

# Classified Council

## Agenda

Thursday, November 3, 2005

8:30 – 10:00 a.m.

ADM 204

Access Number 1-800-519-1987

Meeting Number \*1526331\*

(for members outside of Anchorage only)

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

Kim Stanford, President	Melodee Monson
Rebecca Jackson, Vice President	Lois Hall
Heidi King, Secretary	Jennifer Myrick
Sandra Barclay	Cheryl Page
Michelle Bearden	Tania Rowe
Megan Carlson	Forrest Schroeder-Einwiller
Audrey Jo Foster	Kathryn Smith
Jennifer Greene	Gabriella Leong
Kim Heidermann	Sherry Trumpower
Tara Koeckritz	Kristin Warren
Brenda Levesque	Cheryl Wright
Debbie Linn	Megan Zimplemann

- III. Approval of Agenda (pg. 1-2)
- IV. Approval of Summary – October 6, 2005 (pg. 3-5)
- V. Reports
  - A. President (pg 6-9)
  - B. Staff Alliance
  - C. University Assembly
  - D. Diversity Action Council
  - E. Campus Safety Committee
  - F. Sustainability
  - G. Ad Hoc Events Committee
  - H. Staff Training Ad Hoc Committee
- VI. Public Comments
- VII. Old Business
  - A. Staff Council Concept
  - B. Community Campaign
- VIII. New Business
  - A. Faculty Association – Steve Rollins – **8:35 a.m.**

- IX. Information Items and Adjournment
  - A. Conciliation Service  
<http://www.uaa.alaska.edu/diversity/conciliation/index.cfm>
  - B. Provost Search  
<http://www.uaa.alaska.edu/academicaffairs/index.cfm>

# Classified Council Summary

Thursday, October 6, 2005  
8:30 – 10:00 a.m.  
ADM 204  
Access Number 1-800-519-1987  
Meeting Number \*1526331\*  
(for members outside of Anchorage only)

## I. Call to Order

## II. Introduction of Members and Guests

x	Kim Stanford, President	x	Debbie Linn
x	Rebecca Jackson, Vice President	x	Melodee Monson
x	Heidi King, Secretary	x	Lois Hall
	Kristin Bagley		Jennifer Myrick
x	Sandra Barclay	x	Cheryl Page
	Michelle Bearden	x	Tania Rowe
x	Megan Carlson		Forrest Schroeder-Einwiller
	Audrey Jo Foster	x	Kathryn Smith
	Jennifer Greene		Gabriella Leong
x	Kim Heidemann		Sherry Trumpower
x	Tara Koeckritz	x	Cheryl Wright
	Brenda Levesque	x	Megan Zimplemann

Guest: Bill Spindle

## III. Approval of Agenda (pg. 1-2)

Add two items to Information Items. Approved unanimously as amended.

## IV. Approval of Summary – Sept 1, 2005 (pg. 3-5)

Approved unanimously.

## V. Reports

### A. President

Elected as University Assembly President. Member of PBAC Council and Provost Search Committee. Attended Board of Regents meeting on Sept 20 – 21. Met with Gebe Ejigu to discuss HR processes and training. Will attend Leadership Development Breakfast series beginning next week to discuss various University issues. Volunteer Recognition will continue.

### B. Staff Alliance

Grid Adjustment v Health Care Cost Increase issue discussed. Staff and supervisor training issues discussed. Wellness Program should be promoted – ideas should be sent to Mike Humphrey. Health Risk Assessment will be posted online this month – a \$100 rebate will be applied to the paychecks of those who elect to participate. Statewide hired an Employee Communications Specialist in human resources – will attend Staff Alliance meetings.

### C. University Assembly

Goals and objectives were discussed for 2005-06. Chairita Franklin will provide more information about the facilitation project soon. Governance communications plan will be finalized at next month's meeting.

D. Diversity Action Council

E. Campus Safety Committee

F. Sustainability

VI. Public Comments

VII. Old Business

A. Staff Council Concept

Advantages and disadvantages were discussed. If APT Council approves of moving forward with Staff Council concept, a committee will form to discuss and draft new Constitution and Bylaws for administration approval by Spring 2006.

Gebe Ejigu – Administration is supportive of Staff Council concept.

UAA is aggressive this year in requesting money from legislature for next school year – UAA is severely underfunded. Capital projects, salary, retirement, and health insurance are a priority. Reallocation of funds will occur as well to help balance the budget. University employees are strongly encouraged to participate.

Human Resources is actively participating in training and other human resource initiatives, such as the Leadership Development Breakfast series. University needs to continue to connect with the community.

B. Community Campaign

Heidi King – Steering Committee met. Champion kickoff will take place Oct 20 – 21. Campaign kickoff will begin Oct 24. Various events will take place the first two weeks of Nov and Community Campaign will officially begin Nov 14. Ways to recognize Champions were discussed. Campaign will end the second week of Jan. Employees are encouraged to participate. Extended campuses will coordinate their own campaigns.

C. 2005 – 06 Goals & Objectives

New goals and objectives were discussed for the 2005-06 year. Staff training (coordinated through human resources) and governance communications should be a priority. Goals and objectives will be finalized next month.

VIII. New Business

A. Bill Spindle – IDEA Bank

Bureaucracy Busters campaign was started six months ago and has since been renamed the IDEA Bank. This has been a success, and will continue as a permanent campaign. Submitted suggestions and their status can be found online at: <http://www.uaa.alaska.edu/ideabank/> Contact Bill Spindle ([Bill@uaa.alaska.edu](mailto:Bill@uaa.alaska.edu)) with any questions or concerns.

B. Ad Hoc Events Committee

Classified Council will promote governance awareness through various events this academic year. Cheryl Wright reported that a chili feed will take place Dec 9<sup>th</sup>. A chef cook-off contest is planned for March.

Classified Council may or may not participate in Sox-n-Sandwiches this year. Possible alternatives, such as a food drive, were discussed. Cheryl will contact Bob Kizer, APT Council President, for input.

### C. Staff Training – Ad Hoc Committee

Staff Training Ad Hoc Committee was formed: Sandra Barclay (co-chair), Rebecca Jackson (co-chair), and Melodee Monson. An extended campus and APT employee should join. Committee will work with human resources and possibly develop new survey.

## IX. Information Items and Adjournment

### A. Governance Office Staffing

Anissa Hauser, Governance Coordinator, has accepted a position with the PhD Psychology Department. Her vacancy has been posted online at: <http://www.UAKJobs.com>. A search committee has been formed as well.

### B. Seawolf Readers

<http://www.uaa.alaska.edu/governance/readers.cfm>

### C. Parking Update

D. Board of Regents <http://www.alaska.edu/bor/minutes/minutes.xml>

### E. Accreditation Visit – Megan Carlson (pg. 6)

Written report attached.

### F. PeopleAdmin

Pam Jacobs from Human Resources reported that PeopleAdmin is up and running. This new HR system allows for paperless recruiting and online updating of position descriptions. PeopleAdmin training is available at: <http://www.uaa.alaska.edu/humanresources/training/index.cfm>

REPORTS TO CLASSIFIED COUNCIL, NOVEMBER 2005  
Prepared by Kim Stanford

PRESIDENT'S REPORT

- Attended PBAC and Provost Search Committee meetings
- Attended the first UAA Leadership Breakfast (Speaker: Mark Hamilton)

STAFF ALLIANCE REPORT

Staff Alliance met October 11, 2005 (regular meeting).

- GOVERNANCE REGULATION  
The Governance Regulation developed by a Staff Alliance Committee and approved by System Governance Council has been rejected by President Hamilton. The Staff Alliance Governance Regulation Ad-Hoc Committee (chaired by Kim Stanford) will reconvene and have discussions with Statewide representatives to work on the document.
- STAFF & SUPERVISOR TRAINING  
The group discussed what is available at each MAU and has made a commitment to working with Jim Johnsen, VP for Faculty and Staff Relations, towards progress on this issue.
- EMPLOYEE EDUCATION BENEFITS  
Concern has been expressed both within and outside of the university regarding use (or abuse) of the employee tuition waiver program. Specific concerns include those who regularly register but do not complete the classes (due to withdrawal or failing). More discussions to follow regarding Staff Alliance recommendations.
- WELLNESS PROGRAM  
Staff Alliance members expressed concern over the lack of promotion for this program, and how it may affect it's success. The new SW Employee Communications Specialist, Debra Carter, was involved in the discussion. Carolyn Weaver from UA HRS noted that the website for the program will be set up this week.
- TIMING OF GRID ADJUSTMENTS VS HEALTH CARE COST INCREASES  
Carolyn Weaver explained the reasoning behind the two not being able to coincide exactly. The deduction rate for health care benefits changes during the first check payment in the new fiscal year - based on Banner requirement. The grid adjustment is bound by legislative approval and must start in the first full pay period in the fiscal year.
- LEGISLATIVE ITEMS  
Pete Kelly gave a legislative update and provided some draft advocacy memos for Staff Alliance to discuss.

UAA ASSEMBLY

UAA Assembly met October 13<sup>th</sup> (regular meeting).

- ASSEMBLY 2005-2006 GOALS & OBJECTIVES SET:
  - 1) Advocacy & Awareness (work to increase our knowledge and that of our constituencies regarding how we can advocate for the University)
  - 2) Governance Communications (carryover from 04-05)
  - 3) Speakers' Bureau (carryover from 04-05)Additional goals/objectives will be taken on as deemed appropriate by the group.
- GOVERNANCE COMMUNICATIONS  
A plan was proposed and accepted in the hopes of improving Governance communications to our constituents and raising awareness of Governance across UAA. (See Attached)
- ASSEMBLY REPORTS STRUCTURE (See Attached)
- UNIVERSITY FACILITIES BOARD representative from Assembly will be Bob Kizer.

## REVISION TO UAA ASSEMBLY ADMINISTRATIVE REPORT STRUCTURE

Per the UAA Assembly recommendation at our October meeting, and with Chancellor Maimon's concurrence, the following revision to the administrative reports structure for UAA Assembly have been implemented, effective immediately. Thank you all for your input and assistance in working on this item.

All Administrative reports should adhere to the following format:

- \*Reports should be brief items that do not require discussion during reporting.

- \*As a general guideline, verbal reports should take no more than 5-7 minutes each.

- \*Any items that do require discussion/feedback should be submitted to Governance as Assembly agenda items.

- \*Written reports are OPTIONAL, but written reports should be no more than two pages. If additional written communication is felt necessary, it will be posted separately by the Governance Office and linked to the agenda as an additional item.

*Who do we need to reach?*

UAA community as a whole, including extended campuses, since all are constituents of UAA Assembly or work with Assembly on issues.

*What information are we trying to get across & why?*

Governance highlights/issues from all groups (Assembly, APT Council, Classified Council, Faculty Senate, USUAA). Constituents need regular communication to raise awareness of governance, increase participation and encourage feedback.

*When/how often do we need to communicate?*

Ideally, monthly (end of each month) communications giving BRIEF info on what primary issues each group is working on and what we need feedback on.

*Plan Adopted By UAA Assembly, October 13, 2005.*

It is recommended that if a simple, web-based communication can be organized, linked to News Digest and promoted in other media this may be feasible. Each governance leader would provide a short update at the end of each month (submitted to Hillary in the Governance Office). This would be put on the Governance website by Hillary. This link would then be highlighted in News Digest, perhaps a notation in the Northern Light, or a link off the UAA

homepage to direct the UAA community to that link (to be discussed with University Advancement). Extended campuses would be asked if this link can be placed on their respective homepages as well, since most of the extended campus constituents use their local homepage more often than the main UAA homepage. This plan will be effective November 2005.