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FOR MORE INFORMATION, CONTACT:

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AGENDA
UAF STAFF COUNCIL MEETING #136
Friday, June 7, 2002
8:45 a.m. – 10:20 a.m.
Wood Center Carol Brown Ballroom

Time	Item	Length of Time
8:45	I Call to Order – Scott McCrea	15 Min.
	A. Roll Call	
	B. Approval of Minutes to Meeting #135	
	C. Adopt Agenda	
	D. President's Report	
	E. Pass the Gavel	
9:00	II Chancellor's Remarks – M. Lind	10 Min.

10:05 VI New Business 15 Min.
A. Larry Ledlow, "Look Ahead"
B. Comments and Questions

10:20 VII Adjournment

ATTACHMENT 136/1
UAF STAFF COUNCIL #136
JUNE 7, 2002

Staff Affairs Minutes, June 4, 2002, 10:14 a.m.

I Roll Call

Joyce Allen-Luopa, Wanda Fields, Liam Forbes, Gabrielle Hazelton-chair, Stacey Howeshell, Donna Moore

Excused

Jean Crews

Absent

Tyrone Burkhead, Dixie Emery, Diane Gray, Larry Ledlow, Michelle Littell, Cathy Magnusen, Nici Murawsky, Sue Sharpton, Jeannette Skrob

II Old Business

a. sick leave conversion to retirement—Mike Humphrey, SWOHR, did not attend. When Joyce met with Mike earlier, he had 2 options that could be explored:

1. contact all PERS participating units to see if they wanted to be included in this new option. This would share funding results.
2. UA have this option by itself. Funding this would be expensive unless employees paid for this option for themselves.

Joyce will contact Mike again requesting feedback on current proposal, number of UA employees possibly affected and attending our next meeting.

Gabrielle will contact someone at PERS about which units participate in PERS, how PTO units participate in PERS and if a formula exists for what an employee would have to pay to transfer any sick leave balance. It is possible that State union would have much of this info at their fingertips. Wanda will contact interior legislative representatives and find out what they would need to sponsor a PERS change bill in the 2003 legislative session.

b. 1999 SB 9 update. Senator Wilken's office said that a new bill would have to be introduced; there was no way to go back & change SB9 to include the university. The suggestion was to wait until after fall elections and then approach a legislator. Since there was no cost, except to employee, there should be no problem with introducing & passing such a bill.

III New Business

a. supplemental health insurance-see attachment. Gabrielle will forward specifics to Mike Humphrey, SWOHR, for his feedback on history & future considerations, hopefully by the next meeting.

b. Pedestrian foot/bike access around Tanana Loop & Fairbanks St. to Harper Building. Liam will contact Deb Brownfield, Space Planning & Management, as a starting place.

IV Next meeting will be June 27, 9 a.m., Wood Center Ballroom A.

V Adjourn 11:10a.m.

Attachment 1

----- Forwardedmessage-----

Date: Thu, 9 May 2002 10:57:47 -0800

To: fystaff@uaf.edu

Subject: FWD: Supplemental Health Insurance

09 May 2002

Dear Elizabeth:

Please redirect the constituent concern captured below to the Staff Affair Committee. I've discussed the issue in person with Mr. Albright and found that for him there is a threshold monthly maximum he is willing to pay for supplemental insurance coverage, and also, the university doesn't necessarily have to underwrite this coverage (i.e., can statewide recommend supplemental insurance borkers?).

Thanks,
Rory.

>===== Original Message =====

Rory,

I have been disenchanted with our current UA2000 insurance plan for quite a while now. I am sure it is partially due to the fact that we had a much better policy prior to 2000, so I was spoiled in that regard.

But I feel that the current plan, while a good value for the dollar the employee contributes, is not sufficient for most families. The vision benefits in particular are horrible! Ideally I would like to go back to the old system of insurance we had prior to the UA2000 plan, but I doubt that will occur. So I would like to see the University offer another supplemental plan available for the employees.

Maybe a couple different options, say a supplemental plan just for Vision benefits, one just for dental benefits, or even one that paid for all RX regardless of pharmacy or brand. I am not sure what I would be willing to pay for such a benefit package, but having that option would go a long way in reducing the contempt I hold for the current policy.

Another point I would like to bring up is that initially I loathed the UA2000 plan, but some of the problems have been worked out and we are adapting to it. So if any other plan was ever introduced as an option, I would hope the administration would allow it the same grace period of a couple years to allow it and the employees to adapt to a new way of conducting themselves.

Thanks for your time,
Wade Albright

ATTACHMENT 136/2
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Rural Affairs Committee Report

Last Rural Affairs (RA) meeting for this fiscal year was 5/3 and a report was given at the 5/15 staff council meeting.

Most staff at rural sites are off contract until mid August. In September, Heidi will contact RA members via e-mail to brainstorm ideas for our first meeting scheduled for Friday, October 11th 9-10am. The next meetings will be Nov 15 and Dec 6, always 9-10am.

solutions to make this policy happen as soon as possible.

Thanks to the Center for Distance Education Staff that are working on the UAF-CRA fall registration schedule. The schedule contains course offerings for CRA rural campus and shared courses from UAS. Registration schedules will be mailed to all post office box holders in rural Alaska approximately August 1st. Registration is August 12-30 with courses starting September 9th.

ATTACHMENT 136/3
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UAF Advocacy Committee Report

The UAF Day at the Southside Community Center was held on Saturday, May 18. We had great participation from over 20 UAF departments, but unfortunately our turnout of community members was not what we had hoped. We are currently talking about how to re-shape the event so that it is more inviting to community members.

Our plan for next fall is to offer a UAF Tour around the face-to-face meeting. We would like this tour to not only be available for UAF staff and faculty, but also some of our legislators as well. We plan to work with Ann Ringstad on that piece of the event.

ATTACHMENT 136/4
UAF STAFF COUNCIL #136
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MOTION

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The UAF Staff Council moves to formally accept the report of the Ad Hoc Staff Training Committee.

EFFECTIVE: Immediately

The Ad Hoc Committee for Orientation/Training submits the following survey results, examples and recommendations for process improvement of training, orientation and information flow to new UAF staff. The ad hoc committee met approximately six times over a four-month period, assembled the survey, scanned the returned surveys for suggestions from the staff, and surfed the web for ideas of how other universities are distributing information to new employees. Following are some suggestions the committee interpret as high priority items.

The surveys were distributed by Elizabeth Solano to all UAF Staff including the rural campuses during the month of November 2001. The employees' comments were returned at approximately ten percent of the overall distribution. The ad hoc committee met as a group, reviewed the surveys, and formed a list of the most frequently stated complaints and suggestions. This list is attached, "Employees' Comments from the Staff Council Training/Orientation Ad Hoc Committee survey." Discussion touched on the possibility of writing a manual for the orientation process, but some of the comments pointed out that manuals are usually never updated. Therefore, the web appears to be the most-likely candidate for posting and distributing information to the staff.

An example of a "new staff" web site is located at the University of Colorado, [New Staff Connection](#). The site provides information on campus activities, HR information and links to the Staff Council. The UAF Human Relations Department (HR) could provide a similar link on the UAF web site for Faculty and Staff; have this new link point to HR's sites, "Hot Sites," such as, Financial Services for their training and forms information, and provide answers to "Frequently Asked Questions," such as, How to get Banner Access. Many of the basic procedures and training information could be compiled into this one stop location on the web for new staff.

Departments need to be encouraged to come aboard with this process by customizing a checklist for supervisors

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and mentors to refer to during the orientation process and by allowing time for the new employees to attend training

- Organization chart and information regarding the department's role in the Univ. system
- Financial services & HR calendar of events
- Learn recruitment procedures
- Parking policies...new employees should be exempt from parking tickets on their first day

6. Do you have any suggestions or comments about orienting/training new employees, based upon your experience, i.e. what works best or what hasn't worked in the past?

- Need organization chart
- Who to contact when?
- "The Experts" list
- More exposure to continuing training
- "Cross training" to allow for continuing training
- Provide link to the UAF Staff Council web site and who to contact for information about local representation. Encourage new staff to participate in Staff Council. It's a good way to learn more about the University.

JCSFOS - First Day on the Job Orientation

1. Local Introductions/Job Functions
 - Staff/Faculty
 - diversity & documentation
2. Building tour
 - Anderson (UAS/UAF areas)
 - Sherwood
 - Keys/Parking
3. Familiarization with the office & office policies
 - Office/Desk
 - Supplies
 - Telephone System/Directory/Lists
 - Restrooms/Coatroom/Water Fountain
 - Photocopier
 - Files
 - Lunch/Break Area
 - Personal Visitors/Phone Calls
 - E-mail
4. Department Info
 - History/Locations
 - Overall Function
 - Short/Long Term Goals
5. JCSFOS/SFOS Structure
 - Interrelationship between departments. Flow of work, key individuals, job functions
 - JCSFOS/UAS
6. Copy of Exact Job Duties & Responsibilities (JEF)
 - Expected frequency of peDC :Fncea
 - PeDC :Fncea-156(Evaluactions)]TJ36 -1.125 Td [BpyWhomn
 - Prbactioaray(Peiod)]TJ 96 -1.125 Td 76. Cmpunte(Information)Tj T* 86. Htousy ofWwor/(Lun

Overtime

9. Paychecks
10. Training & Development
11. Staff Council
- 12.

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