

**MINUTES****APPROVED****UAF STAFF COUNCIL #259****Monday, March 2, 2015****8:45 – 11:00 AM****Wood Center – Carol Brown Ballroom****Audio Conference information: 1-800-893-8850, Participant PIN: 8244236****I. CALL TO ORDER & ROLL CALL****A. Call to Order**

- The meeting was called to order by President Chris Beks at 8:46 AM.

**B. Roll Call****i. Roll****Present:**

(P = Phone)

Mercedes Anderson

Jesse Atencio

Nate Bauer

Jeff Baxter

Chris Beks

Chris Brooks (P)

Susie Carson

Aly Englert

Faye Gallant

Jane Groseclose

Stacey Howdeshell

Melody Hughes (P)

Connie Huizenga

**Present (cont.):**

Phil Jacobs

Jessica MacCallum

Richard Machida

Brandi Marrero

Jenell Merrifield

Sue Mitchell

Mathew Mund

Dean Ojala

Chad Oleson (P)

Evelyn Pensgard (P)

Susan Sanborn

Samara Taber

Lesli Walls (P)

Trish Winners

**Excused:**

Brad Krick

**Absent:**

Celena Brown

Kim Eames

Jim Jones

**Others Present:**

Nicole Dufour, Staff

Council Ex. Scty.

Julie Queen, OMB Director

Chancellor Brian Rogers

Juella Sparks

David Withoff

**ii. Quorum was met.****C. Approval of Agenda for Staff Council Meeting #259**

- Approved as presented

**D. Approval of Minutes from Meeting #255**

- Approved as presented

**E. Approval of Minutes for Meeting #256**

- Approved as presented

**II. STATUS OF PENDING ACTIONS****A. Leave Share Resolution**

- Staff Alliance passed a resolution in support of Staff Council's 'Leave Share Resolution.' It has been forwarded to the system administration. We hope to see changes to what is currently in place.

**B. Emergency Leave Policy**

- The 'Emergency Leave Policy' was approved. This item will remain on the agenda until it officially becomes policy, which is expected to be on July 1. This year, two sick leave days for emergency weather were added to everyone's sick leave at the start of the fiscal year, for use at times when the chancellor declares a weather related emergency. This July 1, emergency leave will likely become a new leave category.

### **III. PUBLIC COMMENT**

#### **A. David Whithoff**

- David was present to discuss proposed changes to the Layoff Policy. David was pleased that Staff Alliance's response to this issue was straight forward. He is most concerned with the elimination of the grievance process. The process doesn't always work efficiently, but it is all that exists. He also feels that there is a problem with term employment being used for non-term tasks. We feels that termination by nonrenewal of contract is sometimes used for termination for cause, as well as the use of layoffs in difficult budget times to get rid of employees unfairly.

#### **B. Juella Sparks**

- Juella asked if Staff Council had taken an official position on recent changes to the Board of Regents (BOR) Layoff Policies and Regulations. Staff Council acknowledged it had not. She also asked if Staff Council Representatives had submitted feedback to the organization, and whether all representatives had communicated the changes to their constituents. It was again acknowledged that this had not occurred.
- Juella hopes and expects that her elected representatives would take an official position. She further encouraged Staff Council to take a stand and to be sure that the people who are still here, who are now working two or three jobs, since positions have been cut, are appreciated by the administration.

#### **C. Susan Sanborn**

- The Heart Walk is on May 16<sup>th</sup>, at Veteran's Memorial Park, downtown. Chancellor Rogers and Sherrie Modrow are chairing this year's event for Fairbanks. They would like to have a total of twenty-four team captains and teams. Right now they have nineteen team captains and teams. If anyone is interested in serving as a team captain, please contact Fire Chief Doug Schrage

### **IV. OFFICERS REPORTS**

#### **A. Chris Beks, President**

- Staff Alliance has not received any feedback regarding its response to Layoff Regulation changes. He does not think the president has signed this regulation, to date. Chris' biggest concern was the change to the grievance process and the inclusion of some of the apparent non-emergency changes made through the emergency process. The UA System HR director has been very noncommittal regarding Staff Alliance's concerns.
- The Planning and Budget Committee has not met since the holiday break. They are waiting to see what the Legislature will do with the budget. The committee will likely reconvene sometime this March.

#### **B. Faye Gallant, Vice President**

- The "Layoff Regulations" were passed very quickly and governance groups were not given the normal set period of time to provide feedback and review regulation changes. The normal review period was not given since these changes were presented as emergency regulation changes, which do not require any consultation with governance groups. Staff Alliance's concern has been that several of the changes, including the removal of the grievance process, did not seem to be emergency changes.
- Changing the length of the layoff notice period for exempt staff, from six months to three months, could be considered an emergency due to the current budget situation. However, there were other changes to the process that Staff Alliance felt deserved more consideration.
- You can submit comments on the Staff Alliance blog: [uastaffalliance.wordpress.com](http://uastaffalliance.wordpress.com). Monique Musick, Staff Alliance Chair, posted Staff Alliance's official response, laying out the group's objections to most of the changes. Staff Alliance did not receive a very active dialogue with the administration regarding these concerns. Hopefully this is an evolving discussion. Staff Alliance will likely focus its efforts on the grievance and review aspects of the changes at this time.

- If UAF Staff Council wishes to take an official action on this issue, separate from the response that Staff Alliance provided, we can consider this under new business.
- If you have constituents who would like to provide direct input and feedback on this issue there are a couple of options:
  - Staff can give feedback directly to Representatives. Representatives can bring the feedback council.
  - System Governance's webpage has a feedback form. The feedback is seen by Staff Alliance members, including Chris and Faye.
  - Feedback and comments can be submitted on the UA Staff Alliance blog ([uastaffalliance.wordpress.com](http://uastaffalliance.wordpress.com))

## V. STAFF ACHIEVEMENTS AND HIGHLIGHTS

### A. Jeremy Nicoll, Geophysical Institute

- This year, Jeremy Nicoll, a staff member with the Alaska SAR Facility, will be receiving the G.I.'s Community Service Award. Jeremy submitted an unsolicited proposal to NASA for outreach that benefitted the university and Effie Kokrine Charter School. He also volunteered during the recent Yukon River flood relief, in Eagle.

## VI. CHANCELLOR'S REMARKS

### *Budget*

- Chancellor Rogers appreciates meeting with Staff Council. This is the toughest budget year we have had since 1986. He spent about half of last week in Juneau hoping to effect the legislative deliberations. The House Finance Subcommittee complete their work on Tues. evening.
- We began with the governor's budget with the proposal to add back deferred maintenance and campus advising, primarily for rural campus advisors. The governor added 9 million to cover half of pay raises for all negotiated and nonunion employees. He also took an unallocated 18 million reduction, representing a couple percent of our budget. The net effect of the governor's budget, compared to the current fiscal year, was the loss of 9 million in state appropriations.
- However, our gap was 9 million, plus 18 million in pay, plus about 5 million in fixed cost increases. Part of the budget covering fuel cost increases for utilities was cut, removing another 6 million, resulting in a 25 – 30 million gap systemwide.
- The House Finance Subcommittee, chaired by Representative Tammy Wilson, proposed reducing the university budget state appropriations by 43.7 million dollars, in addition to the governor's 9 million. We worked during the day and thought we had an agreement for a total cut of 25 million dollars, which included the governor's 9 million and an additional 16 million. But, what came out of the House Finance Subcommittee was the 9 million plus an additional 25 million reduction. It currently stands in the House Finance Subcommittee as a total 34 million dollar reduction, and the loss of advising and deferred maintenance funding, mentioned earlier. This moves use to around 36 million in reductions, plus 18 million in pay raises, 6 million in utilities, and 5 million in fixed cost increases.
- The Legislature views the difference between this year and next year as a 34 million reduction. When we look at our expenses, it is closer to 64 million. We are working to try to change this. The next step is budget hearings, for people to publicly testify on the state budget at Legislative Information Offices, or calling in. Opportunities to testify are as follows:
  - Juneau and Mat-Su – Tomorrow 3/3
  - Fairbanks and Western Campuses – Wednesday 3/4
  - Anchorage – Thursday 3/5
- The House Finance Subcommittee specified reductions. Chancellor Rogers has not seen the final numbers, but based on his understanding, in addition to the governor's 9 million, reductions included:
  - 50% reduction to travel for the Anchorage, Fairbanks, and Juneau Campuses
  - A fifty-thousand dollar reduction to Cooperative Extension Service travel
  - About 6% of the total budget for all of the UAF, UAA, and UAS units, except Cooperative Extension Service.
  - Approx. 12% reduction to the Statewide Administration personnel line.
- The specified travel reduction is the most problematic. While technically we have the authority to move money around in the budget, we have done so at our peril in prior years. As a general rule, when the Legislature makes a specific reduction, we try to follow it. A 50% cut to travel means less recruiting travel. If we look at Admissions, cutting in half the number of recruiting trips will affect the number of students we can recruit from the rest of Alaska or the lower 48. For Athletics, a 50% cut in travel means we will either travel with half a team, or realistically, we will not have intercollegiate athletics.

- These sever cuts include a 50% reduction to travel, after the 12.5% reduction this year.
- The difference in how state agencies budget and the way we do, which is a very participatory process, is a big challenge. We talk to faculty, staff, and our committees review programs before we make reductions. We have had challenges trying to provide enough detail, for example, as to what another 25 million cut would look like in an understandable way that also respects our internal processes of governance. We have been able to give some detail based on committee work.
- We will be requesting voluntary contract reductions and voluntary furloughs. Chancellor Rogers expects that we will have to implement the Furlough Policy, based on the scale of the legislative reductions. At this point, the governor's budget is our best case, the House budget is probably our worst case. We will likely come in somewhere in between.
- Anyone who takes voluntary furlough will have it count towards any mandatory furlough, so people will not be hit twice if they choose to voluntarily take a furlough. Chancellor Rogers is also working to get a change in place that would make 'furlough' a separate category of leave from leave without pay (LWOP). If approved, this will allow for tracking of furloughs and would not affect leave accrual or holiday pay, if you were to take a furlough day right next to a day of holiday pay. They are also working on trying to get legislation that would keep furlough days from affecting PERS and TERS number of days in service in a year, in terms of retirement credit. They hope to take some of the sting out of furloughs, but obviously there will be some sting.

#### ***Program Reviews***

- Additional program reviews are underway. A funding model for Bunnell House is being assessed to reduce the fairly significant subsidy it receives. Utility usage, particularly in the greenhouses and farm properties, is under review. We are reviewing our fee structure and looking at additional reviews to identify non-personnel ways to reduce the budget.

#### ***Proposed Staff Volunteer Day.***

- Chancellor Rogers is very supportive of the concept of a volunteer day. He is a little nervous about Staff Council passing this right now due to the budget climate. He requested Staff Council consider deferring action until a later time.

#### ***Furlough Information***

- They are trying to hold off as long as possible before setting the number of days. It will be 'X' number of days taken at staff discretion, hopefully in negotiation with your supervisor to identify the appropriate time. They want to keep campus open and operational. Chancellor Rogers is concerned that if we take these days all together, the impact on pay for that pay period is more significant and more problematic for many employees. Allowing people to pick the days, spread throughout the year would be Chancellor Rogers' preference, but we will be acting in concert with the system office and the other two universities in terms of rolling out whatever furlough there may be.
- They are working on a communication that will go out later this week that will lay out what we know about the current budget status and it will lay out what the timing will be for voluntary furloughs and voluntary contract reductions.
- Concerns exist about the level of cuts needed for a balanced budget. Cutting too far, too fast, will create irreparable harm.

#### ***Layoffs***

- Chancellor Rogers is not surprised that Staff Council had concerns about the proposed changes to the layoff policy and regulation. Given the budget situation we face, with six months' notice today, absent the changes, we are already well into the next fiscal year. This would mean more layoffs would be needed to achieve savings, than if there was a shorter layoff period. The change in the notice period would make us more comparable to other employment situations. For positions that we recruit nationally, three months is a shorter period of time and may cause hiring challenges.
- Most of Staff Alliance's concerns have been with the changes to the grievance process; there is general understanding about the move from 6 to 3 months' notice. In President's Cabinet, most of the discussion has been on the budgetary side, and not the process side. He expects that they will listen to what people have to say in terms of constructive suggestions.
- We made it through the 1986 cuts. Universities are long lasting institutions, we are resilient, and we will make it through this one. Chancellor Rogers remains committed to holding on to the people we have, even if we lose positions. We have done pretty well so far with this year's cuts. We are down 160 people on the payroll in a year, of that 55 are regular full time positions about 75 are student positions. The remainder are term and temporary positions.
- For the full time regular full time positions there are 16 layoffs that have already taken effect. There are three pending layoffs, for a total of 19. Of the 16 who were laid off, 7 have been rehired into other university positions. We are about at 50% in terms of the number of people laid off who have found other positions with the university. It is the chancellor's hope and pledge that we continue to do this or better with layoffs in the coming year.

- If there are vacancies that open in your units that are being filled, you are encouraged to push within your units to hire people who have already been working for us and who are in layoff status. This is a priority for us. The layoff process is a budgetary one; not a performance one. People who are laid off are not second class in any way. These are people we want to hold on to. Chancellor Rogers has been pushing HR to work this and we will continue to try to create incentives for supervisors to rehire from those in layoff status.
- Chancellor Rogers extended his thanks to staff for everything that they do. He is sorry that there will not be as many people here in the future to continue this, but we will manage.

## VII. BREAK

## VIII. GUEST SPEAKER

### A. Julie Queen, Director of the UAF Office of Management and Budget

#### i. Attachment 259-11: Presentation Documents

- Julie was present, from the Office of Management and Budget (OMB), to provide information on the budget to UAF employees. They want to keep UAF informed, with people who can represent UAF with accurate information. This is essentially the purpose of the majority of the budget related handouts included with today's agenda.
- Representatives were encouraged to ask questions throughout the presentation.
- The first page of the attachment is an infographic which outlines the FY14 revenue and cost figures. It gives information on some of the major categories. The second page is a workflow diagram from the Legislature's website, their operating workflow with the addition of factors relevant to UAF. This diagram outlines the current budget process.
- The third page is the 'Legislative Tracking Sheet.' As of this week, these numbers are old. OMB will update the numbers based on the House Finance Subcommittee when firm figures are available. They will post the new information when it becomes available.
- Even in times of reduction, it is important to find areas to invest that are of strategic importance. This is the basis for the 'Legislative Tracking Sheet.' These areas went through the committee process and were viewed as strategically important. These were then submitted to the Board of Regents and the State of Alaska as our investment areas. This document only includes information on UAF requests.
- The reduction amounts, at this point, are much greater than any number of the requested items on the program implement list. This means that anytime we get some funding in return, the reduction amounts are curtailing those efforts. It makes for a different year than those past, when it was adding money to the budget.
- The 'FY14 at a Glance' handout was created by OMB to better inform people about where various percentages of the budget were being spent by varying categories. This is very high level. It does not get down to the school or institute level, but it provides context for how much we spend on things like labor, contractual services, and travel.
- Most of our travel is restricted in that it is already budgeted in grants and contracts. In FY14 we had over 13 million in travel, but over half of this was on restricted funds. These are things that are requested, funded, and paid for by grant activities. The remaining balance is unrestricted travel, which is viewed as discretionary in the state context. We view this differently since travel on unrestricted funds includes travel for professional certification, staff development, fieldwork that may not be grant funded, and outreach activities.
- Salary and benefits are our other largest expenditure. When we go through times of reduction, this is an area that will take, proportionally, a larger hit since this is what we spend our money on.
- On the "Looking Ahead" section of the handout, the 14 – 17 million dollar gap is now old information. We are now hoping to see a better version of the budget coming out of the Senate. We will have to look at the House budget as our worst case scenario to determine what the true impact will be if the House budget stands. If the House budget stands, we would be looking at a gap of 21-24 million gap. This is not set, we usually receive some funding, outside of the legislative funding, for the utilities trigger, which helps alleviate some of our utilities cost. This year that funding has been cut.
- Any time you hear, for example, that the governor's cuts are a certain amount, which does not take into consideration the trigger money that was also stricken from the budget. If the trigger money never gets put in, it will mean an additional 6 million added to the UA total. This will impact us heavily, and it will impact UAF more than the other campuses. If there is a six million cut from the trigger money, UAF will take on about 4 million of that cut.

- In FY15, we did reduce our budget. However, it will look similar to the FY14. They will not produce a similar document for FY15 until the close of this fiscal year.
- We have done a lot of work to move people back on campus and get out of long term leases for space off campus.
- The process handout, is a flowchart from the Legislature's website. They did not want to alter the operating flowchart that was posted on the legislative site. However, they added a few dates to help identify various points in the process.
- This year is different from years past. Normally the Planning and Budget Committee (PBC) is at work and we are talking about internal investments for one time increments in FY16 and FY17 requests. This year we have to rebuild some of these committees to figure out how to make them most effective in moving forward. We also do not want to use committee time ineffectively. We want to ensure that priorities are known so they can lead to action. The provost is currently thinking through how to reconstitute the PBC and identifying the ways PCB they provide the best feedback, and what will happen prior to the start of FY16.
- We are currently in the House Finance Subcommittee box on the handout. The budget is about to go to the full House for a vote. Once it is voted on, this information is forwarded to the Senate. Each committee always starts with the governor's budget. The Houses' budget informs the Senate, but the Senate still begins its work with the governor's budget. When the budget moves from the Senate back to the conference committee, in early April, despite what is passed on the House and Senate sides, both have to agree. We will not know until it comes out of the conference committees what we are really looking at.
- Whenever you hear in the media, from outside, or from the System level communications that the next budget cut amount is a certain amount, a good rule to go by is that UAF is typically around 47% of the total UA System budget.
- The budget is typically single appropriation. The BOR has the ability to distribute reductions and increments. This is not influenced by state input, unless there is a specific legislative intent line. If there is a specific legislative intent line, then we have to make the change. It is our decision on how we apply those reductions. If we are given the funding as a single appropriation and with a certain amount cut, the UAF reduction amount will always be around half. What this misses is the other fixed costs and utilities, which add into the overall net shortfall, which is the budget gap.
- We do not know what cuts will be made yet, since we do not know the level of the cuts we are facing. We can say a certain gap would have the equivalency of so many positions, but this would be if every change were a personnel change and there were not any other changes. A lot of these decisions will be made by institute directors, deans, directors, the provost, and Chancellor's Cabinet.
- The infographic is posted on the OMB website at [www.uaf.edu/omb](http://www.uaf.edu/omb), for you to view and share.

## **IX. UNFINISHED BUSINESS**

### **A. University Advocacy Committee - 'Volunteer Day' Proposal**

- i. Attachment 259-1: UAF Staff Council 'Staff Volunteer Day Proposal'**
- ii. Attachment 259-2: Resolution 2015-259-1: Resolution Supporting 'UAF Staff Volunteer Day Proposal' - Draft**
  - Based on the comments from Chancellor Rogers and our strong working relationship with the chancellor, the committee is amenable to postponing consideration of this action. The committee made significant changes to the proposal and resolution following the last time they were viewed by Staff Council. Representatives are encouraged to review these documents which will be up for approval at a future meeting.
  - The committee removed 'leave' from the language to address what seemed to be a misunderstanding. This is not a request for more time off. This is designated time for a specific reason. They wanted to clarify that half of this is annual leave which you would donate. The other half would be provided by the university. This shared time provides an opportunity for staff to partner with the university in a way that benefits the community.
  - It was nice to directly hear the Chancellor's general support for this opportunity.

### **B. University Advocacy Committee - 'Staff Mentoring Interest Survey'**

- i. Attachment 259-10: UAF Staff Member Mentoring Interest Survey**
  - The committee has been working on this online survey for some time; it is ready for distribution. The committee wanted to make sure that Staff Council reviewed the survey before it went out to all UAF staff.

- HR is interested the survey results and the committee is willing to share the general results. Margo Griffith with HR would be a good contact for this.

### **C. UA Staff Alliance's Proposed 'University of Alaska Core Values'**

#### **i. Attachment 259-5: Proposed 'UA Core Values'**

#### **ii. Attachment 259-6: UAF Core Values**

- This document is still open for comment. They received a very limited amount of feedback following the last meeting. The feedback was largely in support of the current version.

## **X. NEW BUSINESS**

### **A. 2015 Staff Council Officer Election**

#### **i. Opening of Nominations for Offices of President and Vice President**

- Nominations for 2015-2016 Staff Council President and Vice President were officially opened by President Chris Beks. Nominations close on the floor at the May meeting. You are encouraged to consider running for office. If you have any questions about what this entails, contact Chris or Faye. They can meet with you to discuss the responsibilities.
- Nominations can be emailed to Richard at [rm@alaska.edu](mailto:rm@alaska.edu), or to the Staff Council Office at [uaf-staff-council@alaska.edu](mailto:uaf-staff-council@alaska.edu). You can also make a nomination at today's meeting, the April meeting, and at the May meeting.
- Nominations can be submitted for any eligible UAF staff member. Nominations are not limited to Staff Council Representatives. You may submit a nomination on your own behalf.

### **B. Proposed Changes to UA Layoff Regulations**

- Staff Alliance's formal response to the layoff changes, based on staff feedback, was emailed to all staff, last week with a short summary of the proposed changes and options for submitting feedback. A summary of Staff Alliance's response, from the UA Staff Alliance blog ([uastaffalliance.wordpress.com](http://uastaffalliance.wordpress.com)) was provided by the officers.
  - They suggested the term 'budgeted' be changed to 'anticipated,' for a shortfall that constitutes a circumstance for a layoff.
  - Subsection C. 'Selection for Layoffs' mentions 'seniority,' but it does not specify whether seniority is based on service to the university as a whole or the time that someone has been in a specific unit.
  - Subsection C.d. 'previously documented performance' - Erik Seastedt, CHRO, said this protected staff; if you have not received a performance evaluation documenting poor performance, it could not be used against you. Staff Alliance was concerned that it also made it difficult for an employee to mount a defense if they did not receive regular performance evaluations. In these cases, they do not have documentation to support their concern. Staff Alliance recommended leaving this alone at this time. This exemplified a non-emergency change made under the label 'emergency change.'
  - Subsection D. 'Notice Periods' involved a change from 6 months to 3 months' notice for salaried employees. As the chancellor noted, if we keep the 6 month layoff notice, we would have to start laying people off right now to meet next year's budget gap. This could result in the layoff of more people or issuing of more pink slips than necessary.
  - Clarification was requested for the term 'potential layoff.' This term currently means an employee who received a pink slip, but has not stopped working.
  - Concerns were also addressed regarding 'Alternatives for layoff,' where one of the options to being laid off would be to move you to a term contract. This didn't make sense, it doesn't seem to save the university any money. It only seems to reduce employee protection.
  - Staff Alliance was concerned about the removal of the grievance process. This was replaced by a review process where the review is conducted by the same people who approved the layoff in the first place. Also the clock starts on the review once they finish the review, not once you turn in your request for a review. With the grievance process if you submit a grievance, they have five days to start making a decision. With the change, the five days is from the time the review is complete, which means that the employee has no ability to manage the time for their feedback.
  - Grievance process changes were supposedly made to address situations involving layoffs of entire departments, to prevent everyone on the department from filing a grievance. Even if this is the reason for removing the grievance process, exceptions could have been made for entire departments without the need to change the process for everyone and all situations. The response they received has been limited.
  - Term funded positions do not require a notification period prior to being laid off.

- Staff Council could consider passing a resolution requesting a notice period for term funded employees whose contracts are not being renewed. We had received support for this idea from UAF HR's Director, Brad Lobland.
- The use of the term "authorized administrator" when it comes to approving layoffs was not clear.

**i. Resolution 2015-259-2:**

**Resolution in Support of UA Staff Alliance's Response and Feedback to Proposed Changes to UA Layoff Regulations R04.07.110 & R04.08.060. G.**

WHEREAS, the University of Alaska Fairbanks Staff Council has reviewed both the proposed changes to UA Regulations R.04.07.110 and R.04.08.060. G. and UA Staff Alliance's response to the request for feedback submitted February 17, 2015; and

WHEREAS, the University of Alaska Fairbanks Staff Council is in agreement with the submitted response; now

THEREFORE BE IT RESOLVED, that the University of Alaska Fairbanks Staff Council supports UA Staff Alliance's response.

- A motion and second were made to approve this resolution. The resolution was unanimously approved.

**C. Mobile Device Security Policy & Proposed Regulation**

- Last meeting, Karl Kowalski, CITO was our guest speaker. Chris received a question regarding liability, which he emailed to Karl earlier today. The response will be shared when it is received.

**D. Furlough Policy & Regulation**

**i. Attachment 258-8: Approved UA Furlough Policy and Regulation**

- The Furlough Policy and Regulations were signed by President Gamble. The task force that composed the regulations suggested the inclusion of a limit to the number of furlough days per year. However, this was omitted from the final document. A furlough will likely be implemented in the next fiscal year, but it is too early to know specifics.

**E. Committee Representatives**

**i. ASUAF Food for Thought Committee - Representative needed**

- There were no volunteers to serve on this committee.

**ii. UAF Dining Committee - Representative needed**

- There were no volunteers to serve on this committee.
- Contact the Staff Council Office if you have questions about these representative seats.

**F. Staff Make Students Count Award**

**i. Ad Hoc Committee Chair and Three Committee Members Needed**

- The Chancellor's Cornerstone Award Ad Hoc Committee agreed to also review the UA Staff Make Students Count Award nominations.

**G. Administrative Services Forum**

- Hosted by Vice Chancellor Kari Burrell, Wed., March 4, from 3:30 - 5 PM, Murie Auditorium. The forum is available via web stream. Visit [www.uaf.edu/adminsvc/](http://www.uaf.edu/adminsvc/) for more information.

**XI. GOVERNANCE REPORTS**

**A. Mathew Carrick, President, ASUAF (no report)**

**B. Debu Misra, President Elect – Faculty Senate (no report)**

**XII. INTERNAL COMMITTEE REPORTS**

**A. Elections – Richard Machida, Chair**



**i. Did not meet**

- The committee meets again this coming week.

**B. Membership and Rules - Trish Winners, Chair****i. Attachment 259-9: March Committee Report**

- The committee has received requests to review certain units. A subcommittee was formed to review unit designations. Since the units may look different after FY15, the subcommittee will wait to make unit changes until Sept. They will research and document how units are made up. Also, Human Resources (HR) may be making changes that would impact TKLs and D-Levels. If anyone has any concerns or questions about this, contact Trish (pjwinners@alaska.edu).
- They are also looking at creating a committee member job description with roles, responsibilities, and expectations.

**C. Rural Affairs - Chris Brooks, Chair**

- The next meeting is March 11, from 2-3 PM. They will meet regularly second Wed., of the month, 2-3 PM.
- They are collecting information from past chairs and others to identify important issues to address.

**D. Staff Affairs – Jeff Baxter, Chair****i. Attachment 259-3: March Committee Report**

- The committee will meet this Wed., from 10-11 AM, in Murie 330. Anyone interested is invited to attend.

**E. University Advocacy – Nate Bauer, Chair****i. Attachment 259-4: March Committee Report**

- The committee meets next Wed., from 10-11 AM in the Library.

**XIII. INTERNAL AD HOC COMMITTEE REPORTS****A. Chancellor's Cornerstone Award Ad Hoc - Jane Groseclose, Chair****i. Has not met**

- The Staff Council Office will send the committee's membership list to Jane.

**XIV. EXTERNAL STATEWIDE COMMITTEE REPORTS (written only)****A. Staff Alliance- Staff Health Care Committee – Lesli Walls; Kim Eames; David Bantz (Alt); Susan Sanborn (Alt)**

- Has not met

**B. Staff Alliance Compensation Working Group – Faye Gallant, Chair; Brad Krick, Janine Smith**

- This committee is holding off work until they know more about next year's budget. The committee wants to ensure that even if we take hits to compensation, the cuts and what staff should be making are documented.

**XV. EXTERNAL UAF COMMITTEE REPORTS (written only)****A. Accreditation Steering Committee - On Hiatus**

- This committee isn't expected to meet for some time. A representative to this committee is not currently needed.

**B. Chancellor's Advisory Committee for the Naming of Campus Facilities – Jesse Atencio****C. Chancellor's Diversity Action Committee (CDAC) – On Hiatus****D. Chancellor's Planning and Budget Committee - Chris Beks, Rep; Juella Sparks, Alt****E. Dining Committee****i. Representative Needed****F. Food for Thought Committee**

**i. Representative Needed****G. Fresh Air Campus Challenge Committee – Brad Krick, Rep; Sue Miller, Alt****i. Attachment 259-7: March Committee Report****H. Master Planning Committee (MPC) – Richard Machida, Rep; Brad Krick, Alt****I. Meritorious Service Award Committee – Faye Gallant****J. Parking Advisory Committee (PAC)****i. No Representative needed at this time, current status is unknown.****K. People’s Endowment Committee – Jessica MacCallum****L. Research Program Review Task Force – Richard Machida & Marie Thoms****M. RISE Board – Ian Olson****N. Staff Appreciation Day Planning Group – Ashley Munro & Maria Russell****O. Sustainability Master Planning Committee, Richard Machida****XVI. AD HOC COMMITTEE REPORTS (written only)****A. Term Funded Ad Hoc Committee – Lawrence Murakami, Chair**

- The Term-Funded Ad Hoc Committee was officially dissolved. The issues previously addressed by this ad hoc will be taken over by Staff Affairs.

**B. Training & Employee Development Working Group Update - Jessica MacCallum**

- The UAF training website is now: [www.uaf.edu/training](http://www.uaf.edu/training). The goal is to gather all UAF trainings for employees into one central location to make it easier for staff to find the necessary trainings. The website has a link to submit feedback about the page. If something is missing or unclear, please submit feedback.
- A hefty survey will be coming out this month involving UAF training resources and culture, which will include questions about how supported staff feel in acquiring training, whether evaluations are being conducted, and if staff are able to get the training they need. Obviously we are in tight budget times, which is a concern, but it is critical that we have the skills necessary to do our work, especially when we will have fewer resources available. The survey is a bit hefty, but it is important that we get a strong response. Please take the time to complete this survey.

**XVII. ROUND TABLE DISCUSSION****XVIII. ADJOURN**

- The meeting was adjourned by President Chris Beks at 11:25 AM.

**University of Alaska Fairbanks**  
**Staff Council**  
**Proposal for UAF Staff Volunteer Day**  
*2/2/2015*

In partnership with our university's administration, UAF Staff Council seeks to promote and strengthen UAF's core themes, including its efforts to "engage Alaskans through Outreach for Continuing Education and Community and Economic Development;" we also highlight our own organization's commitment, through Staff Council's University Advocacy Committee, to establish "events and functions to help make the public aware of the value of University staff, as well as students and faculty."

We further observe the Fairbanks community's increased need for time and effort from UAF's wide variety of skilled and highly capable staff and potential volunteers, as well as our own need to bridge cultural and connotative gaps between UAF and the larger Fairbanks community.

We also recognize the potential for UAF and its Staff Council to partner together in an effort to benefit the community in which we live and work. The annual Staff Volunteer Day proposed herein seeks to incorporate the organization, facilitation, and promotion of volunteerism by staff on a large scale, during designated times of year when these efforts are most needed.

As a result of these concerns, UAF Staff Council seeks official designation for an annual UAF Staff Volunteer Day. Our proposal seeks equally shared commitment (and the credit that results) from administration and staff individuals: a work day of volunteer time per staff member per year, comprising four hours of existing Annual Leave, donated by the staff member, together with four hours of newly offered university "Volunteer Leave."

We propose these volunteer efforts to be concentrated as full workdays by all willing staff, to also take place during one of two designated weeks per school year, which may also minimize any adverse effect to UAF and its services to students. Tentative proposals for these weeklong designations include a single week during the Fall semester of 2015 and one during Spring semester of 2016. We further recognize the need for the stringent organization, regulation, and oversight of such proposed activities, with Staff Council anticipating collaboration with University Human Resources and Administration regarding implementation.

In summary, UAF Staff Council proposes, in conjunction with UAF administration, the founding of an Annual Staff Volunteer Day, incorporating the organization, facilitation, and promotion of volunteerism by staff on an extensive level, during designated times of year when these efforts are most needed by our Fairbanks community.

SC 259

UAF Staff Council Resolution: UAF Staff Volunteer Day

WHEREAS UAF Staff Council's University Advocacy Committee is committed to organizing "events and functions to help make the public aware of the value of University staff, as well as students and faculty;" and

WHEREAS Staff Council observes the Fairbanks community's increased need for time and effort from the University's wide array of skilled and highly capable staff and potential volunteers; and

WHEREAS we also recognize the need to bridge cultural and connotative gaps between UAF and the larger Fairbanks community; and

WHEREAS we further observe the potential for UAF and Staff Council to partner together in an effort to benefit the community in which we live and work; and

WHEREAS we are committed to UAF's core themes, including its efforts to "engage Alaskans through Outreach for Continuing Education and Community and Economic Development;" now

THEREFORE BE IT RESOLVED that UAF Staff Council supports the proposal to found an Annual Staff Volunteer Day at UAF.

**STAFF AFFAIRS COMMITTEE**  
Wednesday, February 4, 2015  
10:00am - Murie 330

The Staff Affairs Committee met today and discussed the item(s) as indicated below.

Those attending in person included: Dean Ojala (power plant , Jenel Merrifield, Mathew Mund, and Jeff Baxter.

Those attending via teleconference included: Melody Hughes, Jane Gloseclose, Jennifer Youngberg, Susie Carson, and Nicole Dufour.

The only remaining item from last agenda was discussion concerning staff evaluations. Brad Lobland (HR Director) responded to an email sent to him asking about the policy. His response is attached and essentially indicates annual staff evaluations are mandatory and if an employee has not been evaluated as required, after speaking to their supervisor should contact HR.

Jennifer provided insight that highlighted the fact that while annual evaluations are required by regulation, they are also required for accreditation purposes and are therefore tracked by HR. A periodic report is sent to the Chancellor and information is conveyed to Deans and Directors if any unit's rate appears unsatisfactory.

This committee is willing to help get the word out to staff that they should feel free to contact HR if they are not being evaluated as required.

With no other agenda items, there was some short discussion concerning this committee being proactive in looking for ways to promote positive work environments. In light of our current financial situation, it would be helpful to verify information before passing it along as fact. For instance, the Chancellor at the last Staff Council meeting indicated it will probably be the end of March before anything is known about personnel cuts and the end of April before anything is known about program cuts. Any information prior to those timelines needs to be scrutinized carefully!

The next Staff Council meeting will be Monday, March 2 at 8:45am in Wood Center and the next Staff Affairs Committee meeting will be Wednesday, March 4 at 10am in Murie 330.

Thanks,  
Jeff Baxter  
Chair, Staff Affairs Committee

1 attachment - email correspondence between Jeff Baxter and Brad Lobland

Jeff Baxter <[jbaxter2@alaska.edu](mailto:jbaxter2@alaska.edu)>

---

**Re: Annual Evaluations**

1 message

**Bradley Lobland** <[balobland@alaska.edu](mailto:balobland@alaska.edu)>

Wed, Jan 7, 2015 at 12:15 PM

To: Jeff Baxter <[jbaxter2@alaska.edu](mailto:jbaxter2@alaska.edu)>Cc: Jane Groseclose <[jsgroseclose@alaska.edu](mailto:jsgroseclose@alaska.edu)>, mrschrage <[mrschrage@alaska.edu](mailto:mrschrage@alaska.edu)>

Happy New Year Jeff!

Thank you for your email. Employees should be evaluated annually as indicated in the regulation. However, there are extenuating circumstances that sometimes prevent supervisors from fairly completing them, such as:

New Supervisor  
Interim or Acting Managers  
Position is out of date which is difficult to accurately evaluate  
Employee was on extended leave

If a supervisor is unable to evaluate due to a legitimate reason then that supervisor should write a memo to the employee's file indicating when the evaluation will be completed.

Step increase are not withheld anymore due to the fact staff do not receive annual increases as in the past, we receive a COLA (Cost of Living).

Supervisors who just plain refuse to complete the evaluation should be counseled by HR and their supervisor as to the importance of healthy evaluations and feedback.

In our current budget climate employees, who are evaluated and who may be exceptional, may not receive an in-grade step adjustment as it is strictly up to the supervisor to reward based on equity, budget, performance and behavior.

I would be more than happy to come and speak with you and staff council about this further and in the meantime please refer frustrated employees to HR for assistance.

Best,  
Brad

On Mon, Dec 8, 2014 at 3:35 PM, Jeff Baxter <[jbaxter2@alaska.edu](mailto:jbaxter2@alaska.edu)> wrote:

Hi Brad,

During a recent meeting of the Staff Affairs Committee (from Staff Council) an issue came up and I was hoping for some input from you.

Some staff employees are not being evaluated each year as required. The employees who have made this known to folks on our committee claim they have even asked their supervisor directly to no avail.

We were curious if the regulation regarding this matter has been changed or is there still supposed to be some sort of documentation in the HR record of the supervisor if they do not complete annual evaluations on their

employees. The BOR regulation that was brought up is R04.07.030. Performance Evaluation, which mentions the documentation in the supervisor's HR record.

As an employee, it's difficult to operate if you're not receiving feedback from your supervisor. Additionally, the regulation indicates that employees who do not have a current evaluation on file are not eligible for a step increase. We know that you have addressed some comments voiced recently via the Grapevine, but we are concerned that greater involvement might be necessary and we're willing to help any way we can.

Thanks in advance for your response on this issue. If you are interested in meeting with the committee to discuss this topic, we would be happy to include you on our January meeting agenda (January 7, 2015 at 10am in Murie 330).

Thanks,

Jeff

**Jeffrey A. Baxter**

Staff Council Representative for Unit 10  
Office Manager  
Biology & Wildlife  
101C Murie Building - 982 N. Koyukuk Dr.  
University of Alaska Fairbanks  
PO Box 756100  
Fairbanks, AK 99775-6100  
(907)474-6294 - (907)474-6716 fax

**Please note the Biology and Wildlife Office will be closed for the winter holiday December 24th and will reopen January 5th**

--

Brad A. Lobland, Director  
Campus Ethics Officer  
UAF Office of Human Resources  
907-474-7700



University Advocacy Committee (UAC) Report  
Last meeting: Wednesday, February 11, 2015  
10:00 AM  
Rasmuson Library 502

Present: Nate Bauer  
Susan Carson  
Nicole Dufour  
Kim Eames  
Connie Huizenga  
Phil Jacobs  
Brandi Marrero  
Lesli Walls  
Jami Warrick

Agenda:

Item 1: Volunteer Day Proposal/Resolution

Newly revised proposal and resolution were discussed, with general overall committee support for advancing resolution to vote at March SC meeting. Discussion included options for structuring Volunteer Day efforts in ways similar and/or connected to UCLA's I'm Going to College outreach elementary reading program (spring program), as well as UAF United Way campaigns.

Revisions were suggested (and made) to remove "Leave" terms (Volunteer, Administrative, or otherwise), to avoid potential for misunderstanding about purpose of initiative.

Committee also discussed the proposal's lack of specifics regarding overhead organization and team design, as well as processing solicitations from volunteer organizations. Committee clarified that specifics should be avoided until UAF administration and HR can be involved.

Chair has made revisions based on above discussion and advanced documents to SC Exec Board and full SC meeting agendas.

Item 2: Mentoring Survey

Committee discussed existing survey, including the need to define "informal" and "formal" mentoring by including "assigned" vs "not assigned" clarification. Nate made this change to the survey.

Another change was suggested, to revise "leadership/department" to "supervisor/department," in order to include those staff members in departments with more intricate hierarchies.

"New roles" was also revised to "advancement or job development/training," in order to avoid assumptions that mentoring only happens at the beginning of a job.

Chair has made suggested revisions and advanced revised survey for approval by Exec Board and full SC council before distribution to all UAF staff.

Item 3: Telecom options

Options were discussed for avoiding use of the call-in telecom system, which costs Staff Council money. Committee favored the use of Google Hangouts or similar online conferencing options, as long as each committee member is able to secure hardware/software necessary (including microphone headsets).

Chair will explore equipment available at UAF surplus, and ensure individual members are able to access the chosen option before it is put into use.



## **UA Staff Alliance Proposed 'University of Alaska Core Values' - DRAFT**

**The University of Alaska is committed to maintaining the highest ethical standards** and to upholding the public's confidence in the university. We recognize that our behavior affects not only our own individual reputation, but also that of the University of Alaska. It is essential to promote an environment that allows everyone who is a part of the university community to do their best work, be respected and have as positive an experience as possible. These expectations are in alignment with the university's goal to continually improve, maintain its status as a world-class research university and to be an employer of choice in Alaska. Accordingly, these University of Alaska Core Values form the ethical principles that guide members of the university community in all decisions and activities. These principles are:

**Integrity:** Individually and as a community we act and communicate truthfully and responsibly. We avoid activities and actions that perpetuate personal conflicts, self-dealing or portray the appearance of impropriety. We accept accountability for our conduct while fostering the responsible actions of others.

**Respect:** We cultivate a multicultural climate where we treat each other with fairness and dignity even in the face of disagreement. We are accepting and tolerant of differences on campus communities that are supportive, safe and welcoming of diverse ideas, beliefs and cultures.

**Service:** We contribute to the advancement of the state by providing excellent service to and collaboration with students, alumni, business and industry partners, donors, government bodies, accrediting agencies and the communities and stakeholders the university serves.

**Innovation:** We strive to produce the highest quality outcomes in all endeavors as we seek knowledge, discovery, creative achievement and continuing intellectual development.



# Strategic Plan



## CORE VALUES

As the nation's arctic university, UAF is defined by its location in the circumpolar North, Alaska's diverse cultures, rich history, unique geography and environment. The students, faculty, staff and alumni, in honoring the public trust, commit themselves to the pursuit of excellence and work of the highest possible quality. We hold the following values to be the cornerstone of our identity as an academic community:

- Student success
- Vitality and creativity of new discoveries and scholarship
- Access to comprehensive higher education and lifelong learning
- Sharing assets and resources with Alaska communities through active engagement
- Independence of thought and action in the pursuit of knowledge
- Diversity of our students and employees
- Accountable for and efficient use of university resources
- Promoting sustainable living in the North

21 June 2012, Thursday 10:57

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This Site is Mobile Web Ready

Fresh Air Campus Challenge (FACC) Committee  
Report for Staff Council Meeting #259

Members: Brad Krick, Sue Mitchell

The Fresh Air Campus Challenge group met every Thursday in February. This report only covers the February 19 meeting.

Kris Racina reported that President Gamble had verbally confirmed to Chancellor Rogers that UAF could begin a no-tobacco policy on Dec 31, 2015 (instead of Dec 1). She also reported that the Chancellor's Cabinet green lit to the FACC's recommendations and wants the group to focus on our designated smoking area recommendation, signs, and communication.

### **Designated Smoking Areas**

The FACC wants to include designated smoking areas as an intermediate step on the way to a totally tobacco-free policy. Under this proposal, tobacco use would only be allowed in certain areas between a date TBD and Dec 31. The group is still working on the recommendation, but has tentatively identified six possible areas: West Ridge, lower dorms/Patty Center, Campus core, facilities services, upper dorms, and family housing.

There's some discussion on the pros and cons of this approach. A rep for the American Lung Association suggested that DSAs would complicate the process and require us to teach a second set of rules before changing. The committee recognizes that concern, but generally thinks that DSAs will be useful to raise awareness and help everyone get ready for the new year.

### **Signs**

The group will work with Facilities Services to create signs marking the school as a tobacco-free zone in addition to creating signage for designated smoking areas. Our idea right now is to have the campus wide signs include some kind of sticker announcing the start date that we can remove once the policy is in force.

### **Communication**

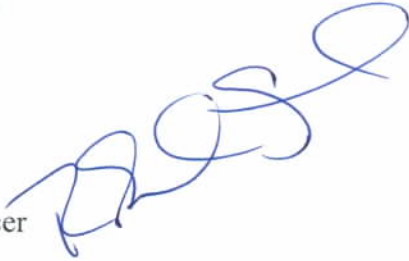
The group will work with Marketing & Communication to get the word out about the coming change, the timeline, and resources available. They're hoping to include suggested scripts for bystanders to use to politely inform tobacco users of the change in policy.

If you have questions, comments, suggestions, please contact Sue or Brad. The next meetings have not been scheduled, but I believe the meetings are open and anyone is free to attend.



UNIVERSITY  
of ALASKA  
*Many Traditions One Alaska*

TO: Patrick K. Gamble, President

FROM: R. Erik Seastedt, Chief Human Resources Officer 

DATE: January 30, 2015

RE: Proposed adoption and addition to University Regulations


Attached for your review and approval is a new university regulation explaining the authorization and use of furloughs based on policy P04.07.115, Employee Furlough of the Board of Regents.

In accordance with Regents' Policy 01.03.020 B., I have sought review and comment by the chancellors and affected governance groups, including the system governance council on your behalf. Discussions have been ongoing since a draft furlough policy was sent to all employees on June 2, 2014. More formal discussions began with the creation of a systemwide staff committee which began meeting on September 25, 2014 to create draft regulations in anticipation of the Board's approval of a furlough policy, which occurred on December 11, 2014. The final comment period opened December 4, 2014 and closed January 28, 2015. Responses have been provided to you.

I recommend your approval. If you concur, please indicate by signing below. The new regulation would be effective upon your signature and incorporation in the Manual of Regulations. Thus your approval should be transmitted to Brandi Berg, Board of Regents Executive Officer, for incorporation in the manual and distribution.

Attachments

**I approve and cause to be promulgated the attached adoption of University Regulation R04.07.115, Employee Furlough. This regulation is effective immediately.**

  
Patrick K. Gamble, President

  
Date

cc: Brandi Berg, Board of Regents Executive Officer  
Chancellors  
General Counsel

**Final language, submitted for president approval 1/30/15:****R04.07.115 Employee Furlough**

To address budgetary shortfalls in any unit of the university, employees may be subject to furlough via temporary unpaid leaves of absence or via prospective, temporary reductions in pay and equivalent work hours. Prior to implementation of a furlough plan, other reductions and cost savings, as well as revenue generation, will be considered and implemented as appropriate.

**A. Definitions:**

1. Furlough: Temporary unpaid leave for a designated period of time, or a prospective, temporary reduction in pay, imposed to meet a budgetary shortfall.
2. Budgetary shortfall: A status of financial health in which projected or actual expenditures are anticipated to exceed revenue.

Employees may request a reduced contract in lieu of furlough. Requests are subject to approval by the employees' dean/director and the regional human resources office.

**B. A furlough plan may include, but not be limited to, any of the following at the discretion of the university:**

1. A specified number of days each pay period, month or year may be designated as furlough days, with no business being conducted on those days.
2. Salaries of exempt employees may be reduced by a specified percentage.
3. Non-exempt employees may have reduced-hour work weeks (for example, work week reduced from 40 hours to 37.5 hours) or reduced contracts (for example, work schedule reduced to less than 10 days per pay period and/or less than 12 months per year).
4. A different number or percentage of furlough days for employees in different pay grades or classifications.

Reduction of pay will include reduction of expected effort.

**C. All university employees (full or part-time, regular, term or temporary) may be subject to furlough, except:**

1. Employees who hold H-1B visas, as defined in 20 CFR 655.731;



2. Graduate/teaching/research assistants, postdoctoral fellows/trainees who do not pay FICA, and other student employees;
  3. Employees on military leave with pay;
  4. Employees who perform functions essential to maintain health and safety, as determined by the chancellor or president; and
  5. Employees whose compensation is derived 100% from restricted funds.
- D. Employee benefits during a furlough will be affected as follows:
1. Accrual of annual and sick leave will be reduced by a furlough.
  2. Holiday pay for benefit-eligible employees will not be reduced for a holiday immediately before or after a furlough day.
  3. Health care and life insurance benefits will not be reduced by a furlough.
  4. Pay deductions authorized by an employee during a furlough will not be reduced. The employee remains responsible for making all employee contributions during a furlough period, including health coverage.
  5. Retirement contributions by both the employee and the University will be reduced by a furlough. Service credit may also be reduced.
- E. A furlough plan for unit(s) affected by a budgetary shortfall will be implemented upon recommendation of the chancellor and the Vice President for Finance and Administration, and approval of the president. The president shall consult with governance prior to approval. Governance may request financial records for any unit affected by furlough.
1. The Statewide Office of Human Resources will distribute notice of the president's approval of a furlough plan to affected employees at least sixty (60) days prior to implementation. The furlough plan will specify the amount or percentage of furlough time and the applicable time period.
  2. After a furlough plan has been implemented, a review committee established by the president shall examine ongoing need and efficacy on a quarterly basis.
  3. The president may reduce or cancel a furlough plan at any time.
- F. Upon notice of a furlough plan, supervisors may schedule furlough days, in consultation with the employee, subject to the operational needs of the department. Furlough

schedules shall be approved by the department dean/director and the regional human resources office.

- G. Furlough days shall be taken on days that the employee would normally be scheduled to work. Employees may not be directed or permitted to work on furlough days or to work more than 40 hours in the work week in which a furlough day is taken. No employee may use paid leave to offset all or any portion of a furlough.
- H. Furlough provisions for employees under collective bargaining agreements will be clarified through Memoranda of Agreement with each bargaining unit.
- I. The Chief Human Resources Officer or designee will review any appeals from employees claiming extreme financial hardship under a furlough plan.
- J. The provisions of this section apply only to employee furlough and are not applicable to layoff or any other type of termination of university employment.

2/9/2015	Membership & Rules Meeting Notes	Action Item Date/Owner
1	Roll Call - Members Present: T. Winners, J. MacCallum, B. Krick, S. Taber, A. Englert Visitors Present: N. Dufour, Mathew Mund, Christopher Brooks, Jenell Merrifield Quorum was met.	
2	Welcome New Members! Introductions - Name, Unit, Most Unusual Pet	
3	Group Decision: Future meetings will be the 2nd Monday at 1:30 pm.	
4	Discussed: Our process - Review documents during month, finalize at meeting.	
	<b>OLD BUSINESS:</b>	
5	Quick review of outstanding Motions/unfinished reviews; discuss path fwd on Sect 2.	
6	Section 2 - Purpose of Staff Council Review - Refer to Exec Board for action; out of scope for us?	
7	<b>Outstanding Motions for Sect 3 - roll into motions for remainder of Sect 3 if any:</b>	
	Motion: Brad will research Quorum language in Sect 7 and draft motion for group to update Sect 3 language if needed.	BK - Motion if needed. 3/9
	Motion: Brad - Strike line about 2015; no longer needed.	BK - Motion to strike. 3/9
	Motion: Section 3.A.v. references the wrong section number; create motion to amend.	TW - Motion to fix numbering. 3/9
	<b>NEW BUSINESS:</b>	
8	Next ParliaMinute - Jessica MacCallum	J. MacCallum 3/2
9	Unit Designations discussion - Ad-hoc group created; meeting date 2/16	
10	Next Initiative & Reward - TBD next meeting	
11	Bylaws - Reviewed Section 3 Part II. Still need to finalize at 3/9 meeting.	
12	Bylaws Review for next month: Section 4 Prep	TW to post by 2/16
13	Set "Owners" of Bylaws Review Sections; II-J.MacCallum; III-B.Krick; IV-A.Englert; V-T.Winners; VI-S.Kinkki; Trish to send out explanation of role.	TW - 2/20
14	Watch for New motions template from Nicole - Will replace M&R's one.	
	<b>Other Action Items:</b>	
	Invite Richard Machida to join review of Elections section of Bylaws	TW - Done
	<b>Future Business:</b>	
	ParliaMinutes Game -	
	Constitution Bylaws Future Reviews - Sections on 3 year rotations? 2 year?	
	<b>Important Dates:</b>	
	Next SC Executive Board Meeting: 2/17	
	Committee Reports due: 2/25	
	Next Staff Council Meeting: #259 - 3/2	
	Next M&R Committee Meeting: 3/9	
	Future Staff Council Meeting: #260 - 4/4	
<b>MEMBERS:</b>	Trish Winners (C), Jessica MacCallum, Brad Krick, Samara Taber, Aly Englert	5
	<i>Where M&amp;R Spells Fun!</i>	



**Unit Reviews Ad-hoc Committee***Staff Council Membership & Rules*

2/16/15

## IN ATTENDANCE:

Samara Kinkki

Mathew Mund

Aly Englert

Terra Preslan

Trish Winners, Chair

## SUMMARY

- Looked at bylaws and discussed Unit make up; began drafting definitions of terms from bylaws, particularly “Community Interest” which we tentatively ID’d as “Shared Uniqueness”; also “Geographic Locations” and “Population” which the committee plan to explore more fully.
- Identified a need to wait until after program reviews and possible cuts are completed and staffing levels stabilize to redefine units; probably fall 2015. Until then the sub-committee will continue reviewing TKLs vs. D-Levels and establishing a system for balancing units in readiness for fall’s unit review and re-alignment.
- Identified a need to fully define the employees we do represent vs. the ones we don’t. Bylaws state “all APT and Classified employees,” except for Executive appointments; which we have taken to mean all exempt and non-exempt; it does not seem to say “non-represented employees” – should it?
- New members also requested a description of the Roles and Expectations of Staff Council Members in general; the group would like to take this on as an initiative of the full Membership & Rules Committee, with the full M&R Committee’s and with the Executive Board’s approval, separate of course from the Unit Review work.

# UAF Staff Member Mentoring Interest Survey (Spring 2015)

Name (optional)

UAF Department (optional)

**Have you participated in formal (i.e., assigned) or informal (unassigned) mentored training in any of your current or former job roles?**

- ☐ Neither
- ☐ Informal mentoring
- ☐ Formal mentoring
- ☐ Both

**Whether formal or informal, how effectively would you rate your mentored training experiences at UAF?**

If N/A, leave blank.

1 2 3 4 5 6 7

(least effective) ☐ ☐ ☐ ☐ ☐ ☐ ☐ (most effective)

**In general, how important do you consider mentoring to the success of staff members in new roles?**

1 2 3 4 5 6 7

(not important) ☐ ☐ ☐ ☐ ☐ ☐ ☐ (very important)

**If supported by your supervisor/department, how willing would you be to accept a designated role as mentor to staff in new or advanced/developing roles with which you're familiar (please provide name above)?**

1 2 3 4 5 6 7

(not at all willing) ☐ ☐ ☐ ☐ ☐ ☐ ☐ (very willing)

**If supported by your supervisor/department, how desirable would you consider the opportunity to be mentored by designated staff familiar with your current or prospective role(s) (please provide name above)?**

1 2 3 4 5 6 7

(not at all desirable) ☐ ☐ ☐ ☐ ☐ ☐ ☐ (very desirable)

**If supported by your supervisor/department, how many hours per month would you consider appropriate to devote to designated mentor/mentee participation (please provide name above)?**

- ☐ 1 (or fewer)  
☐ 2-4  
☐ 4-6  
☐ 6-10  
☐ 10 or more

**Please share any other relevant experiences/feelings about potential mentoring programs at UAF here:**

Submit

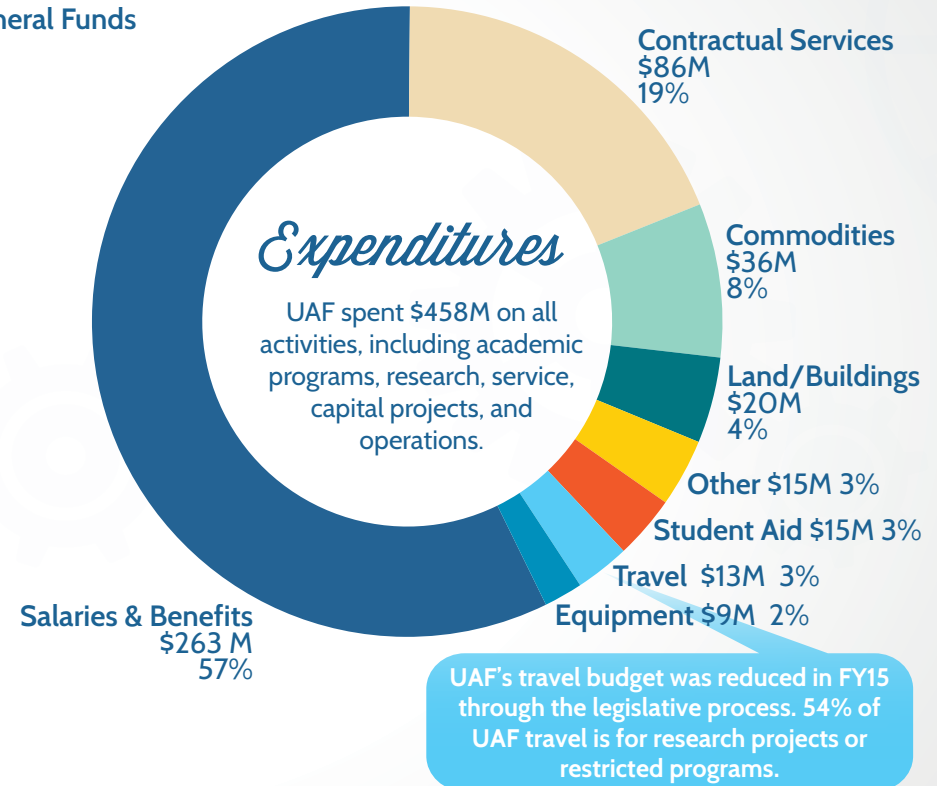
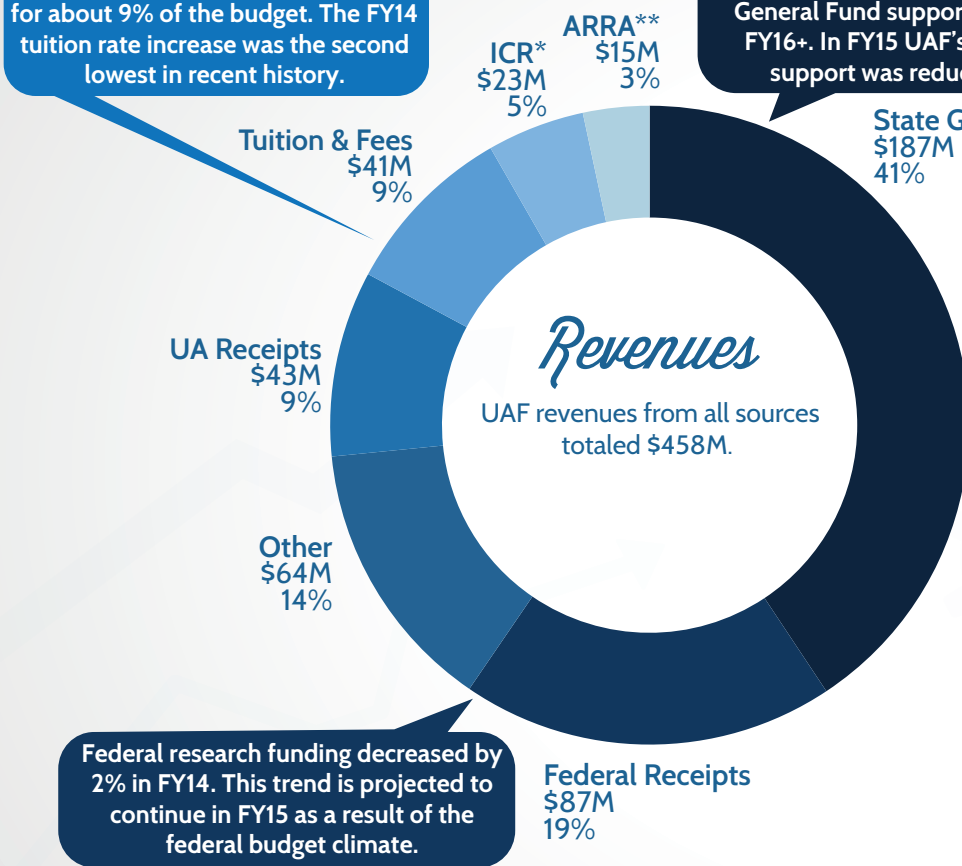
Never submit passwords through Google Forms.

# FY14 at a Glance

Tuition and fees historically account for about 9% of the budget. The FY14 tuition rate increase was the second lowest in recent history.

As the state budget climate becomes increasingly tight, UAF expects General Fund support to decrease in FY16+. In FY15 UAF's General Fund support was reduced by \$8M.

In spring 2014, UAF employed 2157 faculty, researchers, program and administrative staff (full time equivalency). This number is decreasing as UAF responds to budget reductions.



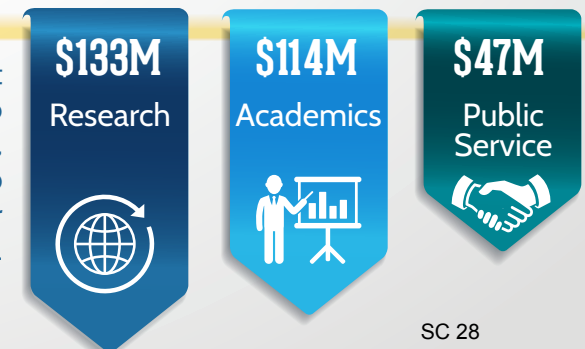
\* Indirect Cost Recovery  
 \*\* American Recovery & Reinvestment Act

## Looking Ahead

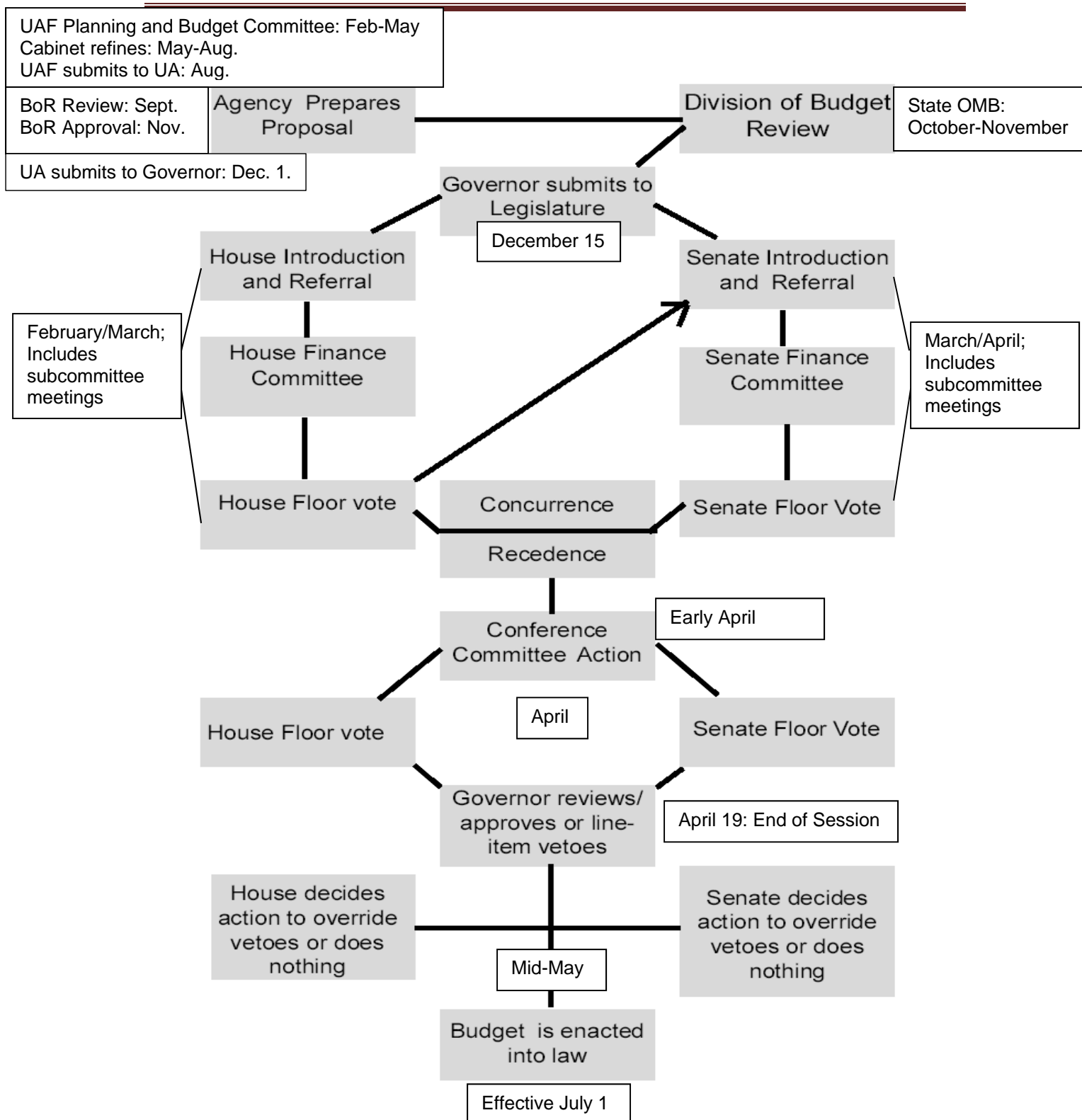
The State will cut UA funding for the second year in FY16. Tuition and research awards will not fully offset rising costs, leaving UAF with a budget gap of \$14-\$17M, assuming no further reductions. UAF may be smaller in future years, but is prepared to make strategic investment choices to maintain a high-quality focus on research, instruction and service.



UAF's budget is spent in direct support of its mission to integrate teaching, research, and public service; these top categories account for **64%** of expenditures.



## Highlights of the Alaska State Operating Budget Process



**Note:** Supplemental budgets and the utilities trigger funding typically occur in addition to this process.  
**Acronyms:** UAF = University of Alaska Fairbanks; UA = University of Alaska; BoR = Board of Regents; OMB = Office of Management and Budget

## FY16 Legislative Tracker - UAF Specific Requests

FY16 High Demand Program Requests by Initiative				FY16 UAF Orig. Submission (Aug 2014)			FY16 UAF Final BOR (Approved Nov 2014)			Gov's Amended Budget (January)		
Campus/UAF Priority/Program Title	FTE			State Approp.	Rcpt. Auth.	Total	State Approp.	Rcpt. Auth.	Total	State Approp.	Rcpt. Auth.	Total
UAF Base Operating Budget FY15				179,499.0	296,167.4	475,666.4	179,499.0	296,167.4	475,666.4	179,499.0	296,167.4	475,666.4
Governor's Budget Reduction (\$18,168.5 UA System) - UAF est. \$8.6 (based on budget distribution, excl. trigger impact)										8,611.9	0.0	8,611.9
UAF Base Adjustment Estimates (as % of Total Operational Base)										4.8%		
Reduction of Fuel Trigger (\$6.2M UA System) - UAF est. \$4M (reduction method or UA System adjustment TBD)										4,000.0	0.0	4,000.0
Total UAF Impact Estimate (Base + Trigger, pending UA System adjustment)										12,611.9	0.0	12,611.9
Total Reduction Impact (Base + Trigger) as % of Total Operations										7.0%		
STUDENT ADVISING & COMPLETION												
UAF CRCD Comprehensive Rural Student Advising (BBC & KuC) Program Completion*	2.0			278.0	0.0	278.0	278.0	0.0	278.0	218.5	0.0	218.5
Student Advising Subtotal	2.0			278.0	0.0	278.0	278.0	0.0	278.0	218.5	0.0	218.5
TEACHER EDUCATION												
UAF FBK Teacher Recruitment, Preparation & Mentoring - UA System	0.0			0.0	0.0	0.0	224.4	22.4	246.8	0.0	0.0	0.0
Teach Ed Subtotal	0.0			0.0	0.0	0.0	224.4	22.4	246.8	0.0	0.0	0.0
HEALTH EDUCATION												
UAF FBK Complete the 2+2 Alaska Veterinary Medicine Program with CSU	3.0			200.0	241.0	441.0	200.0	241.0	441.0	0.0	0.0	0.0
UAF FBK Build Alaska's Undergrad & Clinical PhD Psychology Program	2.0			200.0	100.0	300.0	200.0	100.0	300.0	0.0	0.0	0.0
Health Subtotal	5.0			400.0	341.0	741.0	400.0	341.0	741.0	0.0	0.0	0.0
FISHERIES, SEAFOOD & MARITIME INITIATIVE (FSMI)												
UAF FBK Understanding Ocean Acidification Impact on Alaska Fisheries	2.0			227.0	65.0	292.0	227.0	65.0	292.0	0.0	0.0	0.0
UAF FBK Meet Commercial Seafood Processing Training Demand	1.0			113.0	135.0	248.0	113.0	135.0	248.0	0.0	0.0	0.0
FSMI Subtotal	3.0			340.0	200.0	540.0	340.0	200.0	540.0	0.0	0.0	0.0
ECONOMIC DEVELOPMENT AGENDA												
UAF FBK Support Core Infrastructure for Unmanned Aircraft Systems FAA Project	4.0			570.0	1,000.0	1,570.0	570.0	1,000.0	1,570.0	0.0	0.0	0.0
UAF FBK Meet Chemical Engineering Degree Demand to Support Alaska LNG/Oil/Gas Refining Industries	4.5			400.0	450.0	850.0	400.0	450.0	850.0	0.0	0.0	0.0
UAF FBK Research to Open up Alaska's Rare Earth Element Development	2.0			150.0	150.0	300.0	150.0	150.0	300.0	0.0	0.0	0.0
UAF FBK Support Alaska's Participation in Arctic Policy Development (CAPS)	1.5			200.0	0.0	200.0	200.0	0.0	200.0	0.0	0.0	0.0
UAF FBK Develop Film Industry Workforce	2.5			232.0	0.0	232.0	232.0	0.0	232.0	0.0	0.0	0.0
Economic Development Agenda Subtotal	14.5			1,552.0	1,600.0	3,152.0	1,552.0	1,600.0	3,152.0	0.0	0.0	0.0
<b>FY16 High Demand Program Requests</b>	<b>24.5</b>			<b>2,570.0</b>	<b>2,141.0</b>	<b>4,711.0</b>	<b>2,794.4</b>	<b>2,163.4</b>	<b>4,957.8</b>	<b>218.5</b>	<b>0.0</b>	<b>218.5</b>

FY16 High Demand Capital Requests by Initiative				FY16 UAF Orig. Submission (Aug 2014)			FY16 UAF Final BOR (Approved Nov 2014)			Gov's Amended Budget (January)		
Campus/UAF Priority/Program Title				State Approp.	Rcpt. Auth.	Total	State Approp.	Rcpt. Auth.	Total	State Approp.	Rcpt. Auth.	Total
NEW STARTS/CONTINUATION/PLANNING												
UAF FBK Engineering Building Completion				31,300.0	5,000.0	36,300.0	31,300.0	5,000.0	36,300.0	8,000.0	0.0	8,000.0
UAF FBK CTC Fire & Emergency Services Training & Education Facility - Planning				1,500.0	0.0	1,500.0	1,250.0	0.0	1,250.0	0.0	0.0	0.0
UAF FBK ACEP Office Buildout				0.0	6,500.0	6,500.0	0.0	6,500.0	6,500.0	0.0	0.0	0.0
New Starts/Continuation/Planning Subtotal				32,800.0	11,500.0	44,300.0	32,550.0	11,500.0	44,050.0	8,000.0	0.0	8,000.0
RESEARCH FOR ALASKA												
UAF FBK Unmanned Aerial Systems in the Arctic (ACUASI)				10,000.0	5,000.0	15,000.0	5,000.0	5,000.0	10,000.0	0.0	0.0	0.0
UAF FBK Energy & Remote Partnerships for Alaska's Future (ACEP)				3,000.0	11,000.0	14,000.0	3,000.0	8,000.0	11,000.0	0.0	0.0	0.0
UAF FBK Center for Arctic Sustainable Development (Oil Spill Center)				5,000.0	2,000.0	7,000.0	3,000.0	1,500.0	4,500.0	0.0	0.0	0.0
UAF FBK Closing Alaska's Earthquake & Tsunami Safety Gap				10,000.0	8,000.0	18,000.0	2,000.0	2,000.0	4,000.0	0.0	0.0	0.0
Research for Alaska Subtotal				28,000.0	26,000.0	54,000.0	13,000.0	16,500.0	29,500.0	0.0	0.0	0.0
FIXED COSTS/O&M/M&R/UTILITIES/COMP												
UAF FBK Alaska Satellite Facility O&M				0.0	750.0	750.0	0.0	750.0	750.0	0.0	0.0	0.0
UAF FBK Facility M&R (Gov's Budget indicates UA System total)				1,220.0	720.0	1,940.0	1,287.0	1,287.0	2,574.0	1,081.5	1,081.5	2,163.0
UAF FBK Utilities Estimates - No trigger in Amended budget will require Utilities				1,600.0	600.0	2,200.0	0.0	1,088.0	1,088.0	0.0	0.0	0.0
UAF FBK UAF Title IX Coordinator - Federal Mandate				230.0	0.0	230.0	105.0	0.0	105.0	0.0	0.0	0.0
UAF FBK Disability Services Coordinator - Federal Mandate				0.0	0.0	0.0	85.0	0.0	85.0	0.0	0.0	0.0
UA UAF Compensation - UA System \$9,318.8 (3.1% incr. for UA Staff + Temp/Stud				3,000.0	3,000.0	6,000.0	4,574.3	4,574.3	9,148.6	4,574.3	4,574.3	9,148.6
DEFERRED MAINTENANCE												
UA UA System \$50.0M incl. \$12M UBF; UAF anticipates ~\$32.5M if funded				32,500.0	0.0	32,500.0	32,500.0	0.0	32,500.0	8,000.0	0.0	8,000.0
Fixed Costs/O&M/M&R/UTILITIES/COMP Subtotal				38,550.0	5,070.0	43,620.0	38,551.3	7,699.3	46,250.6	13,655.8	5,655.8	19,311.6
<b>FY16 Capital Requests &amp; Fixed Costs</b>				<b>\$99,350.0</b>	<b>\$42,570.0</b>	<b>\$141,920.0</b>	<b>\$84,101.3</b>	<b>\$35,699.3</b>	<b>\$119,800.6</b>	<b>\$21,655.8</b>	<b>\$5,655.8</b>	<b>\$27,311.6</b>

Total Net Operating Impact Estimate (Reduction/Trigger Loss + Compensation/Program Increases) to date

4.4%

**University of Alaska Fairbanks****Staff Council****Resolution 2015-259-2*****Approved***

The University of Alaska Fairbanks Staff Council unanimously approved the following resolution on March 2, 2015, at Staff Council Meeting #259:

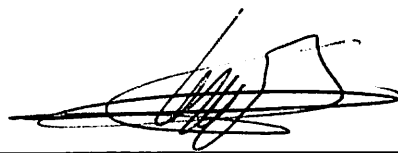
**Resolution 2015-259-2:**

**Resolution in Support of UA Staff Alliance's Response and Feedback to Proposed Changes to UA Layoff Regulations R04.07.110 & R04.08.060. G.**

**WHEREAS**, the University of Alaska Fairbanks Staff Council has reviewed both the proposed changes to UA Regulations R.04.07.110 and R.04.08.060. G. and UA Staff Alliance's response to the request for feedback submitted February 17, 2015; and

**WHEREAS**, the University of Alaska Fairbanks Staff Council is in agreement with the submitted response; now

**THEREFORE BE IT RESOLVED**, that the University of Alaska Fairbanks Staff Council supports UA Staff Alliance's response.



Chris Beks, President, UAF Staff Council

3/5/15

Date