

For Audioconferencing: Bridge #1-877-751-8040
Fairbanks 474-8050
Chair Code: 133189
All Others: 885153

FOR MORE INFORMATION, CONTACT:
Kathy Mosca
Governance Office
312 Signers' Hall
474-7056 fystaff@uaf.edu

AGENDA
UAF STAFF COUNCIL MEETING #127
Friday, June 1, 2001
8:45 - 10:05 a.m.
Wood Center Carol Brown Ballroom

Time		Item	Length of Time
8:45	I	Call to Order - Scott Culbertson	30 Min.
		A. Roll Call	
		B. Approval of Minutes to Meeting #126	
		C. Adopt Agenda	
		D. Pass the Gavel	
		E. President's Report - S. McCrea (Attachment 127/1)	
9:15	II	Guest Speaker: Representative Joe Hayes	20 Min.
9:35	III	Chancellor's Remarks - M. Lind	10 Min.
9:45	IV	Committee Reports 15 Min.	
		A. Staff Affairs - G. Hazelton	
		1. Year End Report (Attachment 127/2)	
		2. Motion Regarding Tracking System (Attachment 127/3)	
		B. Elections, Membership & Rules - and D. Dekerlegand York	
		1. Year End Report (Attachment 127/4)	
		C. Rural Affairs - H. Simmons	
		1. Year End Report (Attachment 127/5)	
		D. University Advocacy - S. Comstock	
		1. Year End Report (Attachment 127/6)	
		E. Ad Hoc Staff Longevity - A. Baergen	
		1. Year End Report (Attachment 127/7)	
		F. Ad Hoc Picnic - S. Howdeshell	
		1. Year End Report(Attachment 127/8)	
		2. Raffle Winners (Attachment 127/9)	
10:00	V	New Business	5 Min.
		A. Comments and Questions	
10:05	VI	Adjournment	

ATTACHMENT 127/1
UAF STAFF COUNCIL #127
JUNE 1, 2001
SUBMITTED BY SCOTT MCCREA

STAFF COUNCIL GOALS AND OBJECTIVES
FOR 2001-2002

Top Goal:
"By the end of the 2001/2002 academic year, UAF Staff Council will be looked at by other university governance groups and the university administration as a model of how a truly effective and efficient governing body should operate."

GOAL I. DEVELOP A STATEWIDE VOLUNTEER LEAVE PROGRAM FOR
UNIVERSITY EMPLOYEES

OVERVIEW
Many organizations and corporations offer a volunteer leave program for employees. The Fannie Mae Corporation, for instance, grants its' employees 10-hours per month of volunteer leave that can be used to helping out in an elementary school to assisting at one's favorite charity organization.

While a 10-hour per month program for the university is not realistic, a 10-20 hour per year program would be quite feasible. Such a program would be a benefit in every sense of the word because the employee is not the sole beneficiary. The community and civic organizations benefit because of the extra assistance, something that they are always in need of. The university as a whole benefits because such a program is a wonderful "talking point" when addressing legislators and donors on what the university contributes to the community and the state of Alaska a whole.

PLAN

Staff Council will research the issue the beginning of the semester by finding out how other businesses have utilized the program, and will also work with HR to solicit their expertise. A plan will be developed by December to forward to Staff Alliance to try and make this a statewide benefit. If a program can be developed that will be agreed upon by both staff and administration, the idea would be to take it the BOR for their March 2002 meeting for a first reading, with approval to take place in June 2002.

GOAL II. IMPROVE STAFF TRAINING AND ORIENTATION FOR NEW EMPLOYEES

OVERVIEW

How a new employee is initiated into their position plays a crucial role in shaping their future and attitude within the organization. In Public Management magazine (Vol. 81, no. 1), public information director John McGillicuddy writes:

"One of the first and most lasting impressions new employees have of their employers is how they are greeted and treated on their first day of work. Perhaps, then, employee orientation is a new employee's most critical introduction to an organization."

The UAF HR office does a fine job with their orientation program, but this only addresses the issue of benefits. It is generally left to the employee's respective department to provide further orientation and of course, training. That being the case, just how are employees being trained within their department? Who does the department task with training a new employee, whether it be staff or faculty? If that person is an administrative assistant, is that assistant being provided with the training he/she needs to take on that responsibility, and even more importantly, since this can be looked at as a supervisory duty, is that person being compensated adequately?

PLAN

Staff Council will form an ad-hoc committee on Staff Training to look at how different departments on campus are currently training and orienting their new employees. Departments will be asked who provides the training, is the new employee given a "checklist" to make sure all pertinent areas are covered, how that employee learns of the role the department plays within the university system, etc. This data will be used to write a plan and recommended guidelines that could be used by all departments on campus for the purpose of training new hires. Collaboration with HR is crucial on this project.

The second part of this plan will be to develop a monthly UAF Orientation Plan for new employees. Once a month, all new hires will be invited to attend a "mini-convocation" that will hit upon areas such as:
University History
Current Mission and Goals
Campus Resources (library, SRC, Career Services, Dining Services)
How to Best Use the Tuition Waiver
Other items

Attendees would be welcomed by the Chancellor. To enhance the presentation, speakers would include someone from some of the various departments such as Career Services, the library, etc. As an incentive to attend, attendees would receive a Welcome Packet that would include such items as a day pass to the SRC, a ticket to a sporting event, a coupon for Dining Services, a discount at the UAF Bookstore, etc. The presentation would conclude with a short walking tour (weather permitting) of the main part of campus, to be conducted by a UAF Student Ambassador. While this orientation would be used on the main campus, we would also need to try and develop a similar program that could be used at the rural campuses.

GOAL III: WORK CLOSELY WITH STAFF AT THE RURAL CAMPUSES TO ENSURE THE UNIVERSITY IS MEETING THEIR NEEDS

OVERVIEW

The College of Rural Alaska is by far the most complex within the university system. The college geographically serves nearly two-thirds of the state, representing more than 160 primarily Native communities in the arctic, subarctic and coastal environments.

Whether it be the Chukchi Campus up north in Kotzebue, the Bristol Bay Campus to the south in Dillingham, or the Tanana Valley Campus here in Fairbanks, one thing they all have in common is that the staff who work there are employees of the University of Alaska Fairbanks. Thus, as UAF employees, are they receiving the same benefits (within reason) that employees at the main campus receive? For instance, while the Northwest Campus (like the other rural campuses) does not have a recreation center, the city of Nome does. Is there a way for the university to have an agreement with the Nome recreation center so that UAF employees could have a discount there? Other areas could include having visits to the CRA campuses by the pension plan providers and EAP, increased travel funds for staff to come to Fairbanks, ergonomics and safety evaluations, etc.

PLAN
The Rural Affairs Committee already does a lot of wonderful work on issues such as these, but they are in need of backing. By the end of the fall semester, I will have visited each one of the rural campuses. During these visits, I will meet with staff and the campus directors to find out what their needs are there. Rural and Staff Affairs will work together to forward and pursue recommendations for improvements with the incoming CRA Director and Chancellor Lind.

GOAL IV: IMPROVE STAFF RESPECTABILITY/IMAGE ON CAMPUS AND WITHIN THE COMMUNITY AND STATE

OVERVIEW
There is not a single administrator who would downplay the important role that staff play for the university. But in terms of respectability, staff are generally not viewed in the same light as faculty and students. This is a problem faced in universities across the country, as was stated in a recent column entitled "They Serve Who Cook and Collate" by Sarah Stockton in the May 3rd Chronicle of Higher Education:

"Yet one of the most valuable resources a university can have, its staff, is often overlooked, unrecognized, and undervalued. Staff members are not faculty members, who have reached the finish line of higher education and are in the winner's circle; they are not students, who are at the starting gate. They are somewhere in between, providing the resources needed to hold the race at all."

Staff Council should take the lead in enhancing the respectability and image of university employees, and communicating to the various audiences of the important role that we play at UAF.

PLAN
The Advocacy Committee has made some strides in this area with the tours and the UAF Day at the Southside Community Center. By attaching Staff Council's name to these events, our presence is known and staff are recognized for providing valuable service to the university.

To communicate our importance to an outside audience, namely donors and legislators, Staff Council will work with University Relations to produce a Celebrating Staff brochure, similar to the ones being done for faculty, students, and alumni. A brochure centered on staff would have the same purpose of the aforementioned brochures, at the same time it would be a morale booster to employees who may feel as if they are not looked at as significant contributors to the university. Other ideas would be to include introducing a different staff person at the Chamber of Commerce luncheons on a monthly basis, hosting brownbag special topics luncheons, etc.

GOAL V: CONTINUE WORKING ON ONGOING ISSUES

OVERVIEW AND PLAN
Staff Council will continue to work on issues that have previously been brought to the table, as well as projects that have under our "umbrella" for many years. These issues include:

Monitoring of Reclassification System
Compensation
Staff Development
Red Lining
Cash Out of Annual Leave
Parking

LIFE Program
Health Benefits
Longevity Awards/Staff Picnic
Staff Convocation
Raffle
Advocacy Committee Projects
Revisions of Bylaws
Other?

SUMMARY

One of the final goals Staff Council should try and communicate to staff is to help make employees aware of the unwritten benefits that come with working in a university setting. This includes working in an enriching environment, being surrounded by diverse peoples, and the personal satisfaction of knowing that you are playing a part in one of life's most important missions---education. True, there are jobs out there that would add more to our paychecks, but is that worth giving up the aforementioned benefits that enhance our lives in ways that money cannot?

While the above goals are certainly time consuming, they are all attainable if we approach them in the right manner. By working in a cooperative and proactive manner with the administration, while at the same time holding true to what we believe in, we can accomplish a lot.

ATTACHMENT 127/2
UAF STAFF COUNCIL #127
JUNE 1, 2001
SUBMITTED BY STAFF AFFAIRS COMMITTEE

Staff Affairs
2000-01 Annual Report

Committee Goals identified August 29, 2000 and current status:

New Classification Project. Committee closely monitored Statewide's progress and encouraged updates from Janet Jacobs & Dale Seay at Staff Council meetings. All members attended at least one of Dale's 2 hour presentations. From these presentations, members were concerned about the lack of staff involvement in the process of writing job families. A motion to "encourage Statewide Human Resources to include participation of non management staff in each job family in the writing of the job family descriptors" was presented and passed at the April 4 Staff Council Meeting. IT managers are writing their job families now and this process will be a guideline for the future.

Staff Council Co-Presidents. This was considered outside of the committee's purview and forwarded to Elections & Rules Committee.

Rural staff as president. This was not considered an immediate priority. There are no known obstacles that couldn't be overcome with planning.

Staff Involvement and Communication. Each member considered it their obligation to keep their constituents fully informed of Staff Council activities and therefore, promote awareness and involvement.

\$400 Wellness Benefit Clarification. Committee recognized confusion and misinformation among staff during the first year of this benefit. After questions were collected, Mike Humphreys gave a presentation at the Oct 13, 2000 Staff Council meeting.

Geographic Differentials. This is a large project that needs comprehensive research. The preliminary work is underway.

Other projects that came up during the year:

Fall 2000 Staff Council Survey. In an effort to inform staff and promote awareness (goal above!) the issues in the survey were broken into groups-completed, will review, cannot affect. E-mails were sent to Staff Council representatives for distribution and clearly listed the issues and the current status. Very little feedback was received; maybe Fall 2001 Staff Council survey will show results.

Compensation Executive Summary. The final result of a Staff Affairs resolution showing the staff's frustration with salary and job satisfaction at the university. This informational document was passed at the Oct 13, 2000 Staff Council meeting. Some issues identified will be addressed by the new classification project. Other

issues have not been addressed.

Parking. The committee was glad to see the new rates in effect and look forward to a report of the year.

Staff Training. Discussions were had with Human Resources about their concept and process for training. While a new project for them, they look forward to the challenge. Problem with no identified solution-enforcing attendance for those supervisors who are red-lined or in a union.

Limited Annual Leave Cash Out. UA Staff Alliance is reviewing a policy for recommendation. The committee looks forward to such a policy.

PERS credit for <12 month staff. Senate Bill 9 was passed by the Alaska Legislature and effective 7/1/99. It allows 9-month support staff in school districts the option of contributing to their PERS retirement account to reflect a full years service during the months they are not receiving pay. It is a voluntary program, paid by the staff member and is no financial burden to the employer. Committee felt strongly that University 9, 10, 11 month staff could benefit from being included. A motion was brought to the April 4, 2001 Staff Council meeting and was passed. Rumor has it that Statewide is supportive of the University's inclusion, however due to the late timing in the legislative session, it will be pursued next year.

Take Your Child to Work Day. While half-heartedly recognized on campus, the committee felt that a stronger show of support was necessary. A motion was presented at the November 2000 Staff Council meeting. The Chancellor was in support of wider recognition of UAF participation and would draft a flier in March 2001.

Veteran's Day Activities. Committee felt it was important to have activities similar to Martin Luther King Jr. Day since each was equally important. There was little action required; the ROTC office held their first event in 2000 and look to have a bigger event in 2001. We encouraged the ROTC office to include Staff Council in their notices for wider circulation and attendance.

Accreditation Top 5 Staff Concerns. As with other committees, Staff Affairs drafted issues and forwarded them for the December 2000 Staff Council meeting.

HR Reorientation for staff & Union Information meeting. Committee wholly supported these events.

Staff as Project Investigators on research grants. Policy writing is in the infancy; a motion was passed at the May 16, 2001 Staff Council meeting encouraging staff review of policy when drafted.

Policy/regulation review. Committee, along with others, were asked to review IT and HR salary admin policies. Committee felt that staff often don't find out about new policy/regulations until almost the end of the process. Motion drafted for June 1, 2001 Staff Council meeting that a tracking/notification system should be utilized so staff can know BEFORE changes are made.

Goals for 2001-02

\$400 Wellness Benefit. Check how year two has gone.
Geographic differentials.
Sick leave conversion to retirement.
Campus walking safety.
Disability info: social security, PERS and pension coordination
Staff-to-faculty retirement issues.
Mail-in pharmacy questions.
Travel grants for rural staff receiving longevity awards.

ATTACHMENT 127/3
UAF STAFF COUNCIL #127
JUNE 1, 2001
SUBMITTED BY STAFF AFFAIRS COMMITTEE

MOTION
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UAF Staff Council encourages System Governance to revise/resurrect a tracking system for issues and encourage administrators to fully utilize such a system.

EFFECTIVE: Immediately

RATIONALE: A tracking system allows staff governance to be informed of the process/status of all policy and regulation revisions. Such a system fosters open communication, integrity and trust between administrators and staff.

ATTACHMENT 127/4
UAF STAFF COUNCIL #127
JUNE 1, 2001
SUBMITTED BY ELECTIONS, MEMBERSHIP & RULES COMMITTEE

The Election, Membership, and Rules Committee discussed various bylaw issues this last year regarding unit representation, recall, and proxy voting. We also took part in elections for odd numbered units through ballot counting. After much discussion regarding proxy voting it was decided that this would not be an effective way to handle voting for the Council. The committee is still pursuing the issues of unit representation, which has come up due to the increasing numbers of IARC employees as well as the recall addition to the bylaws. Our goal is to finish up these two issues this next year, as well as assist with the even numbered unit elections.

ATTACHMENT 127/5
UAF STAFF COUNCIL #127
JUNE 1, 2001
SUBMITTED BY RURAL AFFAIRS COMMITTEE

End of the Year Report - Fall 2000 - Spring 2001 Rural Affairs
Heidi Simmons, Chair

General Purpose of Committee: To address rural site staff concerns: provide a strong voice in rural issues through sharing of communication, projects, and/or training needs for rural staff.

Meetings were attended with active participation from: College of Rural Alaska rural sites (CRA), Center for Distance Education (CDE), Library Services Representation, and Rural Alaska Science/Math Network. We still continue to encourage, but did not receive active participation from other UAF rural sites or programs. All meetings are open and we invite any department that supports rural staff or issues to attend.

The year in brief, monthly topics:
October - First meeting of year
Set meeting dates.
Discussed deadline dates for CRA registration activities.
Discussed site concerns: human resource training, clarification on non-resident tuition waivers.

November - Guest Presentation: Open Enrollment Package Information, Jennifer Youngberg.

December - Committee discussion on rural client contact: how to promote & advertise courses.
Discussed updates on book mailing policies.
Recommendation to Executive Dean & HR to set a more formalized method for rural supervisory training.
No meeting planned for January.

February - Guest Presentation: Family Medical Leave Policy, Jennifer Youngberg.

March - Meeting held briefly and canceled due to various other commitments by committee members.

April - CRA fall registration planning.
Requested staff representation to CRA Executive Dean Hiring Committee.
Idea of Student Handbook
Idea of Campus Surveys
Title III student-support working group meeting held.

May - Discussed fall registration catalog & timelines.
Updates on CRA Executive Dean Position.
Title III student-support working group meeting held.

Next meeting to be held in October, date tba.

Goals for FY 2002 and continued areas of growth:
Set Rural Affairs meetings at a time when it will be easier to have participation from the Executive Dean.
Guest speakers and training updates from other UAF departments that support rural sites.
HR to provide a more formalized structure for rural site supervisory training: more opportunities via distance for rural sites, personal letters to staff notifying them of what training has counted and how many more points are still needed.
Ergonomic and safety evaluations performed at rural sites.
Continue to invite and encourage active participation from other rural programs within the university.

ATTACHMENT 127/6
UAF STAFF COUNCIL #127
JUNE 1, 2001
SUBMITTED BY ADVOCACY COMMITTEE

UAF Advocacy Committee Report 2000-2001

00-01 Projects
UAF Tour - Friday, November 17
_ Visited 7 different sites on campus
_ Hosted 20 staff members
UAF Tour - Thursday, March 1
_ Visited 7 different sites on campus
_ Hosted 14 staff members
UAF Day at the Southside Community Center - Saturday, March 31
_ 25 UAF departments hosted booths, or volunteered their time to assist the committee in preparations
_ 5 Fairbanks businesses donated goods
_ Hosted 30 members of the Fairbanks community

01-02 Projects
2 UAF Tours
UAF Day at the Southside Community Center

ATTACHMENT 127/7
UAF STAFF COUNCIL #127
JUNE 1, 2001
SUBMITTED BY AD HOC STAFF LONGEVITY COMMITTEE

AFTER ACTION REPORT
UAF Longevity Awards Program
May 17, 2001

Ad Hoc Staff Longevity Awards Committee Members
Alice Baergen, Chair
Debra Hagen
Scott McCrea
Peter Prokein
Darlette Powell
Joyce Whitehorn

The committee met on 25 May 01 to discuss the successful awards program and picnic held on 17 May 01. Following are comments and/or suggestions for next year's event.

Committee members have heard very positive comments regarding the changes we made this year. Reading the 5, 10 and 15 year award names cut the program length by at least 2 hours or more. It was suggested that next year we reverse the order of the awards. Honor the 30-year folks first and then continue with 25 and 20, reading 15, 10 and finally 5 years. Concentrate on keeping the program short, encouraging speakers to make brief comments about their staff member.

It was suggested that we change the name from Staff Longevity Awards Program. Suggested names include: UAF Service Recognition Day, UAF Staff Appreciation Day. Current committee liked the first suggested name. Reasoning behind the change, longevity denotes "being old".

Begin picnic at 12:00 with the Longevity Awards Program beginning

promptly at 1:00. This year, due to the large participation, the line to get food was long and ran right through the middle of the room causing distraction. It was suggested that next year we have the line form to the side of the room or have people come in at a different door rather than the main ballroom entrance. When the list goes out to what unit is bringing what food item, have a sentence that says, "if your students are going to attend, please bring extra food to share so we won't run out". Also, perhaps a sentence (we shouldn't have too, we should all have manners) that says "take a single helping until everyone is served, then help yourself to seconds".

Have drawings for door prizes during the lunch period also, keep it moving. Have the airline ticket drawing the last item in order to keep people at the program.

When HR sends out the list to PPA's to verify service years of staff, at same time send broadcast requesting those staff that have had a break in service to contact HR. Inform HR as to when they first started with UAF, date of break and for how long etc. etc. We would like to recognize those folks during the program by just reading their names indicating their original hire date and without the break read how long they would have worked for UAF if they had continued service without a break.

We definitely should have music being played as people get their food and while they eat. If nothing else, compact discs or the music that is played via the ballroom audio system if we can't find entertainment for this portion of the program. Entertainment would certainly enhance the program and set the whole tone right from the beginning.

Over all this was the best longevity program we have had, this was evidenced by the positive comments and on the day, by the record turns out. This year's committee is very proud of the positive steps we have taken to present the very best to UAF staff.

ATTACHMENT 127/8
UAF STAFF COUNCIL #127
JUNE 1, 2001
SUBMITTED BY AD HOC PICNIC COMMITTEE

The Ad Hoc Picnic Committee met on May 23 and formulated the following recommendations.

Approximately 435 people attended.

Increase food, drinks, and charcoal purchased except onions.
Food Purchased for 2001 Picnic
15 cases of hamburger patties (3/1) and buns
2 cases of hot dogs and buns
12 heads of lettuce
2 blocks of cheese
8 4-pack of tomatoes
10 lbs. of onions
100 lbs. of charcoal
1 large mayo
1 large cucumber chips
3 picnic packs (2 ketchup, 1 mustard, 1 relish)
3 large containers of ice tea
3 larger containers of lemonade

Keep picnic and awards program combined.

Microphone was not load enough.

Reserve Ballroom for next year along with conference rooms C, D, E, & F. Picnic will be May 16, 2002.

Start picnic at noon and longevity program at 1 p.m. This will enable everyone to get their food and not disrupt the awards program.

Setup two food tables to speed up the line.

Have drinks set up at a different table away from the food so there isn't a bottle neck.

Get large containers of ketchup and mustard and use pump dispensers from Cheryl Plowman.

Use warming trays for burgers and hot dogs.

Have more trash cans set up throughout the ballroom.

Have music at the beginning when people are getting their food.

The Picnic Committee needs a lot more help. A recommendation was made to have one person from each unit assist with setup and during the program or help during the program and with clean up.

Draw raffle prizes before last door prize. Keep large prize like Alaska Airlines tickets for end so people will stay longer.

Increase raffle sales. Start committee in November gathering raffle prizes.

A number of students attended the picnic from the grounds crew. How do you encourage them to bring food if they are going to participate in the picnic?

ATTACHMENT 127/9
UAF STAFF COUNCIL #127
JUNE 1, 2001
SUBMITTED BY AD HOC PICNIC COMMITTEE

UAF STAFF COUNCIL RAFFLE
CAROLYN SAMPSON MEMORIAL SCHOLARSHIP

The UAF Staff Council would like to thank everyone who helped support their annual fund raiser for the Carolyn Sampson Memorial Scholarship. Staff Council raised \$2,260.

Congratulations to the following winners:

Grand Prize:
Clock - Tania Clucus

- Runner-up Prizes:
- o 2 season tickets for UAF Hockey - Sandra Bond
 - o 1 individual Student Recreation Center Pass - Steve Estes
 - o 2 Tickets for Top of the World Tournament - Joyce Whitehorn
 - o 1 Roundtrip Ticket from Fairbanks to Anchorage - Edee Gail
 - o Lazy Susan - Jeff Jackson
 - o 1 Broose Moose and gas coupons - Laura Milner
 - o 1 Broose Moose and gas coupons - Harikumar Sankaran
 - o Gift Certificate - Mary Jo Brebner
 - o Necklace and Earrings - Roxanne Stickel
 - o 2 Tickets on Riverboat Discovery - Tamara Clark
 - o 2 Ticket to Eldorado Gold Mine - Joyce Whitehorn
 - o 2 Season Passes for Tanana Valley Fair - Kathy Gruenig

The UAF Staff Council named the scholarship in memory of Carolyn Sampson, former executive secretary in the Governance Office. Carolyn was instrumental in obtaining support services for the Staff Council and provided support for the Faculty Senate and Academic Council while employed at UAF. This scholarship is designed 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. For more information, contact your Staff Council representative or the Governance Office.