

FOR MORE INFORMATION, CONTACT:
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AGENDA
UAF STAFF COUNCIL MEETING #115
Friday, March 3, 2000
8:30 - 10:10 a.m.
Wood Center Ballroom

Time		Item	Length of Time
8:30	I	Call to Order I. Downes	10 Min.
		A. Roll Call	
		B. Approval of Minutes to Meeting #114 (February 2, 2000) (Attachment 115/1)	
		C. Adopt consent agenda	
		1. Staff Affairs Report (Attachment 115/2)	
		2. Staff Training Report (Attachment 115/3)	
		3. Technology Advisory Board (Attachment 115/4)	
		D. President's Report I. Downes	5 Min.
8:45	II	Governance Reports	
		A. ASUAF S. Banks	5 Min.
		B. Faculty Senate R. Gatterdam	5 Min.
		C. Alumni Association C. Branley	5 Min.
9:00	III	Committee Reports	
		A. Elections, Membership & Rules M. Scholle	5 Min.
		(Attachment 115/5)	
		B. Rural Affairs H. Simmons	5 Min.
		C. Ad Hoc Committee on Parking T. Gruenig	5 Min.
		D. Ad Hoc Committee on University Advocacy S. McCrea	5 Min.
		E. Staff Alliance I. Downes	5 Min.
		F. Ad Hoc Picnic D. Hagen	5 Min.
		(Attachment 115/6)	
9:30	IV	Chancellor's Remarks M. Lind	10 Min.
9:40	V	Vice Chancellor for Administrative Services Remarks F. Williams	5 Min.
9:45	VI	Guest Speakers	
		A. Ralph Gabrielli, Executive Dean, College of Rural Alaska	10 Min.
		B. Kevin Huddy, Director, Residence Life	10 Min.
10:05	VII	New Business	5 Min.
		A. March Meeting Schedule (Attachment 115/7)	
10:10	VIII	Adjournment	

ATTACHMENT 115/1
UAF STAFF COUNCIL #115
MARCH 3, 2000
SUBMITTED BY STAFF AFFAIRS

E-Mail from LJ Evans

I would respectfully like to suggest a revision in the minutes for the Ad Hoc Committee on University Advocacy. Scott, this is stepping into your role, please review and let Kathy know if you concur or if you have other comments! Thanks, lj

The parts I would suggest to delete are in (parentheses), the suggested substitute text is in [[double brackets]].

MINUTES
UAF STAFF COUNCIL MEETING #114
Wednesday, February 2, 2000
Wood Center Ballroom

E. Ad Hoc Committee on University Advocacy - S. McCrea

The students were commended on their outreach program. There is a large audience that doesn't hear much information regarding the University, specifically the south side of Fairbanks. The committee is developing a UAF day at the south side community center either in the spring or early fall. Various departments from campus will have a booth at the south side center. Another project the committee is working on is to increase staff's knowledge of what is available on campus. (The student ambassador group provides walking tours on campus and faculty and staff are encouraged to participate in these tours.) [[Committee members are organizing a special campus tour just for staff, including behind-the-scenes elements that are not provided in tours for the general public. The idea is that better informed staff are better prepared to answer questions and be a university advocate to friends and neighbors.]] President-Elect Scholle asked that the committee work on the graduation bash in April.

Closing enrollment for fall 1999 is 8,250, which is a slight increase over fall semester 1998. The decrease from fall 1997 to fall 1998 was 800 students. So this slight increase in a positive note.

ATTACHMENT 115/2
UAF STAFF COUNCIL #115
MARCH 3, 2000
SUBMITTED BY STAFF AFFAIRS

MINUTES
STAFF AFFAIRS COMMITTEE
Tuesday, February 8, 2000
9:00 a.m.

Present: Lydia Anderson, Chair, Nici Murawsky, Scott Culbertson, Julia Parzick, Dixie Emery, Matt Seymour, Gabrielle Hazelton, Bob Pfutzenreuter, Heather Heineken, Evelyn Brown, Michael Lewis, Pam Sowell

Special Guest: Mike Humphrey, Director Statewide Benefits

1. Paid Time Off

The entire hour was spent discussing Paid Time Off. Mike Humphrey provided answers to several questions committee members had about PTO. It was decided that the committee would develop a list of pros and cons regarding PTO. These pros and cons will be used as talking points for the committee members and representatives to discuss with their constituents. Based on these discussions, we will be prepared to decide whether or not to continue with this issue at our next meeting.

2. The next meeting scheduled for Tuesday, March 21st has been rescheduled for Monday, March 27th, 9:00 a.m. in Wood Center Conference Room B.

3. We tabled the rest of the agenda for the next meeting.

4. Adjourned at 10:00 a.m. (or shortly after that).

PAID TIME OFF (PTO)

Please use the following talking points to discuss the pros and cons of paid time off (PTO) to your constituents.

PROS

1. Under a PTO, employees terminating would be able to cash out their PTO leave balance (a combination of annual and sick), currently sick leave has no cash value upon termination.
2. The maximum annual PTO carryover leave balance would be increased current annual leave carry over is a 240 hour maximum.
3. An employee doesn't have to give a reason for the use of PTO, they would simply make a request to their supervisor.
4. A PTO system could be a motivator for some employees to use leave for sound purposes.

CONS

1. In going to a PTO system the total annual leave accrual (now annual leave + sick leave) would be less.
2. It would be a large administrative cost to transfer current staff under the old annual/sick policy to a PTO.
3. Donation of sick leave to the current leave share bank could be complicated.
4. This could create a hardship to primary care givers and people with illnesses who typically have minimal sick leave balances.

ATTACHMENT 115/3
UAF STAFF COUNCIL #115
MARCH 3, 2000
SUBMITTED BY STAFF TRAINING

Minutes
Staff Training Committee
February 24, 2000
2:00 p.m.
Chancellor's Conference Room

MEMBERS PRESENT: Alice Baergen, Shellie Baumann, Rudy Candler, Sarah Comstock, Debra Hagen, LaTanya McClellan, Kathy Mosca, Darlette Powell, and Pete Rogers

I. Spring Training Schedule

Darlette Powell will contact Charlie Dexter for a brief description of his training session Leadership Training in the New Millennium.

a. Longevity Awards Program

The awards program will be May 11 at 1:30 p.m. in the Wood Center Ballroom. The theme is Unity in Diversity.

Country List The country list was distributed and committee members selected a country and they will wear attire that reflects that country: Brazil Alice, Switzerland Rudy, Germany Irene, India Darlette, South Africa LaTanya, Australia Pete, Japan Sarah, LJ Norway, Shellie Canada, and Debra and Kathy are undecided at this time.

Program Shellie Baumann will draft the program this year and recommended that Boscoe hold a string of flags. Debra Hagen will provide Shellie with a list of award recipients by department. Also, Wood Center graphics will be asked to make banners of all the flags of these countries.

Debra Hagen provided a listing of all the award recipients and brought a sample of the awards. There were some questions as to the 20 year award. When these staff members received their 15 year award they received a pen and pencil set. Then the award for 15 years was changed to a name plaque. After reviewing the option for 20 year awards, the committee agreed upon the letter opener with their names engraved on it.

Music Sarah Comstock has contact Bill Connor to see if his Celtic band can play. His response is pending.

The committee had a lengthy discussion on whether employees with an EX classification participate in the staff awards program. Consensus was that if the employee held faculty rank prior to the EX (executive) classification, then the person should receive their award when the faculty awards are distributed, but if the employee was a classified or APT staff prior to the EX classification or have never held faculty rank, then they would receive their award at the Staff Longevity Awards Program.

Even though there is not a retirement incentive program this year, the committee members felt that it is important to recognize in some way staff members who are retiring.

b. Employee Recognition Program

The committee addressed a possible employee of the month award at the previous meeting and then again at this meeting. In order to boost staff morale, the committee felt that a team or department award would be better. The committee asked President-Elect Scholle to get clarification from Chancellor Lind on how he envisioned this award.

- c. Update on Bylaws Change - The motion is still pending Chancellor's approval.
- d. Other Business - none
- e. The next Staff Training meeting is scheduled for Thursday, March 23 at 2:00 p.m. in the Chancellor's Conference Room.
- f. The meeting was adjourned at 3:00 p.m.

ATTACHMENT 115/4
UAF STAFF COUNCIL #115
MARCH 3, 2000
SUBMITTED BY PAM SOWELL, STAFF REPRESENTATIVE ON THE
TECHNOLOGY ADVISORY BOARD

TO: UAF Students, Staff, and Faculty
Deans, Directors, and Department Heads

FROM: Marshall Lind, Chancellor, <mailto:fychanc@uaf.edu>
University of Alaska Fairbanks

DATE: February 21, 2000

Proposals for the next "TAB" (Technology Advisory Board) competition are now being accepted for consideration of award. Guidelines and additional information can be obtained from TAB's web site at: <http://www.uaf.edu/tab> This web site also contains information on prior funding awarded by TAB.

PLEASE NOTE: This RFP is for new projects only. Requests for departmental lab support are now part of a separate process. This includes requests for extended hours support, network upgrades, and improvements for both open and departmental computer labs. More information on the new process will be available on the web site. Please contact TAB for more information if you have any questions about this new procedure.

SCHEDULE FOR PROPOSAL SUBMISSION:

- ACADEMIC UNITS
- 1. From your department Head to your Dean/Director, March 3
 - 2. Provost, March 9
 - 3. TAB Board, March 19
 - 4. Recommendations due to Chancellor, April 3
 - 5. Chancellor's decision, April 7

- STUDENT GROUPS/ORGANIZATIONS
- 1. ASUAF, March 3
 - 2. Provost, March 9
 - 3. TAB Board, March 19
 - 4. Recommendations due to Chancellor, April 3
 - 5. Chancellor's decision, April 7

Dates for Step 1 may be changed to meet specific needs to units/ organizations. The due dates to the provost are FIRM. It is the responsibility of the submitter to ensure proposal deadlines are kept. If you're uncertain as to whether your proposal falls under academic or student units, please contact ASUAF offices.

ATTACHMENT 115/5
UAF STAFF COUNCIL #115
MARCH 3, 2000
SUBMITTED BY ELECTIONS, MEMBERSHIP AND RULES

Nominations for the position of president-elect will open at the March 3 meeting and will remain open until the election at the May 10 meeting. The President-Elect will be elected from the staff at large by the representatives at the May meeting. Duties of the president-elect are as follows:

- STAFF COUNCIL BYLAWS
Sect. 3 (ARTICLE V Officers)
- B. PRESIDENT-ELECT
1. The duties of the President-Elect shall be to:
- a. serve on the Administrative Committee.
 - b. serve on the UAF Governance Coordinating Committee
 - c. assume the duties of President when the President is absent.
2. Term of office shall be for one year beginning June 1 and ending on May 31.

Other duties include monthly meetings with the Chancellor. Some travel to the Board of Regents' meetings may be required. Also, the Governance Office provides funds to hire a part-time replacement for the president and president-elect so there is no loss of work hours or the funds can be made available to the department to charge the employee's governance time to. The Governance Office staff also provides support.

If you are interested in serving as President-Elect and would like more information, contact Irene Downes at fneid@uaf.edu, Marie Scholle at fnmms@uaf.edu, or the Governance Office at fystaff@uaf.edu.

ATTACHMENT 115/6
UAF STAFF COUNCIL #115
MARCH 3, 2000
SUBMITTED BY AD HOC PICNIC COMMITTEE

Staff Picnic
May 11
Immediately Following the Staff Longevity Awards Program

Prized acquired thus far for the Staff Council raffle include a quilt courtesy of Kathe Rich; two Top of the World Classic reserved seat season passes, two reserved seat season tickets for Nanook hockey, an SRC pass all courtesy of Athletics. If Alaska Airlines makes their corporate donation again this year, than Staff Council will receive two of the vouchers.

The Picnic Committee needs highly motivated staff to help organize the annual staff picnic on May 11. If you are interested, contact the Debra Hagen at fndah@uaf.edu or the Governance Office at fystaff@uaf.edu.

ATTACHMENT 115/7
UAF STAFF COUNCIL #115
MARCH 3, 2000
SUBMITTED BY ADMINISTRATIVE COMMITTEE

- March Meeting Schedule
- March 1 Rural Affairs, 11 a.m., Wood Center Conference Room A
- March 2 Ad Hoc Committee on Advocacy, 11 a.m., Sherman Carter Conference Room, 204A Butrovich
- March 3 Staff Council, 8:30 a.m., Wood Center Ballroom
- March 7 Supervisory Training Netg, 10 a.m., Library 340
- March 10 Picnic Committee, 11:30 a.m., Wood Center Conference Room A
- March 17 University Holiday
- March 21 Supervisory Training Workers' Compensation<Everything you've wanted to know, but haven't had a chance to ask, 3 p.m., Library 340
- March 22 Supervisory Training Running Effective Meetings, 10 a.m., Wood Center Conference Room C

- March 23 Staff Training, 2 p.m., Chancellor's Conference Room
- March 24 Administrative Committee, 9 a.m., Wood Center
Conference Room A
- March 27 Staff Affairs, 9 a.m., Wood Center Conference Room B