MINUTES
UAF STAFF COUNCIL #222
November 16, 2011
8:45 – 11:00 AM
Wood Center Carol Brown Ballroom

1. 8:45-8:50 CALL TO ORDER AND ROLL CALL

A. Roll Call

Present:
Pips Veazey, President
Juella Sparks, Vice-President
Robert Mackey (phone)
Jodi Baxter
Debbie Gonzalez (phone)
Kala Hansen (phone)
Shawn Houston
Gary Newman
Ben Tucker
Jennifer Elhard (phone)
Heather Wells (phone)
Mary Sue Dates
Claudia Koch-Goddard
Ryan Keele
Naomi Horne
Shelbie Umphenour
Dawn Dearinger (phone)
Robin Weinant
Carol Shafford
Brad Krick
Walker Wheeler
Cat Williams (phone)
Forrest Kuiper

Excused
Evelyn Pensgard
Jennifer Ward
Carolyn Simmons
John Clendenin, Jr.
Travis Brinzow
Gary Bender
Richard Machida

Absent
Maria Russell
Sara Battiest
Bryan Uher
Heather Leavengood

Guests
Chancellor Brian Rogers
Dana Thomas, Vice Provost
Cathy Cahill
Mark Oldmixon
Doug Schrage

B. Approval of agenda for Staff Council Meeting #222
- The agenda was approved as presented.

C. Approval of minutes for Staff Council Meeting #221
- The minutes were approved as amended.

2. 8:50-9:00 STATUS OF PENDING ACTIONS
- There were no pending actions for this meeting.

3. 9:00-9:05 PUBLIC COMMENT

A. Mark Oldmixon – United Way Campaign
- Yesterday's Chili Cook-off raised over one-thousand dollars. The Fire Department, represented at the meeting by Doug Schrage, won the event. This year's United Way Campaign is going well, but they still need help reaching this year's goal. If you have meetings and would like to include a presentation about the campaign, contact Mark or Lael Oldmixon. Forms were given to all PPA's; additional forms are still available. Payroll deduction is an option using these forms; if you choose payroll deduction, it will begin in January. You can select the Alaskan non-profit

group of your choice. The goal of the UAF United Way Campaign is to show our support and give back to the community. Staff participation is encouraged. Please get the word out to fellow staff members. There is no deadline, but they would like to have donations in by the end of the year.

4. 9:05-9:15 OFFICER REPORTS

A. President's Report – Pips Veazey

- The Staff Council *Tuition Waiver Resolution* was taken to Staff Alliance. It was then used verbatim by Staff Alliance with additional language about satisfactory academic progress and to address some of the conflicts between the tuition waiver and SAP. Staff Alliance was appreciative of our resolution and wanted to thank those who worked on it.
- *Staff Compensation*: Pips and a few other people testified at the BOR meeting asking for the 3.5% compensation increase to be added to the budget. The BOR approved this, including the 3.5% in the budget they submitted to the Governor. Last month we sent email requests to the BOR members and this may be an approach we will continue with the Governor. If we do, we will send out more information. The increase is in the Governor's hands at the moment.
- System Governance has been discussing *Strategic Direction* with the president. They will be holding listening sessions in the near future. The February 14th session is an internal session for people from the university system. There are external sessions on Dec. 1 – 2. There is more information on the President's website.
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Please let Pips know if you are interested in serving on this committee. Staff Council's representative on CDAC does not have to be a member of Staff Council.

5. 9:25-9:25 REMARKS BY CHANCELLOR ROGERS

- May Marsh was hired as the new Director of Diversity. She will start the first week in March. She will be responsible for issues of affirmative action and EEO reporting as well as promoting diversity in hiring and retention for both faculty and staff.
- The supervisory training program, now in its third year, is under review. Scott McCrea will be conducting the review and he will be working on a new marketing plan for the program to highlight opportunities. With the clarification made that faculty cannot supervise other faculty, but faculty can supervise other staff, faculty supervisors will be encouraged to participate in the training program.
- There are two upcoming meetings in Fairbanks for the president's Strategic Directions process, on the 1st and 2nd of December. December 1 is focused on UAF campus wide, December 2nd focusing on the mission of the Community and Technical College. Both meetings will be held downtown at CTC to make it easy for community members to attend. If you have specific interest that you want to ensure get covered, talk to community members about coming out.
- There will also be an internal meeting to gather feedback from internal stake holders and this will be scheduled for sometime in January.

Soft Closure:

- A Soft Closure memo went out clarifying that there is no university wide soft closure but departments can choose to reduce hours on an office-by-office basis. No one will be required to take leave other than the long standing hard closure. This is likely where they will go in the future since needs across campus vary greatly. With the soft closure, a reduced level of activity across campus both before and after the holiday break is expected.
- The Chancellor then took questions from council members:

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now if no degree is granted, metrics show this as a failure, but the student may have individually achieved their goal. Faculty Senate is currently discussing how to determine what someone's goal is and to measure whether or not they have achieved that goal.

- *New Accreditation Cycle:* We are starting a new accreditation cycle. Mission themes and core themes are back. Having recently completed an accreditation cycle, they are reviewing and evaluating both the mission statement and the core themes to address their applicability.
- *Student Commencement:* They are looking at possibly adding a component to commencement to provide greater acknowledgement for masters students. They are currently debating how to address this, with possibilities including having a separate hooding ceremony for Masters students, or add this to graduation. This is being hotly debated and will have an impact on the graduate ceremony and events coordination. They are hoping to come to some resolution on this soon. It appears that the students would like to have a separate ceremony, so they will probably go with this, but this still needs to be decided.
- *Legislative Forum for Interior Delegation:* Faculty Senate is working to organize a *Legislative Forum for Interior Delegation* at UAF on Nov. 30., around 6PM for the forum and 5:30 for the gathering time. This is designed to provide the opportunity to talk with the interior delegation about UAF, what we are doing, what we can do to help, etc. More information will be sent out when it becomes available. Staff are encouraged to attend.

B. Mark Freitag, President – ASUAF (No report)

7. 9:35-9:45 UNFINISHED BUSINESS

A. Compensation Increase

- As previously discussed, this is currently at the Governor's Office. We have been hearing positive statements and are optimistic about the situation. We will be sending something out within the next week of two from Staff Alliance and Staff Council to let people know how to contact the governor. The Governor's budget proposal for UA will be submitted in mid-December. The legislative session begins in January. Usually within the last few weeks of the session, around the end of April, they will negotiate and vote on it. Chris Christenson, will be in Juneau for three months advocating for the university's budget. We will know by mid-December what the Governor's request is, but we will not know anything more until the end of April.

a. Leave the themes as they are and provide better definition of their distinctions and interrelationships
b. Combine 'Connect' and 'Engage' in some way
c. Eliminate the 'Connect' theme and distribute the Alaska Native and Rural elements contained therein to the other four themes

- The Steering Committee and Cabinet are interested in receiving feedback on this. This is an invitation to take part in this process. You can share your feedback with Claudia and she will bring this to the Steering Committee.
- Also involving the themes, the Vice Chancellor of Research is not in favor of using the term 'Discover' as it appears. He has proposed changing the word 'Discover' to 'Research,' yet there is some reservation about using this term. We received a commendation for 'Engagement, Involvement, Commitment to Alaska Native and Rural Alaska.' There was a proposal to change the 'Connect' theme verbiage from 'Connect' to an Alaskan Native language word.
- They are also looking at whether or not the objectives accurately represent the essential elements of our mission, as well as whether or not the choices of indicators of 'achievement' are good choices for representing or deciding whether or not UAF is fulfilling its mission well. We have to demonstrate that we are using the collected information to make budget and planning decisions and therefore this affects everyone.

COMMITTEE REPORTS

10. 10:15-10:30 INTERNAL COMMITTEE REPORTS

A. Staff Affairs – Naomi Horne

- Mary Sue and Naomi will be conducting a brief audit prior to the next Staff Council meeting. They will update the group on the components identified as needing revision at that meeting. Due to the vast amount of information that must be examined, the committee is requesting assistance from other Staff Council members.
- Staff Affairs is also assisting with the University of Alaska Policy Review. UAF is also reviewing its regulations at this time. Robert Mackey will be working with Naomi to conduct a brief review of policy to identify key components that we should review in more detail. This includes reviewing the sections on HR and Governance. They are also looking for staff input on these policies as they go through this process. Volunteers for this review are needed.
- The UAF policy review is underway and is available online. The Chancellor is also revising many UAF campus regulations. Information is available on the Chancellor's website where you can submit your comments. Staff Council members are encouraged to submit comments and to get this information out to their constituents.
- *Soft Closure*: Staff Council members should inform staff in their units that they can contact either the Chancellor's Office or Kris Racina directly if they are forced or pressured to take leave.
- Staff Affairs is working to realign their meeting schedule so that meetings occur right before the Staff Council meetings to provide more timely updates. They also plan to schedule Staff Affairs meetings earlier to assist committee members with planning.
- Naomi is not running for reelection; as of Jan. 1, she will no longer be chair of Staff Affairs.

B. Rural Affairs – Brad Krick

- *Attachment 222-9*
- The November committee meeting included discussion of geographic differentials. The committee is interested in obtaining more information on this topic and has invited Tara Ferguson, Director of Compensation, to speak at their next meeting.
- They also discussed differences in health programs at rural campuses. There aren't any major differences in HPAWIN programs in how the programs work, but there are noticeable differences in facilities. They are attempting to find ways to assist rural campuses with these needs.
- Planning is underway for this year's *Peggy Wood Award,* which recognize an outstanding rural staff member. Tentatively, nominations will be accepted from sometime in January to sometime in March. They will be looking for Staff Council members at large to serve on this selection committee. They have asked the Chancellor's Committee on Alaska Native Education if they would be willing to have representatives participate in reviewing the nominations and making a recommendation to the Chancellor.
- Staff Appreciation Day for rural campuses was also discussed. The committee plans to conduct a survey to determine what rural staff are interested in having for Staff Appreciation Day.
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C. Elections, Membership, and Rules – Walker Wheeler

- *Attachment 222-8*
- EMR is currently addressing concerns raised by John Clendenin related to various aspects of the bylaws and constitution which have changed over time. Based on this, EMR has determined that there are several pieces of these documents which need to be reviewed.
- Voting for Staff Council elections will open later today and will remain open for 30 days. There are currently 8 people who have been nominated and have accepted the nomination. In total 24 people have been nominated from various units. Unit 10 and Unit 14 currently don't have anyone on the ballot. Unit 4 does not have anyone who has accepted a nomination. There were write in votes that may fill these gaps. Current representatives and alternates who are not on the ballot can self-nominate. All even unit seats are currently up for election. If people have not been nominated by the end of the nomination process, in order to be elected you will need to go through the write in process.
- Terms follow the calendar year and begin on January 1. The president and vice-president serve on a different schedule.
- The list of membership by unit is available on the website. This can be used to help determine what unit you are in.
- Please encourage others to run as we would like to have a dynamic working unit in the spring.

D. Advocacy Committee – Jodi Baxter

- December 15, Advocacy is holding a Library Tour, 12:15-12:45. Additionally, Jodi will be working to set up a spring forum with Chancellor Rogers.

11. 10:30-10:40 EXTERNAL STATEWIDE COMMITTEE REPORTS

A. Staff Alliance's Staff Health Care Committee – Maria Russell, Carol Shafford, Cat Williams

- Attachment 2226
- In a recent seminar, the future possibility of having a high deductible health savings account (HAS), which would go with the high-deductible healthcare plan, was discussed. One associated issue with this possibility is that if you file incorrectly it becomes a tax problem for the employee, not the university. It is a very confusing system which would require extensive employee education to learn how this system works. We still need to encourage employees to be as educated as possible about healthcare.
- Currently, our healthcare costs are driven by a number of high-dollar claims, and we expect the number of these claims to rise.
- The WIN Program: Concerns have been expressed about how WIN uses data. When WIN uses data they do not violate your HIPPA rights. They cannot attach any identifying information to the reports which come back to the University.
- As far as we know the only major changes to the healthcare plan for July 1, 2012 are the Tobacco Surcharge and a rate increase.
- Carol will not be returning to Staff Council. She is not running for reelection.

B. Staff Alliance's Compensation Committee – Maria Russell (Co-Chair), Robert Mackey, and Dawn Dearinger

- The Compensation Working Group has not met since they authored the letter presented to President Gamble at the September BOR meeting. Their focus has been on getting the word out and advocating for the 3.5% electronically rather than in meetings. Juella spoke with Erica yesterday and gave some direction and guidance about their next focushe onhS word out or ilet

- Has not met

C. Chancellor's Diversity Action Committee (CDAC) – Juella Sparks and Mary Sue Dates

D. Student Recreation Center Board (SRCB) – Carol Shafford
- Has not met

E. Chancellor's Planning and Budget Committee – Shawn Houston
- Has not met

F. Chancellor's Advisory Committee for the Naming of Campus Facilities – Carol Shafford
- Has not met

G. Accreditation Steering Committee – Claudia Koch-Goddard
- Has not met

H. Meritorious Award Committee – Claudia Koch-Goddard
- Has not met

I. Technology Advisory Board Committee (TAB) – Walker Wheeler
- *Attachment 222-5*

J. Family Friendly Task Force/Bunnell House Adv – Walker Wheeler & Heather Leavengood
- Has not met

K. Intercollegiate Athletic Council – Pips Veazey and Heather Leavengood
- Has not met

L. Review of Infrastructure and Sustainability Energy Board (RISE) – Mayanna Bean
- Report available at: www.uaf.edu/sustainability/rise/

M. People's Endowment Fund Committee – Naomi Horne
- Has not met

13. 10:45-10:50 AD HOC COMMITTEE REPORTS

A. Calendar Committee – Gary Bender, Brad Krick, Sara Battiest

- The committee met and they are scheduling additional meetings. Due to time constraints, they are not calling for photo submissions this year. They will use the archive and the few photos which have been individually submitted. You can still submit photos for consideration, there will just not be a public request for submissions.

B. Administrative Review Committee

C. Awards Committee
- CALL FOR VOLUNTEERS – There were no volunteers at this time.

D. Staff Appreciation Day Committee – Maria Russell and Ashley Munro
- CALL FOR VOLUNTEERS – There were no volunteers at this time.
- Committee has not met

E. Communication Committee – John Clendenin, Jr.
- *Attachment 222-7*

- The committee is discussing orientation and training for new and old members with a goal of clarifying expectations for Staff Council members. The committee suggested that Staff Council meeting attendance be posted on the website to improve accountability. It was also suggested to create a plan for getting basic meeting information to all staff within 48 hours of the meeting. This was in light of the fact that many staff members across campus do not receive regular updates or any communication from Staff Council.

Announcements:
- The next meeting is scheduled for December 21st. Pips proposed that we still hold the meeting since we need to ratify the election results. Contact the Staff Council Office if you cannot be at this meeting so we have a better idea about whether or not we will have a quorum.

- The Chancellor's Cornerstone Award Committee also needs volunteers and a committee chair.

14. 10:50-11:00 ROUND TABLE DISCUSSION

15. 11:00 ADJOURN

Master Planning Committee Report
Submitted by Gary Newman

The UAF Master Plan Committee (MPC) last met Nov. 3, 2011. Next meeting is scheduled for Nov. 17, 2011.

Recent items discussed include:
1. A yurt for storage and prep for the Outdoor Rec climbing wall
2. Considering more than just basic white for interior colors, particularly in classrooms
3. Considering doing tasteful art on utility boxes, also an alumni-painted mural on panels perhaps on the east 1st floor wall of Wood Center
4. Facilities construction report
5. Sustainable Village progress, road access.
6. Establishing a process for submitting proposals to the MPC.

Full MPC meeting notes can be viewed when available at: http://www.uaf.edu/mastplan/committee/meetings/agendas/2011-2012/

From: **Chancellor's Office** <UAFdistribution@uaf.edu>
Date: Thu, Nov 3, 2011 at 2:42 PM
Subject: [UAF-Staff-L] Soft closure and reduced business hours over winter break 2011
To: uaf-staff-l@lists.uaf.edu

November 3, 2011

TO: UAF staff and faculty

FROM: Brian Rogers, Chancellor

SUBJECT: Soft closure and reduced business hours over winter break 2011

[redacted]

Chancellor's Cabinet has identified two possible options for UAF departments to extend the upcoming winter break by declaring a soft closure or reducing business hours in December and

[redacted]

Employees should be aware that retirement eligibility (PERS and TRS) will be affected if your leave without pay exceeds 10 days in a calendar year.

Once the business hours for a department have been determined and announced by the supervisor, employees should coordinate with their supervisor regarding leave options and

[redacted]

If after that you have additional questions, please contact Human Resources at 474-7700.

UAF-Staff-L mailing list

[redacted]

Mission Statement

The University of Alaska Fairbanks, the nation's northernmost Land, Sea and Space Grant university and international research center, advances and disseminates knowledge through teaching, research and public service with an emphasis on Alaska, the circumpolar North and their diverse peoples. UAF--America's arctic university--promotes academic excellence, student success and lifelong learning.

UAF's Core Themes

Educate: Undergraduate and Graduate Students

Discover : Through Research, Scholarship, and Creative Activity including an Emphasis on the North and its Peoples

Prepare : Alaska’s Career, Technical, and Professional Workforce

Connect : Alaska Native, Rural, and Urban Communities through Contemporary and Traditional Knowledge

Engage : Alaskans via Lifelong Learning, Outreach, and Community and Economic Development

Core Themes, Objectives, and Indicators

TAB Report – November 2011
Submitted by: Walker Wheeler

TAB Committee
11/5/2011

The TAB committee came together on Saturday, November 5th 2011 at 9am to discuss the proposals submitted for the Fall 2011 semester. The meeting started out with Bella Gerlich (Committee Chair, Dean of Libraries), recommending that TAB revise the way that it carries out business. In her recommendation she included potential stream lining of the TAB website, building in a better ranking rubric, requiring that a report be submitted for any TAB awarded funds explaining how the funds were used, and a pre-requisite for past successful proposal to have a report filed before they would be considered for future funding. The committee as a whole agreed to these modifications. There is no timeline on the implementation of these changes at present.

The Technology fee brought in $225,000 this year. Thirty percent ($67,500) of this is directly awarded to
OIT receives 30% or $67,500 for continuing to maintain certain student technology services. There was an unreserved fund balance of $68,600 which was forwarded to this cycle and advertising costs of $446.
This semester TAB had a total of $225,654 to potentially award to technology projects.

Staff Alliance's Staff Health Care Committee Information
Submitted by Carol Shafford

Notes from HSA Webinar 10/27/2011

Information was largely directed at Employer regarding Compliance & tax issues. However; many of these issues required conversation about plan design requirements.

Highlights:

If the university undertakes offering a HDHP + HSA health plan tier, extensive, sustained employee education will be necessary. While our new HDHP plan shifts more of the first dollar costs to the employee, implementation of an HSA with an HDHP would also shift many of the responsibilities and penalties to the employee when reimbursements are made from the HSA.

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Eligibility Rules:

I use the term Individual rather than employee, because HSA rules apply to each member of the household covered, not just the employee

1)

The Communications Committee met October 21, 2011
Submitted by John Clendenin, ad hoc Communications Committee Chair

1. Communication

EMR Committee Report
11/9/2011
Submitted by Walker Wheeler

The EMR committee has met multiple times since the last staff council meeting. The focus has primarily been setting up for nominations and the election proper. We were able to setup a host that people can access namedhttp://staffcouncil.uaf.edu, where the nomination applications and the election application will live. We were able to successfully get the information from HR that populates the back end databases that help us do our annual unit counts, and determine who can participate in the elections.

In our regular EMR meeting (non-election focus), several good questions and recommendations have come up. The topics include the following list.

1. Better on boarding: Reps and Alts need to have an area that documents the rules of participation and expresses the expectation of serving. Potentially there could be a short couple paragraph explanation posted on the staff council website that would help fulfill this. An area that lists all the tools that people have available to them and a quick tutorial should also be maintained for all Reps and Alts.

2. The Bylaws and constitution need to be reviewed and modified to reflect current day organizational terminology, and over sites from the extensive revisions in 2009. Specific points are to address nomenclature (of staff), committee requirements (what committees do you have to serve on), internal consistency between bylaws and constitution, and more specifically define who can serve on staff council and who staff council represents. The question came up regarding temporary employees and if they are to be represented by staff council.

3. Vacancies: Staff council is at about 50% operating capacity, considering the number of rep and alt positions that are open. A recommendation has been made to include in the Staff Council meeting the number of vacancies for reps and alts broken down by each unit. This would be one way to notify unit reps and alts that they can go and do recruiting in their own area. Recommendations were also made about Staff Council email lists for each unit including the current reps and alts for the unit as well as an advertisement of the vacancies. It was also pointed out that Staff Council has not been as proactive in moving Alternates to empty Representative positions. A practice that will be corrected in the near future.

4. Question of Quorum: EMR was also specifically asked to address question of quorum on Staff Council be voted on during the general assembly.

"In committee of the whole the quorum is the same as in the assembly; in any other committee the majority is a quorum, unless the assembly order otherwise and it must wait for a quorum before proceeding to business." -- Roberts Rules of Order, Section 43, paragraph 3, line 1

Rural Affairs Committee Report for Staff Council Meeting 222

Committee Chair: Brad Krick

The committee met on November 1st. We discussed geographic differentials, differences with health programs between main campus and rural sites, the Peggy Wood award, and Staff Appreciation Day.

On the topic of geographic differentials, we agreed that we needed more information about how UA

http://www.alaska.edu/bor/policyregulations/ . Staff alliance will be working to identify sections that are most relevant to staff for consideration in this process. We encourage all staff members to provide input on the above form.

Committees

Staff Council committees are an important way to be involved with current issues and provide important input to university events. Thank you to everyone who has contributed to the multitude of committees that Staff Council touches. Your work is much appreciated and needed for a healthy and active organization.

Happy Thanksgiving – best wishes for a peaceful and happy holi day!