

## **MINUTES**

**UAF Staff Council Meeting # 192**

**Friday, 17 October 2008**

**8:45-10:15 a.m.**

**Retreat**

**10:30-12:00 p.m.**

**Wood Center Carol Brown Ballroom**

**Audio Conference information:** 1-800-893-8850, Participant PIN: 8244236; Chair PIN: 8244640 (only the chair or meeting convener uses this pin#)



B. John Duhamel, Interim Director, Human Resources

John Duhamel updated Council members about the HR redesign. He emphasized that efforts are being made to improve customer service. Plans to combine and restructure UAF HR under UA Statewide HR are not going forward, although a few processes were redesigned. He stated that the UAF HR director position has been reinstated and approved by the Chancellor. John informed the Council that HR is not the best place for the mediation program to reside and suggested that a contracted mediator would be able to better represent staff and HR. He recommended that a permanently assigned mediator work under the Chancellor. John noted with regard to staff handbooks, that he believes in them, but information constantly changes and he is not sure how to manage that to ensure that it stays current. He would like to explore the issue more. HR is looking at the idea of a Web based handbook and options to make it easier and doable.

C. Amy Bristol, Coordinator, UAF TVC Campus, Professional Development & Community Outreach.

Amy Bristol reported that the CPM program has been discontinued because of low enrollment and cancelled courses. She stated that many of the courses need to be rewritten and updated, because they are no longer relevant to community needs. The Essential Supervisory Series was created in lieu of the CPM program. This is a series of eight classes that have some CPM components. The series started in spring 2008 and attendance is very well received. PDCO now needs UAF staff input for new class ideas.

**5. PUBLIC COMMENT**

A. Ann Ringstad, Co-Chair of Tanana Valley accompanied by Ann Kjera, Executive Director and Brian Newton, Co-Chair: United Way Campaign.

Ann Ringstad thanked Council members for inviting her and the United Way guests to address the Council. Ann R. and guests Ann Kjera and Brian Newton informed Council members that the annual United Way campaign is underway. The group reported that that United Way has 23 member agencies that are in need of support, especially with the high cost of fuel, rising substance abuse, rising costs of healthcare, daycare, and housing. Ann K. encouraged Council members to dig a little deeper this year and donate to one of the 23 agencies. Ann R. reminded Council members that the Chancellor sent out a campus email endorsing United Way.

**ACTION**

**6. UNFINISHED BUSINESS**

Juella Sparks addressed Educational Leave and Release Time. She noted that at the last Staff Alliance/HR Council meeting they didn't believe that the policy and regulations for the Education Leave and Release time were going to be changed, due to lack of funding at the statewide level.

Juella stated that she has done some basic work on the staff handbook, but has not met with John. Essentially, what she has together is a list from the University of Alabama staff handbook. She expressed concern about not having a centralized location for the staff to go with HR concerns, and how difficult it is to find information. The Staff Handbook is a starting point. She said HR has made changes to the Human Resources site to make it a little more friendly, but it is outdated. For example, she would like to see multiple interfaces for Staff and Faculty leading to the same information. She suggested that an Ad

Hoc group be created to make this happen. Kayt Sunwood thanked her for putting it together. Julie Carpenter said it was already a Staff Affairs issue, so the recommendation was that it should come out of Staff Affairs. Staff Affairs will work collaboratively with her and John to get the handbook completed. She hopes to have the handbook draft complete by next meeting.

## **7. NEW BUSINESS**

Katrina said that EMR is updating the membership list highlighted are the changes and new people. Katrina is working with Lynette to get nomination ballots for the odd units out. Martin gave a special thanks to Katrina for all of her hard work.

Call for volunteers to serve on the Ad Hoc committees. Lynette announced Ad Hoc committee award purposes. Martin said this is the council's time to volunteer and help restructure Staff Appreciation Day. Volunteers include: Kayt Sunwood, Ashley Munro, and Carol Shafford for Staff Appreciation Day. Volunteers for Staff Makes Students Count: Holly Royce and Ashley Munro. Barb Oleson encouraged alternates to get involved with the Ad hoc Committees.

