

# AGENDA

7. 10:00 – 10:15 NEW BUSINESS

- A. Proposed Staff Council Retreat to take place after the SC #174 face-to-face meeting – Friday, 13 October 2006. Request Council members to e-mail their ideas about what they would like to see on the agenda. Encourage all Council members to attend the Council meeting and the retreat and to seek supervisor approval to attend. Discuss Staff Council focus/priorities fall 2006 – spring 2007 and request Council member input. Lunch will be catered and the proposed time is 9:00-4:00 p.m. – Maya Salganek.
- B. **Proposed Administrative Committee Summer Meeting Resolution**, Attachment # – Attached to e-mail #1 – Proposed meeting Dates: Tuesday, 11 July and Tuesday, 8 August – Maya Salganek.
- C. **Fall 2006-Spring 2007**: Combined Administrative Committee meeting dates, Staff Council, Board of Regents meetings, and Staff Alliance schedule of meetings, Attached to e-mail #2 – Maya Salganek/Lynette Washington.
- D. **Fall 2007-Spring 2008** Proposed Staff Council meeting schedule, Attached to e-mail #3 – Jeff Stepp/Lynette Washington.
- E. **Fall 2006 committee meeting dates**: Committee chairs contact members to select fall 2006 preferred meeting dates and time – Lynette Washington.
- F. Tuition Waiver: clarification of retired staff age eligibility for those that did not turn age 60 by fall 2005, Attachment #4 – Maya Salganek/Liam Forbes.

8. 10:15-10:35 COMMITTEE REPORTS

Committee chairs present Year-End Reports and Minutes to last meeting

- A. Staff Affairs, Liam Forbes,

Web Link to 22 May Meeting Minutes:

<http://www.uaf.edu/uafgov/staff/staffcom/affairs/minutes/20060522.html>

HR Council members: below is a note received from Alice Palen about the Staff Manual and HR website update.

Carolyn Chapman will not be able to attend the meeting as planned. Brad





Administrative



Staff Council All Meetings

8:45-11 a.m.



Staff

Alliance



Fall 2007-Spring 2008 preview of Proposed Staff Council meeting schedule

**STAFF COUNCIL MEETING SCHEDULE  
PROPOSED Fall 2007 – Spring 2008**

All regular meetings will be in the Wood Center Rooms C and D and face-to-face meetings will be in Wood Center Carol Brown Ballroom (WCCBB) at 8:45-11:00 a.m. All meetings that are not face-to-face will be set up as an audio-conference.

SC 182	Wednesday	19	September 2007
*SC 183	Friday	19	October 2007
SC 184	Wednesday	21	November 2007
*SC 185	Friday	21	December 2007

**New Rep and Alt Orientation**

**Friday 25 January 2008**

SC 186	Wednesday	20	February 2008
*SC 187	Friday	28	March 2008
SC 188	Wednesday	23	April 2008

**Staff Appreciation Day and Carolyn Sampson Memorial Raffle Event**

**Thursday 22 May 2008**

*SC 189	Friday	23	May 2008
SC 190	Wednesday	6	June 2008

\*Asterisks indicate face-to-face meetings

-----

Staff Council Meeting #172 /**Attachment #4**

UAF Staff Council #172 – Wednesday, 14 June 2006

Tuition Waiver clarification of retired staff age eligibility for those that did not turn age 60 by fall 2005

Submitted by [Kate Ripley](#)

09/21/05

The University Of Alaska Board Of Regents voted Wednesday to raise the age for free tuition for senior citizens

-----

Staff Council Meeting #172 /**Attached to e-mail Attachment #5**  
UAF Staff Council #172 – Wednesday, 14 June 2006

Rural Affairs Committee Year-End Report

RURAL AFFAIRS COMMITTEE YEAR END REPORT  
BY: Barbara Oleson, Chair  
DUE: MAY 25, 2006

Reorganization

A draft go-to/reference list has been compiled. We will review the go-to/reference list in the early fall and then put it out on the CRCD listserv (fall 2006).

The go-to/reference list idea became an issue of contention within CRCD and Cecelia Chamberlain and Dorene Bunch did join us at one of our monthly meetings to voice their concern. They could not figure out why we just couldn't use the CRCD list of employees as the go-to/reference list. The CRCD list was reviewed. The CRCD website was under construction, so no one could easily access the CRCD directory list. The CRCD directory listed approximately a hundred CRCD employees. The go-to/reference list we came up with only identified 28 friendly and helpful CRCD staff that the rural staff knew as having expertise or knowledge to direct rural staff. The other remaining people (over half) on the go-to/reference list were UAF department staff, who would never show up on the CRCD directory list. But, after some needed communication the issue seemed to get settled.

Another accomplishment was the development of a one page sheet that was given to all CRCD and UAF HR PA's to give to new CRCD employees during orientation, so they know how to sign on to the CRCD listserv. The CRCD listserv is an effective way to get information out to the rural constituents quickly.

Other communication ideas were solicited and the committee is currently working on "instant messaging" as a way to improve communication. Several different departments currently use instant messaging on campus. Barb checked with UAF Computing and found out that they do not support instant messaging. One thing we need to be careful about is finding an encryption program that will make instant messaging secure from hackers, before we can advocate using "instant messaging."

In working toward improving training, the committee surveyed their constituents on what their training needs were and the committee developed a spreadsheet for the different training needs by campus. Maya was able to take these training needs and to prioritize common themes of all the training needs. From this we were able to meet with UAF HR Training Coordinator, Susan Miller. Susan is currently developing a poster that will go out to all the rural staff at a distance identifying what UAF HR has to offer in the area of training for rural staff. Some of the training needed has to be provided by the respective campus. Some can be provided by CRCD. We now need to talk with CRCD Dean and rural campus directors to see how to meet these identified training needs.

The committee also handled the Margaret "Peggy" Wood Rural Staff Recognition Award. Katrina Nelson volunteered to chair this group and they are in the process of finalizing their decision this week.

Another thing the committee was able to do was have committee member, David Miller, who is superintendent for Facilities Services, together with the CRCD Dean's Office, work together to find a way to address replacement of classroom furniture at the rural campuses. Facilities Services is now working towards developing a permanent furniture replacement plan for all the rural campuses. Somehow between Facilities Services and the CRCD Dean's Office there will be one classroom at each campus getting new furniture this year.

## SUMMATION

In closing, this committee has been extremely busy and quite successful in improving communication and training opportunities for rural staff. Our meeting attendance has been good. We end the year with two new members, bringing us to 15 active members. We started the year with 11 willing souls and generally had 9 people at each meeting, which is 80% attendance. Our lowest number of members to attend a meeting was six in February 2006 and 7 in March 2006. Other than that, membership was between 8-10 per meeting. We ended our last two meetings with 10 and 9. In comparing attendance to other Staff Council meeting attendance, I felt very fortunate.



I think members were involved and felt they had something to contribute. Members talked with their constituents giving them an avenue into issues that impact them directly. Our committee could not have been successful if everyone had not gotten involved. We are fortunate to have committed rural staff on our committee, and UAF staff people who want to do their best in meeting rural staff concerns and needs (UAF Financial Aid, UAF Facilities Services, RAHI, and UA Statewide). We could not have been successful without everyone being involved and being active and focusing on attaining the goals we set for ourselves.

would be the best way to petition for money from the state in order to help the university. The turn out was great and was a success.

**January – May 2006:**

**Winter Tour:** The committee attempted to have a Winter Tour for employees. It was decided that a tour of the Permafrost Tunnel and 2 departments on campus would be interesting. We were not able to host the tour on the date we had planned and voted to table the tour due to the upcoming UAF Day at North Pole.

**UAF Day @ North Pole:** With Scott McCrea leading the way, the day went perfectly.

A number of academic departments and a variety of departments representing student services set up tables with information ranging from, but not limited to, majors to registration to financial aid. Bands, dancers and food made the day a huge success.

**Staff Appreciation Day:** Flyers and banners were hung and distributed. Lynette had the raffle tickets printed, counted and distributed. She then kept an eye on the accounting of the raffle tickets. The committee members and Staff Council were asked to give Lynette as much help as possible. Student Enrollment Services scheduled their retreat on the same day, allowing for little time to spend with Staff Council. Perhaps next year we can schedule a date early on so departments will be notified and there will be no confusion.

-----

Staff Council Meeting #172 /**Attached to e-mail Attachment #7**  
UAF Staff Council #172 – Wednesday, 14 June 2006

Elections, Membership, and Rules Year-End Report

UAF Staff Council  
Election Membership and Rules Committee  
Year-End Report, 2005-2006  
Compiled by Leah Swasey

Current Members:

Derek Bastille  
Mary Pat Boger  
Gary Newman

Julie Smith  
Leah Swasey, Chair

The Staff Council Elections Membership and Rules (EMR) committee is responsible for conducting elections of the representatives, alternates, and president-elect; reviewing unit composition and maintaining a membership list; reviewing the bylaws and constitution; and reviewing unit designations.

During the past year we have worked on the following items:

Conducted elections for even unit representatives and alternates in Fall 2005. Some units remain under-represented, and we will work on a campaign to encourage Staff Council membership for the Fall 2006 unit representative elections.

In January 2006, Gary Newman resigned as chair and Leah Swasey became chair.

Prepared for the election of president-elect for May 2006. During the preparation of president-elect, we revised section 2.D.3.d. of the Staff Council bylaws to allow for voting of president-elect by e-mail, rather than just voice vote to provide for more privacy for those members not able to be present at the meeting. "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." Unfortunately, no nominations for president-elect were officially accepted at the May 2006 meeting and the election has been postponed until the June meeting.

We have begun to update the EMR Web site. In addition to bringing the Web site up-to-date with current meeting minutes and committee members, we want to make it more visually appealing while continuing to keep it easy to update.

Council was an enthusiastic master of ceremonies and made the event fun with her “top ten reasons” to join Staff Council game. Great team work!

Planning for the raffle began in November of 2005. Letters were sent out to campus departments and local businesses, approximately thirty-seven responded and donated prizes. Donations were received from Alaska Airlines through the Office of Advancement Services/UA Foundation (see attached list of prize donations and winners). Sam’s Club/Wal-Mart donated a \$500 check to the Carolyn Sampson Memorial \*Scholarship fund.

The Council thanks Chancellor Jones for his gift and eloquent comments about the Chancellor’s Recognition Award Staff and Supervisory award recipients (see recipients and others nominated below). The Council is grateful to Chancellor Jones for requesting Deans and Directors to allow staff-release time to attend the two hour event. The Council appreciates the ice cream servers from Wood Center Dining Services for serving up delicious ice cream sundaes for over two hours. The Council thanks the Wood Center Scheduling coordinator and assistants for all of their help and assistance with the set-up.

## **AWARDS 2006**

### **Outstanding Staff Council Achievement Award recipients 2006**

- . **Leah Swasey**, SC Rep/Unit 9/Chancellor’s Office, Department of Sponsored Programs, UAF Campus
- . **Pam Twitchell**, SC Rep/Unit 1/CRCD, Department of Continuing Education, Kuskokwim Campus, Bethel, Alaska

### **Chancellor’s Staff Recognition Award recipient 2006**

**Libby Eddy**, Admissions Coordinator, Office of Admissions

### **Others Nominated for Staff Award:**

**Ana Richards**, Manager, Office of Multi-Cultural Affairs and Diversity  
**Roger Topp**, Ed. Technology Developer, UA Museum of the North

### **Chancellor’s Supervisory Recognition Award recipient 2006**

**Forrest Karr**, Director, Athletics and Recreations

### **Others Nominated for Supervisory Award:**

**Joann Duchc**JETEMC P MICID 21 BDC BtceBDC BtceBDC Btc2fions TJETEMC P(fions yAlne5CcC Bssoc

Meeting Notes          UAF MPC Meeting, June 8, 2006

Members present: C. Bennett, D. Horner, K. Sikorski, S. Titus, I. Olson, A. Ringstad, K. Schedler, H. Nielsen, D. Braddock

Guests: Ed Foster, Martin Klein

1) Welcome and Introductions

D. Horner chaired the meeting in R. Caulfield's absence. It was requested that the order of business be modified to allow Martin Klein to give the report on parking first so that he and Ed Foster could leave. The membership OK'd the change in the agenda.

