

MINUTES
UAF STAFF COUNCIL MEETING #175
Wednesday, 15 November 2006 – 8:45-11:00 a.m.
Wood Center Room Conference Rooms C-D

Audio-Conference Toll Free Number: 1-800-893-8850
Presenter/Chair PIN: 8244640 Participant's PIN: 8244236

1. CALL TO ORDER AND ROLL CALL

PRESENT

Jackie Alleyne-McCants
Jenny Barrett
Liam Forbes
Gary Newman

A. Jeff Stepp, President Staff Council

Human Resource's web site - Jeff Stepp informed the Council about continued improvements, especially better links being added to direct you to the regulations regarding the grievance policy.

UAF Vision Task Force – Jeff Stepp informed Council members that the Chancellor will seek to appoint fifty-five staff

Not present.

Sven Gilkey, President, ASUAF

Sven Gilkey briefed the Council members about current ASUAF actions and issues. The group is seeking support to establish a “needs based scholarship”. Sven reported that ASUAF student senators are educating themselves more about the curriculum so that they can help advise students. Sven stated that the SRC has increased the student recreation fee. He stated that students will demand an expectation of services.

5. 9:30-9:40 NEW BUSINESS

A. Human Resource’s Report: Ro Bailey, VC, Administrative Services and Beth Behner, Director of UA Labor and Employee Relations

Ro Bailey and Beth Behner briefed the Council on efforts in advancement to restructure the offices of UAF and UA Statewide Human Resources. Ro Bailey declared that the focus will be on redesign and improving communication and services at all levels. Ro Bailey acknowledged that everyone will be informed as progress takes place, but all of the details are presently not available. Council members were informed that a person will be hired to direct the Human Resources organization. Ro Bailey encouraged Council members to contact her if interested in becoming a member of the advisory group and transition teams that will help implement the conversion. A website will be established to relay information and keep the campus communities informed. Beth Behner commented about the needs of automating the UA system and improving the system for all users.

Janine Senechal, UA Director of Compensation updated the group about the progress towards completing the job family classification project. Annette Chism, Pam Twitchell, and Carol Shafford posed questions about the appeals process. Janine directed them to the statewide compensation web site to get answers to questions about the appeals process, the compensation task force members, and timelines: <http://www.alaska.edu/hr/classification/Compensation.xml>

B. Mediator Training, Jeff Stepp

Jeff Stepp reported that the EEO officer is in contact with those who have received certification as a mediator. Jeff Stepp commented that the Mediation Program report received by the University is detailed; what steps will the University take to effectively implement the program.

6. 9:40-9:45 BREAK

INFORMATION

7. 9:45-10:10 COMMITTEE REPORTS

A. Staff Affairs, Liam Forbes

The minutes for the Staff Affairs’ meeting held on 10/31/06 are now posted on the Staff Council website at: www.uaf.edu/uafgov/staff/staffcom/affairs/.

B. Rural Affairs, Barbara Oleson

The minutes were attached to the agenda.

C. Advocacy Committee, Joe Hayes

No report received.

D. Elections, Membership, and Rules, Leah Swasey

Leah Swasey reported that the nomination forms were due November 3. Leah announced that election ballots are being sent out and should be returned by December 1. Leah informed Council members that she is working on a project with PAIR to build a data browser that would kick out e-mail list and make it easier for Staff Council reps to contact constituents and it can be used as a tool during the election process.

E. Ad Hoc Health and Wellness Committee, Paula Long

The report was attached to the agenda.

F. Ad Hoc Staff Calendar Report, Gary Newman

Gary Newman reported that the calendar committee is working on the calendar format and looking at photos.

G. Ad Hoc Staff Appreciation Day, Lynette Washington

The report was attached to the agenda.

UAF Governance Web link: www.uaf.edu/uafgov/staffcouncil.html

News Room – Check for Staff Council Announcements at: <http://www.uaf.edu/news/news.html>

8. 10:10 -10:25 EXTERNAL COMMITTEE REPORTS

A. Chancellor's Campus Diversity Action Committee (CCDAC) – TBA

The committee has not met. Jeff Stepp plans to request Maya Salganek, Chair of the group to report to Staff Council.

B. Governance Coordinating Committee (GCC) – Jeff Stepp

Jeff Stepp reported that the GCC group met on October 17. Sven Gilkey was elected as the GCC Chair. The committee discussed student success initiatives and how the Governance group can support student success.

C. Master Planning Committee (MPC) – Gary Newman - <http://www.uaf.edu/mastplan> .

Gary Newman updated the Council on the committee's current actions.

D. Technology Advisory Board Committee (TAB) – Gary Newman

Gary Newman informed Council members that the committee is reviewing proposals received for TAB funding. The group is focused on proposals that request funding to benefit the most students.

E. Master Planning Subcommittee on Circulation and Parking – Katrina Nelson Paul

Katrina informed the Council about the group's latest actions.

F. Chancellor's Budget Committee Report, Kim Cox

Jeff Stepp reported that the group will probably not meet until February of 2006.

External committee reports will be attached or linked to the agenda if available.

9. 10:25 – 11:00 STAFF COUNCIL ROUND TABLE

10. ADJOURN

Staff Council #175/Attachment #1
UAF Staff Council #175 – Friday, 15 November 2006
Rural Affairs Committee Meeting Minutes of November 3, 2006

Present: Sheena, Katrina, Dave, Susan Miller, Pam, Colleen, Tamara, Ashley, Holly, Byrd, Debbie, Barb
Guest: Bruce Rowe Excused: Denise Wartes and Crystal Wilson

The meeting was called to order by Chair Oleson at 1:34 p.m.

The agenda was approved as presented.

MOTION was made by Dave to accept the minutes of October 4, 2006 as presented. Motion seconded by Pam. Motion carried with no abstentions.

Guest Speaker – Chair Oleson introduced Bruce Rowe with Corporate Programs. Bruce gave an overview of the role of Corporate Programs within the University system. Corporate Programs is a statewide program established in 1999 to serve the training and education needs of business and industry within the State of Alaska. UA Corporate Programs (UACP) acts as a single point of contact where Alaska businesses can access resources that exist within the university system for an organizational total education and training requirements. Alyeska was the first major sub-contractor of UACP, as they outsource their total training needs. Corporate
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requirements to move within certain tracks for other positions. Staff and students could get credit for their training. It would also make regional agencies easier to approach if we could identify training and track it for the employers. Bruce is hoping the university buys into this product. Preference is to have service provided by the company (after about one year) when concerns and kinks have been worked out of system.

Bruce asked members to preview sumtotal.com and e-mail back to him feedback - bruce.rowe@alaska.edu. Bruce is currently compiling list of university trainings offered. He needs to find out who is doing what training. HR is currently developing a Respectful Workplace course for online in the fall. Susan Miller will send him the poster she has developed for the rural staff at a distance (she has already sent it to Anne Sakumoto).

Discussion followed on Corporate Programs. Staff present at this meeting felt that this information has not been presented in such a way that rural campuses have taken advantage of what Corporate Programs could do in their regions. The C.P.M. curriculum will be sent out to Barb, who will send it out to committee members. Barb thanked Bruce on behalf of the Rural Affairs Committee members for giving us this overview on UA Corporate Programs.

Other – Both Barb and Pam mentioned that they had put their names into the election process for Unit One of Staff Council.

Roundtable – Pam mentioned that issues that Ro Bailey addressed when Staff Council met face-to-face were handled quite efficiently and effectively. Katrina mentioned that Bernice will be traveling to the rural areas with Vice Chancellor of Administration Ro Bailey. Holly asked to be excused from the next meeting. Barb mentioned that our next regular scheduled meeting will be December 1, at 1:30 p.m.

The Ad Hoc Staff Appreciation Day Committee is tentatively scheduled to meet Tuesday, 5 December, during the Administrative Committee meeting, 12-1:30 p.m. Jeff Stepp informed the Administrative committee members that Chancellor Jones is considering doing a little more than the ice cream social during Staff Appreciation Day; more information will be shared as received. The Development Office will rein in campus groups that request prize donations from local business establishments. This action is necessary due to the overwhelming number of requests business owners receive from UAF groups, clubs, and organizations. The business owners are complaining to UAF administrators, so the Development office intends to review address lists before a group is allowed to send out a letter of request. The Development Office will limit the number of donation request letters sent out to a potential donor. The idea being that the business will not be so overwhelmed with requests received from UAF clubs and organizations.

For More information contact the UAF Staff Council Governance Office
474-7056 Room 312 Signers Hall, PO Box 977500
Jeff Stepp, President, UAF Staff Council Jeff.stepp@uaf.edu

Tapes of this Staff Council meeting are available in the Governance Office, Room 312 Signers' Hall if anyone wishes to listen to the complete tapes, submitted by Lynette Washington, Staff Council Secretary.