

UAS Staff Council Agenda

Wednesday, January 19, 2011 @ 9am

Location: Egan 211 (Juneau)¹ • Room 110 (Sitka) • P519 (Ketchikan)

Toll-Free Number²: 800-893-8850 **Participant PIN:** 8036459

1. Call to Order and Roll Call

- | | |
|--|--|
| <input type="checkbox"/> Mary McRae Miller, President | <input type="checkbox"/> Vickie Guthrie, Ketchikan Member-at-Large |
| <input type="checkbox"/> Gwenna Richardson, Vice-President | <input type="checkbox"/> Kim Davis, Sitka Member-at-Large |
| <input type="checkbox"/> Dan Garcia, Secretary | <input type="checkbox"/> Members of the Public: |
| <input type="checkbox"/> Debbie Muller, Juneau Member-at-Large | |

2. Adopt the Agenda

3. Adopt the Minutes for November and December

4. President's Report

- a. Staff Alliance Highlights – next meeting: 2/8/11
- b. System Governance Council Highlights – next meeting: 2/28/11
- c. Chancellor's Cabinet Highlights – next meeting: 1/24/11

5. Retreat Follow Up

- a. Going through the list (Miller)
- b. Staff Training (Richardson)
- c. Orientation Review (Miller)
- d. Bylaws Discussion (do we want to change terms/offices?) (Miller)

6. Performance Evaluation (Richardson)

- a. Forms, schedule, what's happening on a statewide level

7. Cheat Sheet Subcommittee (Muller)

- a. Status update and plans

8. Staff Encouragement (Davis and Richardson)

- a. Status update and plans

9. Outreach (Muller)

- a. Newsletter
- b. Website

10. Campus Reports

- a. Juneau – D. Muller
- b. Ketchikan – V. Inkster
- c. Sitka – K. Davis

11. Other Business

- a. Elections (Miller)

¹ Note that most Juneau meetings are held in the first floor Novatney Conference Room.

² Note that this conference line has limited capacity; we encourage people to attend the local meeting with their campus representative.

12. Public Comment

13. Next Meeting: 2/15/11

Attachments:

- Draft minutes for November and December, 2010
- Follow up list
- Draft Staff Training Calendar
- Current Staff Council Bylaws and Constitution

UAS Staff Council Minutes

Tuesday November 16, 2010

Roll Call

Mary McRea Miller, President

Kim Davis, Sitka Member at Large

Vickie Guthrie, Ketchikan Member at Large

Debbie Muller, Juneau Member at Large

Dan Garcia, Secretary

Agenda Adopted

Adopt October Minutes

Communication

Student Success Survey – complete and send to Carol Hedlin

Nessie News – internal staff newsletter, considering dropping or arrange for posting. Table for now and bring up in March.

E-mail lists – for each campus community. We will request updated employee lists at the beginning of the fall and spring semester

Retreat – have Room 106 reserved in Sitka. Session on strategies to encourage employee participation. Form a staff training subcommittee and website subcommittee. Workshop on communication. Tour campus. Training on what Staff Council does.

Structural Development

Hold workshop at Retreat for binders on Staff Council roles.

Website Subcommittee

Nicole will chair

Staff Training

Confirmed a couple of trainings.

January – no training or possibly something about phones

February – Wendy Telfin could present on “10 things your boss may not tell you”

March – Rick Caulfield

April – Mike Humphrey on UA benefits

May – Possibly something

June – July – August - off contract, no training

Staff Alliance

Staff compensation working group – participation and submittals are appreciated.

Chancellors Cabinet

International week

BOR report – executive council

- 2% grid increase from July 2011 on.
- UA Funding: 60% paid by legislature, 40% internal financing
- 1% increase starting January 2012 – funded internally
- Student employees get a \$0.50 increase
- Resulting decisions will go to the Governors budget.
- Healthcare estimate is built into budget
- Expect more claim scrutiny
- Employee spouse and dependant status verification will take place for claim management.
- 30 hours is full time for benefits.
- UA will look be looking at part time workers

Capitol Budget

- No new capitol budget items until 2014, in Juneau this affects Auke Way alignment and Freshmen dorms.
- Forest Service is building a facility along the path to Housing.

Strategic and Assessment Plan – Provost is looking for comments.

Spring Convocation is January 21, 2011

Encourage students to do their faculty evaluations.

Joe Nelson described consolidated tuition concept.

Graduate tuition – UAF wants to not raise due to grants. UAS graduate students self pay.

208 full time freshmen this fall at UAS.

Dean Jessie Grant took 92 students to Haines for eagle event. He is working on student engagement. 75 students are not going home for Thanksgiving so dinner will be served at 2pm in the Lodge, side dishes are welcome.

Acting Ketchikan Director Wendy Girard, Ketchikan acting director, says that the boat crane is in the design phase. Director search is in progress.

Dean Steve Krause is recruiting for several positions.

Barbara Hegel, Registrar, said that international student admission needs to go through her. They will be increasing enforcing prerequisites. Students will receive administrative drops if prerequisites are not met.

New degree program is Bachelor of Special Education.

Education Technology faculty position is still searching for candidates.

Dean Sousa is recruiting for several positions

Sherry Tamone described the honors program for UAS.

Katie Bausler described several outreach actions including the “Why UAS?” commercials, Facebook and Google ads. Soundings is coming out soon.

Barbara Burnett, Financial Aid Director, says FAFSA’s are up 20% over last year. Lots of aide going out.

Tom Dienst, Business Manager, says there will be more compliance with travel regulations.

Keith Gerken, Facilities Director, cautioned about icy conditions and encourage employees to request a pair of free ice grippers.

Walter Soboleff turned 102 last Saturday.

Next Chancellor Cabinet is December 13.

Campus Reports

Sitka – Kim Davis

- Phone switching to new system.
- Title 3 money is available for Carpenter Shop renovation.
- Hiring Title 3 people for distance advising, etc.
- Statewide Environmental Health and Safety Director toured the campus.

Ketchikan – Vickie Guthrie

- Student Government Halloween Party
- Open mic night on November 19
- Turkey Bowling on December 2
- Bake sale for local charity
- Dean of Arts and Science met with faculty
- Christmas party

Juneau – Debbie Muller

- Listening project is November 15-19. Storey tellers and helpers are needed.
- Wellness Health meetings 12-1 MWF
- Evening at Egan has finished for season.

Other Business

Class on communicating science delivered via video conference – 10 lectures.

Setting up video conference via live stream discussed

Vickie commented that the slides were blurry in the Real Video Live presentations.

Adjourn

Staff Council Minutes

December 15, 2011

Attendees:

Mary McRea-Miller, President, Juneau

Gwenna Richardson, Vice President, Juneau

Dan Garcia, Secretary, Juneau

Kim Davis, Sitka Member at Large

Debbie Muller, Juneau Member at Large

Nicole Duclos, Sitka

John Pugh, Chancellor

Adopt Agenda

Adoption of September and November minutes and Retreat minutes moved to January meeting.

Presidents Report

Whale Statue – donations accepted by UA foundation. See Chancellors webpage under Development. Current donations are up to \$38K.

Arctic Regional Supercomputer Center (ARSC) – 50 staff positions at risk since DoD is looking at cutting funding. UAF Vice Chancellor has assigned Vice Provost to look at who uses Center.

Staff Council Retreat

After Ketchikan folks left we summarized the following action items:

E-mail campuses 2011-12 training calendar.

Cheat sheet / training resources – Debbie Muller
Subcommittee volunteer follow up – Debbie Muller

Contact Marsha Squires , Kim Davis and Vickie Guthrie about Encouragement Team - Gwenna Richardson

Send Staff Council documents to Debbie who will compile for web entry.

Find out about faculty doing University staff training.

Approve final 2011-12 training calendar – Gwenna, Vickie and Kim

Provide teleconference info for Staff Council, Staff Alliance, JHCC and other open meetings.

Establish “official rooms” for Staff Council meetings at each campus so that local employees have consistent location to participate.

Talk to Provost about presenting in March on “Strategic and Assessment Plan” and “Promoting from within”. Chancellor Pugh suggested getting Kirk McAllister to give rules for recruiting. He also suggested a broader topic of “Grow your own” since establishing pathways to career development aides promoting from within and retains valuable local knowledge. Looking at March 2, 2011 at 10:00 am.

Newsletter – Debbie Muller will compile information and forward to Cynthia Rogers for formatting.

Staff Alliance Update – Gwenna Ricardson

ARSC discussed.

Healthcare – discussed details of HAS, HRA and FSA comparison.

- Summary of healthcare proposed design changes
- Dependant audit starts in January 2011.
- Tobacco surcharge
- Spouse with their own healthcare surcharge
- Part time employees

Security on copiers and scanners - copiers store just like computers. Looking at strategies to delete possible confidential information including periodically wiping the hard drive.

HR issues, non-retention.

Education benefits

Unionization

Fisher Review – organizational effectiveness review – due out after the first of the year. System-wide evaluation of organizational structure, academic units, publications, student services, etc.

The SHCC and JHCC make recommendations to Administration who implement.

Gwenna highlighted several healthcare statistics including 220 UA employees have met their out of pocket maximum in the first 3 months of the fiscal year.

Dan Garcia relayed that claims from slips and falls cost UA \$1.2 million in the last five years. Back injuries account for \$800K in 5 years.

Performance Evaluation workgroup met and will give the HRC their recommendations this Thursday.

Staff Makes Students Count – President says we will be doing this.

Reference Staff Alliance website for more information. Next Staff Alliance meeting is 1/8/2010 at 10:00 am.

Chancellors Cabinet – Mary Miller

John Pugh reported on BoR – they had elections.

Governors budget out this week.

3 year adjunct contract signed but not yet ratified.

- Annual raises will be 1.5%, 1.7% and 1.7% respectively.
- Each Provost will get pool of money for adjunct merit pay. For UAS this pool will be \$1600, \$1800 and \$2100 respectively

Provost Caulfield reported on Strategic and Assessment Plan, inventory of out-of-classroom activities and distance education classes statewide.

VC Griffin (Administration) reported on where tuition money goes: 75% goes to academics, 25% goes to support. They are looking at student fees. Sustainability issues, including bus passes discussed.

Dean Nelson (Enrollment Management) – student report out in February 2011.

Dean Jessie Grant (Student Services) – 224 students in Housing, they are full.

Dean Steve Krause (Career Education and Management) – Hired new Accounting professor. Released RFP for mining simulator, possibly ready in June 2011.

Dean Lo (Education) - Discussed accreditation. Contemplating creating a Bachelor of Special Education.

Dean Sousa (Arts and Science) – Reviewing candidates for Alaska Native Languages program.

Kirk McAllister (Human Resources) – Negotiating union agreements. If working over the holiday, notify HR so that Chancellor can approve.

Jim Danielson (Accounting) reported that fee change authority is vested in the President and delegated to Chancellors.

Tom Dienst (Business Office) – Tuition and fees are due the first week in January. He praised staff for treating students well (Registration, Advising, etc). Consultant and contractor 1099 information needed in January.

Wendy Gierard (Ketchikan Campus) reported that the search for Director is continuing.

Jeff Johnston (Sitka Campus) reported on campus improvements

Keith Gerken (Facilities Services) reported on hazardous ice on campus. Update on Anderson move-in after remodel. Fire suppression work going on in Housing.

Barbara Burnett (Financial Aide) discussed tuition waivers. Considering allowing dual enrollment tuition waivers only with special conditions.

Hildegard Sellner (Learning Center) reported that a math specialist is needed as well as extra staff on Fridays.

Elise Tomlinson (Library) hiring replacement for her old job since she was promoted. Considering student only computers that require log in. Adding outlets for laptops.

Barbara Hegel (Registrar) – grades are due December 21.

Mike Cirri (IT) recommended that all sign up for emergency text messaging. Sitka VOIP is mostly done. Four digit dialing anywhere in Southeast is local call.

Lynn Johnson (Development and Alumni Relations) – two generous endowment gifts , each more than \$25K. Spike mascot page added to website.

Campus Reports

Juneau – Debbie Muller

Finals week. Book buyback underway.

Ketchikan – Gwenna Richardson

End of semester feast

Flight simulator becoming part of camps to allow more access and more control.

Open Mic night sponsored by Student Government.

Turkey Bowl

Christmas party this Friday.

Sitka – Kim Davis

Finals week

Donations to Salvation Army and animal shelter.

Christmas party last weekend.

Staff Council Retreat

Sandra Burgess retiring.

Other Business

Next System Government Council meeting is January 24, 2011.

Next Staff Alliance meeting is January 18, 2011.

Next Chancellor Cabinet meeting 1/24/2011.

Still taking suggestions to Strategic and Assessment Planning.

Several recent articles in the Fairbanks News Miner about UA subjects including employee tuition benefit and ARSC.

President Gamble memo about inflation adjusted tuition rates and sexual harassment policy.

Next Meeting: January 2011

Retreat Follow-Up List

1. **Mary.** Email campuses describing staff training feedback from Sitka and asking for additional ideas/feedback from other folks. Mention the training topics from Sitka, the live streaming vs. videoconferencing issue, cheat sheets, and potential for trainers from Sitka and Ketchikan. [Status: Pending.]
2. **Debbie.** Set up Cheat Sheet Committee and create the Cheat Sheets. [Status: Pending.]
3. **Debbie.** Follow up with list of volunteers. [Status: Done!]
4. **Gwenna.** Email Marsha about Kim, Vickie and other volunteers to help share the work. [Status: Pending.]
5. **Mary.** Send Staff Council contact information document to Debbie for the website.[Status: done]
6. **Mary.** Check in with Rick regarding whether faculty are allowed to do presentations for us as a part of their University service? [Status: Pending.]
7. **Gwenna, Kim, and Vickie.** Present 11-12 Training Calendar idea list final version to Council at the February meeting; we'll brainstorm on presenters if needed. [Status: Pending.]
8. **Gwenna, Mary.** Collect the teleconference numbers for the different public access meetings (i.e., Joint Health Care Committee) and send the information out to staff. [Status: Pending.]
9. **Mary.** Add local meeting rooms onto agenda template. [Status: Done!]
10. **Mary.** Talk to Cynthia to accept her offer to do a newsletter for us with a first issue in February. Debbie has offered to compile the information and act as the Council liaison. [Status: Done.]

UAS Staff Training 2010-2011

| Date | Topic | Presenter |
|------|--|--|
| 2010 | 9-10 Dec Staff Council retreat in Sitka | Mary McRae Miller |
| 2011 | 5-Jan No Training-start of the semester | |
| | 2-Feb 10 Things Your Boss May Not Tell You/Performance Evaluations | Wendy Tisland |
| | 2-Mar Growing Your Own | John Pugh, Rick Caulfield, & Kirk McAllister |
| | 6-Apr UA Benefits | Mike Humphrey |
| | 4-May | |
| | 1-Jun | |
| | 6-Jul | |
| | 3-Aug | |
| | 7-Sep | |
| | 5-Oct | |
| | 2-Nov | |
| | 7-Dec | |

Constitution

ARTICLE I. Name

This organization shall be known as the University of Alaska Southeast Staff Council Association, hereafter referred to as the Association.

ARTICLE II. Purpose

The Association will provide an important communications link between the University non-represented staff, the University administration, the Chancellor, and specific University assemblies, councils and/or committees.

ARTICLE III. Objectives

1. To encourage, support, and contribute to the development of higher education in Alaska.
2. To bring together University non-represented employees into relations of mutual assistance and cooperation.
3. To improve standards and conditions for University non-represented employees by promoting, encouraging, and recommending relevant in-service training and securing the working conditions essential to the best performance of professional service.
4. To encourage the hiring and retention of competent employees by recommending continual improvement of standards and working conditions.
5. To study and recommend improvements in personnel policy.
6. To facilitate understanding, communication and cooperation between the non-represented staff, the administration, the faculty and among all units of the University of Alaska.
7. To advocate the principle that University non-represented employees' pay and fringe benefits should, at all times, be at least equivalent to the pay and fringe benefits of employees with comparable positions in private industry and the state and federal governments and make recommendations thereon.
8. To encourage and support the maintenance of professionalism in any position, whether it be non-represented staff, faculty, or administrative.
9. To provide non-represented employees a means of representative participation towards the solution of problems, formulation of new policies, change in existing policies, and other matters of affecting the working conditions or services performed by the non-represented personnel of the University of Alaska.
10. Do all other things necessary or appropriate to the carrying out of these objectives.

ARTICLE IV. Membership

Section 1. University of Alaska non-represented staff including half-time employees currently employed with the exception of work study students, shall be eligible for membership in the Association.

Section 2. Those employed on a temporary basis for thirty (30) days or less shall not be eligible for membership in the Association.

ARTICLE V. Officers

Section 1. The powers of the Association are vested in the membership. Between membership meetings, the powers of the Association may be exercised by the officers with due regard for the rights of the majority of the minority, of individual members, of absentees, and any combination thereof.

Section 2. The officers shall consist of a president, the vice-president, the secretary, and a member at large from each of the three campuses: Juneau, Ketchikan, and Sitka. The officers shall be elected by the entire membership.

Section 3. The officers shall have the power to interpret and enforce the Constitution. They may delegate the exercise of any of its powers to any officer or officers of the Association, appoint committees, and perform all other acts necessary in order to carry out the purposes of the Association and not in conflict with this Constitution.

Section 4. The officers shall propose by-laws not in conflict with this Constitution. Any newly proposed by-laws shall be presented to the general membership at the next meeting following their presentation to the officers. By-laws may also be proposed by a written petition signed by at least one-fourth of the membership. New by-laws shall be approved by a two-thirds affirmative vote of the membership on the submission of a ballot to the entire membership.

Section 5. The officers may establish ad hoc committees necessary for conducting the Association's business.

Section 6. The officers shall be permanent full-time non-represented employees.

ARTICLE VI. Elections and Vacancies

Section 1. A nominating committee shall be appointed annually by the officers of the Association and chaired by the member at large.

Section 2. The officers of the Association shall be elected during the month of May each year or as soon thereafter as elections may be held.

Section 3. The officers shall be elected by the entire membership.

Section 4. Terms of office are for one year.

Section 5. Election shall be by secret ballot. Any member of the Association employed by the University of Alaska for at least six (6) months full-time shall be eligible for an office. Any member may vote in an election.

Section 6. A vacancy in any office of the Associate occurs whenever the officer ceases to be eligible for membership or is voted out by a majority of the full membership.

Section 7. The officers shall have the power to fill any vacancy in any office, subject to ratification at the next regular general membership meeting.

ARTICLE VII. Membership

Section 1. The general membership shall meet at least once every two months. Special meetings may be called by the officers or by a petition on one-fourth of the general membership.

Section 2. The officers shall attend the general meetings and may be called to special meetings by the president of the Association.

Section 3. A quorum at a membership meeting shall consist of 25 percent of the members.

Section 4. The officers may submit special questions by secret ballot to the membership by mail. Action taken upon such a ballot is equivalent to action of a membership meeting, except that such an action may not be reversed except upon the approval of over 50 percent of the total membership.

ARTICLE VIII. Amendments

Section 1. Amendments to this Constitution may be proposed by the officers or by a written petition signed by at least one-fourth of the membership.

Section 2. A first reading and discussion of the proposed amendment shall be scheduled at the first general meeting following the submission of the proposal to the officers.

Section 3. Amendments shall be approved by a two-thirds affirmative vote of the membership on the submission of a ballot to the entire membership.

Section 1. Amendments to this Constitution may be proposed by the officers or by a written petition signed by at least one-fourth of the membership.

ARTICLE IX. Parliamentary Authority

The rules contained in the current [ROBERT'S RULES OF ORDER](#)- NEWLY REVISED shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with rules regularly adopted by the Association.

ARTICLE X. Ratification

This constitution shall become effective when ratified by a majority affirmative vote of all eligible members of the Association present.

By-Laws

Section 1. (Article V- Officers)

A. The president shall:

1. Preside at all meetings of the officers and of the Association.
2. Assume the responsibilities as alternative representative to the University assemblies or any subsequent organizations, in compliance with assembly and by-law procedures.
3. Serve as the official representative of the Association.
4. Implement decisions of and be responsible to the membership.
5. Prepare an agenda for each meeting of the Association.
6. Place on the agenda all proposals presented in writing by a member of the Association.

B. The Vice-President shall:

1. Assume the duties of the president in the absence of the president, and complete the term if vacancy occurs.
2. Assist the president in the implementation of the decisions of the membership.
3. Assume the responsibilities of representing the Association in the University assemblies or any subsequent organizations, in compliance with assembly and by-law procedures.

C. The Secretary shall:

1. Record and preserve the minutes of all meetings of the Association.
2. Prepare and distribute copies of all such minutes or a summary thereof to all members.
3. Maintain a list of members of the Association.
4. Provide notice of all such meetings to all members within a reasonable period of the time prior to such meetings.
5. Manage the official correspondence of the Association.

D. The members at large of the Association shall:

1. Attend all meetings of the officers.
2. Assist the officers in the carrying out of their functions.
3. Act as liaison between officers and the general membership of their campus.
4. Shall serve as chairperson of the nominating committee.