

**AGENDA**  
**UAF STAFF COUNCIL #278**  
**Monday, Feb. 6, 2016**  
**8:45 - 11:15 AM**  
**Wood Center Ballroom**  
**Google Hangout**

**I. 8:45 - 8:50 CALL TO ORDER & ROLL CALL**

- A. Call to Order
- B. Roll Call
- C. Approval of Staff Council Meeting #278 Agenda
- D. Green Dot Minute

**II. 8:50 - 9:05 CHANCELLOR'S REMARKS**

**III. 9:05 - 9:10 PUBLIC COMMENT**

**IV. 9:10 - 9:25 GUEST SPEAKER**

- A. Michelle Renfrew - UAF Centennial

**V. 9:25 - 9:30 STATUS OF PENDING ACTIONS**

- A. Staff Council Resolution 2016-277-2: Resolution Proposing Changes to Furlough Leave Language in UA Regulation R04.07.110 D1 to Allow for Leave Accrual by Non-exempt Employees
  - i. Attachment 278-1: Motion 2016-278- Motion to Amend Resolution 2016-277-2 - DRAFT
- B. Staff Council Resolution 2016-277-3: Staff Volunteer Day Proposal and Resolution of Support
  - i. Attachment 278-2: Resolution 2016-277-2 - Approved
- C. Staff Council Motion 2016-275-1: Motion to Amend 'Carolyn Sampson UAF Staff Council Memorial Scholarship Endowment' to Comply with New UA Foundation and UA Anti-Discrimination Policies
  - i. Attachment 278-3: Motion 2016-275-1 and UA Foundation Agreement Report and Approval of Revisions

**VI. 9:30 - 9:45 OFFICERS REPORTS**

- A. Nate Bauer, President
- B. Samara Taber, Vice President

**VII. 9:45 - 9:55 GOVERNANCE REPORTS**

- A. ASUAF Report - Colby Freel, President, ASUAF
- B. Faculty Senate Report - Chris Fallen, President Elect, Faculty Senate

**VIII. 9:55 - 10:05 BREAK****IX. 10:05 - 10:25 UNFINISHED BUSINESS**

- A. Univ. Advocacy's Staff Mentoring Interest Survey
  - i. The committee will begin working on this issue again in February.
- B. Staff Council's 'Staff Volunteer Days' Proposal
- C. UA Strategic Pathways <http://www.alaska.edu/pathways/>
- D. Single Accreditation
- E. Budget Update
- F. Furlough & Leave Accrual
- G. Employee Giving Initiative
- H. UA Staff Make Students Count Award
  - i. Nominations closed Jan. 20
- I. UAF Chancellor's Cornerstone Award
  - i. Nominations Close Feb. 10
- J. Committee Representatives: (none)

**X. 10:25 - 10:30 STAFF ACHIEVEMENTS AND HIGHLIGHTS****XI. 10:30 - 10:35 NEW BUSINESS**

- A. Staff Council Orientation, Today, 11:30 AM - 12:30 PM
  - i. Location Change: Will now be held in Eielson Bldg., Room 304 & Google Hangout

**XII. 10:35 - 11:00 INTERNAL COMMITTEE REPORTS**

- A. Elections – Jessica Armstrong, Co-Chair & Stacey Howdeshell, Co-Chair
  - i. Attachment 278-6: Committee Report
- B. Membership and Rules - Mathew Mund, Chair
  - i. Attachment 278-5: Committee Report
- C. Rural Affairs - Chris Brooks, Chair -
  - i. Did not meet
- D. Staff Affairs – Jane Groseclose, Co-Chair
  - i. Co-Chair Needed
  - ii. No report

- iii. Communications - Staff Affairs Subcommittee - Jane Groseclose, Co-Chair
  - a) Co-Chair Needed
  - b) No report

E. University Advocacy – Kara Axx, Chair

- i. Attachment 278-8: Committee Report

**XIII. INTERNAL AD HOC COMMITTEE REPORTS**

Carolyn Sampson Memorial Scholarship Ad Hoc Committee - Jessica Armstrong, Stacey Howdeshell, Amanda Wall, Jami Warrick

- i. Did not meet

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

A. Staff Alliance - Staff Health Care Committee – Lesli Walls, Rep; Stacey Howdeshell, Rep; David Bantz, Alt; Sue Mitchell, Alt

- i. Did not meet

B. Staff Alliance Compensation Working Group – Kathy Nava, Rep; Alda Norris, Rep

- i. Did not meet

C. Staff Alliance Morale Committee - Lesli Walls, Rep; Jami Warrick, Rep

- i. No report

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

A. Accreditation Steering Committee - On Hiatus

B. Chancellor's Advisory Committee for the Naming of Campus Facilities - Jesse Atencio, Rep

- i. Representative did not submit a report

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

D. Chancellor's Planning and Budget Committee - On Hiatus

E. Employee Engagement Subcommittee - Kara Axx, Carrie Santoro, Lesli Walls, Jami Warrick

- i. Attachment 278-9: Committee Report

F. Fresh Air Campus Challenge Committee – Sue Mitchell, Alt

- i. On Hiatus

G. Gender Inclusive Work Group - Mathew Mund, Rep, Chynna Sandgren, Alt

- i. Attachment 278-4: Committee Report

H. Master Planning Committee (MPC) – Amanda Wall, Rep

- i. Attachment 278-7: Committee Report

I. Meritorious Service Award Committee – Connie Huizenga, Rep

- i. Representative did not submit a report
- J. People's Endowment Board – Lena Krutikov
  - i. Representative did not submit a report
- K. RISE Board – Ian Olson, Rep
  - i. Representative did not submit a report
- L. Sustainability in Dining Committee - Mathew Mund, Rep
  - i. Did not meet
- M. Work Life Balance Committee - Inactive

**XVI. EXTERNAL UAF AD HOC COMMITTEE REPORTS (none)**

**XVII. 11:00 - 11:05 ANNOUNCEMENTS**

**XVIII. 11:05 - 11:15 ROUND TABLE DISCUSSION (off the record)**

**XIX. 11:15 ADJOURN**

University of Alaska Fairbanks  
Staff Council  
Motion 2017-278-1  
*Draft*

**Motion 2017-278-1:**

**Motion to Amend Effective Date of UAF Staff Council 'Resolution 2016-277-2:**

**Resolution Proposing Changes to Furlough Leave Language in UA Regulation R04.07.110 D.1. to Allow for Leave Accrual by Non-exempt Employees'**

UAF Staff Council moves to amend Resolution 2016-277-2 by deleting the effective date.

Effective: Immediately

Rationale: The original intent of Resolution 2016-277-2 was to request that the proposed changes to Board of Regents Regulation R04.07.110.D.1. be in place by the start of the new fiscal year (July 1, 2017). The original intent was not to postpone Resolution 2016-277-2 from becoming official until the start of the new fiscal year, July 1, 2017.

\_\_\_\_\_  
Nate Bauer, President, UAF Staff Council

\_\_\_\_\_  
Date

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**Proposed Changes:**

~~strikethrough~~ = Delete

**BOLD** = Insert

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~~**EFFECTIVE:**~~      ~~7/1/2017~~

**RATIONALE:**      (see below)

Attachments: Resolution 2016-277-2 with supporting documentation

**University of Alaska Fairbanks  
Staff Council  
Resolution 2016-277-2  
Approved**

UAF Staff Council unanimously approved the following resolution at Staff Council Meeting #277, on Dec. 5, 2016.

**Resolution 2016-277-2**

**Resolution Proposing Changes to Furlough Leave Language in UA Regulation R04.07.110 D.1. to Allow for Leave Accrual and Ensure Parity for Exempt and Non-Exempt Employees**

**WHEREAS**, UA Regulation R04.07.110 D1 provides that furlough will reduce leave accrual; and

**WHEREAS**, the furlough FAQ written by UA HR for Exempt Employees indicates that Exempt employees will not lose leave accrual (attached); and

**WHEREAS**, the furlough FAQ written by UA HR for Non-exempt Employees indicates that Non-exempt employees will lose leave accrual (attached); and

**WHEREAS**, as implemented in FY17, non-exempt furloughed UAF employees did not accrue leave in the system, which was only alleviated by a manual addition of leave by HR staff; and

**WHEREAS**, as implemented in FY17, furloughed UAF employees lost leave accrual if they were non-exempt; and

**WHEREAS**, the loss of annual leave represents an additional benefit and compensation loss; and

**WHEREAS**, the loss of sick leave represents an additional benefit loss; and

**WHEREAS**, in October 2016 UA manually added sick and annual leave back to non-exempt employees at UAF affected by furlough; now

**THEREFORE BE IT RESOLVED**, that UA modify UA R04.07.110 to remove the requirement that leave accrual be reduced by a furlough; and

**BE IT FURTHER RESOLVED**, that UA take steps to adjust furlough procedures to keep parity between exempt and non-exempt employees during furlough by allowing for annual and sick leave accrual.

**EFFECTIVE:** 7/1/2017

**RATIONALE:** (see below)

**RESOLUTION 2016-277-2 -APPROVED (cont.)****RATIONALE:**

UA's furlough policies as implemented require non-exempt employees to take leave without pay. The leave without pay code does not allow for leave accrual, so non-exempt employees lose annual and sick leave proportionate to the number of hours they are furloughed. Exempt employees do not take leave without pay as part of furlough and so never lose leave accrual.

Annual leave is cashed out upon termination and, for employees Grade 79 and below, available for the Annual Leave Cash-In program.

UAF Staff Council has considered other possibilities that might help UA be more flexible with furlough:

- 1) Continue to true-up annual and sick leave for furloughed non-exempt employees
- 2) Grant furloughed non-exempt employees additional personal holiday time
- 3) Furlough non-exempt employees for a fewer number of hours than exempt employees

Staff Council appreciates the work done by HR in Fall 2016 to resolve this issue in a favorable manner for furloughed employees at UAF. We hope that we can work with UA to find an equitable resolution in the future, especially as furlough is likely to be on the table in FY18.

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Nate Bauer, President, UAF Staff Council

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Date

**RESOLUTION 2016-277-2 -APPROVED (cont.)****Proposed Changes:**

~~strikethrough~~ = Delete

**Bold** = Insert

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**R04.07.115. Employee Furlough.**

D. Employee benefits during a furlough will be affected as follows:

~~1. Accrual of annual and sick leave will be reduced by a furlough.~~

**1.2.** Holiday pay for benefit-eligible employees will not be reduced for a holiday immediately before or after a furlough day.

~~2.3.~~ Health care and life insurance benefits will not be reduced by a furlough. However, health and life insurance may be suspended in the case of an unpaid leave of absence of 30 days or more resulting from a state budget impasse.

~~3.4.~~ Pay deductions authorized by an employee will not be reduced during a furlough, though voluntary deductions may be altered. The employee remains responsible for making all employee contributions during a furlough period, including health coverage. In the case of a state budget impasse resulting in an unpaid leave of absence, the university may but is not required to withhold unpaid deductions or contributions from pay when the furlough ends.

~~4.5.~~ Retirement contributions by both the employee and the university will be reduced by a furlough. Service credit may also be reduced.



## **Furlough FAQ for Exempt (salaried) University Employees**

### **What is a furlough?**

A furlough is defined in University Regulation R04.01.115.A as a temporary unpaid leave for a designated period of time, or a prospective, temporary reduction in pay, imposed to meet a budgetary shortfall. University furlough plans are recommended by the chancellor and approved by the president. Furlough plans for exempt employees will be a temporary reduction in pay during the fiscal year.

### **As a salaried employee, how will my pay be affected by a furlough?**

When an exempt employee is furloughed, their salary during the furlough period is reduced by a percentage commensurate to the number of furlough days assigned. If, for example, there is a 10-day furlough in FY16, your annual gross earnings would be reduced by 3.8%, and you would receive 10 furlough days to be used between July 1, 2015 and June 30, 2016. Regardless of when an exempt employee uses the furlough days, the reduction salary will begin the first full pay period in July.

### **How are furlough days scheduled?**

Furloughs may include “fixed” furlough days and “floating” furlough days. If a campus or a department closes on certain days, those will be “fixed” furlough days. “Floating” furlough days will be scheduled in the same way that employees schedule annual leave, with supervisor approval, subject to the operational needs of the department. The FY16 systemwide leadership furlough will be “floating” furlough days. Furlough days can be taken during the holiday closure or before or after a holiday.

### **When can I start using my furlough days?**

Employees can use any of their floating furlough days beginning on July 1 of the affected fiscal year. Furlough days must be used on or before June 30 of the fiscal year end. They do not carry over to the next fiscal year.

### **How does a furlough affect PERS service credit?**

A reduction in annual pay will not affect PERS service credit.

### **How does a furlough affect my PERS retirement benefit?**

The amount of employer contributions will be reduced by the same percentage as your furlough. If you are in the PERS Defined Contribution plan (Tier IV), a furlough will reduce the amount paid into your account. For a PERS Tier I, II or III member, if your service credit is not reduced, the salary reduction will not affect your retirement benefit unless you are in one of your high three or five salary years. Contact your regional HR office for more information if you think you might be in one of your high three or five salary years.

**How does a furlough affect my ORP retirement?**

A furlough will reduce the amount paid into employees' ORP accounts, but does not affect vesting in the plan.

**How does a furlough affect my other benefits?**

Furloughs will not reduce your FTE (full time equivalent) status. Therefore, your annual leave and sick leave accrual will not be affected. Holiday pay will be reduced by the same percentage as the furlough, like any other pay. Furlough days may be taken before or after a holiday. Annual leave remains subject to a maximum accrual of 240 hours.

**How does this furlough affect my health coverage and other benefit deductions?**

It doesn't. Your deductions will continue to be withheld from each of your bi-weekly paychecks just as they are now.

**How does a furlough affect my agreement to voluntarily reduce my employment?**

If you have agreed to a voluntary reduction, that time will be deducted from your mandatory furlough. For instance, if you agreed to a five day reduction in your schedule, you would not be required to take any mandatory furlough days if you are subject to a five day furlough; but if, for example, there is a ten day furlough, your five day voluntary reduction would be deducted, resulting in an additional five days of furlough.

**If I am on Family and Medical Leave Act (FMLA) leave, do furlough days affect my leave?**

An employee who is approved for FMLA leave may use the mandatory furlough days in place of sick leave or annual leave. Furlough days will not count against an employee's FMLA leave entitlement.

**Are any employees exempt from a University furlough?**

Yes: employees who hold H-1B visas, as defined in 20 CFR 655.731; graduate/teaching/ research assistants, postdoctoral fellows/trainees who do not pay FICA, and other student employees; employees on military leave with pay; employees who perform functions essential to maintain health and safety, as determined by the chancellor or president; and employees whose compensation is derived 100% from restricted funds.

**Can I do any work on a furlough day?**

A furlough day is to be treated like any other leave or weekend day.

**How do I submit my furlough leave?**

Use the furlough earnings code of 650 for L- Furlough Time on your timesheets after

July 1, 2015, to keep track of the furlough days you take.

Furlough FAQs – Exempt Employees 4-24-15 2

## **Furlough FAQ for Non-Exempt (Hourly) Employees**

### **What is a furlough?**

A furlough is defined in University Regulation R04.01.115.A as a temporary unpaid leave for a designated period of time, or a prospective, temporary reduction in pay, imposed to meet a budgetary shortfall. University furlough plans are recommended by the chancellor and approved by the president.

### **As an hourly employee, how will my pay be affected?**

Your hourly pay will remain the same, but the number of hours that you work in a fiscal year will be reduced by a furlough. You will be on leave without pay (LWOP) on furlough days. Employees may not substitute paid leave or other forms of paid time off for any hours or days designated as furlough time.

### **How are furlough days scheduled?**

Furloughs may include “fixed” furlough days and “floating” furlough days. If a campus or a department closes on certain days, those will be “fixed” furlough days. “Floating” furlough days will be scheduled in the same way that employees schedule annual leave, with supervisor approval, subject to the operational needs of the department.

Employees may not work more than 40 hours in the work week in which a furlough day is taken. Furlough days can be taken during the holiday closure or before or after a holiday. Non-exempt employees may take a maximum of five furlough days per pay period.

### **When can I start taking my furlough days?**

Employees can use any floating furlough days beginning on first full pay period in July of the affected year. Furlough days must be taken on or before June 30 of the affected fiscal year.

### **How does a furlough affect my PERS service credit?**

PERS service credit is affected if an employee has more than ten days of leave without pay during a calendar year. If you have taken LWOP for another reason during the calendar year, you may want to consider working a reduced weekly schedule in lieu of a furlough. An employee with a weekly schedule of at least 30 hours per week is eligible for full PERS service credit. Please contact your regional human resources office for more information.

### **How does a furlough affect my PERS retirement benefit?**

The amount of employer contributions will be reduced by the same percentage as your furlough. If you are in the PERS Defined Contribution plan (Tier IV), a furlough will reduce the amount paid into your account. For a PERS Tier I, II or III member, if your service credit is not reduced, the reduction will not affect your retirement benefit unless you are in one of your high three or five salary years. Employees in their high three or five salary years should consider other options, such as a reduced work year (11 months vs. 12 months), which will reduce service credit but not impact high salary calculation. Please contact your regional human resources office for more information.

**How does a furlough affect my ORP retirement?**

A furlough will reduce the amount paid into employees' ORP accounts, but does not affect vesting in the plan.

**How does a furlough affect my leave accrual and other benefits?**

Employees accrue annual and sick leave based on hours in paid status in each pay period; thus, time in unpaid status reduces leave accrual.

Holiday pay will not be reduced unless you reduce your percent of full time (FTE). You may take furlough days before or after a holiday. Annual leave remains subject to a maximum accrual of 240 hours.

**How does this furlough affect my health coverage and other benefit deductions?**

Your deductions will continue to be withheld from each of your bi-weekly paychecks just as they are now. If you have no earnings during any pay period, you will have to pay the usual deductions for health care and other benefits for the pay period(s) of LWOP. Limiting the number of furlough days to five per pay period allows deductions to be taken from earnings for work or leave during the pay period.

**How does a furlough affect my agreement to voluntarily reduce my employment?**

If you have agreed to a voluntary reduction, that time will be deducted from your mandatory furlough. For example, if you agreed to a five day reduction in your schedule, you would not be required to take any mandatory furlough days if you are subject to a five day furlough; if you are subject to a ten day furlough, your five day voluntary reduction would be deducted, resulting in an additional five day furlough.

**If I am on Family and Medical Leave Act (FMLA) leave, do furlough days affect my leave?**

An employee who is approved for FMLA leave may use the mandatory furlough days in place of sick leave or annual leave. Furlough days will not count against an employee's FMLA leave entitlement.

**Can I do any work on a furlough day?**

No. Non-exempt employees may not work on furlough days or any other day when they are not approved to work.

**May I volunteer to do my job on a non-pay basis during a furlough period?**

No. Non-exempt employees may not volunteer to perform their usual job functions on furlough days or any other day.

**Are any employees exempt from a University furlough?**

Yes: employees who hold H-1B visas, as defined in 20 CFR 655.731; graduate/teaching/ research assistants, postdoctoral fellows/trainees who do not pay FICA, and other student employees; employees on military leave with pay; employees who perform functions essential to maintain health and safety, as determined by the chancellor or president; and employees whose compensation is derived 100% from restricted funds.

## **University of Alaska Fairbanks**

### **Staff Council**

#### *Proposal for UAF Staff Volunteer Days*

*Revised 12/2/2016*

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, as well as UA System efforts to demonstrate accountability to the people of Alaska. 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 our communities' increased need for time and effort from UAF's wide variety of skilled and highly capable staff and potential volunteers, as well as the opportunity to bridge cultural and connotative gaps between UAF and our larger 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 the efforts are most needed.

As a result of these concerns, UAF Staff Council seeks official designation for UAF Staff Volunteer Day. Our proposal seeks equally shared commitment (and the credit that results) from administration and staff individuals that staff members can use from ½ to one full work day of volunteer time per staff member from their existing annual leave or leave without pay. This proposal also allows the University to donate additional administrative leave time for staff volunteerism, if and when it is financially able to do so.

We propose that these volunteer efforts be concentrated as full workdays during one or two designated weeks per school year, which may also minimize any adverse effect to UAF and its service to students. Tentative proposals for these weeklong designations include a single week during the Fall semester and one during Spring semester. Other smaller volunteer efforts could be arranged within the campus that would not require leave time such as food drives, etc. 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 Annual Staff Volunteer Days, incorporating the organization, facilitation, and promotion of volunteerism by staff on an extensive level, during designated times of the year when these efforts are most needed by our community.

SC 277

Resolution 2016-277-3 - APPROVED

**University of Alaska Fairbanks****Staff Council****Resolution 2016-277-3****Approved***Revised 12/2/2016*

UAF Staff Council unanimously approved the following resolution during Staff Council Meeting #277, on Dec. 5, 2016:

**Resolution 2017-277-3:****Resolution in Support of UAF Staff Council's 'Staff Volunteer Days' Proposal**

**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 our communities' increased need for time and effort from the University's wide variety of skilled and highly capable staff and potential volunteers; and

**WHEREAS**, we also recognize the opportunity to bridge cultural and practical gaps between UAF and our larger 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*; and

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

DocuSigned by:  
  
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Nate Bauer, President, UAF Staff Council

January 24, 2017

Date



SC 278

SC 275

Attachment 278-3

Attachment 275-1

## University of Alaska Fairbanks

### Staff Council

#### Motion 2016-275-1

*Approved*

#### **Motion 2016-275-1:**

#### **Motion to Amend 'Carolyn Sampson UAF Staff Council Memorial Scholarship Endowment' Restrictions to Comply with New UA Foundation and UA Anti-Discrimination Policies**

UAF Staff Council approved the following motion at Staff Council Meeting #275, on Oct. 10, 2016, by a vote of 26 – For, 1 – Against.

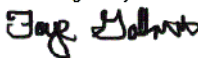
#### **MOTION**

UAF Staff Council moves to amend the 'Carolyn Sampson UAF Staff Council Memorial Scholarship Endowment' – '9. QUALIFICATIONS PERTAINING TO THE RECIPIENTS' by striking: "F. Preference will be given to a single female or male student who is the single head of household."

EFFECTIVE: Immediately

RATIONALE: The anti-discrimination policies adhered to by the University of Alaska and the UA Foundation, including federal policies, have changed since the time at which this scholarship was created. It was necessary to amend the original endowed scholarship qualifications to bring this scholarship into compliance with current standards.

DocuSigned by:



7E9C8458E641469...

Faye Gallant, Staff Council President

November 8, 2016

Date

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[[INSERT]] = add language

~~Strike~~ = remove language

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**University of Alaska Foundation**

**Endowment Award**

**Administrative Agreement**

1. NAME OF ACCOUNT: Carolyn Sampson / UAF Staff Council Memorial  
Award

(... )

Motion 2016-275-1 – DRAFT (Cont.)

9. QUALIFICATIONS PERTAINING TO THE RECIPIENTS

- A. Recipient should demonstrate motivation, academic and leadership potential
- B. Recipient must be in good academic standing with a minimum cumulative 2.00 GPA.
- C. Recipient must be a full-time or part-time student at the University of Alaska Fairbanks.
- D. The primary consideration in awarding the scholarship will be on the basis of need.
- E. In accordance with the original intent of the fund, recipients of this award should be seeking new career paths or retraining to re-enter the job market.
- ~~F. Preference will be given to a single female or male student who is the single head of household.~~



# UA Foundation Agreement Report

## 80586 Carolyn Sampson - UAF Staff Council Memorial Award

**Purpose:** To provide new career paths or retraining to applicants wishing to re-enter the job market or whose work activity may be threatened by economic, health or other factors.

**Campus:** UAF

**College:** Financial Aid Office

**Department:** Financial Aid

**Fund Classification:** Scholarship

### Fund Details

**Expenditure Details:** None

**Expenditure Stipulations/Process:** None

**Project Endowment Date:** None

**Return Spending to Principal:** None

**Stewardship:** None

### Criteria

**Qualifications:**

- Primary consideration will be on the basis of need.
- Recipient must be in good academic standing.
- Recipient shall demonstrate motivation, and academic and leadership potential.
- Recipients should be seeking new career paths or retraining to re-enter the job market.

**Enrollment Status:** Full Time

**Class Standing:** Any

**Minimum GPA:** Minimum 2.0 cumulative

**Must be born in AK:** No

**Alaska Resident:** No

**Gender:**

**Preferences:** None

### Awarding Processes

**Apply to:** UAF Financial Aid



# UA Foundation Agreement Report

- Selection Process:** The Scholarship Coordinator shall send a pool of qualified applications to academic departments in need, or the Leveraging Committee (LC), who shall make the final selection or appoint a committee to do so.  
The Department or LC shall forward notification of final selections to the SC for approval, student notification, and award dispersal.
- Award Amount:** Minimum \$500 per academic year

## Living/Contactable Fund Contacts

Brackets "[ ]" indicate an org contact, Parenthesis "( )" indicate the relationship type.

### Internal Fund Contacts

- 134772 - UAF Financial Aid Scholarship Coordinator (30011012 - Rebecca Phillips) (Signature Authority)
- 134889 - UAF President of the Staff Council (30688939 - FayeLynn Gallant) (Organizational)
- 134769 - UAF Director of Financial Aid (30056372 - Deanna Dieringer) (Organizational)
- 155726 - UAF Associate Director of Financial Aid (30092648 - Julie Parshall) (Delegated Signature)

**University of Alaska Foundation  
Fund Agreement  
Revised Fund**

<b>Fund Name:</b>	<b>Carolyn Sampson - UAF Staff Council Memorial Award</b>			
<b>Acct Fund Type:</b>	Endowment	<b>Fund Classification:</b>	Scholarship	20
<b>Start Date:</b>	August 1990; Revised September 2009; Revised November 2016	<b>Acad/Admin Unit:</b>	Financial Aid Office	
<b>Campus:</b>	UAF	<b>RE Department:</b>	Financial Aid	1
<b>VSE Category:</b>	Curr Oper – Restricted	<b>FE Department:</b>	Science & Engineering	1
		<b>FE Fund Classification:</b>	Scholarship	
<b>Purpose:</b>	To provide new career paths or retraining to applicants wishing to re-enter the job market or whose work activity may be threatened by economic, health or other factors.			
<b>Intent to Endow:</b>	N/A	<b>Date After Which Fund May Be Used In Entirety if Not Endowed:</b> (Fndn & Campus Devt Ofc must be contacted prior to spending) N/A		
<b>Expenditures Allowed During Maturation?</b>	N/A			
<b>Scholarship or Award Information</b>				
	<b>Application Process:</b>	UAF Financial Aid		
	<b>Qualifications:</b>	Primary consideration will be on the basis of need.*		
		Recipient must be in good academic standing.*		
		Recipient shall demonstrate motivation, and academic and leadership potential.*		
		Recipients should be seeking new career paths or retraining to re-enter the job market.*		
	<b>Preferences:</b>	<b>REMOVE: Preference will be given to a single female or male student who is the single head of household.*</b>		
	<b>Alaska Resident:</b>	No		
	<b>Class Standing:</b>	Any		
	<b>Enrollment Status:</b>	Full Time		
	<b>GPA:</b>	Minimum 2.0 cumulative		
	<b>Selection Process:</b>	The Scholarship Coordinator shall send a pool of qualified applications to academic departments in need, or the Leveraging Committee (LC), who shall make the final selection or appoint a committee to do so. The Department or LC shall forward notification of final selections to the SC for approval, student notification, and award dispersal.		
	<b>Amount:</b>	Minimum \$500 per academic year		

**Fund Contacts:**

	Position		
Signature Authority:	UAF Financial Aid Scholarship Coordinator		
Delegated Signature Authority:	UAF Associate Director of Financial Aid		
Organizational:	UAF Director of Financial Aid		
Organizational:	UAF President of the Staff Council	Current Individual	RE ID#
Original DO:	-----		
Original Donor:	-----	UA No External Fund Contact)	147448
Significant Interest:	-----	UAF Staff Council	64580

*All fund contacts, except signature authority, can be changed without a formal revision.*

**Standard Terms:**

- A. All gifts and endowed balances are subject to fees as determined from time to time by the Board of Trustees.
- B. This fund will be managed in accordance with the investment and fund administration policies approved (and as may subsequently be amended from time to time) by the Foundation Board of Trustees.
- C. A recipient of a scholarship or award from this fund will forfeit the scholarship or award if he or she:
  - 1. Does not enroll in the semester in which the award is in effect; and
  - 2. Does not maintain Satisfactory Academic Progress (SAP), as defined by UA, towards his/her education goals, to be tracked by the campus financial aid office.
- D. No Foundation scholarship may allow the student's aid package to exceed their calculated Cost of Attendance (COA). The campus financial office will track COA.
- E. A recipient shall not be notified of his or her award until the expenditure has been approved by the Foundation.

*\*This criterion was chosen by the fund's Original Donor and may not be altered outside of the Foundation's formal revision process and/or without the Original Donor's written approval.*

**Approvals:**

Signature Authority, UAF

Associate Director of Financial

Aid:

Julie Parshall

N/A - Protected Class Policy Revision

Fund &amp; Gift Services Manager:

Taylor Dine

Date: 11/23/2016

Senior Fund &amp; Gift Svcs Mgr:

Amber Gichard

Date: 11/23/2016

**For Foundation Accounting Use Only:**

Project Number(s):	80586	Unrest	Temp Rest	Perm Rest
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If this project is an endowment or Quasi endowment, then determine the accounting classification for the principal, spending, and unexpended earnings. Set up three project numbers 6XXXX, 7XXXX, and 8XXXX. Note, both the 6XXXX and 7XXXX project numbers will be set up with the same accounting classification.

**Fund Balance Account:**

Restricted Account Number: \_\_\_\_\_

Endowment Account Numbers: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Update Project List in Excel | <input type="checkbox"/> Create project in Raiser's Edge |
| <input type="checkbox"/> Configure                    | <input type="checkbox"/> Project                         |
| <input type="checkbox"/> Account                      |  |

**Financial Edge:**

Set-Up By: \_\_\_\_\_

Date: 1/18/17

Accounting Approval: \_\_\_\_\_

Date: 01/18/17



**Committee:** UAF Gender Inclusive Work Group

**Submitted By:** Mathew Mund

**Committee Chair(s):**

**Meeting Date:** 1/19/2017

**Present:**

**Excused:**

**Absent:**

**Guests:**

### **Report:**

Meeting Notes:

If employees get information requests concerning gender inclusive policies or process, please ensure that the outside entity knows that this program has only been in place for a year or two and is being updated regularly. Please ensure any policies they reference as vetted by their legal offices.

The group needs to determine when and what Elutian will be updating in Banner in relation to gender inclusive initiatives to move forward on updating forms and processes. This will determine what needs to be updated. If Elutian does not plan updates soon, OIT may need to update Banner themselves.

The new UA non-discrimination statement will be ready to be approved by the BOR. They will most likely do this at their next meeting. A truncated version of this statement will need to be updated on all public UAF documents.

The Deans and Directors have asked what term, Gender Inclusive, Gender Neutral, ect, is the official term.

There has been some push back on a bed policy for the Skuliak. The group will have to work with the Dean to develop and implement a complaint bed policy. A map of which showers are being converted to gender inclusive will be made available so adequate communication of mission and purpose will be communicated to employees and students.

Athletics is asking for clearegender inclusive terminology be added to the GNAC non-discrimination policy.

### **Action Items / Follow Up:**

**Next Meeting**      **Date:**                      **Time:**

**Location:**

**Meeting available by Google Hangout:**

**Committee:** Membership & Rules Committee

**Submitted By:** Mathew Mund

**Committee Chair(s):** Mathew Mund

**Meeting Date:** 1/11/2017

**Present:** Wendy Rupe, Kathleen Nava, Melissa Parks, Mathew Mund

**Excused:** None

**Absent:** None

**Guests:** None

**Report:**

No old business.

Committee see no need to set maximum department cap.

Wendy - Contact with HR to monitor staff levels to ensure units are represented evenly.

Mathew will get contact.

Melissa - Compile Bylaws from Board of Regents, Staff Alliance, other MAU's Staff Councils to compare to UAF Staff Council bylaws to identify inconsistencies.

Committee members will review Roles and Responsibilities (R&R) to see if you have addition/corrections prior to new Staff Council Rep orientation. None at this time.

**Action Items / Follow Up:**

**Next Meeting**    **Date:**        2/8/2017    **Time:**    3-4 PM

**Location:**        Google Hangouts

**Meeting available by Google Hangout:**                YES



**Committee:** Elections Committee

**Submitted By:** Jessica Armstrong

**Committee Chair(s):** Jessica Armstrong

**Meeting Date:** 12/6/2016

**Present:** Stacey, Sue, Brandi

**Excused:**

**Absent:** none

**Guests:** none

**Report:**

Stacey and Jessica will co-chair

PAIR freezes data in October and April but our data request can be pulled within 2 weeks because its pretty simple so we should ask for it July 1

We are working on learning about OrgSync in hopes of using that for the next Staff Council elections, trying to figure out how it works and how we will need to set it up.

**Action Items / Follow Up:**

**Next Meeting Date:** 2/8/2017 **Time:** 11 AM - Noon

**Location:** Reichardt Bldg. Rm 300

**Meeting available by Google Hangout:**

**Committee:** Master Planning Committee

**Submitted By:** Amanda Wall

**Committee Chair(s):**

**Meeting Date:** 1/26/2017

**Present:** Joshua Greenberg, Gary Newman, Doug Schrage, Nathan Belz, Jonathan Shambare, Kara Axx, Kate Ripley, Amand Wall

**Excused:** n/a

**Absent:** n/a

**Guests:** none

**Report:**

Reviewed MPC priorities memo for submission to Interim Chancellor Thomas.

Priorities include: security, safety and access on campus, resident life, student experience, fire station and emergency service training and educational facility, campus appearance (including snow removal), and sustainability.

**Action Items / Follow Up:**

**Next Meeting Date:** 2/9/2017 **Time:** 9AM

**Location:** Chancellor's Conference Room

**Meeting available by Google Hangout:** NO

**Committee:** University Advocacy Committee

**Submitted By:** Kara Axx

**Committee Chair(s):**

**Meeting Date:**

**Present:** Jami Warrick, Kara Axx

**Excused:**

**Absent:**

**Guests:**

**Report:**

The University Advocacy Committee (UAC) is a Permanent committee of UAF Staff Council focused around three main guidelines.

1. Organize events and functions to help make the public aware of the value of University staff, as well as students and faculty
2. Organize events and functions that increase staff morale and awareness of the University
3. Focus on on-boarding, mentoring, and communications within Staff Council and public relations with the UAF community

Currently there are two primary projects with the UAC - establishing and outlining a Staff Volunteer Day and working to establish online forums for employees.

Sign up for the University Advocacy Committee to learn more! Committee meets on the second Tuesday of the month from 1:30-2:30 in a location to be determined and via hangouts.

**Action Items / Follow Up:**

**Next Meeting**    **Date:** 2/14/2017    **Time:** 1:30 - 2:30 PM

**Location:** TBD and Hangouts

**Meeting available by Google Hangout:** YES

**Committee:** Employee Engagement Committee

**Submitted By:** Kara Axx

**Committee Chair(s):** N/A

**Meeting Date:** 11/22/2016

**Present:** Carla Browning, Carrie Santoro, Debu Misra, Jami Warrick, Kara Axx, Michael Daku, Wendy Croskey

**Excused:** Christina Thompson, Lesli Walls, Syndonia Bret-Harte

**Absent:**

**Guests:**

**Report:**

Employee Engagement Committee has drafted a memo to the Chancellor for review and is currently waiting for feedback. The committee created a long term goal of developing a culture of respect, value and appreciation within the University of Alaska Fairbanks. Five strategies were developed by the committee for leadership to consider including multiple suggested tactics to help achieve the goal.

**Action Items / Follow Up:**

**Next Meeting**    **Date:**                      **Time:**

**Location:**

**Meeting available by Google Hangout:**