

UAF STAFF COUNCIL #151 Meeting Agenda
Friday, 12 March 2004
***Face-to-Face Meeting (No Audio-Conference)**
8:45 - 11:00 A.M. Wood Center Carol Brown Ballroom

1. 8:45-8:55 CALL TO ORDER AND ROLL CALL

A. Adopt Staff Council Agenda #151 March 12, 2004

B. Approve Staff Council Minutes #150 (Friday, 13 February 2004)

INFORMATION

2. 8:55-9:10 OFFICER'S REPORTS

A. President - Rory O'Neill (Attachment 1 UA Choice Bulletin/ Schedule)
(Attachment #2 and #3 Josh Steadman's Letter to Chancellor Lind
regarding UAF's continuing commitment to Diversity and
Chancellor Lind's response) (Attachment #4 Longevity Committee Minutes)

3. 9:10-9:15 PUBLIC COMMENT

4. 9:15-9:25 GOVERNANCE REPORTS

A. Pete Pinney, Faculty Senate President (5 Minutes)

B. Thomas Walker, ASUAF President (5 Minutes)

5. 9:25-10:00 GUEST SPEAKERS (5 minutes each)

A. Chancellor Marshall Lind, UAF

B. Pamela Davis, Director UAF Development Office
. on Pride and Power From Within

C. Mark Neumayr, VCAS Financial Services
. on Accountability & Sustainability (ACAS)

D. Carolyn Chapman, Director UAF Human Resources
. on PPA Training session scheduled for Wednesday, 17 March and
. Implementation of exempt/nonexempt changes

E. Russ O'Hare, Budget Analyst, Statewide Budget and Institutional
Research Office on Performance Based Budgeting.

F. Steve Bouta, UAF Museum on UA Compensation Task Force

6. 10:00-10:20 COMMITTEE REPORTS (5 minutes each)

A. Staff Affairs - Gabby Hazelton (Attachment #5 Committee Minutes
23 February)

B. Elections, Membership, and Rules - Gary Newman (Attachment #6 Bylaws
Attendance Policy Motion)

- C. Rural Affairs - Scott Culbertson (Committee report handout)
- D. UAF Advocacy - Angela Linn (Attachment #7 A. Advocacy Committee Report 8 March and B. UAF Day at the NP Participant Request)
- E. Ad Hoc Committee Work Place Ethics - Maya Salganek (Committee report handout)
- F. Ad Hoc Committee on Outcomes Based Budgeting - Liam Forbes (Attachment #8 Committee Report 4 March)
- G. Ad Hoc on UAF Staff Appreciation Social - Lynette Washington
Friday, 14 May 2004 Time: 12:00-2:00 p.m. Location: Wood Center
Multi-Level Lounge Area
- H. UAF Subcommittee on Circulation & Parking - Gary Newman/Annette Chism

Committee Reports if available may be viewed at <http://www.uaf.edu/uafgov/staff/index.html>

ACTION

7. 10:20-10:40 OLD BUSINESS

- A. Awards: Make Students Count, Chancellor's Recognition, and Outstanding Staff Council member (Attachment #10 Awards information)
- B. Update: Staff Council Retreat date changed to Thursday, 13 May 2004, 4:00-7:00 p.m., Alumni Office Lounge, Rm. 201 Constitution Hall
- C. Staff Alliance Retreat: Rural and Administrative committee's member selection to attend April 6-7 retreat in Juneau.

8. 10:40-11:00 NEW BUSINESS

- A. Community Service Outreach Program Motion - G. Hazelton (Attachment #11)
- B. Ad Hoc Committee on Sustainability - Rory O'Neill

9. Staff Council Member's Roundtable

10. ADJOURNMENT

Attachment 151/Attachment #1
UAF Staff Council #151
Friday, 12 March 2004

Attachment 151/Attachment #2
UAF Staff Council #151
Friday, 12 March 2004

MEMORANDIUM

TO: Chancellor Lind
FROM: Josh Steadman, Governance Coordinating Committee Chair
DATE: February 6th, 2004
RE: Continuing Commitment to Diversity at UAF

At our last GCC meeting, there was a desire for governance to work with administration to create a community that embraces diversity and celebrates our differences. GCC members would like to brainstorm more with administration to improve conditions at the university. To start this process members have already created some actions we believe to be effective in the current state of UAF. Other more in depth ideas have been created but not addressed in this memo. Even in a time that our resources are low, the general cohesiveness and

comfort level of university community members cannot be compared to the costs of lawsuits, loss of productivity, employee corrective measures, and loss of retention.

*Educate Management through training on EEO, diversity, and tolerance

Most of the problems that happen today could be stopped at a lower level if managers could identify and handle problems. Mandatory management training classes could give managers the skills they need to help alleviate these issues. It is crucial that managers know their responsibilities under the current laws, regulations, and policies to take corrective actions before they ever become an issue. Also, consistent implementation and accountability of managers across UAF would alleviate some discrimination and other issues as well as promote a more equitable work place.

* Educate the UAF community to create the UAF community

Staff, faculty, and students also need to be aware of their rights and responsibilities to make diversity work at the university. Not able to mandate that everyone take diversity training, the university has to become a marketing genius to get the word out, and to offer sessions on diversity, tolerance, and community building. To improve the university, these sessions need to be a frequently reoccurring plan as a continual refresher on maintaining the university community. To promote this our greatest ally in marketing positive change should come internally, as managers should set an example in self-education and thus as mentors encourage employees to self-educate themselves as well.

* Provide an outlet for issues by creating structure for diversity

Creating an opportunity for university members to become informed about resolution options is another tool to relieve tensions. Providing a forum to get members of the university community together to dialogue about issues of living and working in a diverse community is one tool the university could access. Instead of relying on policy alone for grievance, the university needs to improve its network for conflict resolution. This could include utilizing and expanding the Anti-Discrimination Advisors designed to be an internal support group to departments. Also, a network of Ombuds people for various groups could create a parallel network for grievance. Groups that could benefit from a specific Ombuds person would include Students and possibly Graduate Students, one for Staff, and one for Faculty. The university should also not stick to these numbers as if for example one Ombuds person is not enough for Staff possible one for Administrative Services and one for Student Affairs would be an appropriate approach.

Attachment 151/Attachment #3

UAF Staff Council #151

Friday, 12 March 2004

MEMORANDUM

TO: Josh Steadman, Chair
UAF Governance Coordinating Committee

FROM: Marshall L. Lind, Chancellor, UAF

DATE: February 13, 2004

SUBJ: Continuing Commitment to Diversity at UAF

Thank you and the members of the GCC for your commitment to diversity at UAF. In response to the specific actions the committee has recommended, it is important to let you know what actions UAF has already taken:

Educate Management through training on EEO, diversity and tolerance

1. As of this date, over twenty training sessions have been conducted on equal employment opportunity with the Chancellor's Cabinet, Provost's Council, Enrollment Management, Facilities Services, Kodiak, Bethel, Nome, Tanana Valley Campus, College of Liberal Arts and others.
2. Equal employment opportunity training is now part of the Fundamentals of Supervision training series offered by UAF Human Resources.
3. Members of the Chancellor's Cabinet and Provost's Council were

briefed on UAF's Affirmative Action Program's, work force analysis, and goals.

Educate the UAF community to create the UAF community, UAF staff and faculty, totaling over 450, have attended eighteen of the twenty equal employment opportunity training sessions.

Provide an outlet for issues by creating a structure for diversity

1. 2000 copies of Your Rights at UAF brochures are being printed for distribution. The brochure will be distributed electronically to University Relations, Student Affairs, Human Resources, Rural Student Services, rural sites and campuses for distribution on websites.
2. Other avenues of information are being explored with the Staff Council's Workplace Ethics Subcommittee .

Thank you for helping us ensure that the University of Alaska Fairbanks is an equal opportunity employer. Our administration will be pleased to work with you and other members of the Governance Coordinating Committee.

Attachment 151/Attachment #4
UAF Staff Council #151
Friday, 12 March 2004
Longevity Committee Minutes

February 10, 2004 Longevity Committee Meeting

Present:

Alice Baergen, Vice Chancellor's Office
Carolyn Chapman, HR
Robert Holden, Dining Services
Sherry Layral, Governance Office
Yvonne McHenry, HR
Susan Miller, HR

Staff Longevity Award ceremony is Tuesday, April 6, 2004, from 2:30 p.m. - 5 p.m. The chancellor has designated Human Resources to coordinate the event. The recognition ceremony is separate from the picnic this year and will be held in the Wood Center ballroom. The chancellor is looking for a more formal recognition ceremony, more along the lines of a tea.

Food

Dining Services will provide the food; cookies, punch, etc. Robert will check with the Georgeson Botanical Gardens about providing flowers for the tables. There will be no cake.

Attendance

There are 163 staff to be recognized. Attendance is projected at the event to be about 250; this is a lower # than last year, since the picnic is not scheduled with this ceremony. This year, supervisors will not be speaking about their employees [20 years or more service]. Last year some supervisors had a few sentences, others had two pages of comments. To keep the event streamlined, we will encourage supervisors to also recognize their employees in a smaller setting, where more staff can attend. The chancellor will be asked to send a letter to deans/directors to encourage staff to attend this event without staff having to take leave.

Invitations

Invitations will be mailed directly to the honorees, instead of asking the PPAs to notify the recipients from a list sent from HR. Invitations should be sent out by March 1.

Awards

Recipients will have a choice from between 2 items for their recognition award. Item descriptions [or pictures if available] will be posted to a web site [in process] and employees will designate what they want. There will be a deadline posted for selection. One of the choices will be listed as the award to be received if the employee does not choose by the deadline.

Susan is checking with local companies about what they can provide, engraving, and cost.

Web Site

Will be available for employees to look at awards and make selections. On the web site will be a place for employees to designate how they want their name listed on the award, if their choice can be engraved.

Program: Brochure

Brochure will be designed for the event. Employees will note on the web site how they want their name listed in the program.

Event Set Up

Mani at Wood Center will be contacted about set up. There will be round tables with tablecloths, flowers on the tables. The ballroom has been reserved.

Speakers:

Emcee: suggestions were: Terry Vrabec, who has handled the job the last few years, possibly Al Sokaitis, Mike Sfraga. The Chancellor will speak at the event. Suggestions were made to have the Provost, Vice Chancellor, Student Services, and Rural Services speak. NOTE: Are there too many speakers? A suggestion was made to have deans/directors read names of employees. There would be different readers for different years of service.

Publicity

University Relations press release. Names to News-Miner. Cornerstone UAF News link on web site UR web calendar Staff Council Letters or email to the deans/directors

UPDATE as of March 8, 2004

. Invitations have been mailed to the staff members being recognized. . The web site is available with details about the awards and the event: www.uaf.edu/uafhr . There will not be an emcee this year. The event will be introduced, the chancellor will speak to the staff, and the names and years of service of the employees will be read by different administrators [yet to be decided]. Since so many departments are represented at the awards, we wanted to have more of the administrators involved in the ceremony.

Attachment 151/Attachment #5

UAF Staff Council #151

Friday, 12 March 2004

Staff Affairs Minutes

February 23, 2004; 900 am

Chancellor's Conference Room & Audioconference:

I Roll Call

Joyce Allen-Luopa

Reyne Athanas

Jean Crews

Liam Forbes

Gabrielle Hazelton, chair

Nici Murawsky

Ramona Pierce

LaJuana Williams

II UAF

A. UAF COMMUNITY SERVICE OUTREACH PROGRAM-ATTACHMENT 1. will forward to Admin Committee and, if no revisions, then to March Staff Council Meeting for vote. B. Parking Committee reps are Gary Newman & Annette Chism C. snow removal between headbolt heaters; safety & annoyance. Gabrielle sent Edward Foster, Operations Superintendent of Facilities a friendly email of concern. However, committee members reported that about a week after the January meeting, S Bunnel lot was cleaned up and other lots are looking great. D. Chair Committee Welcome-Gabrielle hasn't received a new list yet.

III. UA

A. SW classification project-update given at 2/13 SC meeting; Admin Family A on web. The link/evaluation criteria between PD and final placement still remains mysterious.

IV New Business

A. 5-day internal recruit policy-Jean. She learned that the Chancellor has endorsed the policy with no end date and that Earlina Bowden, Director of Campus Diversity (EEO officer) can waive in response to highly specialized skill set or to address recruitment of under-represented group. Jean and Rory are trying to clarify: Whom does EEO answer to? What is the decision making process? What are criteria used? B. regarding the UA pension plan-constituent. "Current (2004) maximum earnings for contributions to social security is set at \$87,900. Maximum earnings for contributions to the UA pension plan is \$42,000, which is the same as it was in the early 1980s when they opted out of social security. Do you think we should be asking for an adjustment to the maximum earnings cap for contributions?" Jennifer Youngberg, HR, response "The whole point about this pension plan is people do not realize it is NOT a replacement for social security. We were allowed to opt out of ss because we offered a defined benefit plan (PERS). the ua did NOT have to put anything in place for ss - because we already had it!" Nici remembers when PERS and Social Security contributions existed at the same time, then UA Pension was added and SS was stopped. Gabrielle will clarify with Jennifer. C. Sub-committee on Outcomes Based Budgeting-Liam. Waiting for Admin information to act on. Liam gave an "Outcomes Based Budgeting 101" explanation.

V Next Meeting - March 29 at 900 am in Chancellor's Conference Room & audioconference.

VI Adjourn 10:12am

Attachment 151/Attachment #6
UAF Staff Council #151
Friday, 12 March 2004
Attendance Policy Motion

MOTION: The UAF Staff Council approves the Elections, Membership, and Rules Attendance Bylaws proposal change as revised from Staff Council meeting #150, Friday, 12 February 2004.

EFFECTIVE: Immediately

RATIONALE: Attendance Policy Amendment. The committee was asked by Staff Council members to look at developing an attendance policy to address frequent absences from staff council meetings by members, which makes it difficult to do business due to lack of a quorum or lack of representation to the member's unit.

Add the following sub-section to the bylaws:

SECT. 2 (ARTICLE IV-MEMBERSHIP)

A. Representation

2. Staff Council members who have three unexcused absences within a six-month period will be encouraged to resign or face removal from the Council IF A REPRESENTATIVE IS UNABLE TO ATTEND A MEETING REQUIRING A QUORUM, it is the responsibility of that representative to contact the alternate for that unit to attend in their place. Excused absences will be granted for members at the discretion of the President.

Attachment 151/Attachment #7 A. & B.
UAF Staff Council #151
Friday, 12 March 2004

A. Advocacy Committee Report, 8 March 2004

Advocacy Committee
March Meeting Summary
Compiled by Angela Linn, Chair

The Advocacy committee met from noon-1:00 at the Ruth Lister Student Lounge at TVC. Members present were Scott McCrea, Angela Linn, Diane Leavy, Nansi Chandler-Norum, and Maya Salganek.

The committee discussed the voter registration campaign and have determined the actions needed to make all committee members official Registrars in order to promote voter registration.

We discussed actions needed for the website. Sandy Jefko will post December, February, and March minutes. Angela will be taking UAF's DCC training course on Dreamweaver and will attempt to take over this duty afterwards.

Scott McCrea gave an update as to his actions concerning the UAF Day at North Pole. This event has been confirmed for Saturday, April 24 from 11:00-3:00, again held in conjunction with A Taste of North Pole. He has contacted participants from last year and the committee will work together to get a good response. Flyers have been made and will soon be distributed.

Next meeting: Monday, April 12, noon-1:00, Wood Center Cafeteria

B. UAF Day at the North Pole Request for Participants

February 25, 2004

TO: Deans, Directors, and Department Heads

FROM: Scott McCrea, Organizer
UAF Day at North Pole

RE: Request for Participants

The UAF Staff Council, in conjunction with the City of North Pole, is once again hosting the UAF Day at North Pole/Taste of North Pole Event. This year's event will be held on Saturday, April 24th, from 11a.m. to 3p.m. at the North Pole Plaza Mall.

Last year's event was extremely successful, and we had close to 300 people come to the "mini-campus" we had set up in the mall. The idea behind the event is to bring UAF off of "the hill" and out to the North Pole community where we can showcase all that we have to offer to the residents there as well as the vitally important communities of Fort Wainwright and Eielson Air Force Base. For the inaugural event we showcased everything from KUAC/AlaskaOne to School of Management and Cooperative Extension Service---close to 30 departments in all. This is being billed as a family event, so we want to showcase departments that can offer hands-on activities for all ages. At the same time, we also want to showcase the educational opportunities that we have available for traditional as well as non-traditional students.

We will supply everything you need, from tables and chairs to electricity; you supply the people and the materials. Held in conjunction with the event is A Taste of North Pole, which features North Pole area restaurants serving items from their menus. That event is a fundraiser for the North Pole Skateboard Park. Because we are combining the events, we are able to partner with North Pole Mayor Jeff Jacobsen to do some extensive advertising and outreach to bring in crowds.

One final note: this event is happening before the close of the legislative session, so this is also a great way to get some community support for the university's budget request! If you are interested in participating, or have further questions, please contact me at x2857 or by email at fnsjm@uaf.edu. I look forward to working with you to help showcase your department and all of UAF to the North Pole community, and proving to them that when it comes to excellence, look no further than the blue and gold.

Attachment 151/Attachment #8
UAF Staff Council #151
Friday, 12 March 2004
Outcomes Based Budgeting Committee Report

March 4 Meeting Report Notes:

1. Introductions
2. Discuss Outcomes Based Budgeting

- reviewed what OBB is/means
- discussed what's been done so far (development of the 1st 5 outcomes) and what's to be done (choosing and developing the remaining 15 outcomes); what role do we want to play in what remains (see goals discussion)
- Rory pointed out that the ACAS process is having a retreat this weekend that will have an effect on staff; suggested that an outcome be developed that ties in staff compensation, benefits, & work environment
- Barb pointed out that one of the goals listed in the 2009 Strategic Plan references staff; that goal should be a component of any outcomes we work on
- 3. Committee Goals
 - generate a list of possible outcomes that are based on or directly affect staff
 - "attach ourselves" to 3 - 5 outcomes that strongly affect staff and work with the administration to develop them
 - facilitate communication with employees throughout the process
- 4. Schedule Future Meetings
 - set up a meeting for either 3/3 or 3/4:
 - . invite Pat Pitney or Paul Jenny for 30 minute discussion
 - . 30 minute brainstorm on possible staff related outcomes
 - leave future mtg schedule open until we have a better idea of the timeframe and deadlines from Pat Pitney's group
 - invite Faculty Senate representative to a mtg to discuss their approach and status

Action Items:

- LF: set up meeting with Pat Pitney or Paul Jenny
- LF: send minutes to Admin Committee for inclusion in next UAFSC mtg
- LF: update web site with following documentation -
 - 2009 Strategic Plan
 - Faculty Senate's 20 proposed outcomes
 - SW Office of Budget Development's Process Communications list
 - ACAS web page
- JC,SS,BO,RA,LF: continue getting up to speed on the OBB process
- JC,SS,BO,RA,LF: develop questions for discussion with Pat or Paul

Attachment 151/Attachment #9
 UAF Staff Council #151
 Friday, 12 March 2004
 Awards Information

To All UAF Staff:

The following nomination is open:

1. Make Student's Count Award

The nominations process begins Friday, 5 March - the Staff Council Deadline is Tuesday, 16 March 2004. The nominations will be reviewed and ranked and sent to the office of President Hamilton by Friday, 19 March. Please send the nomination packets to:

Rory O'Neill, Staff Council President
 UAF Governance Office
 Room 312 SIH
 UAF Campus 99975-7500

You may access more information and the nomination form at the web links below:

<http://gov.alaska.edu/staff/studentscount/2004factsheet.html>

<http://gov.alaska.edu/staff/studentscount/2004nomform.pdf>

The awardee will be announced and honored at June BOR Meeting

DRAFT: The opening date for the following nomination will be announced: 2. Chancellor's Recognition Award

The nomination process begins _____ 2004; the Staff Council Deadline is Tuesday 4 May. The nominations will be reviewed and ranked and sent to the office of Chancellor Marshall Lind by Friday, 7 May 2004. Please send the nomination packets to:

Rory O'Neill, Staff Council President
UAF Governance Office
Room 312 SIH
UAF Campus 99975-7500

You may access more information and the nomination form at the web link below:

<http://www.uaf.edu/uafgov/staff/channomform.html>

The awardee will be announced and honored at the Friday, 14 May Raffle and Ice Cream Social event.

DRAFT: The opening date for the following nomination will be announced:
3. Outstanding Staff Council Member's Award

The nomination process begins _____ 2004; the Staff Council Deadline is Tuesday 4 May. The nomination deadline is Friday, 7 May 2004. Please send the nomination packets to:

Rory O'Neill, Staff Council President
UAF Governance Office
Room 312 SIH
UAF Campus 99975-7500

The awardee will be announced and honored at the Friday, 14 May Raffle and Ice Cream Social event.

You may access more information and the nomination form at the web link below (not available at this time):

Attachment 151/Attachment #11
UAF Staff Council #151
Friday, 12 March 2004

MOTION: The UAF Staff Council approves the UAF COMMUNITY SERVICE OUTREACH PROGRAM proposal as revised from the original UA Ad-Hoc Committee on Community Service Outreach Program.

EFFECTIVE: Immediately

RATIONALE: The benefits of such a program have never been in question, just the recording and cost. With strong Chancellor support for reasonable administrative release time, recording and cost are at the department level.

UNIVERSITY OF ALASKA FAIRBANKS
COMMUNITY SERVICE OUTREACH PROGRAM

University of Alaska Fairbanks Community Service Outreach Program (CSOP) allows eligible UAF employees to perform community service to improve quality of life in the community, to create a greater sense of community involvement and morale among staff while, at the same time, continuing to enhance the image and sense of responsibility of the university within the community. Based on their interests and talents, individual staff request a maximum of 20 hours a calendar year of administrative leave, at the discretion of their supervisor, to work with programs similar, but not limited to, those listed with the Tanana Valley United Way website (<http://www.unitedwaytv.com/>).

"Eligible employees" is defined as all full-time and 9-11 month exempt and non-exempt employees. The program would be pro-rated for employees who work at least 20 hours per week but less than 40 hours per week. Grant-funded employees would not be eligible to participate in the program at present time.

The following rules apply to the employee who would participate in the CSOP: o Must be pre-approved and signed by the supervisor on a CSOP form before an employee can use it. o Must turn in the CSOP Form signed by the agency at which the employee volunteers with to go in employee's file and to be used for internal department tracking purposes so employee does not go over allotted hours per year. o Employee must have completed probationary period to be eligible to use CSOP hours (as in the case of Personal Holiday). o The CSOP hours must be taken in a minimum of 2-hour increments and must include travel time within the actual number of hours. o Cannot be carried over from one calendar year to another and cannot be "donated" to another employee. o Will not be paid out to terminating employees who do not use the entire eligible amount.

The following rules apply to the supervisor overseeing the plan: o Supervisors will receive written encouragement from the Chancellor expressing his support to allow employees to participate in this program. o Must approve an eligible employee's participation in CSOP before it can be used. o May require the employee to participate in CSOP at a different time than requested if business necessity dictates that the employee cannot be absent from work. o Should make every reasonable effort to allow employees to participate in the CSOP unless business necessity dictates otherwise. In that case, the supervisor will work with the employee to come up with a mutually agreed upon time that the employee can use the Leave.

UNIVERSITY OF ALASKA FAIRBANKS
COMMUNITY SERVICE OUTREACH PROGRAM
REQUEST FORM

Employee Name:
SSN:
Requested Date:
Requested Hours:
Agency/Program:

Supervisor
Approval Signature:
Denial Reason:

Agency/Program Signature:

=====
*** For more information regarding UAF Governance, check out our
website at: <http://www.uaf.edu/uafgov/index.html> ***
=====

UAF Staff Council fystaff@uaf.edu
312 Signers' Hall Lynette Washington
Governance Office Executive Secretary
University of Alaska Fairbanks Phone: 474-7056
Fairbanks, Alaska 99775-7500 Fax: 474-5213
Rory O'Neill, President fnrjo@uaf.edu x6649
Josh Steadman, President-Elect josh.steadman@uaf.edu x2752