

AGENDA  
UAF STAFF COUNCIL MEETING #168

- B. Copied from the Board of Regents' February 15-16 meeting Reference 1", Attachment #1
- C. KUAC issue update, Maya Salganek
- D. Cigarette issue update, Jeff Stepp
- E. Tuition Waiver update, Maya Salganek

6. 9:45-9:55 BREAK

7. 9:55-10:10 NEW BUSINESS

A. Proposed open nomination dates for the Chancellor's Recognition and Outstanding Staff Council member Awards – the nomination forms and information about the purpose of each award will be distributed to all staff:

- CHANCELLOR'S RECOGNITION AWARD 2006:

The Nomination process **begins Friday, 3 March 2006 – Deadline - Friday, 21 April 2006.**

- OUTSTANDING STAFF COUNCIL ACHEIVEMENT AWARD 2006:

The Nomination process **begins Friday, 3 March 2006 – Deadline - Friday, 21 April 2006** (recommend last year's recipients Barb Oleson and Gary Newman to serve on the committee).

B. STAFF MAKE STUDENTS COUNT (call for Council volunteers to serve on the committee).

President Mark Hamilton is pleased to announce the 8<sup>th</sup> annual "Staff Make Students Count" awards for outstanding service to University Students. The **Deadline to submit nominations is Friday, 15 March 2006.**

*The purpose of this award is to recognize staff members that provide outstanding service to students anywhere in the UA system. Please access the fact sheet for more details:*

<http://gov.alaska.edu/staff/studentscount/2006factsheet.pdf>

<http://gov.alaska.edu/staff/studentscount/2006nom-form.pdf>

UAF nomination materials should be sent to:

"Staff Make Students Count" Committee, c/o Lynette Washington, Secretary, UAF Staff Council/Governance Office, Room 312 Signer's Hall, P.O. Box 757500.

The nominations are collected and reviewed by the committee. The committee makes its recommendation and forwards all nominations to the Office of President Hamilton, c/o Pat Ivey. The Board of Regents' June meeting is scheduled June 8-9, 2006. President Hamilton annually presents the award at the June Board of Regents' meeting.

#### INFORMATION

8. 10:10 - 10:20 GOVERNANCE REPORTS

- A. Paul Layer, President Faculty Senate, Faculty Senate
- B. Joe Blanchard, President, ASUAF

9. 10:20-10:40 COMMITTEE REPORTS

- A. Staff Affairs, Liam Forbes
- B. Rural Affairs, Barbara Oleson, Attachment #s 2-3  
(12 January and 2 February 2006 committee meeting minutes)
- C. Elections, Membership and Rules, Leah Swasey and Gary Newman  
(announce President-Elect nominations to open in March)
- D. UAF Advocacy, Cheryl Conner and Joe Hayes
- E. Ad Hoc Chancellor's Recognition Award committee: Update Council  
about current efforts to rewrite the award, Maya Salganek



*Regents' Policy 04.06.050:*

Several retirement programs are available to University of Alaska employees. The placement of an employee who is eligible for one of the retirement programs will be governed by the appropriate state statute and/or the university's master plan document.

The University of Alaska Statewide Office of Human Resources will be responsible for preparing and maintaining an accurate and inclusive listing of all University job titles for inclusion in each of the available retirement programs. (06-03-94)

*University of Alaska Retirement Program, Article 9.1:*

Proposed amendments shall be submitted to the Retirement Committee for review and comment prior to delivery to the President or the Board for approval. The President is authorized to adopt Plan amendments; provided, however, that the Board reserves to itself the authority to approve any amendment consisting of a change of contribution rates to any of the Plans or the maximum annual limit for Covered Wages under the Pension Plan, or any action which causes a full or partial Plan termination, or a Plan merger or consolidation.

**RATIONALE/RECOMMENDATION**

Vice President Johnsen will present the President's recommended changes to the University's New Optional Retirement Program and the University of Alaska Pension Plan. The changes would not impact current employees.

A competitive compensation package, including retirement benefits, is a necessary condition for the university's continued ability to recruit and retain high quality faculty and staff. At the same time, the university must continue to manage its retirement programs so they are cost effective.

Current university employees are covered by a basic retirement plan depending on their employment status. Staff are covered by the state-administered Public Employee Retirement System (PERS). Faculty may choose between the state-administered Teachers' Retirement System (TRS) and, effective July 1, 2005, the University's New Optional Retirement Program (NORP). Executives may choose between PERS and ORP. NORP succeeded the Optional Retirement Program, which as of July 1, 2005, was no longer an option for new employees. In addition, all employees eligible for benefits receive the university-sponsored Pension Plan benefit, which is a defined contribution program in which the university contributes 7.65 percent of the employee's pre-tax income up to a cap of \$42,000. The university is exempt from Social Security for its retirement benefit-eligible employees.

The New Optional Retirement Program created by the Board of Regents effective July 1, 2005 is a defined contribution retirement program in which the University contributes 12 percent of the employee's pre-tax income and the employee contributes 8.65 percent. Like the university's ORP, NORP does not include a retiree medical benefit. Vesting in the employer contribution in NORP is immediate.

The State of Alaska also has created new defined contribution retirement programs for new state employees effective July 1, 2006. The employer contribution rates are 12 percent for teachers and 10 percent for non-teachers. The employee contribution rate under both programs is 8 percent. These programs include a defined benefit retiree medical benefit. Vesting in the employer contribution requires 5 years of service. Vesting in the w[(The Ss. e5(

The university administration will continue evaluating NORP for potential modification. Two possible changes for future consideration include a defined contribution medical savings account and expanding access to NORP to all current employees.

A more detailed treatment of these and related university retirement program issues is provided in **Reference 1**.

#### President's Recommendation

The President recommends that:

1. The New Optional Retirement Program be amended effective July 1, 2006 as follows:
  - a. Access to the employer contribution upon termination requires 3 years of continuous full-time University service.
  - b. Access to NORP will be expanded to include all retirement benefits eligible employees first hired on or after July 1, 2006.
  - c. The employer contribution rate for TRS-eligible employees will continue to be 12 percent. The university reserves the right to provide that the sum of employer contributions to the NORP retirement plan and the employer contributions to a potential future NORP retiree health reimbursement account would not exceed employer contribution rates that apply to the NORP retirement plan.
2. The University Pension Plan be amended effective July 1, 2006 as follows:
  - a. Eligibility for the University Pension for all employees first hired on or after July 1, 2006 requires that the employee has selected NORP.
  - b. Access to the employer contribution upon termination requires 3 years of continuous full-time University service.

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all UAF Financial Aid staff to the list. It was also suggested that we put this go-to-list out on the CRCD list

2. Motion to Approve Agenda – MOTION was made by Denise to approve the agenda. Holly seconded the motion. Motion carried.
3. Committee Goals
  - A. Update on Debbie Carter – Chair Oleson reported talking to Ms. Carter. Half of Debbie’s job deals with keeping Statewide informed about HR changes through a newsletter and the other part of her job is maintaining a website for Statewide. Ms. Carter is not sure what she can do to assist us with improving our communication concerns. I did invite her to attend our meetings. She will attend our March meeting.
  - B. Go-to-List – The committee discussed the go-to-list. Discussion followed on the direct lines of contact a person should go through first. We need to emphasize that people follow the chain of command. Maya will e-mail Barb verbiage and Barb will create a blanket statement. Barb did report that she had not received list of names from Tamara for all of her staff that she wanted on the go-to-list. Once Barb has the names, it looks like we have a pretty comprehensive list and she can make contact with the individuals to get their permission to be identified as user friendly contact people.
  - C. Improving Training Opportunities – Chair Oleson reported that she had hoped to talk with the Chancellor when he was in Nome, but due to Mt. Augustine volcano emissions, he was not able to make it to Nome. Maya reported that she had talked with Susan Miller in UAF HR. Barb will talk with Maya and Susan when she goes in for the next face-to-face Staff Council meeting in March. Barb will also invite Susan to the next Rural Affairs meeting.
4. Other – None.
5. Roundtable – Maya reported that she attended a meeting with the Human Resources Council (made up of HR directors from each MAU and Jim Johnsen). There were approximately 10-15 people present. One of their areas of concern was providing information/training to rural staff. The outcome was to train those in the rural areas.
6. Announcements
  - A. Next Meeting – The next meeting is scheduled for March 2, 2006, at 10:00 a.m.
  - B. Other – None.
7. Adjournment – The meeting adjourned at 10:40 a.m.

Election, Membership and Rules Committee

Meeting Report February 7, 2006

Meeting/ndweb site TT



United Way is currently out of town. If all goes well, we briefly discussed the possibility of this being an annual affair.

- 6) Leah is putting together a handbook for the EMR committee that contains any information that a new chair would need to know to run the EMR committee and to assist committee members
- 7) Meeting adjourned at 11:55 am.

### **Ad Hoc Staff Council Calendar Committee Report Feb. 2006**

Everyone should have received Staff Council 2006 calendars by now. If anyone is interested in an electronic version, there is an 11" x 17" version linked from the website [http://www.uaf.edu/uafgov/sc\\_about.html](http://www.uaf.edu/uafgov/sc_about.html)

Printed copies of the calendar remain available from Lynette. We asked for 1200 to be run, as with last year, they ran 1500 and gave us the extras.

This year took a little longer to get completed due to late changing reps and alts and Printing Services staff leave time after the first of the year. There is also a special leap day on the printed calendar. Those who can find it are urged to contact [fystaff@uaf.edu](mailto:fystaff@uaf.edu) and they will be entered in a special drawing at the next Staff Council meeting.

If anyone has suggestions for changes or ideas for next year's calendar, it's never too early to start. Contact [faith.henry@uaf.edu](mailto:faith.henry@uaf.edu) or [gary@alaska.edu](mailto:gary@alaska.edu)

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For More information contact the UAF Governance Office  
Staff Council: 474-7056      <http://www.uaf.edu/uafgov/>  
Room 312 Signers Hall      PO Box 99775-7500



## **OUTSTANDING STAFF COUNCIL ACHIEVEMENT AWARD 2006**

### **Nomination Process: Friday, 3 March – Friday, 21 April 2006**

Forward nomination materials to: c/o Lynette Washington, Secretary Staff Council  
Outstanding Staff Council Achievement Award Committee  
Governance Office, Room 312 Signers' Hall  
P.O. Box 99775-7500  
UAF Campus

Phone: 907-474-7056 Fax: 907-474-5213 E-mail: [fystaff@uaf.edu](mailto:fystaff@uaf.edu)

The nomination materials will be reviewed, ranked, and sent to the office of Chancellor Steve B. Jones by Friday, 28 April 2006. Please send the cover letter with the nomination materials to:

The awardees will be announced and honored during the Staff Council Staff Appreciation Day/Ice Cream Social/Carolyn Sampson Raffle event:

Thursday, 18 May 2006

12:00-2:00 p.m.

Wood Center Multi-level lounge



The UAF Staff Council established, under the auspices of the UAF Provost, an annual awards program for the purpose of recognizing outstanding contributions to staff governance activities. This program shall be known as the Outstanding Staff Council Achievement Awards Program. To recognize the University of Alaska Fairbanks Staff Council (UAFSC) representatives, alternates, and other staff governance participants for significant contributions towards the Council's mission.

### **OBJECTIVE**

To recognize University of Alaska Fairbanks Staff Council representatives, alternates, and other staff governance participants for significant contributions towards the Council's mission.

### **ELIGIBILITY**

All UAF Staff Council representatives, alternates, and other participants in Council committees shall be eligible for recognition. The UAF Staff Council president and president-elect shall be excluded from participation. One award each shall be made to an elected representative or official alternate and to a voluntary participant in UAF Staff Council activities. Any voting member of the Council, its president or its president-elect may make nominations for each award. Nominations shall include a description of the nominee's accomplishment(s) as a Governance participant and how it relates to the overall mission of the Council in representing its constituent body.

**OUTSTANDING STAFF COUNCIL MEMBER NOMINATION FORM**

Name: \_\_\_\_\_  
(name of person nominated for recognition, include campus P.O. Box, e-mail address, and extension)

Name of Nominator: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Why do you think this person deserves this award?

How has this person made a difference for Staff Council?

How does this person excel in Staff Council duties?

What specific qualities does this person show that makes him/or a role model for staff?

Additional comments:

"Please send the cover letter with the nomination materials to the above address:"

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**OUTSTANDING STAFF COUNCIL MEMBER NOMINATION FORM**

Name: \_\_\_\_\_ (name of person nominated for recognition, include campus P.O. Box, e-mail address, and extension)

Name of Nominator: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Please use additional sheets of paper as necessary.

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Why do you think this person deserves this award?

How has this person made a difference for Staff Council?

How does this person excel in Staff Council duties?

What specific qualities does this person show that makes him/or a role model for staff?

Additional comments:

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Time Line Outstanding Staff Council Award:

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- Deadline: Friday, 21 April 2006
- Committee review begins: Wednesday, 26 April 2006
- Nomination materials sent to Chancellor for review and selection:  
Friday, 28 April 2006
- Chancellor informs committee of selection: Thursday, 4 May 2006
- Chancellor presents plaque and award during the  
UAF Staff Appreciation Day/Ice Cream Social/Raffle Event:  
Thursday, 18 May 2006  
Noon-2:00 p.m.  
Wood Center Multi-level lounge area



## **CHANCELLOR'S STAFF RECOGNITION AWARD 2006**

**Nomination Process: Friday, 3 March – Friday, 21 April 2006**

Forward nomination materials to:

c/o Lynette Washington, Secretary Staff Council  
Chancellor's Staff Recognition Award Committee  
Governance Office, Room 312 Signers' Hall  
P.O. Box 99775-7500  
UAF Campus

Phone: 907-474-7056 Fax: 907-474-5213 E-mail: [fystaff@uaf.edu](mailto:fystaff@uaf.edu)

### **OBJECTIVE**

To recognize University of Alaska staff for their sustained outstanding contributions toward accomplishing and enhancing the UAF mission and strategic plan.

### **ELIGIBILITY**

All staff members excluding deans, directors, and executive staff occupying any position at the University of Alaska Fairbanks are eligible to receive recognition as outlined in this program.

### **PROGRAM OUTLINE**

The recognition program will consist of:

**Public Recognition:** For service that is work related or a public relations effort that is noteworthy by any University of Alaska Fairbanks' employee. Recognition is a plaque and gift as determined by the Chancellor. All departments are encouraged to recognize their employees in addition to this award. The Chancellor shall maintain this program in conjunction with the UAF Staff Council. A copy of the award will be placed in the employee's personnel file.

**CHANCELLOR'S STAFF EMPLOYEE RECOGNITION SUBMITTAL FORM**

Name: \_\_\_\_\_

## **CHANCELLOR'S SUPERVISORY RECOGNITION AWARD 2006**

**Nomination Process: Friday, 3 March – Friday, 21 April 2006**

Forward nomination materials to:

c/o Lynette Washington, Secretary Staff Council

Chancellor's Recognition Award Committee

Governance Office, Room 312 Signers' Hall

P.O. Box 99775-7500

UAF Campus

Phone: 907-474-7056 Fax: 907-474-5213 E-mail: [fystaff@uaf.edu](mailto:fystaff@uaf.edu)

### **OBJECTIVE**

To recognize University of Alaska supervisors of staff for their sustained outstanding contributions toward accomplishing and enhancing the UAF Mission and Strategic plan.

### **ELIGIBILITY**

All staff and faculty members occupying any supervisory position at the University of Alaska Fairbanks are eligible to receive recognition as outlined in this program.

### **PROGRAM OUTLINE**

The recognition program will consist of:

Public Recognition: For outstanding supervisory leadership that is noteworthy by any University of Alaska Fairbanks' employee. Recognition is a plaque and gift as determined by the Chancellor. All departments are encouraged to recognize their employees in addition to this award. The Chancellor shall maintain this program in conjunction with the UAF Staff Council. A copy of the award will be placed in the employee's personnel file.



**CHANCELLOR'S Supervisory RECOGNITION AWARD 2006  
RECOGNITION SUBMITTAL FORM**

Name: \_\_\_\_\_  
*(name of person nominated for recognition, include campus P.O. Box, e-mail address, and extension)*

Name of Nominator: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Please include a cover letter (use an additional sheet of paper if necessary).

Why do you think this person deserves this award? Please include detailed compelling examples.

**Time Line:**

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