

Classified Council

Agenda

February 12, 2009
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

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

Assembly Reps * Alternate Assembly Reps **

- III. Approval of Agenda (*pgs. 1-2*)
- IV. Approval of Summary
 - A. December Summary (*pgs. 3-6*)
- V. Reports
 - A. President – *Megan Carlson*(*pg. 7*)
 - B. Staff Alliance – *Megan Carlson*
 - C. UAA Assembly – *Megan Carlson*
 - D. Diversity Action Council- *Judi Spry* (*pgs.8-9*)
 - E. Campus Safety Committee- *Marilyn Borell*
 - F. Sustainability Council- *Kathy Smith* (*pg.10*)
 - G. Student Success Task Force- *Lois Hall*
 - H. Staff Health Care Committee- *Megan Carlson*
 - I. PBAC Strategic Opportunity Fund Subcommittee- *Melodee Monson*
 - J. Child Care Task Force- *Sandi Barclay*
 - K. UAA Faculty Staff Association- *Kim Stanford*

- VI. Old Business
 - A. Communication Committee Survey Discussion- *Sandi Barclay, Lisa Sparrell, Marilyn Borell*

NOTE: Please review the survey discussion board on the Classified Council Blackboard site before this meeting.

- B. Events and Service Committee
 - Results of Chili Feed
 - Spring Service Project
 - C. Vacancies (1 remaining Anchorage seat)

- VII. New Business
 - A. Human Resources Training Update- *Dawn Evans*
 - B. Community Celebration- *Sandy Powley*
 - C. *Staff Make Students Count (pg. 11)*

- VIII. Information Items
 - 1. Community Celebration Planning Meeting, February 13th 12-1 ULB 104
 - 2. Advocacy Update <http://www.alaska.edu/state/briefingpapers/>
 - Budget Process (*pgs. 12-13*)
 - 3. Non-retention Resolution (*pg. 14*)
 - 4. Accreditation

- IX. Adjourn

Classified Council

Summary

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

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

Assembly Reps *

Alternate Assembly Reps **

III. Approval of Agenda (pgs. 1-2)

Additions:

- *Strategic Opportunity Fund Announcement*
- *Higher Education Report Card*
- *Approved with additions*

IV. Approval of Summary

A. November Summary (pgs. 3-5)

- *Approved*

B. October Summary (pgs. 6-7)

- *Approved*

C. September Summary (pgs. 8-10)

- *Approved*

- V. Reports
- A. President (*Report attached pg. 11*)
- *Excitement about being asked to participate in University committees.*
- B. Staff Alliance
- *No Report*
- C. UAA Assembly
- D. Diversity Action Council- *Judi Spry*
- *Main topic addressed at the last meeting was rewording current bylaws and applications for grants.*
- E. Campus Safety Committee- *Marilyn Borell*
- *Report next meeting*
- F. Sustainability- *Kim Stanford, Kathy Smith*
- *Reconstituting committee, planning to make into a smaller advisory board.*
- G. Student Success Task Force- *Lois Hall*
- *General discussion broke into sub groups.*
 - *Lois spoke about her subgroup project, which is student success reports.*
 - *Reports cover topics such as what kind of service UAA students get and how it contributes to success.*
- H. Staff Health Care Committee- *Megan Carlson*
- *Claims trends, Blue Cross and Caremark increase from last year is far less than expected, this is attributed to wellness program*
 - *Health risk assessment, will be doing again this year. Program will be handled differently, WIN will administer the surveys and employee can call to pursue more information, but will not be called.*
 - ***\$300,000 health incentives.** Joint health care committee will decide how to spend the money but would like feedback. Send ideas to Megan Carlson, she will forward them. Community campus ideas needed.*
- I. UAA Faculty Staff Association- *Kim Stanford*
- *Governor is approving her budget for the University in the next 2 weeks. The deadline is Dec. 15th.*
 - *Send postcards.*
- J. PBAC Strategic Opportunity Fund Subcommittee- *Melodee Monson*
- *Focus of the fund will be approved soon.*
 - *Melodee gave an outline of the committee's workload.*
- K. Child Care Task Force- *Sandi Barclay*
- *Have not met yet.*

VI. Old Business

- a. Communication Committee (Survey Update)- *Sandi Barclay, Lisa Sparrell, Marilyn Borell*
 - *Will report at February meeting.*
- b. Service Committee (Chili Feed Update)- *Lois Hall, Jennifer Schultz, Fannie Slaten, Melodee Monson*
 - *Jennifer is working on the food portion. Sign up to bring things.*
 - *Jan 7th in Wolf Den. 11: 30 to 2:00*
 - *Judges: Mike Driscoll, Bill Spindle, Megan Olson, and possibly Karl Wing*
 - *Need to make sure drinks are provided.*
 - *Also incorporating a service project, donating childsize winter clothes, skates, hats and gloves to Chinook Elementary School.*
 - *Need several pairs of Hockey skates. Size 2 - 11*
 - *Hats and gloves cannot be shared.*
 - *Money donated will go to buying skates.*
- c. Vacancies (2 remaining Anchorage seats)
 - *Please continue thinking of people to nominate or ask to volunteer.*
- d. Ton In Ten Update- *Melodee Monson*

Weights in:

 - *Anchorage 2217*
 - *Kenai 150*
 - *Kodiak 301*
 - *TOTAL WEIGHT 2668 lbs of PB&J*
 - *Aviation won with 409 pounds*

VII. New Business

- a. Health Care and Wellness Update- *Mike Humphrey*
 - *Single digits increase in wellness claims. Somewhere around 10%*
 - *Keep promoting wellness. Anchorage and Juneau are leading in this area.*
 - *No plan changes planned for now for next open enrollment.*
 - *Facilities for wellness events are limited, there are space issues across the system.*
 - *Need higher level support to make these programs more highly used.*
 - *If supervisors are not aware of the Wellness initiative they can call Mike Humphrey personally. The wellness program is considered*

part of our benefits. Not using Web MD anymore. March or April health risk assessment, it is a new and improved system.

- b. Sustainability Council representative selection
 - *Kathy Smith nominated and elected to serve.*
- c. Assembly Constitution, Article X, Section 2 (*Attachment pgs. 12-15*)
 - *Suggestions were to treat motions as “informational items” on the Assembly agenda or amend the current language.*
- d. Meeting Calendar
 - i. No meeting in January
 - ii. February 5th meeting- reschedule?
 - *Meeting changed to Feb. 12th , 8:30 – 10:00 ADM 204*
- 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
 - *University Wide Assembly meeting*
 - *January 30th, 2009, 9:30 – 11:00 in LIB 307.*
 - *Everyone invited to attend. Main topic will accreditation.*
 - 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>
 - *Regents approved, now governor is looking at it.*

IX. Adjourn
9:55 AM

University Assembly December Meeting

Chancellor's Awards and Convocation

The Assembly discussed the feedback received from the constituent governance groups on the Faculty and Staff Convocation and Chancellor's Awards for Excellence. We also discussed ways to better ensure that employees honored with longevity awards receive those awards with appropriate respect, rather than receiving them in intercampus mail.

Facilities Update

Tim Nelson and Mike Smith gave a great update on the progress of renovations and moves in facilities throughout our campus. They also discussed the new draft facilities master plan, available here: <http://www.uaa.alaska.edu/masterplan/>. If there's interest among the Classified Council, I would be happy to schedule a similar update in one of our upcoming meetings. We may also be able to arrange a hard hat tour of the Integrated Science Building, held outside of the normal Classified Council meeting.

Community Celebration

The planning for the UAA Community Celebration has begun. The Community Celebration has been scheduled for Wednesday, May 13th.

There are still plenty of opportunities for involvement, including opportunities to serve as co-chair for the day or to lead one of the subcommittees. There is a kick-off meeting for the Community Celebration on **Friday, February 13th from 12:00-1:00 in ULB 104**. Lunch will be provided for this meeting, which is a great opportunity to learn more about how you can help out to make this day a success.

Governance Leaders

During our February Governance Leaders meeting, we agreed to co-sponsor a day of service for the university community. The intent is to offer several different options for UAA employees to serve our local community. Anne Bridges, the Faculty Senate president, has past experience with arranging this kind of event, and has taken the lead on the planning. If you're interested in helping with the planning, please let me know and I can pass your name on to Anne.

Legislative Advocacy Travel

February is a busy month for University of Alaska legislative advocacy visits to Juneau. The Staff Alliance, which represents all of the staff in our system, will be visiting during the last week of February. We've received funding to include a community campus representative from each of the MAUs. The UAA community campus representative will be Jenny Myrick, who works at Kodiak College.

During the Staff Alliance visit, Kim Stanford, Melodee Monson, and Kathy Smith will also be in Juneau advocating for UAA. Their travel was made possible by generous governance travel funds provided by Chancellor Ulmer.

Staff Alliance January Meeting

The February Staff Alliance meeting will be devoted to training for the legislative advocacy visit later this month. We'll receive updates on the status of university budget requests, as well as tips on ways to communicate effectively with legislators.

In the January Alliance meeting, we tabled the Staff Make Students Count criteria until the February 25th meeting to allow more time to discuss them with our constituent groups. We also spent time discussing the SkillSoft online training program, which has been extended for a three year period. The contract extension was made possible through contributions from the Vice Chancellors of Administrative Services at each of the MAUs.

Integrated Advocacy Committee

The Integrated Advocacy Committee heard updates on the status of the FY10 budget request, which has been forwarded from the Governor's Office to the legislature. Due to the downturn in the economy, this budget request is expected to face more resistance than it has in recent years. It's important that you contact your legislators (on your own time, using your personal email address or mailing address) to ask them to support our budget. Keep in mind that the operating budget request includes funding for new programs, but it also includes annual salary increases for non-represented staff.

System Governance Council

System Governance Council passed a resolution requesting that the UA System adhere to the spirit of the Regents policies when implementing non-retention. The resolution text is attached to the February Classified Council agenda.

**UAA DAC & FSDC
Joint meeting.
January 30, 2009
Student Union Lyla Richards
8:30am to 10:00am**

The meeting was called to order.

1. Introductions: Special Guests Chancellor Ulmer and Provost Driscoll.
2. Review/approval of December meeting minutes
 - No revisions were suggested.
3. Update on NCBI training
 - Three NCBI members were present at the DAC meeting. Currently the NCBI team has 18 members. In the last year 900 constituents within the UAA community have been touched by some format of an NCBI diversity workshop.
 - Diversity cannot be just talked about it needs to be put into practice. The tools provided by NCBI to examine our own stereotypes have built confidence in workshop attendees. We want to find out what is under a racist remark to change the attitude.
 - The listening tables were mentioned at the NCBI conference that four NCBI team members attended in Atlanta in November. The tables worked very well at UAA and are one of the concepts from NCBI to listen so that if people had feelings about the exhibit that someone was there to listen.
 - Goal for spring is to deliver 3 NCBI trainings, hopeful one of the trainings will be at Kenai.
4. Review of funding proposals
 - Alaska Civil Rights Month Funding Proposal.
Seeking funding for approximately 7,761.00

Discussion: Amendment to be made to funding request to add the cost of advertising in the Martin Luther King Holiday Commemoration MLK advertising. Round up request to \$9,000.00

Yes: 9

No: 0

Abstain: 3

passed

5. Update on 2009 UAA Alaska Civil Rights Week Committee – Marva Watson reported
 - Volunteerism has been extraordinary on the campus. The committee has been meeting weekly since the end of October.
 - 2009 will mark the 24th year that UAA has celebrated Martin Luther King Day and Alaska civil rights. Planning this year expanded from a week to a month.
 - There are many donations and in-kind contributions from departments.
 - Students love the birthday cake celebration and the committee continued with that theme this year.
 - As of now there are 17 events that are calendared.

6. Update on last meeting's discussion on best methods of disseminating disability related information to the university community – Kaela Parks reported
 - There have been many conversations throughout the campus for long time on how to meet and honor accommodate requests in the right way. Conversation seems to be increasing.
 - There is lots of information available on the DSS website.
 - What is being proposed is that we think about other ways to disseminate information. Getting the information out to the campus so that all entities can access information, will know how to make accessibility happen smoothly. The suggested tool is a Campus Access Guide – publication that could be distributed to departments and community campuses. In addition, have an electronic format on the webpage. Cost associated would be in producing the bound version.

The DAC supports the project.

7. Other items

- Q&A around the table for the Chancellor and Provost regarding support from the upper levels of UA and a proposal for a line item in the budget for Diversity and another for the costs associated with international hiring costs.

8. Announcements

This will be the final meeting for Linda Lazzell as her last day at UAA will be Friday 02/06/09. She was presented with a Loon from the DAC and given warm wishes and a round of applause.

Sustainability Council Report
February 2009

UAA now has an actual Sustainability Office with Paula Williams as the recently hired director. The Sustainability Council has taken on the assignment of helping define the Office's tasks and missions as well as defining the role and tasks for the Council.

Everyone on the council submitted a list of possible tasks for the Sustainability Office and Council after which we consolidated and ranked the items into one list that categorized these items into degree of importance and whether each of the tasks is considered a short-term or long-term goal. After careful review and discussion a draft of the tasks was created. Everyone is now reviewing this draft. After the review and input is complete a letter will be submitted to Vice Chancellor Spindle with the Council's suggestions.

Kathy Smith

Student Support Clearly Demonstrated? (Scale of 0-10)

Do the nomination letters clearly show that this person truly exhibits excellence in their actions? This includes going above and beyond in their jobs, activities, and conduct / attitude in general.

Student Recognition of Service? (Scale of 0-2)

Did the nomination letters include letter(s) from Students?

Staff/Faculty Recognition of Service? (Scale of 0-1)

Did the nomination letters include letter(s) from Staff?

Longevity (Scale of 0-1)

How long has the person worked for UA? Are they still in the beginning of their career, or have they been here quite a while and are still showing a high level of commitment to our students?

Other (Scale of 0-1)

Any other factors or personal knowledge can be rated here.

UAA's budget request to the State for fiscal year 2010: The process



What is the FY2010 budget request?

Every year the University of Alaska (UA) submits a request to the state of Alaska for funds to help run its campuses and build/renew its facilities. These funds, along with other sources of revenue—including tuition—provide for growth and support for the programs offered at UAA. The FY2010 begins on July 1, 2009 and runs through June 30, 2010. The budget is designed and submitted in two categories: one-time capital requests (buildings and facilities) and ongoing operating requests (money to help with priority program enhancement and growth, as well as University operational costs).

How are the budget requests put together?

Each summer the three University of Alaska units (UAA, UAF and UAS) submit their requests to the University of Alaska President, Mark Hamilton. These requests are based on a number of factors, including student enrollment, facility needs, program demand, UAA's Strategic Plan 2017, industry and State needs, and statewide planning groups, among others. President Hamilton and Statewide staff meet with all three chancellors to discuss the campus requests and to put together one complete proposed budget for the University of Alaska's Board of Regents approval. The Regents review the budget and their approved version of the request is submitted to the Governor for consideration. The Board of Regents' budget is prioritized based on what they see as the major needs for each campus and the system as a whole.

To whom are the budget requests submitted?

The Board of Regents budget is submitted to the Governor of Alaska for consideration in the fall. The Governor can choose to forward the budget to the legislature as is, or modified to reflect the Governor's

priorities. Historically, governors have forwarded parts of the University's capital and operating requests, but not the full budget request. An example of this would include the approval of funding to expand a program but not approving the funding for a new building. The Governor publicly releases her budget in mid-December. This budget is then presented to the Alaska State Legislature for consideration.

What does the Legislature do with the Governor's budget?

The Legislature carefully considers the budget submitted by the Governor. They have the option of approving her budget as submitted to them, or they can make additions or subtractions to that budget, which is usually the case. There is much discussion and debate that goes into this portion of the budget approval process. Students, faculty, staff and friends of the University will travel to Juneau during the budget sessions to meet with Legislators and talk with them about the needs of the University.

There is often a difference between the House proposed budget and the Senate proposed budget. Before the legislative session ends on April 19, 2009, House and Senate members meet in conference committee, decide on a combined budget, pass it and then present it to the governor for final approval.

What does the Governor do with the Legislature's budget?

After the Legislature delivers its version of the budget to the Governor, she has 15 days, Sundays excluded, to veto any portion of the budget while the Legislature is in session. If the Legislature has adjourned, the Governor has 20 days, excluding Sundays. The budget then becomes law.



What can students, faculty, staff and friends of UAA do to help?

First, become familiar with the UA's advocacy Web site, <http://www.alaska.edu/state/>. This site has links to briefing papers, legislative calendars, the entire UA system budget request, the Governor's proposed budget and other narrative materials about the UA budget. In addition, you can sign up for the SupportUA Listserve (<https://lists.uaf.edu:8025/mailman/listinfo/supportua-l>), a communication tool designed to keep UA advocates informed about the University's budget and other legislative matters.

Next, you can visit Chancellor Fran Ulmer's Web site and download copies of UAA's budget request briefing papers and view a video on "How to talk to Legislators."

If you are a student, you should call USUAA (student government office) to see what advocacy efforts they have planned for the current session. Usually a group of students flies to Juneau to meet with Legislators each year. Ask them how you might be able to get involved.

If you are faculty, work with the Faculty Senate and the faculty senate president, Anne Bridges, on coordinated outreach efforts with legislators. Find out when other faculty members are traveling to Juneau to advocate for University funding and ask what you can do to help. You may also work with the UAA Faculty & Staff Association and the UAA Governance Office on their outreach efforts as well.

If you are staff, work with APT Council, University Assembly, Classified Council, the UAA Faculty & Staff Association or the Chancellor's Cabinet members on how you can get involved in advocating for the University's budget request. As with other campus groups, staff are integral voices in Juneau during the legislative session; some staff members may travel to the capital to meet with legislators, others can help from their own campus by sending e-mails and postcards to their senators and representatives, and by participating in public testimony and open hearings on the budget.

Friends of UAA can help advocate for the University's budget request in several ways. Start by visiting the University of Alaska's advocacy Web site at <http://www.alaska.edu/state/>. Here you will learn about the UA Board of Regents' request, the Governor's proposed budget and what materials are available from the UA Advocacy Office. This site also has a list of important dates and links to the Office of the Governor and individual legislators.

To learn about UAA specific priorities, you can visit Chancellor Ulmer's Web site at <http://www.uaa.alaska.edu/chancellor/regentsreports/index.cfm>.

Let your voice be heard! You can write letters—to the governor, to your legislators, to the editor of your hometown paper—in support of the UA budget request. If you have the opportunity to talk with a legislator, know your facts about University needs and ask for their support. Provide public testimony in open hearings during the legislative session; many towns/cities across Alaska have satellite offices that you can visit and provide input during the open hearings.

Most importantly, if you feel compelled to help out, please get in touch with one of these offices:

- Union of Students (USUAA), 786-1203
- UAA Governance Office, 786-1945
- UAA University Advancement, 786-4847
- Maggie Grega, UAA Chancellor's Office, 786-1437
- Pete Kelly, Director of State Relations, University of Alaska, (907) 450-8006 or (907) 463-3086

Thank you for supporting UAA!



System Governance Resolution, passed 1/29/09

Resolution in opposition to non-retention as it is being used and carried out under the guidance and/or direction of statewide HR and General Counsel.

Whereas Regents policy 04.01.010 Human Resources Mission Statement states: “To encourage excellence, the statewide office promotes fair treatment, provides for continuing opportunities for training and development, values and recognizes productivity and achievement, and respects the worth and dignity of all individuals who comprise the university’s workforce,”

Whereas Regents policy 04.07.100 Non-retention states: “Non-retention does not reflect discredit on an employee,”

Whereas a non-retained employee is identified in the university system raising a flag on any applications for future positions with the university,

Whereas non-retention is being used as a non-litigious alternative to termination,

Whereas non-retention is being applied in an inconsistent manner, giving the impression of unfairness,

Whereas current practice does not consistently consider the input of supervisors, administrators, and local human resource services professionals in the determination of how to carry out non-retention, and

Whereas non-retention, as it is being used under the guidance and/or direction of statewide and general counsel today, has a huge negative impact on co-workers and colleagues of those non-retained,

Therefore be it resolved that the University of Alaska System Governance Council respectfully requests that the UA System adhere to the spirit of Regents policies 04.01.010 and 04.07.100 when implementing non-retention, and not use it in lieu of termination when termination is justified.