

AGENDA

UAF STAFF COUNCIL MEETING #141

Wednesday, 12 February 2003

8:45 a.m. - 11:00 a.m.

Wood Center Carol Brown Ballroom

For Audio-conferencing: Bridge#: 1-877-751-8040 Fairbanks: 474-8050
Chair Code: 554176 All Others: 803370

8:45 I Call to Order - Larry Ledlow 15 Min

A. Roll Call

B. Approval of Minutes for meeting Number #140

C. Adopt Agenda for Staff Council meeting #141

9:00 II A. President's Report - Larry Ledlow 15 Min

1. The RIF Plan's invocation and what it means to impacted employees.

The first titled "Core Outplacement Services Overview" gives an outline of the services that will be provided to impacted employees through Tanana Valley Campus (TVC) at no cost to the employee (Attachment 1 - submitted by Deon MacMillan, Human Resources, G.I.)

2. The second document is a sample of the current classes being run through TVC Small Business Development. These courses are the ones illustrated in the first document if an employee should choose to explore starting their own business. These services are going to be provided by TVC and paid for by the GI. These services are completely independent of the Institute, meaning an individual can choose to utilize the services or not. As well as utilization of the services will be kept confidential (Attachment 2 - submitted by Deon MacMillan).

3. Strategic Plan Issues and Concerns

4. Union Issues and Concerns

5. Family Medical Leave forms and issues of privacy

6. UA Academy

9:15 II. B. President-elect report - Rory O'Neill 5 Min

1 UAF Policy: Policy Amendment Process regarding

UAF's Pet Policy and Staff Council's role in adjustments to it.

2 Advocating for UA Online/Banner upgrades to support Governance's need for electronic balloting, referenda, etc.

3. Staff Alliance

III Guest Speakers

9:20 A. Chancellor Marshall Lind 10 Min

9:30 B. Power Point presentation regarding parking issues 30 Min
and concerns - Rich Coalfield, Chair, Master Parking Committee

10:05 IV. Committee Reports 30 Min

1. Staff Affairs - G. Hazelton (Attachment 3)

2. Elections, Membership & Rules - D. York.

3. Rural Affairs - Scott Culbertson (handout)

4. University Advocacy - Angela Linn (Attachment 4)

5. Ad Hoc Committee on Diversity and Tolerance - Maya Salganek
(Attachment 5 - Committee Report) (Attachment 6 - Diversity Survey Chart)

10:35 V. New Business 25 Min

1. Discuss selection of Staff Council "time keeper".
2. Motion to establish the Ad Hoc Picnic and Raffle Committee (Attachment 7)
3. Motion to establish the Staff Longevity Awards Committee (Attachment 8)
4. Spring 2003, New Employee Orientation, Friday 28 February, 8:30 - 11:00 a.m.
Wood Center Memorial Conference Room.
5. Recognition of an outstanding Staff Council/Governance member. Develop a Staff Council program to recognize a staff member within the Provost's constraints. Godwin Chukwu can be a good resource to discuss what's been done with the faculty award.

11:00 VI Public Comment 5 Min

11:05 VII Adjournment

Attachment 141/1
UAF Staff Council #141
12 February 2003

Core Outplacement Services Overview

Impacted employees will be offered one of the following workshops to help transition into their next career:

Job Search Workshops

TVC will offer numerous one day and half-day workshops designed for employees who need assistance or a refresher course on searching for a new job or making an effective career transition. These courses will be customized to fit the needs of ASF. Some of the topics include:

- * Developing a Resume and References
- * Interviewing Skills
- * Using Technology in the job search
- * Job loss and transition
- * Self- Assessment

Starting Your Own Business Workshops

TVC is home of the Small Business Development Center. If individuals are thinking of starting a small business or venturing out on their own as an independent consultant, they will be provided the information that can help their business thrive. The following workshops will be made available:

- * Starting a Small Business
- * How to Write a Business Plan
- * Practical Record Keeping for Small Business
- * Marketing Your Small Business
- * Selecting a Legal Business Form
- * Simple Financial Statements
- * Cash Flow Management
- * Other

In addition to offering these workshops the TVC Small Business Development Center can also provide the following services:

- * Business plan development and loan applications
- * Counseling in areas of business management
- * A library of business-related texts, pamphlets, and videos.
- * Information on SBA Loans and Loan Guarantees

participants opinions, products or services. plied endorsement of any of the co-sponsors or participants opinions, products or services. plied endorsement of any of the co-sponsors or participants opinions, products or services. plied endorsement of any of the co-sponsors or participants opinions, products or services. Allied Health Campus Policies
Small Business Development Center 2003 Spring Workshops
You must register for these workshops through the Small Business Development Center Office.

¥ Schedule is Subject to Change ¥

January

Payroll Taxes Thursday January 23 rd

Failure to comply with government regulations for payroll withholdings and deposits can be

a costly mistake for small businesses. You will learn about payroll record keeping, withholdings,

and deposits in this practical introductory workshop. Fee: \$25

Instructor: Clarke, J.

6:00 - 9:00 pm - Room 315

Business Tax - Schedule C Tuesday January 28 th

This workshop is for those people who wish to know how to prepare an IRS Schedule C, the

Business Owner's Profit/Loss Statement. You will learn how to make an intimidating tax

document more understandable in this informative session. Fee: \$25

Instructor: Robinson, P.

6:00 - 9:00 pm - Room 315

February

Starting a Small Business Friday February 7 th

If you are considering self-employment, then this workshop is a must. You will learn specific

principals for business success, including tips on planning, marketing, record keeping, taxes,

insurance and financing you business. Fee: \$35

Instructor: TBA

9:30 am - 3:30 pm - Room 103

How to Write a Business Plan Tuesday February 18 th

Increase your odds of small business success by learning how to prepare a strategic business

plan. Sound business plans are required by lending institutions and equity investors in order

to determine potential business viability for loan or investment. Fee: \$25

Instructors: Swingle, S/Robinson, P

6:00 -9:00 pm - Room 315

Alaska Wage & Hour Laws Thursday February 20 th

Laws relating to management of businesses' most important asset, its people, are quite

specific, sometimes changing and extremely harsh in penalty for violations. Ignorance of

employment laws can cause significant damage to a firm's productivity and profitability. You

will learn how to apply the law in a business environment and how to cope with changes in

the relationship between employers and employees caused by legislation. Fee: \$25

Instructor: Jordan, M

6:00 - 9:00 pm - Room 315

Computer Security for Your Business Tuesday February 25

Thefts of confidential and personal information on computers have reached an all time

high in 2002. As an owner or manager of a small business, you must ensure that the

information on your computer is safe. In this session you will cover electronic security,

what it is, and how to implement it. Fee: \$35

Instructor: TBA

8:30 am - 11:30 pm - Westmark Hotel

March

Starting a Bed & Breakfast Saturday March 1

Bed and Breakfasts are popular small business ventures in Fairbanks. To succeed, however, requires more than simply an extra room for rent. Before you open your door to visitors, learn the basic skills, knowledge and abilities needed to turn your home into a profitable business.

Fee: \$35

Instructor: TBA

9:30 am - 3:30 pm - Room 315

Practical Record Keeping for Small Business Thursday March 6 th

Record keeping systems do not have to be complex! Learn simple effective ways to maintain

and organize records in order to provide accurate financial statements, planning tools, and tax

records. This workshop is not for the accountant; rather it is for the entrepreneur that wants

to spend time making (and keeping) money. Fee: \$25

Instructor: Clarke, J

6:00 - 9:00 pm - Room 315

Marketing Your Small Business Thursday March 27 th

Do you ever wonder if your advertising is effective, or need new ideas to promote

your business? This workshop teaches you how to increase your number of customers

through promotion, advertising, personal selling and other marketing techniques.

It will also provide tips on targeting your customer and increasing customer satisfaction.

Fee: \$25

Instructor: TBA 6:00 - 9:00 pm - Room 315

April

Designing a Brochure Thursday April 3

Thinking about creating a brochure for your business but don't know where to start?

This workshop will include an overview of the uses of brochures and point out the

basic design elements such as arrangement, color and over all quality and detail

needed to create a balanced marketing piece. Content, budget, time frame for completion,

printing and distribution will also be discussed. Fee: \$25

Instructor: Marshall, J

6:00 - 9:00 pm - Room 315 Starting a Small Business Friday April 25

If you are considering self-employment, then this workshop is a must. You will learn specific

principals for business success, including tips on planning, marketing, record keeping, taxes,

insurance and financing you business. Fee: \$35

Instructor: TBA

9:30 am - 3:30 pm - Room 103 May

How to Write a Business Plan Tuesday May 6 th

Increase your odds of small business success by learning how to prepare a strategic business

plan. Sound business plans are required by lending institutions and equity investors in order

to determine potential business viability for loan or investment. Fee: \$25

Instructors: Swingle S./Robinson P.

6:00 - 9:00 pm - Room 315 Marketing Your Small Business on the Internet

Thursday May 15

Need more money? Learn how internet marketing can help increase your sales. We will cover internet marketing ideas, web page layout, and how e-commerce can work in conjunction with other forms of marketing to build your business. Fee: \$25
Instructor: Swingle, S 6:00 - 9:00 pm - Room 315
Record Keeping for Artists & Artisans Tuesday May 13
In this session you will cover the purpose of record keeping, how to inventory raw materials, work in process and finished goods, tracking consignments, developing a production and shipping schedule, maintaining a show and competition log, and documentation for tax purposes. Fee: \$25
Instructor: Robinson, P 6:00 - 9:00 pm - Room 315 Welding Materials Technol
Small Business Development Center

Attachment 141/3
UAF Staff Council #141
12 February 2003

Staff Affairs Minutes - Gabby Hazelton
January 27, 2003; 2 pm

II Old Business

A. parking costs/services/future plans-Gabrielle will send e-mail to Linda Cook regarding any new issues before the MPC parking subcommittee.

B. SRC fees/Life Lectures <http://www.uaf.edu/uafllife/>. Why the increase in costs? What is the past & current use? Joyce will contact someone at SRC.

C. staff working after retirement-Wanda was not available.

D. Family Medical Leave-privacy of info on forms. E-mail Attachment 1; Gabrielle will forward to Jennifer Youngberg, UAF HR.

E. equivalent experience and the new classification project-Stacey will contact Earlina. Bowden, Asst to the Chancellor for Campus Diversity & Compliance regarding who defines "equivalent experience."

F. Reduction in Force status-Joyce said it has been quiet for awhile.

G. changes in exempt/non-exempt status due to new class project-Larry was not available.

H. Volunteerism program. Stacey will contact someone who was on the committee.

I. Compensation motion-passed SC 10/02 & forwarded to Staff Alliance. Governance office is looking into current status.

J. Sick leave conversion to retirement. Issues were forwarded to Staff Alliance; Joyce is working with them on the document.

III New Business

A. Pets on Campus (Attachment 2). Gabrielle will contact the Society for Responsible Pet Owners for the current policy, the proposed changes, and a summary of the forum held 1/24/03.

B. Leave Share Program. E-mail Attachment 3; Gabrielle will forward to Jennifer Youngberg, UAF HR.

C. Retention/career ladders & new class project-tabled until next meeting.

> IV Next Meeting - February 24 at 2 pm in Wood Center Conference Room ?

V Adjourn

ATTACHMENT 1 - Staff Affair's Report continued - Gabby Hazelton

Date: Mon, 16 Dec 2002 10:37:30 -0900

From: "Larry L. Ledlow, Jr." <lledlow@asf.alaska.edu>

Here's a last-minute agenda item for you from several constituents who Have expressed concerns over the invasive questions required from UAF in order to receive approval for Family Medical Leave under circumstances of a "serious health condition." The questions are (1) Why does UAF require such detailed information in a physician's certification? (2) What happens to the information provided on this form? (i.e., how is it used?) (3) How is this information protected from release? (4) Are there other means for certification that would protect the patient's privacy?

UAF requires first and foremost a B343 form to be submitted. This is Very similar to WH-381, which is a basic request/notice. Both forms are Attached with this email.

The concern comes in with the physician certification form (WH380), Which asks for specific medical facts regarding the health condition for which The employee is requesting FML. My read of the law (29 CFR Part 825) Indicates this certification is optional. If you read the form, it's quite invasive. There are natural privacy concerns at releasing to HR specific medical information for the employee or a family member. Medical records are completely separate from personnel records for good reason. Moreover, the requirement to submit this information to the employer suggests HR personnel must somehow "approve" or concur with the medical protocol or care conditions specified in WH380. See below for link to how much information may be required by the employer at .

http://www.dol.gov/dol/allcfr/ESA/Title_29/Part_825/29CFR825.306.htm

From the US DOL web site:

NOTICE AND CERTIFICATION

Employees seeking to use FMLA leave are required to provide 30-day Advance notice of the need to take FMLA leave when the need is foreseeable and Such notice is practicable.

Employers may also require employees to provide medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member; second or third medical opinions (at the employer's expense) and periodic re-certification; and periodic reports during FMLA leave regarding the employee's status and intent to return to work. When intermittent leave is needed to care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation.

Covered employers must post a notice approved by the Secretary of Labor explaining rights and responsibilities under FMLA. An employer that willfully violates this posting requirement may be subject to a fine of upto \$100 for each separate offense. Also, covered employers must inform employees of their rights and responsibilities under FMLA, including giving specific written information on what is required of the employee and what might happen in certain circumstances, such as if the employee fails to return to work after FMLA leave.

ATTACHMENT 2 - Staff Affairs Report continued - Gabby Hazelton

Date: Thu, 9 Jan 2003 16:52:40 -0900
 From: fbpets <fbpets@uaf.edu>

Learn about proposed changes to UAF's Pet Policy that could affect you!
 Attend the UAF Pet Policy Discussion Forum Thursday, January 23 from 12 - 1PM
 in the Wood Center Mall Your voice is needed! Read the proposed changes and
 compare them to existing policy. Give constructive feedback to Risk Management.
 Feedback is needed from students, staff and faculty, as this policy will
 affect many of us. Discussion forum hosted by the Society for Responsible Pet
 Owners - A UAF student club dedicated to supporting and promoting responsible
 pet ownership at UAF. Contact fbpets@uaf.edu or call 479-0125 after 5PM for
 more information!

ATTACHMENT 3

Date: Mon, 27 Jan 2003 09:10:35 -0900
 From: fnnml@aurora.uaf.edu

Regarding the leave share program. Employees are only allowed to participate in
 the leave share program after exhausting all leave, then being on sick leave
 without pay for 80 hours. We've had cases where an employee is on FML, exhausts
 their sick/annual leave, but the doctor released the person to come back to
 work a couple hours a day. In these cases, the person would be better off not
 coming to work at all. There should be incentive within the leave share program
 For the person to return to work for limited hours. I understand that Jennifer
 Youngberg is aware of several such cases, and has commented that something
 needs to be done about it. Perhaps Staff Affairs could discuss it and make a
 recommendation.

 Attachment 141/4
 UAF Staff Council #141
 12 February 2003

UAF Advocacy Committee - Angela Linn

. Legislative Session Plan:

- Invite Ann Ringstad, Director of Governance Relations, SW, to next meeting;
 get input for ideas
 - coordinate with ASUAF's efforts; contact Erin McGrath
 - check to see if other governance groups have plans
 - possible travel funds for reps. to travel to Juneau

Tasks:

- Angela Linn: -contact Joe Hayes, Director, Alumni Association, for
 input
 - inquire at Administrative Committee meeting about travel funds for committee
 members to travel to Juneau
 - invite Ann Ringstad to next meeting
- Josh Steadman: -contact Erin McGrath regarding ASUAF's efforts

2. College Prep. Day at J.P. Jones Community Development Center (w/OMA and
 Admissions)

- Date tentatively set for March 13, 3:15-8:00pm
- LaJuana Williams (OMA) has agreed to give Advocacy a table for general UAF
 topics/brochures
 - committee will sign up for times at table
 - more after next OMA meeting

Tasks:

- Sarah Comstock: -contact University Relations to find out what we can borrow
 - stay in contact with LaJuana Williams

3. UAF Day at North Pole: April 19, noon-4:00; North Pole Mall

- Scott McCrea coordinating and working with N.P. Mayor Jeff Jacobson

- *Memo went to Chancellor Lind and Debra Damron, Dir. Univ. Relations, describing the importance of event, what we're planning
 - in conjunction with "Taste of North Pole" and NP Golden Anniversary events
 - event already being advertised in NP Chamber of Commerce Newsletter
 - *use this as a model for our advertising (Cornerstone, UAF Events Calendar, flyers, etc.)
 - other advertising to be provided by Mayor Jacobson include:
 - *city mailings
 - *North Pole Chamber of Commerce
 - *KJNP Radio talk show
 - *churches
 - proposed carpooling and/or shuttle for UAF participants
- Tasks:
- Scott McCrea: -find out from Mayor Jacobson what we need to provide (tables, chairs, power strips, extension cords, etc.) and what our space constraints are
- 1) Request for funding for spring staff council tour to Poker Flat.
 - 2) Inquiry about legislative session plans; travel funds?
 - 3) Current activities of Advocacy committee

Attachment 141/5
UAF Staff Council #141
12 February 2003

Ad Hoc Committee for Diversity and Tolerance - Maya Salganek
2/6/03, IARC 202H

AGENDA

- I. Welcome new members
- II. Survey results
- III. Conclusions
- IV. Plan of action
- V. Next Meeting

MINUTES

In attendance:

Cheryl Katje
Angela Lynn
Jean Crews
LaJuana Williams
Denton Bedford
Maya Salganek

II. Survey Results

81 Surveys were collected and compiled regarding the sentiments of UAF staff and their experiences regarding working at the university, discrimination, perception of HR, history of grievance/EEO filing, and general outlook about freedom of expression and job security.

III. Survey Conclusions

Conclusions from these surveys point to the general conclusion that UAF employees cherish working for the University and would recommend UAF as an employer to others, despite the very high rate of blatant bullying, retaliation, and lack of confidence in UAF HR grievance procedure. UAF Staff members are caretakers of the university, and as such, accept the occasional nip to the hand.

IV. Plan of Action

This committee will compile a "how-to" manual for UAF staff in regards to the rights, options, regulations, policies, and procedures relating to UAF non-represented staff. The purpose of this manual will be to inform staff of their rights and responsibilities in ensuring fair and equitable treatment for

themselves in relation to co-workers, supervisors, and other UAF employees/departments. Both this survey, and information collected by the Office of Multicultural Affairs, has indicated that one major aspect of discriminatory sentiment is felt by staff in regards to their work environment. This manual will address that concern.

V. Next Meeting

The next meeting will be held on Tuesday February 18 from 2-3pm in IARC 202H. Diversity and Tolerance Committee meetings will from here on meet on the 1st and 3rd Tuesdays of every month in IARC 202H from 2pm-3pm until further notice. Dial-in access will be included for future meetings so calls could be taken anonymously from anyone who wishes to be included in the discussions of this group.

Attachment 141/6
UAF Staff Council #141
12 February 2003

Attachment 141/7
UAF Staff Council #141
12 February 2003

MOTION
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The UAF Staff Council moves to establish an Ad Hoc Picnic and Raffle Committee to organize the 2003 Staff Picnic on May 15, 2003 and raffle for the Carolyn Sampson Memorial Scholarship. The raffle drawing will take place at the picnic. The following people have agreed to serve on the committee:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

EFFECTIVE: Immediately

RATIONALE: The 2003 Staff Picnic will take place on May 2003 immediately following the Staff Longevity Awards Program and planning needs to begin immediately to organize the event and raffle. The raffle drawing will take place at the Staff Picnic.

Attachment 141/8
UAF Staff Council #141
12 February 2003

MOTION

=====

The UAF Staff Council moves to establish an Ad Hoc Committee to organize the Staff Longevity Awards Program on Thursday, 15 May 2003. The following people have agreed to serve on the committee:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

EFFECTIVE: Immediately

RATIONALE: Planning needs to begin immediately for the 2003 Staff Longevity Awards Program on Thursday, 15 May 2003.

1