

AGENDA
UAF STAFF COUNCIL MEETING #183
Face-to-face (no audio-conference access)

- Chancellor's Staff and Supervisory Awards Committee 2008.
- UA President's Staff Make Students Count Committee 2008.
- Staff Council Recognition Award Committee 2008.

B. Discuss the Status of the following Ad Hoc Staff Council and External committees:

- Status of Ad Hoc Health & Wellness Committee.
- Lack of staff volunteers to serve on the Chancellor's Campus Diversity Action Committee (CCDAC).

8. 9:55-10:00 BREAK

9. 10:00-10:20 COMMITTEE REPORTS

- A. Staff Affairs, Liam Forbes, e-mail attachment.
- B. Rural Affairs, Barbara Oleson, Rural Affairs, e-mail attachment.
- C. Elections, Membership, and Rules, Mary Pat Boger, e-mail attachment:
 - Updated All Committee list
 - Updated Membership list
 - Updated Unit list
- D. Advocacy Committee, Maria Russell.
- E. Ad Hoc 2008 Staff Calendar, Gary Newman.

Committee Chairs: If available please forward your reports to fystaff@uaf.edu and post reports on the Governance web site - <http://www.uaf.edu/uafgov/staffcouncil.html>

10. 10:20-10:30 EXTERNAL COMMITTEE REPORTS (if available).

Note: Purpose of external committees, attached to e-mail and link to URL if available.

- A. Master Planning Committee (MPC) – Gary Newman, access the MPC Web site for the purpose of the MPC and the SCP for more details about the purpose of the committee and its subcommittees access URL: <http://www.uaf.edu/mastplan/bylaws.html> .
- B. Subcommittee on Parking and Circulation (SCP) Committee Report – Katrina Paul.
- C. Governance Coordinating Committee (GCC) – Juella Sparks.
- D. Chancellor's Campus Diversity Action Committee (CCDAC) – Juella Sparks.
- E. TAB Committee Report – Gary Newman, for more details about the TAB committee access URL: <http://www.alaska.edu/uaf/tab/index> .

For More information contact the UAF Staff Council Governance Office
www.uaf.edu/uafgov/staffcouncil.html
474-7056 Room 312 Signers Hall, PO Box 977500

The UAF Staff Council proposes the following fall 2008 – spring 2009 Staff Council meeting schedule:

MOTION:

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**STAFF COUNCIL MEETING SCHEDULE
PROPOSED Fall 2008 – Spring 2009**

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

- SC 191 Wednesday 17 September 2008
- *SC 192 Friday 17 October 2008
- SC 193 Wednesday 12 November 2008
- *SC 194 Friday 12 December 2008

- New Rep and Alt Orientation Friday 23 January 2009**
- SC 195 Wednesday 18 February 2009
- *SC 196 Friday 20 March 2009
- SC 197 Wednesday 22 April 2009
- Staff Appreciation Day Event Thursday 21 May 2009**
- *SC 198 Friday 22 May 2009
- SC 199 Wednesday 10 June 2009

*Asterisks indicate face-to-face meetings

EFFECTIVE: Immediately upon Staff Council President’s signature.

RATIONALE: They FY09 UAF Staff Council meeting schedule must be set for fall 2008 – spring 2009.

Staff Affair’s Committee Meeting, Tuesday, 25 September 2007
Members: Jackie A., Paula L., Nici M., Carol S., Kayt S., Barbara O.,
Juella S., Julie C., Steve T., Martin K., Glyn K., Jennifer E.
Attendees: Liam, Martin, Kate, Barb, Glyn, Julie, Jennifer
Excused: Steve, Jackie, Nici. Absent: Paula, Carol, Juella

Asterixed items are action items.

HR Redesign Project status - <http://www.alaska.edu/hr/redesign/index.xml>

- reviewed outstanding topics

1. opportunities for staff input and involvement
2. suggestion to develop a staff handbook

3. staff development opportunities

a. provide SkillSoft feedback

http://www.alaska.edu/hr/articles/online_training_article_082307.pdf

<http://www.alaska.edu/hr/training/e-learning/skillsoft.xml>

- Juella proposed to replace Jeff as member of advisory committee

* Liam contact Beth Behner or John Duhamel for current status

* All take a look at SkillSoft and provide feedback on training and interface

HR Classification Project status

<http://www.alaska.edu/hr/classification/index.xml>

- <http://www.alaska.edu/hr/articles/class.pdf>

- Glyn confirmed that Library staff new classifications start Sep 30th

Rural Affairs Committee Meeting Minutes of October 5, 2007

Present: Mike Swanson, Sheena Tanner, Denise Wartes, Katrina Paul, Ashley Munro, Holly Royce, Kayt Sunwood, Katie (for Byrd), Crystal Wilson, Pam Twitchell, and Barb Oleson

Excused: Susan Miller, Byrd Norton, Colleen Abrams, & Anne Sakumoto

1. Call to Order - The meeting was called to order by Chair Oleson at 1:35 p.m. It was reported that Dave Miller and Debra Carter will no longer have the time to serve on our committee, but both are willing to be resource people for us. Barb also reported that Byrd Norton, Colleen Abrams, Anne Sakumoto, and Susan Miller are excused due to prior commitments.
2. Approval of the Agenda – A motion to approve the agenda was made by Mike Swanson and seconded by Ashley Munro. The agenda was approved with no abstentions.
3. Approval of Previous Minutes – A motion was made by Katrina to accept the minutes with the correction to the URL address in #9 (take out the letter “h”) of the September 7, 2007 Rural Affairs Committee minutes. Motion was seconded by Crystal. Motion carried with no abstentions.
4. Committee to Update the Margaret “Peggy” Wood Staff Recognition Award – Barb gave a brief overview of some of the recommendations that last years sub-committee had suggested. Katrina reported that the sub-committee she chaired had made some changes to the nomination form, had suggested getting advertising done earlier, doing a more thorough job in getting the information out, and suggested simplifying the process. Barb solicited volunteers to work on this project. Holly volunteered to chair this project. Katrina Paul and Ashley Munro volunteered to serve as members of this sub-committee.
5. Update on Rural Staff Training Posters – Barb reported that she needs to talk with Susan Miller to find out what happened to mailing out the posters.
6. Update on Cost of Living for Dillingham – Barb recapped issue of cost of living issue for Dillingham. The cost of living issue requires that it become a State of Alaska staff issue. Mike volunteered to make contact with State employees and to start a petition to take this issue on.
7. Election of Chair – Both Mike Swanson and Barb Oleson volunteered to co-chair the Rural Affairs Committee. Katrina volunteered to co-chair the following year with Mike (similar to what Staff Council does with President and President-Elect). Katrina Paul made the motion to nominate Barb Oleson and Mike Swanson as co-chairs and moved for unanimous consent. The motion was seconded by Pam Twitchell. Co-chair's of the Rural Affairs Committee are now Barb Oleson and Mike Swanson.
8. Promoting Rural Staff Participation in Skillsoft Training – Barb asked committee members if they had knowledge of staff participation. Denise reported that over 300 people have signed on to Skillsoft. Mike reported that he will be having the people he supervises utilize Skillsoft. Sheena reported that she is trying it out and knows of another staff member who is doing quite a lot with it. Denise reported that a lot of

supervisor's don't know about it and that we should continue work at getting people informed. It was suggested that staff could get possible certificates of completion for

__ Chancellor's Staff and Supervisory Awards

Purpose of Provost Planning and Budget Committee (PPBC):

The Chancellor established a Provost Planning and Budget Committee to make recommendations to the Chancellor and cabinet concerning resource development and allocation. This committee is comprised of academic administrators, faculty, staff, rural and student representatives along with selected administrators. The committee is chaired by the Provost.

After being contacted by the Office of the Provost, the Staff Council officers request the Staff Council secretary to send out a call for volunteers via e-mail to staff-at-large to serve on the committee. Interested staff members, should forward a reply of interest to the current officers of the Council and copy the secretary at fystaff@uaf.edu. The Council officers review the replies of interest and forward a recommendation to the Office of the Provost. One representative on the committee is appointed from Staff Council by the Provost.

Expectations of the UAF Budget Committee will be to:

- Advise the chancellor on matters related to the annual budget and long-range planning of the University.
- Serve as another venue of communication among the staff, faculty, students, and the administration on budgeting and planning.
- To advise on matters related to capital construction requests for legislative funding.
- Adopt rules for committee governance and operation.

**CHANCELLOR’S CAMPUS DIVERSITY ACTION COMMITTEE
MISSION STATEMENT**

Suggested revisions 12-12-06
[deletion]
ALL CAPS addition

UNIVERSITY OF ALASKA FAIRBANKS – DIVERSITY STATEMENT

With **ACADEMIC FREEDOM [freedom of speech]** being at our core, UAF strives to create an inclusive respectful campus community that promotes and embraces our individual differences **AND WORKS TOWARDS ACHIEVING EQUITY ACROSS THOSE DIFFERENCES**. We are united in our belief that diversity includes understanding and respecting differences in ideas, religion, gender, sexual orientation, ethnicity, race, national origin, physical attributes, disability, age and socioeconomic status. We celebrate diversity [and strive to create equity](#) in all of our educational and employment endeavors.

Chancellor’s Campus Diversity Action Committee (CCDAC) Mission Statement

The mission of the Chancellor’s Campus Diversity Action Committee is to promote an environment:

- where the diverse nature of all people is acknowledged

- where diversity is respected
- where diversity is celebrated as a strength
- where diversity is valued
- where **ACHIEVING EQUITY IS ONGOING** [equity is achieved]

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CHANCELLOR’S CAMPUS DIVERSITY ACTION COMMITTEE CHARGE:

- Educate, demonstrate and model behavior that reflects the committee members’ commitment to diversity , [and] respect , **AND EQUITY** at UAF.
- Develop and implement a Diversity Action Plan that includes specific action steps to promote the committee’s mission and support UAF 2010 goals, as well as identifying issues and making recommendations for change.
- Advise and recommend to the Chancellor a course of action on campus-wide diversity **AND EQUITY** issues.
- Promote activities throughout the campus that effectively address issues related to diversity **AND EQUITY**.
- Recognize and honor exemplary actions that contribute to a supportive campus climate that promotes our mission.
- Design and oversee an assessment process to monitor **the quality of the work and learning environment at UAF.**
- Continue to develop and implement structural and institutional mechanisms for interpersonal , [and] cultural , **AND INSTITUTIONAL** change that advance the committee’s mission.
- Renew and increase the proactive recruitment, retention and advancement of historically underrepresented students, faculty, administrators and staff.

NOMINATION PROCESS – AT LEAST TWO NOMINATIONS FOR EACH SEAT ARE TO BE SUBMITTED TO THE CHANCELLOR FROM THE FOLLOWING GOVERNANCE GROUPS AND DEPARTMENTS FOR CONSIDERATION.

- Faculty nominations shall come from the Faculty Senate.
- Staff nominations shall come from Staff Council.
- Student nominations shall come from ASUAF.
- International nominations shall be at-large and may be faculty, staff, administrators or students.
- **INDIVIDUALS INTERESTED IN ISSUES OF DIVERSITY AND EQUITY ARE ENCOURAGED TO NOMINATE THEMSELVES THROUGH THE APPROPRIATE GOVERNANCE GROUP OR DEPARTMENT.**

Appointment Process – The Chancellor shall annually solicit nominees for vacant committee positions at the beginning of the academic year. Committee nominees shall document their personal and professional interest in diversity **AND EQUITY** related activities. Committee members shall vote on the nominees. The committee's recommendations shall be given to the Chancellor for approval and letter of appointment.

If a committee position is vacated prior to the end of a term, at the discretion of the Chancellor with recommendations from the committee chair and OCDC director, a new committee member shall be appointed to the vacated position.

The Chancellor shall appoint the executive representative. **The committee shall elect the chair, who will serve a one-year (1) term with elections in May.**

TERMS OF APPOINTMENT – COMMITTEE MEMBERS SHALL HOLD THREE-YEAR (3) STAGGERED APPOINTMENT TERMS. STUDENT COMMITTEE MEMBERS SHALL HOLD A ONE-YEAR (1) TERM.

UAF STAFF COUNCIL
FALL 2007 MEMBERSHIP DIRECTORY

Kayt Sunwood, President-, x6311, kayt.sunwood@uaf.edu

TE: Nici Murawsky, Rep (07) Unit 6, SFOS/Seward Marine Center, PO Box 730, Seward, AK 99664 907- 224-5261, fnm1@uaf.edu

TE: Gary Newman, Rep (07) Unit 6, SFOS, x1991, gary@alaska.edu

Barbara Oleson, Rep (08) Unit 1, CRCD/Northwest Campus, Pouch 400, Nome, AK 99762 907-443-8402, nnbao@uaf.edu

Alice Palen, Rep, (08) Unit 7, Career Services, x7596, fnaep@uaf.edu

TE: Dorothy Parkerson, Rep (07), Unit 4, IAB, x7649, fndpr@uaf.edu

TE: Katrina Paul, Rep (07) Unit 2, CRCD, x7095, rnkln@uaf.edu

Kathy Petersen, Alt (08), Unit 3, INE, x6410, fnksp@uaf.edu

Ana Richards, Rep (08) Unit 9, Multicultural Affairs and Diversity, x7300, fnamr@uaf.edu

TE: Holly Royce, Rep (07) Unit 2, CRCD/Interior-Aleutians Campus, x5207, holly.royce@alaska.edu

Maria Russell, Rep (08) Unit 4, IAB, 474-7172 , fnmtr@uaf.edu

John Rutherford, Rep (08) Unit 11, Facilities Services, x7000, fnjcr@uaf.edu

TE: Carol Shafford, Rep, (07) Unit 12, VCAS/EHS&RM, 157 UPARK, x5413, fncas@uaf.edu

Gregory Simpson, Alt (08) Unit 5, Geophysical Institute, x7562 , greg.simpson@gi.alaska.edu

TE: Steve Tate, Rep (07) Unit 12, VCAS/Bookstore, x5778, fnslt@uaf.edu

TE: Christine Truncali, Alt (07) Unit 2, CRCD/CDE, 203B Denali Bldg., 3352 College Road, x5177, fnemt@uaf.edu

Pam Twitchell, Rep (08) Unit 1, Continuing Education Coordinator, Kuskokwim Campus, P.O. Box 368 Bethel, AK 99559, 1-907-543-4515, lnpst@uaf.edu

**UNIT DIRECTORY - UAF Staff Council
Representatives and Alternates**

DRAFT #1 / 15 October 2007

TE: Refers to Term Expiration December 2007

UNIT 1

REPS: Barbara Oleson
Pam Twitchell

ALTS: Reyne Athanas
Vacant

RURAL SITES UNDER College of Rural and Community Development (CRCD)

UAF Bristol Bay Campus
UAF Chukchi

UAF Northwest
UAF Kuskokwim

UNIT 2

REPS:

UNIT 3

REPS: Nickole Conley
Kelly Williams

ALTS: Sandra Boatwright
Kathy Petersen

UAF SCHOOL OF NATURAL RESOURCES AND AGRICULTURAL SCIENCES (SNRAS)

Alaska Forestry Experiment Station (AFES)
Department of Forest Sciences
Geography Department

Department of Plant, Animal & Soil Sciences
Department of Resources Management

School of Management (SOM)

College of Engineering and Mines (CEM)

CEM Office of the Dean
Civil and Environmental Engineering
Electrical and Computer Engineering
Mechanical Engineering
Mining and Geological Engineering
Alaska Univ. Transportation Center (AUTC)
Petroleum Engineering and Petroleum Dev. Laboratory

Research Units: Institute of Northern Engineering

Arctic Energy Technology Research Center (AETDL)
Mineral Industry Research Laboratory (MIRL)
Petroleum Development Laboratory (PDL)
Transportation Research Center (TRC)
Water & Environmental Research Center (WERC)

UNIT 4

REPS: TE: Dorothy Parkerson
Maria Russell

ALTS: TE: Sharon Corbett
(1 Vacant)

Institute of Arctic Biology IAB)

UNIT 5

REPS: Mary Pat Boger
Joanna Meyers Cruzan
Steve Estes
(1 vacant)

ALTS: Kathy Bertram
Gregory Simpson
(2 vacant)

Geophysical Institute (G.I.)

UNIT 6

REPS: TE: Gary Newman
TE: Nici Murawsky

ALTS: TE : Julie Carpenter

Angela Camos

School of Fisheries and Ocean Sciences (SFOS)

School of Fisheries and Ocean Sciences
Coastal Marine Institute
Marine Sciences and Limnology
Rasmuson Fisheries Research Center
Fisheries Division: Juneau Center Fisheries and
Ocean Sciences
Global Undersea Research Unit
Marine Advisory Program MAP)

*Units of the MAP Program: Anchorage, Bethel,
Dillingham, Homer, Ketchikan, Kodiak, Petersburg)*
Institute of Marine Sciences (IMS)
Sea Grant
Seward Marine Center
West Coast and Polar Regions Underwater Research
Fisheries Industrial Technology Center (FITC)

UNIT 7

REPS: Jackie Alleyne-McCants
Alice Palen
(1 Vacant)

ALTS: (3 Vacant)

Student and Enrollment Support Services

Office of the Vice Chancellor Student and Enrollment Support Services

Associated Students of the University of Alaska Fairbanks ASUAF)

| | |
|--|---------------------------|
| Career Services | Upward Bound Math/Science |
| Center for Health & Counseling Disability Services | Wood Center |
| Freshmen Transfer Services | Office of Admissions |
| Wood Center | Office of the Registrar |
| Residence Life | Office of Financial Aid |
| Student Life | |
| Upward Bound | |
| Student Support Service Program | |

UNIT 8

REPS: (2 vacant)

ALTS: (2 Vacant)

College of Liberal Arts (CLA)

| | |
|---------------------------------|-------------------------|
| Alaska Native Languages | Music |
| Alaska Native Studies | Northern Studies |
| Anthropology | Philosophy & Humanities |
| Art | Political Science |
| Communication | Psychology |
| Cross-Cultural Studies | Social Work |
| English | Sociology |
| Foreign Languages & Literatures | Technology |
| History | Theatre |
| Journalism/Broadcasting | Women Studies Program |
| Military Science | |

UNIT 9 UAF Chancellor's Unit

REPS: Paula Long
Ana Richards

ALTS: (2 vacant)

Office of the UAF Chancellor

Office of the Director of Equal Opportunity
Office of Multicultural Affairs and Diversity (OMAD)

Sponsored Programs
Tech Transfer
Experimental Program to Stimulate Competitive Research (EPScOR)
IDeA Network of Biomedical Research excellence (INBRE)

UNIT 10

REPS: **TE:** Liam Forbes ALTS: (3 Vacant)
 (2 Vacant)

College of Natural Science and Mathematics (CNSM)

Office of the Dean CNSM) Mathematical Sciences
Biology & Wildlife Physics
Chemistry & Biochemistry
Geology & Geophysics **UA Museum of the North**

Arctic Region Supercomputing Center (ARSC)

UNIT 11

REPS: Martin Klein ALTS: Lorren Johnston
 John Rutherford (1 vacant)

Office of the Vice Chancellor for Facilities and Safety

Administration and Real Estate
FS Budget and Accounting
FS Design and Construction
FS Maintenance Recharge
FS Operations
FS Utilities
FS Physical Plant Operations
Police Department
Fire Department
Post Office
Parking Services
Dispatch Center
Grants & Contracts Services
Environmental Health & Safety & Risk Management
UAF Health Safety Fire & Risk Management
Facilities Budget & Accounting
Real Estate Management
Work & Resource Management

UNIT 12

REPS: **TE:** Diane Leavy
 TE: Carol Shafford
 (1 Vacant)

ALTS: **TE:** Steve Tate
 (2 Vacant)

Financial Support Services Office of Vice Chancellor for Administrative Services (VCAS)

Office of the Vice Chancellor of Administrative Services

Financial Services & Business Operations

Auxiliary Business & Business Services

UAF Bookstore

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