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AGENDA  
UAF STAFF COUNCIL MEETING #136  
Friday, June 7, 2002  
8:45 a.m. – 10:20 a.m.  
Wood Center Carol Brown Ballroom

Time	Item	Length of Time
8:45	I    Call to Order – Scott McCrea	15 Min.
	A.    Roll Call	
	B.    Approval of Minutes to Meeting #135	
	C.    Adopt Agenda	
	D.    President's Report	
	E.    Pass the Gavel	
9:00	II    Chancellor's Remarks – M. Lind	10 Min.
9:10	III   Committee Reports	25 Min.
	A.    Staff Affairs – G. Hazelton (Attachment 136/1)	
	B.    Elections, Membership & Rules – D. York	
	C.    Rural Affairs – H. Simmons (Attachment 136/2)	
	D.    University Advocacy – S. Comstock (Attachment 136/3)	
	E.    Ad Hoc Staff Training – D. Hagen Motion to Formally Accept Staff Training Report (Attachment 136/4)	
	F.    Ad Hoc Staff Longevity – D. Hagen (Attachment 136/5)	
	G.    Ad Hoc Picnic – A. Linn (Attachment 136/6)	
9:35	IV    Guest Speaker	20 Min.
	Mike Humphrey, Statewide Human Resources Healthcare Issues	
9:55	V    Old Business	
	A.    Motion to Amend UA Nondiscrimination Statement, Policy #04.01.020 (Attachment 136/7)	10 Min.

10:05 VI New Business 15 Min.  
A. Larry Ledlow, "Look Ahead"  
B. Comments and Questions

10:20 VII Adjournment

ATTACHMENT 136/1  
UAF STAFF COUNCIL #136  
JUNE 7, 2002

Staff Affairs Minutes, June 4, 2002, 10:14 a.m.

#### I Roll Call

Joyce Allen-Luopa, Wanda Fields, Liam Forbes, Gabrielle Hazelton-chair, Stacey Howeshell, Donna Moore

Excused

Jean Crews

Absent

Tyrone Burkhead, Dixie Emery, Diane Gray, Larry Ledlow, Michelle Littell, Cathy Magnusen, Nici Murawsky, Sue Sharpton, Jeannette Skrob

#### II Old Business

a. sick leave conversion to retirement—Mike Humphrey, SWOHR, did not attend. When Joyce met with Mike earlier, he had 2 options that could be explored:

1. contact all PERS participating units to see if they wanted to be included in this new option. This would share funding results.

2. UA have this option by itself. Funding this would be expensive unless employees paid for this option for themselves.

Joyce will contact Mike again requesting feedback on current proposal, number of UA employees possibly affected and attending our next meeting.

Gabrielle will contact someone at PERS about which units participate in PERS, how PTO units participate in PERS and if a formula exists for what an employee would have to pay to transfer any sick leave balance. It is possible that State union would have much of this info at their fingertips. Wanda will contact interior legislative representatives and find out what they would need to sponsor a PERS change bill in the 2003 legislative session.

b. 1999 SB 9 update. Senator Wilken's office said that a new bill would have to be introduced; there was no way to go back & change SB9 to include the university. The suggestion was to wait until after fall elections and then approach a legislator. Since there was no cost, except to employee, there should be no problem with introducing & passing such a bill.

#### III New Business

a. supplemental health insurance-see attachment. Gabrielle will forward specifics to Mike Humphrey, SWOHR, for his feedback on history & future considerations, hopefully by the next meeting.

b. Pedestrian foot/bike access around Tanana Loop & Fairbanks St. to Harper Building. Liam will contact Deb Brownfield, Space Planning & Management, as a starting place.

IV Next meeting will be June 27, 9 a.m., Wood Center Ballroom A.

V Adjourn 11:10a.m.

Attachment 1

----- Forwardedmessage-----

Date: Thu, 9 May 2002 10:57:47 -0800

To: fystaff@uaf.edu

Subject: FWD: Supplemental Health Insurance

09 May 2002

Dear Elizabeth:

Please redirect the constituent concern captured below to the Staff Affair Committee. I've discussed the issue in person with Mr. Albright and found that for him there is a threshold monthly maximum he is willing to pay for supplemental insurance coverage, and also, the university doesn't necessarily have to underwrite this coverage (i.e., can statewide recommend supplemental insurance borkers?).

Thanks,  
Rory.

>===== Original Message =====

Rory,

I have been disenchanted with our current UA2000 insurance plan for quite a while now. I am sure it is partially due to the fact that we had a much better policy prior to 2000, so I was spoiled in that regard.

But I feel that the current plan, while a good value for the dollar the employee contributes, is not sufficient for most families. The vision benefits in particular are horrible! Ideally I would like to go back to the old system of insurance we had prior to the UA2000 plan, but I doubt that will occur. So I would like to see the University offer another supplemental plan available for the employees.

Maybe a couple different options, say a supplemental plan just for Vision benefits, one just for dental benefits, or even one that paid for all RX regardless of pharmacy or brand. I am not sure what I would be willing to pay for such a benefit package, but having that option would go a long way in reducing the contempt I hold for the current policy.

Another point I would like to bring up is that initially I loathed the UA2000 plan, but some of the problems have been worked out and we are adapting to it. So if any other plan was ever introduced as an option, I would hope the administration would allow it the same grace period of a couple years to allow it and the employees to adapt to a new way of conducting themselves.

Thanks for your time,  
Wade Albright

ATTACHMENT 136/2  
UAF STAFF COUNCIL #136  
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#### Rural Affairs Committee Report

Last Rural Affairs (RA) meeting for this fiscal year was 5/3 and a report was given at the 5/15 staff council meeting.

Most staff at rural sites are off contract until mid August. In September, Heidi will contact RA members via e-mail to brainstorm ideas for our first meeting scheduled for Friday, October 11th 9-10am. The next meetings will be Nov 15 and Dec 6, always 9-10am.

An existing concern to non-12 month staff is the inability to make PERS contributions while they are off contract. RA committee is not sure of what action needs to be taken but would greatly appreciate help from Staff Council in finding

solutions to make this policy happen as soon as possible.

Thanks to the Center for Distance Education Staff that are working on the UAF-CRA fall registration schedule. The schedule contains course offerings for CRA rural campus and shared courses from UAS. Registration schedules will be mailed to all post office box holders in rural Alaska approximately August 1st. Registration is August 12-30 with courses starting September 9th.

ATTACHMENT 136/3  
UAF STAFF COUNCIL #136  
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#### UAF Advocacy Committee Report

The UAF Day at the Southside Community Center was held on Saturday, May 18. We had great participation from over 20 UAF departments, but unfortunately our turnout of community members was not what we had hoped. We are currently talking about how to re-shape the event so that it is more inviting to community members.

Our plan for next fall is to offer a UAF Tour around the face-to-face meeting. We would like this tour to not only be available for UAF staff and faculty, but also some of our legislators as well. We plan to work with Ann Ringstad on that piece of the event.

ATTACHMENT 136/4  
UAF STAFF COUNCIL #136  
JUNE 7, 2002

#### MOTION

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The UAF Staff Council moves to formally accept the report of the Ad Hoc Staff Training Committee.

EFFECTIVE: Immediately

The Ad Hoc Committee for Orientation/Training submits the following survey results, examples and recommendations for process improvement of training, orientation and information flow to new UAF staff. The ad hoc committee met approximately six times over a four-month period, assembled the survey, scanned the returned surveys for suggestions from the staff, and surfed the web for ideas of how other universities are distributing information to new employees. Following are some suggestions the committee interpret as high priority items.

The surveys were distributed by Elizabeth Solano to all UAF Staff including the rural campuses during the month of November 2001. The employees' comments were returned at approximately ten percent of the overall distribution. The ad hoc committee met as a group, reviewed the surveys, and formed a list of the most frequently stated complaints and suggestions. This list is attached, "Employees' Comments from the Staff Council Training/Orientation Ad Hoc Committee survey." Discussion touched on the possibility of writing a manual for the orientation process, but some of the comments pointed out that manuals are usually never updated. Therefore, the web appears to be the most-likely candidate for posting and distributing information to the staff.

An example of a "new staff" web site is located at the University of Colorado, [New Staff Connection](#). The site provides information on campus activities, HR information and links to the Staff Council. The UAF Human Relations Department (HR) could provide a similar link on the UAF web site for Faculty and Staff; have this new link point to HR's sites, "Hot Sites," such as, Financial Services for their training and forms information, and provide answers to "Frequently Asked Questions," such as, How to get Banner Access. Many of the basic procedures and training information could be compiled into this one stop location on the web for new staff.

Departments need to be encouraged to come aboard with this process by customizing a checklist for supervisors

and mentors to refer to during the orientation process and by allowing time for the new employees to attend training sessions. An example checklist as contributed by Gabrielle Hazelton, "First Day on the Job," is a checklist that works for her department.

Some of the surveys returned comments about the difficulty to see how one department fits into the overall organization. As part of the orientation process, this information should be made available to new employees. Departments should update their organizational charts on an annual basis and have them posted to appropriate web sites.

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Employees' Comments from the Staff council Training/Orientation Ad Hoc Committee survey:

1. What types of things does your department do to make a new employee feel welcome? Just to remind them of the little things that make a big difference in welcoming the new employee and maybe they have some good ideas not used by others.

- Co-worker assigned to introduce to others in the department and give a tour of the department and facility (highlight the emergency exit procedure).
- Get new employee's email, meetingmaker, computer, software set up prior to new employee's arrival.
- Point to key elements (online manual/policy & reg's), HR/Dept's, travel, pro card, provide phone book
- Allow time to read and deal with HR paperwork.
- Supervisor checklist
- Office procedure manual with department structure, have info online
- Many departments reported that nothing was done other than basic introductions.

2. Who does the training? Is that person trained themselves to know how to properly train someone?

- OJT, other staff in the department, supervisor, depends on the position
- Supervisory "train-the-trainer"
- There is a Training scheduling conflict in the summer – new hires cannot get any banner training as all the departments are busy with year end work
- List "Who to contact" for banner setup, banner access
- Some employees reported that they were left to figure out their duties on their own.

3. What sort of guidelines does the department follow? (checklist, manual)

- Desk manual w/current updates
- Banner manuals needs to be updated (last update 1998)
- Catalog, HR manual, Reg's & Policies with table of contents
- A systematic program...day 1-2: dept. mission, meet other staff, campus tour, dept tour; day 3-5: roles & responsibilities, expectations, campus resources; day 6-10: specifics of jobs, computer training, skill development
- Many employees reported that there are no guidelines, no manuals, etc.

4. What role does the department head/supervisor/director play...do they make it a point to introduce themselves, maybe take the new employee to lunch?

- In general this is not a problem, checklist – introductions
- Take employee around
- Send department email introducing the new employee
- Department newsletter
- Most employees reported that supervisors, in general, were available to do the introductions

5. Is there specific information that you learned on the job that you wish you were told or taught when you were a new employee?

- Who to contact for Banner training and Banner questions
- Lessons learned for smoother transitions
- Who to contact in special circumstances, especially in supervisor absence

- Organization chart and information regarding the department's role in the Univ. system
- Financial services & HR calendar of events
- Learn recruitment procedures
- Parking policies...new employees should be exempt from parking tickets on their first day

6. Do you have any suggestions or comments about orienting/training new employees, based upon your experience, i.e. what works best or what hasn't worked in the past?

- Need organization chart
- Who to contact when?
- "The Experts" list
- More exposure to continuing training
- "Cross training" to allow for continuing training
- Provide link to the UAF Staff Council web site and who to contact for information about local representation. Encourage new staff to participate in Staff Council. It's a good way to learn more about the University.

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#### JCSFOS - First Day on the Job Orientation

1. Local Introductions/Job Functions
  - Staff/Faculty
  - diversity & documentation
2. Building tour
  - Anderson (UAS/UAF areas)
  - Sherwood
  - Keys/Parking
3. Familiarization with the office & office policies
  - Office/Desk
  - Supplies
  - Telephone System/Directory/Lists
  - Restrooms/Coatroom/Water Fountain
  - Photocopier
  - Files
  - Lunch/Break Area
  - Personal Visitors/Phone Calls
  - E-mail
4. Department Info
  - History/Locations
  - Overall Function
  - Short/Long Term Goals
5. JCSFOS/SFOS Structure
  - Interrelationship between departments. Flow of work, key individuals, job functions
  - JCSFOS/UAS
6. Copy of Exact Job Duties & Responsibilities (JEF)
  - Expected frequency of performance
  - Performance Evaluations
    - By Whom
    - When
  - Probationary Period
7. Computer Information
8. Timesheets
  - Hours of Work/Lunch
  - Flex/leave Procedures
  - How to report in sick
  - Vacation/Appointment Scheduling

Overtime

9. Paychecks
10. Training & Development
11. Staff Council
12. First Day Assignments
13. End of Day Meeting (30 minutes)
  - Review of Day
  - Question & Answer
  - Plans for Day 2

ATTACHMENT 136/5  
UAF STAFF COUNCIL #136  
JUNE 7, 2002

Ad Hoc Staff Longevity Committee Report

Feed back for Longevity Committee Debrief  
Submitted by: Alice Baergen, May 29, 2002

- a. With reference to students attending program. Associate Vice Chancellor Schedler pointed out that her students are fulltime staff people during the summer. If they are to be excluded, she would like to be notified it doesn't make a difference to her, but just let her know.  
I believe we should exclude them as they are officially students regardless of whether they are full time during the summer or not. If we allow them to attend, we should open it up to all students. This is not feasible.
- b. When we call the 35, 30, 25, 20 year folks and their supervisors up for their awards, MC should have them line up as the 15, 10 and 5 year folks do. This will even again - speed the program up.
- c. Hold applause until the end, we were applauding for folks that weren't present when the 15, 10 and 5 year folks were announced.
- d. Have awards personalized with name.
- e. Address the issue of length of service at UAF. Do we count temporary service for length but have an actual date for full time without a break as we do now.
- f. Stick with picnic prior to program, begin program promptly at 1:00 as we did this year.
- g. Refine a way to ascertain whether an staff person is going to attend the program or not, if not attending we shouldn't read their name.

Just a few of my thoughts, I think the program went well.

Chandra Clack and I met on Wednesday, May 29th, these are our suggestions:

- a. Start program on time, keep things moving.
- b. Recognize those with the most years 1st and work backwards, as was done in this years program.
- c. Names on all awards, that is a plus. Keep the same awards for 3 years, then think about changing.
- d. Combine picnic and longevity committee so they are working together for the good of the program.
- e. Get list sooner to Governance Office, so that recipients & departments know they are getting an award.

This is the recommendation from Nici Murawsky at the Seward Marine Center:

- a. Get the rural site awards out early so that these employees can receive these awards when the sites have their recognition ceremonies.

These are the comments from Heidi Simmons in Bethel:

- a. 15+ year rural site employees be given the opportunity to accept their awards in person. It would mean alot to the employee, their campus and to the UAF folks that may rarely get to network with them.

Thank you all for the good job you do at keeping track of everyone! Heidi

ATTACHMENT 136/6  
UAF STAFF COUNCIL #136  
JUNE 7, 2002

## Ad Hoc Picnic Committee Report

### Wrap Up Report Staff Picnic 2002

The Ad Hoc Picnic Committee met on Friday, May 17, 2002 and formulated the following recommendations.

#### I. Attendance

- A. Approximately 450+ people attended
- B. Moved nearly entire group through the four lines in approx. 26 minutes

#### II. Food Purchased for 2002 Picnic

##### A. Quality Meats:

1. 16 cases of hamburger patties (3/1)
2. 2 cases of hot dogs (5/1)

##### B. Sam's Club:

1. Hamburger buns (660)
2. Hotdog buns (100)
3. 6 boxes (84) Boca Burgers
4. 18 heads of romaine lettuce
5. 3 blocks of cheese
6. 25 lb box of tomatoes
7. 10 lbs. of onions
8. 2 cans ketchup, 7 lb 2 oz each
9. 1-gallon mayonnaise
10. 1-gallon mustard
11. 1 jar of sweet pickle chips 68 oz
12. 1 jar of dill pickle chips 68 oz
13. 1 jar of relish 68 oz
14. 3 large containers of ice tea dry mix
15. 3 large containers of lemonade dry mix
16. 150 lbs. of charcoal

#### III. Suggested changes to purchases for next year

- A. Double number of hotdogs (200) and hotdog buns.
- B. Get 4 blocks of cheese.
- C. Get more plastic ware. (forks, spoons, knives)
- D. Get bigger plates.

#### IV. Suggested changes to layout of ballroom

- A. Put bowls of chips on tables.
- B. Put tablecloths on food tables.
- C. Have more trashcans set up throughout ballroom (and larger in size, if possible)
- D. Have chairs set up along the walls and back.

#### V. Additional Issues Discussed

##### A. Grounds Crew Student Workers

1. A number of grounds crew students attended (this happened last year also)



2. Next year, contact the department they work for so they bring food if they are going to participate.
- B. Establish Ad Hoc Picnic Committee in November
  1. Send out letters to potential donors/contributors of door and raffle prizes
  2. Many had already made their charitable donations for the year by the time we contacted them in February
- C. Be sure to again utilize the assistance of Dining Services
  1. Slicing vegetables
  2. Storage of supplies overnight
  3. Donation of two large salads
- D. Communication with the Longevity Awards Ad-Hoc Committee
  1. VERY important to be communicating
  2. Coordinating these two events makes for a great day. Be sure that each committee knows what the other is doing and that the chairs are communicating to the Staff Council Executive Secretary.
- E. Thank You Letters
  1. Be sure to send to those companies who donated prizes
  2. Also send letters to all others who helped to make the event a success (Wood Center staff, Dining Services, Cheryl & Tom Plowman, etc.)

ATTACHMENT 136/7  
UAF STAFF COUNCIL #136  
JUNE 7, 2002

#### MOTION

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The University of Alaska Fairbanks Staff Council requests that the University of Alaska Board of Regents amend the UA Nondiscrimination statement (Policy #04.01.020) as follows. Additions to the statement are in bolded caps.

In accordance with federal and state laws, illegal discrimination in employment against any individual because of race, color, religion, national origin, age, sex, veteran status, physical or mental disability, marital status or changes in marital status, pregnancy or parenthood, or **SEXUAL ORIENTATION** is prohibited. Decisions affecting an individual's employment will be based on the individual's qualifications, abilities and performance, as appropriate.

Staff Council further requests that copies of this motion be sent to the UAF Faculty Senate and ASUAF for voting consideration, and that once acted upon, copies be forwarded to staff, faculty, and student governance groups at the other two MAUs for their consideration.

EFFECTIVE: Staff Council requests that first discussion of the amendment be placed on the Human Resources Committee agenda at the March BOR meeting.

RATIONALE: Under the current policy, gay and lesbian students, staff and faculty could be discriminated against because of their sexual orientation. As an institution of higher learning, the University of Alaska should be setting an example to the rest of the state in terms of recognizing and respecting all of the diverse peoples of Alaska. By adding sexual orientation to the policy, the university is further sending a message to gay and lesbian students, staff, and faculty that this is a place where they are welcome, accepted, and protected against discrimination.