

MINUTES  
UAF STAFF COUNCIL MEETING #179  
Wednesday, 18 April 2007  
8:45 a.m. -11 a.m.  
Wood Center Rooms C-D

For Audio-Conference meetings dial: 1-800-893-8850 Participant PIN#: 8244236 Chair PIN #: 8244640

**Staff Appreciation Day: Thursday, 17 May 2007, 12-2 p.m., at Wood Center in the multi-level lounge area.**

Our next Staff Council face-to-face meeting #180 is scheduled, Friday, 18 May 2007, 8:45-11 a.m.

1. CALL TO ORDER AND ROLL CALL

Liam Forbes called the meeting to order at 8:50 a.m.

PRESENT

Dee Daniels  
Liam Forbes  
Martin Klein  
Glyn Komkai  
Gary Newman (by audio-conference)  
\*Barbara Oleson  
Katrina Paul  
Holly Royce  
Alice Palen  
Greg Simpson for Mary Pat Boger  
Carol Shafford  
Shaun Sowell  
Juella Sparks  
Kayt Sunwood  
Leah Swasey  
\*Pam Twitchell

ABSENT

Jackie Alleyne-McCants  
Sonja Bickford  
Mary Pat Boger  
Deborah Carlson  
Nicole Conley  
Joanna Cruzan  
Steve Estes  
Diane Leavy  
Paula Long  
\*Nici Murawsky  
Gary Newman  
Dorothy Parkerson  
Maria Russell  
John Rutherford  
Julie Smith  
Jeff Stepp

GUESTS

Ro Bailey, VCAS  
John Duhamel

OTHER

Lynette Washington

- A. Adopt Staff Council #179 Agenda as submitted, Wednesday, 18 April 2007.
- B. Approve Staff Council Minutes #178, Friday, 22 March 2007 as submitted.

## 2. OFFICER REPORTS

### A. Liam Forbes for Jeff Stepp, President Staff Council

- Reported by Liam Forbes for Jeff Stepp, President, UAF Staff Council
- April 18, 2007 - Staff Council President's Report
- Liam Forbes in Jeff's behalf welcomed Kayt Sunwood as the short-term President-Elect to the Council.
- We are excited about a proposal that will offer Educational Leave for staff members. The new regs for the program are





to allow the program to have access to many of the media resources e available for the university. The group is working on a draft plan to outline the best plan for communicating to the entire university. Our main goal is to make sure that you are satisfied and all our other customers are satisfied with our processes and the HR Program in general.

Martin Klein informed Council members that HR redesign transition teams are trying to make things better and that HR is listening to the recommendations. John Duhamel stated that the updated website is really good. John Duhamel stated that one of the problems is the job family procedure that has been demoralizing. He stated that we want to redesign this process and make it better; nothing is sacred everything is open to redesign. John Duhamel stated that the handbook issue was brought up during the orientation process mapping meeting; we are trying to come up with a way that we can provide that tool. He concluded that the redesign process has already improved procedures and training is taking place, and people have renewed motivation.

Ro Bailey stated that as things progress with the HR redesign they will come back to give us updates. Liam Forbes thanked Ro Bailey and John Duhamel for attending the meeting.

B. Liam Forbes asked Kayt Sunwood to read a report sent to the Council from Chancellor Jones.

Kayt Sunwood read the report as submitted by Stephen B. Jones, UAF Chancellor:

Yes, the news from Juneau dampens enthusiasm, and provokes the question, "What are they thinking?" However, let's not give in to depression. Instead, I urge you to both act and contemplate. First, the action: please be relentless in your personal contact with elected officials. Let them know that higher education is critical to Alaska's future, and that you will hold them accountable for their actions with respect to the UA budget. Urge them to support the Regents' request, both operating and capital.

Now, what do I want you to contemplate? Please give some hard thought to the remarkable opportunities before our University. We're well-positioned for incredible progress. Consider the following, which is just a sampling of what is right with us: We are recognized internationally as America's Arctic University. With that identity, we are in the cat-bird's seat with respect to securing grants and contracts to address circumpolar issues. And, what a great time to be so well positioned – here at the start of the 2007-09 Fourth International Polar Year! We just received a \$5 million grant from the Rasmuson Foundation to enhance our already world-class SFOS. Our general gifts and donations are running 48 percent of last year this time! Preliminary enrollment numbers for the fall semester are promising. Our Vision Task Force is pumped, ready to help us accelerate into the future. We have great faculty and staff. Our rifle team successfully defended the National NCAA championship! The full list goes on and on.

Please join me in my excitement for our future. Also team with me to keep the pressure on our legislative and executive leaders in Juneau. Reach out to them now, and keep the pressure up through-out the year. We elected them to assure a brighter future for Alaska – we simply can not achieve economic and social responsibility without a strong university.

## 5. 9:25-9:35 GOVERNANCE REPORTS

A. Jon Genetti, President-Elect, Faculty Senate for Shirish Patil, President, Faculty Senate

Jon Genetti informed Council members that the Senate took action to pass a resolution in recognition of the UAF Rifle team winning and hosting the NCAA championship. He stated that the Senate also passed a resolution about administrative level evaluations. Jon Genetti stated that there was a problem with retention of course records, but now there is a policy requiring that records be retained for five years in case there is a grade appeal. He stated that records on Blackboard should be retained for a one and a half year period. Jon Genetti announced that Marsha Sousa is the new President-Elect of the Faculty Senate. Jon Genetti called attention to ongoing efforts to amend the nine-month parking decal policy, informing Council members that there are a variety of ways that the issue can be worked out. Martin Klein indicated that the issue is being researched to work out a solution. Jon Genetti informed the Council that the last Senate meeting this academic year is on Monday, May 7. Jon Genetti will be seated as the Faculty Senate President at that meeting.

B. Sven Gilkey, President, ASUAF.

No report available.

## ACTION

## 6. 9:35-10:05 UNFINISHED BUSINESS

A. Motion to amend the GCC Procedures to add the Joint Committee on Student Success (JCOSS) as a Standing Committee, Liam Forbes

Liam Forbes stated that the motion was passed at our last Council meeting, but that it wasn't presented in the correct format. After a brief discussion, Liam Forbes called for the vote to accept the change in format. The motion passed unanimously.

The UAF Staff Council approved the following at its Meeting #179, April 18, 2007.

MOTION: (Passed Unanimously)

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The UAF Staff Council moves to amend the Governance Coordinating Committee (GCC) Procedures to add the Joint Committee on Student Success as a Standing Committee. The GCC Procedures shall be amended as indicated below.

EFFECTIVE: Immediately

RATIONALE: The Governance Coordinating Committee passed a resolution calling for a Joint Committee on Student Success. Committee members agreed that a collaborative, shared leadership among administrators, students, faculty, and staff is a key component to creating campus environments that foster student success. The GCC Procedures call for amendments to be approved by a two-thirds vote from each of the three governance bodies: ASUAF, Faculty Senate, and Staff Council.

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Deletions - [[] ]  
Additions - CAPS

UAF GOVERNANCE COORDINATING COMMITTEE  
PROCEDURES

**ARTICLE V Committees**

Sect. 1 The standing committees of the UAF Governance Coordinating Committee shall include:

JOINT COMMITTEE ON STUDENT SUCCESS

Sect. 2 A. Standing committees shall have at least one representative from each of the governance constituencies, exception will be made when agreed upon by all constituencies.

- B. Terms of all committee members will be one year for students and two years for faculty and staff.
- C. Committee chairs will be elected from and by the respective committees.
- D. Committee chairs shall forward committee business to the UAF Governance Coordinating Committee for disposition, except when limited by University of Alaska regulations.
- E. Policy items from the standing committees must be forwarded to the individual governance bodies for action.
- F. In addition to the committees' specific charges, the primary responsibilities of the committees are formulation and oversight of university-wide policies under the purview of each committee.
- G. Committees will meet as needed during the academic year to fulfill their duties.
- H. The chairs of the standing committees will report recommendations at the [[monthly]] UAF Governance Coordinating Committee meetings.

Sect. 3 STANDING COMMITTEES CHARGES

A. JOINT COMMITTEE ON STUDENT SUCCESS

THE CHARGE OF THE JOINT COMMITTEE ON STUDENT SUCCESS SHALL BE TO:

1. CREATE A CAMPUS ENVIRONMENT THAT FOSTERS STUDENT SUCCESS.
2. WORK COLLABORATIVELY TO RECOMMEND STUDENT-FRIENDLY POLICIES, PRACTICES AND COMPLEMENTARY PROGRAMS THAT PROMOTE AND ENHANCE STUDENT SUCCESS AT UAF.
3. EX-OFFICIO MEMBERS OF THE COMMITTEE SHALL INCLUDE A REPRESENTATIVE FROM THE CHANCELLOR'S CABINET AND THE PROVOST COUNCIL.

Sect. 4 Ad Hoc Committees may be established as demand warrants.

Sect. 5 The Governance Coordinating Committee will receive reports from other committees outside its control who are also

concerned with campus issues. Examples include: police advisory board, technology board, one-card committee, and any other committee deemed relevant to faculty, staff, and students.

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B. Discuss technique/process to pursue staff, faculty, and students to serve on the (JCOSS).

Liam Forbes and Lynette Washington informed the Council that Jeff Stepp intends to send out an announcement to solicit volunteers to serve on the committee sometime in August 2007. Pam Twitchell and Alice Palen volunteered to serve on the committee.

C. Chancellors Staff and Supervisory Awards and the Outstanding Staff Council Achievement.

The report was attached to the agenda.

7. BREAK

Liam Forbes called for a ten minute break.

INFORMATION

8. NEW BUSINESS

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7.

D. Elections, Membership, and Rules, Leah Swasey.

Leah Swasey informed Council members that the committee did not meet in April. Leah reminded Council members that the memo to announce the long-term president-elect position will be published to all staff about three weeks before the Council meeting scheduled to take place on Friday, 18 May.

E. Ad Hoc Health and Wellness, Paula Long

Liam Forbes gave the Council a brief update on the committee's efforts to establish a punch card system for L.I.F.E. Program members.

F. Ad Hoc Staff Appreciation Day, Lynette Washington

The report was attached to the agenda.

G. Ad Hoc Staff Make Students Count, Carol Shafford.

Carol Shafford reported that the committee sent two names forward to UA President Mark Hamilton. Carol Shafford suggested creating a better set of criteria to use for the award. Lynette Washington responded that the guidelines available were created last year. Carol stated that she, Holly Royce, and Juella Sparks would like to develop and improve the criteria.

Note: this is the correct/current UAF Governance Web link: [www.uaf.edu/uafgov/staffcouncil.html](http://www.uaf.edu/uafgov/staffcouncil.html)

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

10. EXTERNAL COMMITTEE REPORTS

A. Chancellor's Campus Diversity Action Committee (CCDAC) – Maya Salganek or designee

Kayt Sunwood encouraged Council members to nominate someone for the award. The form was attached to the agenda.

B. Governance Coordinating Committee – Liam Forbes

No report available.

C. Master Planning Committee – Gary Newman

No report available.

D. Master Planning Subcommittee on Circulation and Parking

The report was attached to the agenda.

E. Chancellor's Planning and Budget Committee

The report was attached to the agenda.

11. STAFF COUNCIL ROUND TABLE

12. ADJOURN

The meeting was adjourned at 11:00 a.m.

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For More information contact the UAF Staff Council Governance Office

[www.uaf.edu/uafgov/staffcouncil.html](http://www.uaf.edu/uafgov/staffcouncil.html)

474-7056 Room 312 Signers Hall, PO Box 977500

A tape of this Staff Council meeting is available in the Governance Office, Room 312 Signers' Hall.