

**Staff Affairs Committee
Meeting Minutes
October 9, 2009**

Roll Call

Present – Jennifer Elhard, Kayt Sunwood, Marianne Freelong, Martin Klein, Nichole Kloepfer, Heather Leavengood, Brad Havel, Mary Sue Dates, Debra Hao, Carol Shafford, Juella Sparks, Pips Veazey, Julie Carpenter *Not Present* - Jenny Day, Nici Murawsky

I. Elect New Staff Affairs Chairperson

1. The meeting was called to order at 9:00 a.m.
2. Mary Sue Dates resigned her position as chairperson for Staff Affairs (she sent an email to Staff Council earlier with her decision to resign).
3. Kayt Sunwood and Heather Leavengood were both nominated for the chairperson position, however, Kayt declined due to time constraints.
4. Heather Leavengood elected as the new chairperson

II Open Forum:

Staff Compensation

1. The 1% step grid was approved by the BOR.
2. Step increases will no longer occur automatically, and might only occur when a performance evaluation has been done.
3. One regent at the September 24-25 BOR meeting voiced an opinion that maybe there shouldn't be any increases at all for UA staff.
4. If the FY11 proposed 3% compensation increase isn't approved, UA staff will be the only group statewide that doesn't get an increase.

Staff Handbook

1. What is the status on the staff handbook on the HR site?
2. Staff Affairs needs to approach HR and ask them what they've done so far to get it on line.
3. Check the table of contents. Do the links work?

Mediation Program

1. Chancellor's Diversity and Action Committee is involved with the Mediation Program.
2. There is still a concern about the inconsistencies in the program.
3. More focus has been on the mediation process.
4. Need a clear grievance process.

III New Business/Announcements:

Soft Closure

1. An employee does not have to take leave during the soft closure. It is not mandatory.
2. The memo from HR should probably be resent to clear up the confusion.

Accreditation

1. Refer to draft motion presented at Staff Council #201 - Attachment 7A for additional information about the following six themes that describe UAF's primary activities:
 - a. Baccalaureate Education and Lifelong Learning
 - b. Research, Scholarship, and Creative Activity with emphasis on Alaska, the Circumpolar North, and their Diverse peoples
 - c. PhD, Graduate Education, and Advanced Study
 - d. Educating Alaska's Workforce
 - e. Alaska Native and Rural Education and Scholarship
 - f. Community Engagement, Public Service, and Outreach Across Alaska
2. Chancellor Rogers wants Economic Development to be on the list. Economic Development probably falls under Public Service or Community Engagement.

Review of University Policies

1. The Chancellor is currently reviewing policies. Staff Affairs would like to know if he is receiving input.
2. Staff Affairs could provide review comments on any changes being made to the policies for the Chancellor.

Cell Phone Usage

1. New IRS regulation about personal use of business cell phones by employees. Personal use of the phone needs to be reported as income.
2. Currently the University lets you use the cell phone for both business and personal use without tracking it.
3. Business Council needs to present their decision and how to implement the change.
4. There are several options on how to track personal usage:
 - a. Pay the University \$0.20 per minute for personal calls
 - b. Use a personal cell phone and the University can pay you an allowance per month.
 - 1) The amount of allowance you receive cannot exceed the amount of the phone bill.
 - 2) Submit an itemized bill of business usage for payment by the University.

Non-Retention

1. The Chancellor is opposed to non-retention and how it's being used.
2. President Hamilton feels non-retention is not an issue, because only 11 occurred in one year out of thousands of people.
3. Non-retention is an issue if it is misused. It also affects staff morale.
4. Staff Affairs should provide information to staff to let them know what non-retention is, and how it affects them.

On-Boarding Employees

1. Need to improve on new employee orientation. Tell them more about the University, the facilities and benefits that are available to them.
2. New employees need to know more about the campus they're working for than just the parking lot and office space they go to each day.

IV Adjourn: Meeting adjourned at 10:00 a.m.