

MINUTES  
UAF STAFF COUNCIL MEETING #169  
Friday, 24 March 2006 8:45 – 11:15 a.m.  
(face-to-face/no audio-conference)  
Wood Center Ballroom

1. CALL TO ORDER AND ROLL CALL

Present

Jackie Alleyne-McCants  
Jenny Barrett  
Cassandra Bauer  
Sonja Bickford  
Julie Carpenter for \*Nici  
Murawsky  
Cheryl Conner

Liam Forbes  
Ashley Munro  
Katrina Nelson  
Gary Newman  
\*Barbra Oleson  
Dorothy Parkerson  
Lael Rogan

Holly Royce  
Maya Salganek  
Carol Shafford  
Julie Smith  
Leah Swasey  
\*Pam Twitchell

Absent

Joyce Allen-Luopa  
David Basham  
Mary Pat Boger  
Kathy Glowdowski  
Faith Henry (excused absence)

Paula Long  
David Miller  
\*Nici Murawsky (excused  
absence)  
Qwynten Richards

Sue Sharpton  
Juella Sparks  
Jeff Stepp  
Steve Tate

Other:

Lynette Washington

Guests

Stephen B. Jones, Chancellor  
Dana Thomas  
Ann Ringstad

- A. Adopt Staff Council #169 Agenda, Friday, 24 March 2006. The agenda was approved as submitted.
- B. Staff Council Minutes #168, Wednesday, 22 February 2005 – postponed until the next Staff Council meeting.

2. OFFICER REPORTS

- A. Maya Salganek, President Staff Council, President's Report

**Legislative Update - Pete Kelly**

As I am writing this the House Finance Committee is passing out the House budget that includes \$31.2 million for the university.

There is talk of putting the fuel cost increases into a separate, one time appropriation instead of waiting until next

that appropriation it would obviously be very helpful.

The House budget will be on the floor next Tuesday. Subcommittee closeout for Senate Finance is scheduled for next Wednesday, but that has not been firmed up.

Capital appropriations will soon be the topic of discussion as the Senate begins to build its budget, but there are no time frames on that. The Senate Finance committee is going to be taking up the PPT oil tax which will consume its time for nearly two weeks. We're in good shape right now.

**Staff Alliance to Juneau April 4-5 – Pete Kelly**

Sent a letter to Representative Weyhrauch (composed by Pete Kelley) which received some heated response. Letter essentially said, “We know you weren’t a big help to UA last year, and we’re watching you this year”. We sent a second response to his letter this past month, more commendable to his efforts this year. I’ve received a hand-written note from him this week saying he looks forward to discussing the “drama TP tions will

Barnes's & Nobel that was sent out on the list serve. I feel it is necessary to create a formal policy about the use of the list-serve so that the Governance Office, namely Lynette, is not being asked to forward announcements that are of University interest, but not relating to Staff Council business. In an effort to streamline communication we should start internally by making our correspondence more precise, condensed, and effective. Since our last meeting some of you have probably received the e-mail from Nick Towne asking you to complete a survey about performance appraisals and how the institution utilizes perform



The web site is continually updated and efforts are being made to make it more engaging and user-friendly. By including a link to the statewide system search engine, we provide immediate access to the entire statewide network, expanding the ability to provide current, up-to-the-minute information pertinent to any employee, regardless of employment classification.

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Dana Thomas stated that two questions were raised by the Commission. Where do staff find answers to questions like, “when do I get my first pay check?” and “how do I retire?” Dana stated that the group involved in writing the progress report said that all of that information including the answers to these two questions is on the Human Resource website. Dana Thomas stated that as one of the writers of the interim report he went to the given website to research information about how to retire. He stated that the only thing that came up was this accreditation document of concern from the Commission. He stated that he didn’t find a clear cut answer about how to retire, so it clearly raised the question about the information actually being available on the web. Dana stated that the question about when do I get my first paycheck, was not perfectly clear on how to get there on the web, but there is a calendar that shows all the pay days for each calendar year.

Dana Thomas stated that he is here to get Council feed back. Dana asked Council members are you happy with the web site the way it is as the form of a staff handbook. Would you like something else? Is it answering the questions that you need answered? That is what I am supposed to respond to in this interim report.

Dorothy Parkerson stated that through the years she has explained to many new employees about when the first pay check would be received. She stated that it depends on when the department payroll assistant gets paper work processed and also if the employee is hired at the beginning, middle, or end of a pay period. She stated that having tips about how pay periods work would be helpful to any employee.

Dana Thomas stated that on the “frequently asked questions” section on the Human Resources page, he expected these things to be addressed and neither one was listed, so that surprised me a little bit.

Holly Royce stated that just receiving information electronically doesn’t always benefit all staff as some of our rural sites don’t always have internet access. Holly stated that she worked at UAF for four and a half years before learning that there was a health benefits coordinator that could talk to Blue Cross/Blue Shield officials on her behalf to appeal decisions. Holly stated that before learning about the health benefit coordinators, she handled her own appeals and that it took six months before she got a decision from Blue Cross/Blue Shield. She stated that now it takes about twenty-four hours to get a decision. Holly stated that having a staff manual in hard copy form would be helpful.

Julie Smith stated that at one time she was curious about the grievance process. I looked at the web site to figure out what is the process. Eventually I figured out that I had to go to the Regents’ policy, public policy, and then regulation and sift through lots of verbiage to figure out what the grievance process is. My point is that we should have a staff handbook, a written document. It should be somebody’s responsibility to figure out a whole range of things that we ought to know and put it in a handbook for us. Almost all organizations that I worked for had that. It was shocking for me to find out that the University of Alaska does not have a hand booklet.

Dana Thomas asked, how many of you would agree with that statement. All Council members raised their hands.

Jackie Alleyne-McCants stated that she would like to see the change from an exempt employee to a nonexempt employee to be clearly explained in detail by Human Resources.

Liam Forbes stated that beyond some of the specific concerns, I personally don’t have a problem with the main form of delivery as electronic via the web. I think that a lot of the things that go into a staff handbook shouldn’t be changing that often. Things like the grievance procedure should not be changing on a daily basis, for example. I think the problem is with them pointing to the website and saying that it is on the website when it is not. The website in terms of these specific issues is very incomplete as people have pointed out specifically. You can’t use



MOTION: (passed unanimously)

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The UAF Staff Council moves to amend Item. d. of the Bylaws under Section 2, of Article IV. Item d. will be changed to read: Voting shall be limited to representatives and designated alternates by using ballots on site and using voice vote or E-MAIL for the outlying areas.

EFFECTIVE: Immediately

RATIONALE: The word E-MAIL should be added to accommodate rural representatives that may need to submit a vote by e-mail.

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Public Recognition: For work related service 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.

NOMINATION PROCESS

Nominations will be accepted from peers, supervisors, customers, stakeholders, students, faculty, other academic, administrative, support, sponsored research, and service staff, who have a working relationship with the nominee. Nomination forms should be given to the UAF Governance Office.

SELECTION PROCESS

The Chancellor's Recognition Award committee of the UAF Staff Council will consist of volunteer members of the UAF Staff Council, and at least one (1) previous recipient of the Chancellor's Recognition Award **WHENEVER POSSIBLE**. Award recommendations will be forwarded by the Committee to the Chancellor for final selection.

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Maya Salganek called for discussion on the Chancellor's Recognition Supervisory Award motion, Attachment #6. Maya stated that we can make the same amendment that was made for Attachment #5, the Chancellor's Recognition Staff Award. Holly Royce moved to make the same amendment to Attachment #6 that was made to Attachment #5 to insert the phrase **WHENEVER POSSIBLE** under the Selection Process paragraph.

Maya Salganek called for the vote.

The UAF Staff Council passed the following motion at its Meeting #169, Friday, 24 March 2006.

[ [ ] ] = Deletion  
CAPS = Addition

MOTION: (passed unanimously)  
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The UAF Staff Council moves to approve the revised Chancellor's Recognition Supervisory Award.

Effective: Immediately

Rationale: The revisions add detailed and clear criteria to better evaluate nominees.

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CHANCELLOR'S SUPERVISORY RECOGNITION AWARD 2006

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 position that directly supervises UAF Staff at the University of

Alaska Fairbanks are eligible to receive recognition as outlined in this program.

#### CRITERIA

- Demonstrating excellent leadership skills: coaching, mentoring, training and providing other career advancement opportunities for their employees.
- Creating an inclusive work environment that supports the full utilization of all employees and fosters, encourages, and respects diversity
- Motivating exemplary performance from employees with practices that are consistent and fair.
- Demonstrating strong conflict resolution skills including mediation, negotiation, and fair handling of employee relations issues in a way that is consistent with University policies and regulations.
- Advocating on behalf of the administrative unit, while maintaining good citizenship at UAF.

#### 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

Council agenda. The revised March 6 version of the Senate resolution was e-mailed to Council members on Wednesday March 22, 2006 prior to the March 24 Council meeting #169. Council members were asked in the e-mail to use the updated version of the resolution below:

***SENATE RESOLUTION***

***ON***

***CONSTITUTIONAL AMENDMENT: BENEFITS & MARRIAGE  
(SJR 20 AND HJR 32)***

**WHEREAS**, Discrimination against faculty on the basis of marital status is expressly prohibited by the University of Alaska Board of Regents Statement of Non-discrimination; and

**WHEREAS**, the UAF Faculty Senate affirms the importance of complying with university non-discrimination policies; and

**WHEREAS**, to comply with SJR 20 and HJR 32 the university would deny financially interdependent partners (FIPs) insurance benefits, family membership at the Student Recreation Center, tuition waivers, faculty housing, and other valuable benefits currently offered counter to university policy prohibiting discrimination based on marital status; and

**WHEREAS**, The Faculty Senate affirms that providing insurance and other benefits to FIPs is a valuable way to recruit and retain excellent faculty; now

**THEREFORE BE IT RESOLVED**, That the UAF Faculty Senate is opposed to SJR 20/HJR 32; and

**BE IT FURTHER RESOLVED**, That the UAF Faculty Senate commends the University of Alaska statewide administration for its ongoing support of financially interdependent partner (FIPs) benefits.

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Maya Salganek asked Council members how many have the new version. A number of Council members raised their hands. Maya stated that the Council would use the amended version of the Senate's resolution. Barbara Oleson asked if everybody knows what the changes are and then read the Senate Resolution. Gary Newman commented that the Council's proposed resolution submitted by the Staff Affairs doesn't affect the Senate's motion.

Liam Forbes called for the Council to adopt the Staff Council resolution/Attachment #9 on Constitution Amendment Benefits and Marriage SJR20 and HJR32. Liam commented that as to the question of the extra paragraph added to the final Senate resolution, if somebody wants to add that paragraph to the Council's resolution, he wouldn't mind it. The change would read UAF Staff Council rather than Faculty Senate. Liam Forbes clarified that the Council resolution was submitted by the UAF Staff Council Administrative Committee. Barbara Oleson and Liam Forbes clarified that the main point of difference being proposed in Attachment #9 is the second therefore be it resolved paragraph where we are actually asking the University administration to take action -- unlike the Senate resolution which just says we



job, but that having full time dedicated faculty members teaching developmental courses would go a long way towards improving the quality of education and making the transition easier to the baccalaureate programs.

Susan Doren  
Faith Henry  
Christina Neumann  
Julia Parzick  
Crystal Timmke

F. Ad Hoc Chancellor's Recognition Award committee, Maya Salganek

Maya Salganek stated that the business for the Chancellor's Recogniti

Link: <http://www.uaf.edu/strategic/>

Jackie Alleyne-McCants stated that the committee last met in mid-February and submitted the final document to the Chancellor. She stated that the final version should be available sometime in March. Jackie plans to forward the report when available to Lynette Washington to distribute to Council members.

F. Chancellor's Budget Committee Report, Kim Cox

The report was attached to the agenda; Maya Salganek read the report to the Council.

11. 10:50-10:55 UAF COMMUNITY ANNOUNCEMENTS & EVENTS

Information about various UAF campus community events were mentioned.

12. 10:55-11:00 STAFF COUNCIL ROUNDTABLE

13. ADJOURN

The meeting was adjourned at 11:44 a.m.

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

Submitted by Lynette Washington, Staff Council Secretary