

Classified Council Agenda

December 4, 2008
8:30 – 10:00 a.m.
ADM 204
Access Number 1-800-893-8850
Meeting Number 7730925

- I. Call to Order
- II. Introduction of Members and Guests

	E
Megan Carlson, President *	Kim Heidemann
Melodee Monson, Vice President	Kim Stanford *
Kathy Smith, Secretary**	Lara Madden
Bette Belanger	Lisa Sparrell*
Brenda Henderson	Lois Hall*
Craig Mead*	Marilyn Borell
Fannie Slaten**	Melanie Hagen
Harry Need	Sandra Barclay**
Janette Thornton	Sarah Hill
Jennifer DePesa	Thia Falcone
Jennifer Schultz	Anchorage Rep (vacant)
Judi Spry*	Anchorage Rep (vacant)

Assembly Reps * Alternate Assembly Reps **

- III. Approval of Agenda (*pgs. 1-2*)
- IV. Approval of Summary
 - A. November Summary (*pgs. 3-5*)
 - B. October Summary (*pgs. 6-7*)
 - C. September Summary (*pgs. 8-10*)
- V. Reports
 - A. President (*Report attached pg. 11*)
 - B. Staff Alliance
 - C. UAA Assembly
 - D. Diversity Action Council- *Judi Spry*
 - E. Campus Safety Committee- *Marilyn Borell*
 - F. Sustainability- *Kim Stanford, Kathy Smith*
 - G. Student Success Task Force- *Lois Hall*
 - H. Staff Health Care Committee- *Megan Carlson*
 - I. UAA Faculty Staff Association- *Kim Stanford*
 - J. PBAC Strategic Opportunity Fund Subcommittee- *Melodee Monson*
 - K. Child Care Task Force- *Sandi Barclay*

- VI. Old Business
 - a. Communication Committee (Survey Update)- *Sandi Barclay, Lisa Sparrell, Marilyn Borell*
 - b. Service Committee (Chili Feed Update)- *Lois Hall, Jennifer Schultz, Fannie Slaten, Melodee Monson*
 - c. Vacancies (2 remaining Anchorage seats)
 - d. Ton In Ten Update- *Melodee Monson*

- VII. New Business
 - a. Health Care and Wellness Update- *Mike Humphrey*
 - b. Sustainability Council representative selection
 - c. Assembly Constitution, Article X, Section 2 (*Attachment pgs. 12-15*)
 - d. Meeting Calendar
 - i. No meeting in January
 - ii. February 5th meeting- reschedule?
 - e. Updated Photos for Website (*Mike Dineen will take a group photo and any individual photos needed after our meeting, starting at 10:00*)

- VIII. Information Items
 - 1. Accreditation Update
 - 1. Core Themes
 - 2. Chancellor's Holiday Gathering, December 11th 3-5, Student Union Den
 - 3. Community Campaign U-Bay Auction ends December 12th
<http://communitycampaign.uaa.alaska.edu/auction.aspx>
 - 4. FY10 Budget Update
 - 1. Final Regents Operating Budget Request
<http://www.alaska.edu/bor/agendas/2008/081031fy10operamend.pdf>
 - 2. Final Regents Capital Budget Request
<http://www.alaska.edu/bor/agendas/2008/081031fy10capamend.pdf>

- IX. Adjourn

Classified Council

Summary

November 6, 2008
 8:30 – 10:00 a.m.
 ADM 204
 Access Number 1-800-893-8850
 Meeting Number 7730925

I. Call to Order

II. Introduction of Members and Guests

X	Megan Carlson, President *	E	Kim Stanford *
X	Melodee Monson, Vice President		Lara Madden
X	Kathy Smith, Secretary **	X	Lisa Sparrell*
E	Brenda Henderson	X	Lois Hall*
X	Craig Mead*	X	Marilyn Borell
X	Fannie Slaten**	X	Melanie Hagen
X	Harry Need	X	Sandra Barclay **
	Janette Thornton	X	Thia Falcone
X	Jennifer DePesa		Bette Belanger
X	Jennifer Schultz		Anchorage Rep Vacant
X	Judi Spry*		Anchorage Rep Vacant
E	Kim Heidemann		Anchorage Rep Vacant

Assembly Reps * Alternate Assembly Reps **

III. Approval of Agenda

Amendments:

- *Update Membership list.*
- *Approved with amendments*

IV. Approval of Summary (pgs. 3-4)

- *Will approve September summary in December.*

V. Reports

A. President (*report attached pg. 5*)

- *Anne Bridges, president of Faculty Senate invited all Governance group leaders to give a report at the Faculty Senate Meeting this month (November).*

B. Staff Alliance

C. UAA Assembly

D. System Governance Council

E. Diversity Action Council- *Judi Spry (report attached pg. 6)*

F. Campus Safety Committee - *Kim Heidemann, Marilyn Borell*

- *Met Sept 19th. Chief Pittman mentioned the best way to help in an emergency is to be prepared at home by having 1-2 weeks worth of food for your families.*
- *There was an emergency preparedness exercise with Providence that went well and would like to do more often.*
- *Some concerns that were discussed were having a push button cross on UAA drive and helping alleviate issues students are having getting onto Elmore from the dorms.*

- *Brochure available on how to deescalate disruptive students. Michael Turner does presentations.*
- G. Sustainability- *Kim Stanford, Kathy Smith*
 - *Search for new Sustainability Director continues. Have forwarded a name to Bill Spindle. Waiting for the next step.*
- H. Student Success Task Force- *Lois Hall*
 - *Had the first meeting. Divided into sub groups.*
- I. Staff Health Care Committee- *Megan Carlson*
 - *Committee has not met yet.*
- J. UAA Faculty Staff Association- *Kim Stanford*
 - *Governor post card drive is active and postcards to the Governor need to be sent in soon, because the deadline for her recommended budget is coming up soon.*

VI. Old Business

- A. Goals from October Retreat (see attached pgs. 3-4)
 1. Staff compensation policy input
 2. Increase communication with constituents (see attached pgs. 3-4)
 - a. Survey
 - *Sandy Barclay, Lisa Sparrell and Marilyn Borell volunteered to work on the survey.*
 3. Increase opportunities for staff involvement in advocacy efforts
 4. Support increased training and professional development opportunities, particularly for community campus staff
 5. Increase opportunities for service both inside and outside UAA
 - a. Winter clothing drive for Chinook Elementary
 - b. Chili Feed
 - *Lois Hall, Jennifer Schultz, Fannie Slaten, Melodee Monson, Sandy Barclay volunteered to plan the chili feed.*
 6. Chancellors awards and feedback (Added to agenda)

Feedback included:

 - *Unsatisfying for awardees.*
 - *Timing, so busy could not come.*
 - *How the 5 year awards are handled. Some felt the awards could be mailed to Dean's offices rather than to the employees so that more recognition could be made.*
 - *Chancellor's Awards for Excellence should have separate staff and faculty categories.*

VII. New Business

- A. Vacancies
 1. Mat-Su vacancy filled
 - *Welcome to Bette Belanger. She is the Coordinator for Workforce Development and Community Education at the Mat Su campus.*
 2. 3 vacancies remain in Anchorage
 - *Need more diversity.*
 - *Some underrepresented areas include: Administrative services, student affairs, CTC, Facilities, Athletics, IT, SOE.*
 - *Maybe department heads could nominate, it may make people feel more compelled to serve.*
 - *If anyone has any nominations, please let Megan know.*

- B. Classified Council Blackboard site- Vicky
 - *Presented the Blackboard site, should be up and running by next month.*

VIII. Information Items

A. Community Campaign (9:45 am)

- *Chinook Elementary is in need of winter sports equipment clothing.*
- *UBAY Auction. Begins mid November.*
- *Give all donation monies to Anna Cook. Will forward money to United Way.*

B. CRAL – Lois Hall

- *Save the date. May 15th, 10 am – 4 pm, BP Energy Center*

C. Ton in Ten –

- *25 barrels around the campus. Kodiak and Kenai also doing the drive.*
- *Collection ends November 13th, will weigh the barrels on the 14th.*
- *If having a hard time getting donations, maybe have people donate money and someone can buy it.*

D. Chili Dog Event

- *Tuesday Nov.18th, 11:30 – 1:00.*
- *PSB Lobby*

IX. Agenda Items for December Meeting (see attached pgs. 3-4)

Items discussed for future meetings:

- *WIN – better facilities.*
- *Health Care/Benefits*
- *Equitable buyout for Governance Leaders*
- *Enrollment management.*
- *Facilities Update – Eric Lopez*

X. Adjourn

Summary of the Final Goals Agreed Upon for 2008-2009

1. Participate and provide input in the processes to develop staff compensation policies for future years
2. Increase Classified Council communication with constituents
3. Increase opportunities for staff involvement in advocacy efforts
4. Support increased training and professional development opportunities, particularly for community campus staff
5. Increase opportunities for service both inside and outside UAA.

Goals from the October Classified Council Retreat

(The full list)

- Advocacy
- Child Care/Daycare
- Communication
- Compensation
- Constitution/Bylaws
- Events
- Fundraising (competition)
- Increasing Awareness
- Leadership
- Participation
- Professional development
- Recruitment
- Service
- Staffing Issues

Suggestions on Improving Communication

- Classified Council Blog
- Disseminate Reports/Activity to Deans/Directors
- Email – updates, questions, recruitments
- Face to face
- G&G announcements for meetings, inviting people to bring issues
- Governance newsletter (on-line)
 - a. Include announcements (job transfers, births, etc)
- Invite experts/UAA Directors on topics discussed at meetings
- Inviting other governance leaders to be guests at CC meetings
- Mailing list for all governance groups
- Open Forums with other governance groups
- Opportunity for Governor postcard campaign
- Outreach/Other campuses included in communications
- Proactive vs. Reactive

- Report back to people we work with
- Retreat – invite other governance groups next year
- Shared service events
- Survey constituents on needs/wants/interests (one survey all staff)
 - What is keeping you from being more active in Classified Council Events?
- Video conferencing for community campuses
- Video Stream meeting or Podcast

Topics for Future Meetings

- Compensation
- Evaluation
- Distance Ed
- IDEA
- Health Care/Benefits
- Facilities Update
- Convocation Report
- Community Celebration
- Equitable buyout for Governance Leaders
- Advocacy
- Sustainability
- Child Care
- Employee Rights/Policy
- Student Email
- Process Improvement
- Charging for Shared Service
- Enrollment Services
- Faculty/Staff giving to UAA
- Parking
- Awareness of MAU's participation

Classified Council

Summary

September 4, 2008
 8:30 – 10:00 a.m.
 ADM 204
 Access Number 1-800-893-8850
 Meeting Number 7730925

- I. Call to Order
- II. Introduction of Members and Guests

X	Megan Carlson, President *	E	Kim Heidemann
X	Melodee Monson, Vice President	X	Kim Stanford *
X	Kathy Smith, Secretary	X	Lara Madden
	Anna Cook	X	Lisa Sparrell*
X	Brenda Henderson	X	Lois Hall**
X	Craig Mead*	X	Marilyn Borell
X	Fannie Slaten*	X	Melanie Hagen
E	Harry Need	X	Sandra Barclay
	Janette Thornton		Thia Falcone
X	Jennifer DePesa	X	Vicky Warren*
E	Jennifer Schultz		Anchorage Rep Vacant
	Judi Spry**		Mat-Su Rep Vacant

Assembly Reps * Alternate Assembly Reps **

- III. Approval of Agenda (pg.1-2)
Approved w/ changes
- IV. Approval of Summary (pg. 3-5)
Approved w/ change
- V. Reports
 - A. President (pg. 6)
 - B. Staff Alliance
 - C. UAA Assembly
 - D. Diversity Action Council- scheduled to meet next week
 - E. Campus Safety Committee- scheduled to meet in September
 - F. Sustainability- most members are on director search committee, they will regroup after the search is over
 Charge of committee will be the advisory to the director
 - G. Student Success Task Force- have not met yet
 - H. Staff Health Care Committee- have not met yet

- I. UA Faculty Staff Association- met with Wendy Redman and Regent Wickersham. Tomorrow will meet with Fran Ulmer. Next week is Pete Kelly.

VI. Old Business

VII. New Business

- A. Classified Council Retreat- October 2 in LIB 307 (pg. 7)

- B. Staff Salary Compensation- *Jeannine Senechal* 9:00 A.M.

Where we are at this point:

FY10 decided to put 4.5% placeholder in budget for planning

In the past, increasing salary has been across board COLA and annual steps

Doesn't look like the legislature will go back to the past structure

They would probably be more likely to support the across the board COLA, but not steps

Now looking at having a more generous across the board

Ideas on what step approach should be taken?

One thought is that progressing at steps through a different rate and have steps tied to performance

Step increases would have to be cost neutral

Using market as basis for requesting increase is double edge sword

Whatever is done with steps, it will be in addition to the across the board increase

Next meeting is next week.

- C. Accreditation Briefing 9:30 A.M.

Susan Kalina and Tom Miller

UAA is serving as pilot institution for new accreditation standards

Should be a bit more collaborative with more communication

New process is mission-centric: trying to show how each unit helps accomplish the mission

PowerPoint Presentation can be found at

<http://edit.www.uaa.alaska.edu/accreditation/2010.cfm>

- D. Committee Assignments

Diversity Action Council- two people will submit biographies to the Chancellor. Chancellor will select one person and then an alternate.

Campus Safety Committee-

Nominations:

Brenda Henderson

Kim Heidemann

Marilyn Borell

Kim Heidemann was re-elected and Marilyn Borell was elected as alternate.

2 abstentions

- VIII. Information Items
 - A. Legislative Candidate Fair- September 22nd 12-3, Student Union South Cafeteria, co-hosted by UAA's Faculty/Staff Association and Governance Groups

- IX. Adjourn

Meeting Adjourned @ 10:02

This has been a great month for Classified Council representation on UAA committees. Since our last meeting, we have been invited to recommend members for the PBAC Strategic Opportunity Fund subcommittee, the Child Care Task Force, and the newly structured Sustainability Advisory Committee. It is so gratifying to have members of the university community coming to us to nominate staff governance representatives for these committees.

University Assembly November Meeting

FY10 Budget Update

We discussed the status of the FY10 operating and capital budget requests, which the Regents have approved and sent to the Governor for approval. There is a link to the final Regents budget under Information Items on this month's Classified Council agenda. The Governor will submit her budget to the legislature for approval by December 15th. After that date, it is time to start contacting your legislators to ask them to support the university's budget.

Emergency Preparedness Exercise

Ron Swartz gave a wonderful presentation on the results of the Campus Safety Walk and the Mock Disaster Exercise. It was so exciting to hear about all the information they learned from these exercises. Vicky has posted reports about them both on the Governance website here: <http://www.uaa.alaska.edu/governance/upload/Safety-Walk-Disaster-08.pdf>.

Chancellor's Awards and Convocation

Jim Mullen (HRS) and Camille Oliver (Advancement) spoke about the results of the 2008 combined Faculty and Staff Convocation and the Chancellor's Awards for Excellence. They are considering separating the events back to two separate dates again, and seeking guidance on when to schedule the Chancellor's Awards. They are also moving forward with the proposal suggested last year, which would establish awards within each unit, in addition to awards at the MAU level.

Constitution and Bylaws Committee

The Constitution and Bylaws Committee presented a number of items for discussion at the meeting, based on questions raised by the current documents. One item, which is of particular relevance to the Council, is included in a discussion item on the December Classified Council agenda. The committee is expected to make recommendations for changes to the Assembly constitution and bylaws by the February 2009 meeting.

Community Celebration

Jim Mullen noted that the Chancellor's Cabinet is interested in moving forward with continuing the Community Celebration in 2009. In addition to the focus from last year, they would also like to offer more training and development sessions during the day. They are also working on putting together dedicated funds to have HR staff work on this project, rather than relying solely on volunteers. Keep an eye out for more information soon, if you're interested in planning the 2009 Community Celebration.

Staff Alliance

I was unable to attend the November Staff Alliance meeting because I was visiting Kodiak College to discuss accreditation. I spoke with the Alliance's Vice Chair, and received an update on what happened during the meeting. The Alliance discussed the draft Staff Make Students Count criteria, which will be discussed shortly with the campus staff governance councils. Previously, the criteria were not established at the system level, so they varied from campus to campus.

The Alliance representative on the Business Council reported that the Alaska Public Employees Union has notified the university that it is moving forward with an effort to unionize UA staff.

System Governance Council

During my call with the Staff Alliance Vice Chair, she mentioned several items that were discussed at System Governance Council.

The Council agreed to write a letter to President Hamilton clarifying the role of shared governance groups in the university system, since the MacTaggart External Review report referred to them as part of the administrative advisory councils, such as the Human Resources Council and the Business Council. They also plan to discuss non-retention practices at the January meeting.

*CONSTITUTION OF THE UNIVERSITY ASSEMBLY
OF THE
UNIVERSITY OF ALASKA ANCHORAGE*

ARTICLE I. NAME

Section 1.

The name of this organization shall be the UNIVERSITY ASSEMBLY OF THE UNIVERSITY OF ALASKA ANCHORAGE (herein called the Assembly).

ARTICLE II. PURPOSES, RESPONSIBILITIES, STRUCTURE, AND AUTHORITY

Section 1. Purpose

The purposes of the Assembly are:

- A. To provide official representation for the alumni, APT (administrative, professional, technical), classified staff, faculty, and students of the University of Alaska Anchorage in matters that affect the general welfare of the University and its effectiveness in pursuit of (1) its goal of excellence in teaching, research, and service, (2) the development of professional careers for all employees, (3) the rights of students, and (4) the concerns of the alumni.

- B. To function as an advisory, coordinating, and legislative body, having primary authority to initiate, develop, review, and recommend policy pertinent to the University of Alaska Anchorage including, but not limited to, issues not covered by collective bargaining agreements or applicable state or federal laws that relate to:

- Budget
- Tuition and Fees
- Human Resources policies pertaining to Health and Safety, ethics
- Security and Transportation
- Space Utilization and Planning
- Academic Resource utilization-including computers, library and facilities
- Parking
- University obligation to students, faculty, staff and alumni
- Academic Calendar
- Advisement, recruitment, and retention of students

Furthermore, the University Assembly shall upon request of the Chancellor function as an advisory body having secondary authority to review and recommend policy on

- Review of Instruction
- Admission Standards
- Grading Policies
- Course availability
- Transfer policies

- B. To provide consultative services to the Chancellor of the University of Alaska Anchorage by considering all matters referred to it by the Chancellor or by the

Assembly constituency.

- C. To provide consultative service to the representative groups on issues related to their respective areas of responsibility.
- D. To provide for representation to the Systemwide Governance Council.

Section 2. Responsibilities

- A. Specific Authority

The Assembly shall carry out its responsibilities and functions subject to the policies and procedures of the Board of Regents. The Assembly's actions will be binding subject to approval by the Chancellor, in accordance with ARTICLE X of this Constitution.

- B. **Delegated Authority**

The Assembly delegates legislative authority to its component bodies as established in ARTICLE II, Section 3, of this Constitution. The Assembly may review, comment on, and recommend changes in any actions taken by its component bodies but the Assembly shall not have veto power over actions taken by its component bodies.

Section 3. Structure

The Assembly shall be composed of the following component bodies:

- A. The University of Alaska Anchorage APT Council. (Herein called the APT Council).
- B. The University of Alaska Anchorage Classified Council. (Herein called the Classified Council.)
- C. The University of Alaska Anchorage Faculty Senate. (Herein called the Faculty Senate.)
- D. Student government of the University of Alaska Anchorage (hereafter called the students).

ARTICLE III. MEMBERSHIP

Section 1. Representation

The Assembly shall be composed of representatives of all component bodies and others as provided in ARTICLE III, Section 2, of this Constitution.

Section 2. Membership

The Assembly shall consist of not more than five (5)-voting representatives from each of the component bodies listed in Article II, Section 3, of this Constitution. Additionally, there shall be seven (7) ex-officio members including: the Chancellor, five (5) administrative representatives appointed by the Chancellor, and one (1) representative from the UAA Alumni Association, plus other representatives as specified in ARTICLE IV of this Constitution.

Section 3. Recall

Any member of the Assembly may be recalled by the electing constituency from which the member was chosen. Such recall shall be in accordance with the procedures established by the member's governance body.

ARTICLE IV. OFFICERS

Section 1. Officers

The Assembly shall, by a majority vote, choose two (2) officers: a President and Vice President.

Section 2. Term of Office

The President and Vice President will serve for a period of one year, and shall assume office at the last regularly scheduled Assembly meeting of the academic year.

Section 3. Election of Officers

The Assembly President and Vice President shall be elected from the Assembly provided that the president and the vice president are not elected from the same component body. Those positions in the Assembly shall be replaced by alternates from their component groups.

ARTICLE V. COMMITTEES

Section 1. Standing Committees

The committees of the Assembly shall be those specified by the Bylaws of the Assembly.

Section 2. Executive Committee

The Executive Committee shall consist of the University Assembly President, Vice President, and the presidents from each component group or their designated representative.

Section 3. Committee Representation

The standing committees of the Assembly shall be elected by and from the Assembly. Members elected to the standing committees shall serve for the duration of their terms on the Assembly.

Section 4. Ad Hoc Committees

By a majority vote of those present at any meeting, the Assembly may establish any ad hoc committee it deems necessary for conducting Assembly business. The Assembly President shall appoint the members of any ad hoc committee which may include, when appropriate, non-Assembly members.

ARTICLE VI. MEETINGS

The Assembly shall meet at least once each semester or more often in accordance with Section V of the Assembly Bylaws.

ARTICLE VII. QUORUM

A Quorum shall consist of 50% of the voting membership, plus one person, including at least one (1)

representative from three (3) of the four (4) component bodies.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The parliamentary authority shall be the latest edition of Robert's Rules of Order.

ARTICLE IX. AMENDMENT

Section 1. Proposal of Amendments

Amendment to the Constitution may be proposed by members of the Assembly. Copies of the proposed amendment shall be sent to all members of the Assembly.

Section 2. Procedure

A first reading and discussion of the proposed amendment will be scheduled for the next meeting of the Assembly after distribution of the proposed amendment is achieved.

Section 3. Approval

Approval of amendments to the Constitution requires a two-thirds vote of all members eligible to vote in the Assembly. The proposed amendment shall be subject to a final vote no sooner than thirty (30) calendar days and not later than sixty (60) calendar days after the first reading.

Section 4. Ratification

All amendments to the Constitution approved by the Assembly shall be transmitted to the Chancellor, System Governance, President, and the Board of Regents.

ARTICLE X. EFFECTIVE DATE OF ACTIONS

Section 1. Chancellor's Action

All actions taken by the Assembly will be forwarded to the Chancellor within five (5) working days following that action. An action of the Assembly will be considered approved if the Chancellor fails to respond to that action within thirty (30) calendar days of the Assembly's forwarding the action to the Chancellor.

Section 2. Assembly Authority

Any action taken by any Assembly component body that affects any other component body or statewide policy shall be submitted to the Assembly and considered to be an action of the Assembly unless the Assembly itself refer the action back to the component body for reconsideration (with comment or specific recommendations) within five (5) working days of the date of the first meeting following that action. The Assembly may refer an action back for reconsideration only once.

Section 3. Appeal of Chancellor's Decision

Appeal of the Chancellor's decision shall be through the System Governance to the UA President. The decision to appeal the Chancellor's decision shall require a two-thirds majority of the UAA Assembly members eligible to vote.