |                                      | 230.0             | 0.0               | 230.0                                  | 105.0             | 0.0               | 105.0                          | 0.0               | 0.0              | 0.0               |
| UAF   | FBK |  | Disability Services Coordinator - Federal Mandate                         |                                      | 0.0               | 0.0               | 0.0                                    | 85.0              | 0.0               | 85.0                           | 0.0               | 0.0              | 0.0               |
| UA  | UAF |  | Compensation - UA System \$9,318.8 (3.1% incr. for UA Staff + Temp/Stud   |                                      | 3,000.0           | 3,000.0           | 6,000.0                                | 4,574.3           | 4,574.3           | 9,148.6                        | 4,574.3           | 4,574.3          | 9,148.6           |
| <b>DEFERRED MAINTENANCE</b>                       |     |  |   |                                      |                   |                   |  |                   |                   |                                |                   |                  |                   |
| UA  |     |  | UA System \$50.0M incl. \$12M UBF; UAF anticipates ~\$32.5M if funded     |                                      | 32,500.0          | 0.0               | 32,500.0                               | 32,500.0          | 0.0               | 32,500.0                       | 8,000.0           | 0.0              | 8,000.0           |
| Fixed Costs/O&M/M&R/UTILITIES/COMP Subtotal       |     |  |   |                                      | 38,550.0          | 5,070.0           | 43,620.0                               | 38,551.3          | 7,699.3           | 46,250.6                       | 13,655.8          | 5,655.8          | 19,311.6          |
| <b>FY16 Capital Requests &amp; Fixed Costs</b>    |     |  |   |                                      | <b>\$99,350.0</b> | <b>\$42,570.0</b> | <b>\$141,920.0</b>                     | <b>\$84,101.3</b> | <b>\$35,699.3</b> | <b>\$119,800.6</b>             | <b>\$21,655.8</b> | <b>\$5,655.8</b> | <b>\$27,311.6</b> |

Total Net Operating Impact Estimate (Reduction/Trigger Loss + Compensation/Program Increases) to date

4.4%