

**AGENDA**  
**STAFF COUNCIL MEETING #184**  
**Wednesday, 14 November 2007**  
**8:45 – 11:00 a.m.**  
**Wood Center Carol Brown Ball Room**

Audio-Conference Information: 1-800-893-8850

Chair PIN: 8244640 (only the chair or meeting convener uses this number). Participant PIN: 8244236.

Our next Staff Council face-to-face meeting #185 is scheduled, Friday, 14 December 2007, 8:45-11 a.m., Wood Center Carol Brown Ballroom.

1. 8:45-8:55 CALL TO ORDER AND ROLL CALL
  - A. Adopt Staff Council #1834 Agenda, Wednesday, 14 November 2007.
  - B. Approve Staff Council Minutes #183 Friday, 19 October 2007.

2. 8:55-9:05 OFFICER REPORTS
  - A. Kayt Sunwood, President, Staff Council

- B. Juella Sparks, President-Elect, Staff Council

Staff Council Blog URL: <http://staffcouncil4uaf.blogspot.com>

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

3. 9:05-9:10 PUBLIC COMMENT
4. 9:10-9:30 GUESTS
  - A. Anne Sakumuto, Director, Faculty Training and Development: SkillSoft, Attachment #1 (memo regarding SkillSoft survey).
  - B. Luke Hopkins, North Campus Manager: Campus Trails.

5. 9:30-9:40 GOVERNANCE REPORTS
  - A. Jon Genetti, President, Faculty Senate.
  - B. Jake Hamburg, President, ASUAF.

**ACTION**

6. 9:40-9:45 UNFINISHED BUSINESS
  - A. Discuss Staff Council proposed 2007-2008 Goals/agenda, e-mail attachment.

**INFORMATION**

7. 9:45-9:50 NEW BUSINESS
- A. None at this time.
8. 9:50-9:10:00 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, list of nominees.
- 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](mailto:fystaff@uaf.edu) and post reports on the Governance web site -

ends November 30, 2007. Your input on the content and delivery method is important in assessing the near-term future of employee e-learning options.

Please complete the following survey, whether or not you've used SkillSoft training material. Your response and input before Friday, November 16, 2007 is critical in gathering opinions on e-learning and this particular option for University employees. The survey should take about 15-20 minutes to complete, depending on the extent of your answers.

[http://www.surveymonkey.com/s.aspx?sm= 2bgmIPgcf6lNjnZv4g6RB1w\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=2bgmIPgcf6lNjnZv4g6RB1w_3d_3d)

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For More information contact the UAF Staff Council Governance Office

[www.uaf.edu/uafgov/staffcouncil.html](http://www.uaf.edu/uafgov/staffcouncil.html)

474-7056 Room 312 Signers Hall, PO Box 977500

**Staff Council Staff Affairs Minutes  
October 2007**

features to classroom delivery or other UAF online delivery

**Fall 2007 Election List of Nominees (as of 13 November 2007)**

## **Unit 2**

Ashley Munro  
Katrina Paul  
Holly Royce

## **Unit 4**

Jennifer Miller  
Jason Stucker

## **Unit 6**

Angela Camos  
Julie Carpenter  
Jean Miller  
Nici Murawski  
Gary Newman

## **Unit 8**

Paul Landen

## **Unit 10**

Brad Havel

## **Unit 12**

Jill Dewey-Davidson  
Leah Glasscock-Sanders  
Carol Shafford  
Scott Snedden  
Amanda Wall

## **Unit 14**

No nominees

## MEMORANDUM

Date: August 14, 2007  
To: UAF Executive Officers, Deans and Directors  
From: Brad Lobland, HR  
Re: Discretionary closures in conjunction with winter breaks

University Regulation 04.06.110.D addresses holiday closures

### D. Holiday Closure

Annually, the president will specify days to be observed as holiday closure before and/or after the scheduled Christmas and New Year holidays. Employees may take leave without pay or appropriate paid leave during holiday closure.

Employees are required to take annual leave or leave without pay pursuant to the above regulation, for the periods of closure specified by the University president.

Last year, UAF administrators decided that particular work locations would be closed longer than the University's period of holiday closure. Employees working at those sites were informed that they would be required to take annual leave or leave without pay during the additional days of closure.

Upon review of this issue with Chancellor Jones, please be advised that the following guidance will now be in place. If you are considering whether to extend the holiday closure of one or more buildings or work sites, the chancellor's approval must be obtained in advance. Any employee who is not permitted to work due to the discretionary closure will receive normal compensation for the extended closure.

This guidance is not intended to apply to an employee who is in an off contract status according to the provisions of an appointment letter. The memo is also not intended to address non-discretionary closures that may be due to facilities problems.



## **Proposed Staff Council 2007-2008 Goals/Agenda**

In the UAF 2010 Strategic Plan, the University of Alaska Fairbanks has identified six strategic pathways to guide the university toward its vision:

1. teaching and learning for student success,
2. research and scholarship,
3. enrollment and retention,
4. community engagement and economic development,
5. advancement and philanthropy
6. faculty and staff development.

Since Staff (and Faculty) Development is of vital interest to Staff Council, a number of proposed Staff Council Goals for 2007-2008 have been formulated in line with the Faculty and Staff Development Strategic Pathway of the UAF 2010 Strategic Plan.

Before laying out the Staff Council 2007-2008 Goals/Agenda the Faculty and Staff Development Pathway will be presented along with the specific goals for this pathway.

### **Strategic Pathway - VI. Faculty and Staff Development**

The university is dedicated to recruiting, developing, retaining and recognition of a diverse faculty and staff who will carry out our mission of excellence in teaching, research and service.

#### **Goals**

- Increase the representation and retention of women and minorities in staff and faculty positions
- Increase recognition of staff and faculty excellence
- Increase staff development activities
- Increase assistance to new faculty in areas such as establishing research programs and pedagogy
- Improve measures for evaluating faculty and staff performance

2007/08 Staff Council Goals/Agenda **DRAFT** Outline: .....

Unfinished Business

**Possible 2007/08 Goals/Agenda items**

**Unfinished Business**

- **Staff training** (2010 – Increase staff development activities)

Training opportunities at UAF -

(Unfinished Business – continued)

- **Staff handbook** (2010 – Increase staff retention and development activities)

History - [http://uafstaffcouncilpres.blogspot.com/2006/10/uaf-staff-handbook-101\\_04.html](http://uafstaffcouncilpres.blogspot.com/2006/10/uaf-staff-handbook-101_04.html)

Background Concerns:

- June 29, 2006 the Chancellor “disapproved” the Staff Council Staff Handbook Motion with the following “considerations”
  1. The HR website is under active reconstruction
  2. SWHR has hired a full-time individual devoted to employee communication \*

## Issues/actions of interest:

- Political Action Committee
  - Information and a potential model - Faculty Association, soon to become the [Faculty/Staff Association](http://www.alaska.net/~uaafac) <http://www.alaska.net/~uaafac> is a PAC that UAA faculty (and staff) put together to lobby for the university. They meet each Friday during the academic year for breakfast and invite guests, both internal (Regents, Provost) and external (mayoral candidates, legislators). They also handle a letter-writing campaign twice a year, first to the governor, and then to legislators.
- Childcare (Family Friendly Policies)
  - Juella Sparks has information on this issue
- Online elections
- Bureaucracy busting
  - Something to potentially model after, a Bureaucracy Busters program at UAA has now evolved into what is now called the “[Idea Bank](http://www.uaa.alaska.edu/ideabank/index.cfm).” <http://www.uaa.alaska.edu/ideabank/index.cfm> Are we interested in looking into a program like this for UAF?
- Master calendar
  
- **Fair process** (2010 – Increase staff retention)

Fair Process Information Link: <http://uafstaffcouncilprez.blogspot.com/2007/02/fair-process.html>

### Questions:

What is the cause and intent of this item? This item didn't seem to make it to Staff Council for consideration in 06-07. Is there interest in such an item and in Staff Council focus on Fair Process in 07-08?

Additionally:

Perhaps of interest on University Ombudsperson Question:

Staff Council Minutes about ombudsman found at –

<http://www.uaf.edu/uafgov/staff/meetings/fy04meetings/scmin148.pdf>

<http://www.uaf.edu/uafgov/staff/meetings/fy05meetings/scmin161.pdf>

and perhaps <http://www.uaf.edu/uafgov/staff/meetings/fy05meetings/scag159.pdf>