

Classified Council

Agenda

Thursday, March 2, 2006
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	Forrest Schroeder-Einwiller	Megan Carlson
Rebecca Jackson, Vice President	Gabriella Leong	Megan Zimplemann
Heidi King, Secretary	Jennifer Greene	Melodee Monson
Audrey Jo Foster	Jennifer Myrick	Michelle Bearden
Cheryl Page	Kathryn Smith	Sandra Barclay
Cheryl Wright	Kim Heidemann	Sherry Trumpower
Debbie Linn	Kristin Warren	Tania Rowe
Vacant	Lois Hall	Tara Koeckritz

III. Approval of Agenda (pg. 1)

IV. Approval of Summary – February 2, 2006 (pg. 2-5)

V. Reports

- A. President (pg. 6)
- B. Staff Alliance (pg. 7)
- C. University Assembly (pg. 8)
- D. Diversity Action Council
- E. Campus Safety Committee
- F. Sustainability
- G. Ad Hoc Events Committee

VI. Public Comments

VII. Old Business

- A. Community Campaign – John Dede

VIII. New Business

- A. Parking Plan – Ann Soper
- B. Elections

IX. Information Items and Adjournment

- A. Provost & Vice Chancellor for Academic Affairs Search
<http://www.uaa.alaska.edu/academicaffairs/index.cfm>
- B. Chancellor's Awards
<http://www.uaa.alaska.edu/humanresources/events/Chancellors-Awards.cfm>
- C. Staff Make Students Count Awards
<http://gov.alaska.edu/staff/studentscount/2006factsheet.pdf>
<http://gov.alaska.edu/staff/studentscount/2006nom-form.pdf>

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Summary

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I. Call to Order

II. Introduction of Members and Guests

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

Guest: Mike Humphrey

Remove Brenda Levesque – resigning – look who is next in line

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

Approved.

IV. Approval of Summary – December 1, 2005 (pg. 3-4)

Approved with revisions.

V. Reports

A. President (pg 5)

B. Staff Alliance (pg 5)

C. University Assembly (pg 6)

- D. Diversity Action Council – Last few meetings – Goodbye to Chairita and Danielle – no longer with them. Emergency meeting, last Friday with Dr. Gebe, asked Diversity Council to give him and Chancellor ideas regarding changes in the Office of Diversity and Compliance office. They are trying to come up with a plan. Diversity Action Council thought that more funding and staff needed to be in the office to actually do items that the office needs. Diversity, training and education are different roles than compliance and legal. Chairita recommended two different people do these duties. They are taking recommendations. If you have any ideas please let them know. Forward recommendations through Tara Koeckritz.
- E. Campus Safety Committee – No meeting, no report.
- F. Sustainability - Kathy Smith, Lois Hall and Kim Stanford are on subcommittees for Sustainability.

Communications Subcommittee – Kathy, met three times. Issue - how do we get classified employees more involved in sustainability? Is there any interest and are there any great ideas? Maybe we can put out a survey to find out what staff is doing for sustainability. Do they have any suggestions we can use? The subcommittee is meeting weekly and is trying to find more members. If anybody is interested, let her know.

Lois, set several dates, tied to faculty, April 7 and 13. We will have invite to Library with food, hors d'oeuvres, lessons on sustainability throughout campus. We will have a second date for faculty. Robert will have a second presentation on Café. We will also do something for Staff Development Day. We are looking at ordering CDs and DVDs and getting information out to faculty to let them know they can use them.

Kim – January 13 meeting on Footprint Subcommittee. Kim was unable to attend. Will see about getting information that came out of meeting for members.

- G. Ad Hoc Events Committee – Think about events for Spring – last year we had a Governance table at Staff Development Day. If we get involved, need more people to help. Need to have something to give away. Think about an event to plan for May.

VI. Public Comments – No public comment.

VII. Old Business

- A. Training/Staff Development Day (May 10) – Becky Jackson – working with Dawn Evans and Sandy Powell on workshops. Leadership Panel taken care of by Marva. Ideas from Committee Members:
- Check with Curves.
 - Mike Humphrey said the Risk Assessment Department has ideas – Check with Trig.
 - Check with Tim Doeblor on nutritional food ideas.
 - Computer media workshop.
 - Motorcycle safety workshop.
 - Walking clubs, tour of campus or summer walking class.
 - Navigating UAA – such as using dorms.
 - Financial planning for kids for college or retirement.
 - Training tools for supervisors for hiring. Conflict – how to handle. Excel and Outlook training. Frank Jeffries does Conflict Resolution and Negotiation training. Leadership – what skills do you need, how do you develop them, do you need a mentor?
 - For women, there are certain things you need to do. Talk about glycemic index, talk about recipes, how to cook food so you are not cooking all the nutrients out of it. Talk to Kerrie King, works with Tim Doeblor, has a lot of useful information.
 - Yoga is popular.
 - Meditation and stress management.
 - Pilates
 - IT has license for MS package. You can download programs. We have a special deal with Dell. Software discounts with bookstore.
 - Carpenter workshop.
 - Leadership – structure of politics – timing of things when legislature meets – make it fun.
 - Cooking healthy.
 - Brief wellness check, blood analysis.
 - American Diabetes Association, Heart Association, and Alzeheimers, see if we can get materials to give away.
 - Back pain management is another issue.
 - Smart classroom use workshop.

VIII. New Business

A. Wellness/Benefits Update – Mike Humphrey

<http://www.alaska.edu/hr/benefits/thaw/index.xml>

Mike Humphrey - Larry Chapman – video conference will present report, Tuesday, 11:30 a.m. February 7th, how to interpret it. Kelly Poston will check on room for audio – video if possible. NORP – doesn't impact current employees. Only effects employees hired after July 2006. In process of completing RFPs. Health, Pharmacy, Flexible spending, redone every 5 years. Might see minor changes. Health Risk Assessment – looking at doing another one in September or October.

IX. Information Items and Adjournment

A. Employee Tuition Waiver Update

System-wide level – looking at administering waivers properly. Jim Johnson said there is a major concern on drop rate. Looking at classes dropped, having employee/dependent pay for class. Linda Lazzell said that drop rate is lower for employees than students.

B. Conciliation Services Update

Chairita Franklin left the University. Met with Gebe on February 20. Telephone and e-mail has been transferred to HR. Jan Parten will have Marva Watson handle any complaints or other issues that come up.

UAA Assembly had recommended a separate informal process, which consisted of a committee of facilitators so people could pick one. People want some place other than HR to go and talk about issues. There are great people on campus that could be trained as facilitators. The position needs to be independent from HR.

C. Provost & Vice Chancellor for Academic Affairs Search

<http://www.uaa.alaska.edu/academicaffairs/index.cfm>

Dr. Blackstone was the first candidate. There are candidate lectures and open forums. Dr. Michael Zimmerman is the next candidate. Information is on the web site. There will be a candidate lecture Monday the 6th in Arts 150. Encourage people to come. Next candidate Thursday – Friday next week.

REPORTS TO CLASSIFIED COUNCIL, MARCH 2006

Prepared by Kim Stanford

PRESIDENT'S REPORT

- **PBAC**
Planning Budget Advisory Council (PBAC) scheduled to meet March 10th. We are in the process of developing distribution plans for both the \$950,000 from Statewide Performance Based Budgeting funds (go to base) and the \$500,000 in UAA's Strategic Opportunity funds (one time). It is hoped that PBAC's recommendation will be finalized at the March meeting for Chancellor Maimon's approval. We will also be planning for budget presentations by each of UAA's budget units, as we did last year, as part of the FY07 budget process.
- **PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS SEARCH**
The search is progressing well. Five candidates visited the campus from late January through end of February. Each candidate presented a public lecture and was also available at an open forum for the UAA community. All feedback forms are due back to the search committee by Friday, March 3rd. The committee will then meet soon after that to discuss recommendations to be forwarded to the chancellor.
- **FACULTY ASSOCIATION**
I have been attending Faculty Association almost every Friday as a staff representative. The Association scheduled Jack Frost and Mark Begich as recent guests. The Association is gearing up for the next postcard campaign, which should come out in the UAA community in March, so keep your eyes open, request your postcard(s), and be sure to get them in the mail to show your support for University of Alaska and UAA!

GOVERNANCE OFFICE STAFFING

The search has opened for the Administrative Assistant position in the Governance Office. The position will be open until filled, but review of applications by the search committee will begin soon.

- Classified Council officers attended regular meeting with Vice Chancellor Ejigu.

STAFF ALLIANCE REPORT

Staff Alliance met February 7, 2006.

- **UAF BACCALAUREATE PROGRAM REVISION**

UAF is working on admission requirements for baccalaureate degree programs. There is apparently not an overall GPA or test result requirement for all baccalaureate programs (only those imposed by the specific degree programs). It was mentioned that UAA does have such a requirement in place, given in the UAA catalog, that might be helpful for consistency if it has not already been looked at.

- **GOVERNANCE REGULATION**

The proposed Governance Regulation has gone through minor revisions. After it is confirmed by the committee that the new draft is accurate, it will be sent to Jim Johnson, VP for Staff & Faculty Relations, and Roger Brunner, General Counsel, for comment. It will then go to Staff Alliance for approval and forwarding to System Governance Council. The next SGC meeting is February 23rd, so it is hoped it will be ready for the Council's review and approval on that date.

- **EMPLOYEE EDUCATION BENEFITS**

Per previous discussions at UAA Assembly, Statewide Administration was looking at possible revisions to the employee/dependent education benefit. UAA Vice Chancellor for Academic Affairs Linda Lazzell provided data on the completion rates noting that the completion rate for employee/dependent waiver users UA systemwide is 2% higher than the general/non-waiver student completion rate. This information was provided to System Governance Office and Staff Alliance. Jim Johnsen noted that this will not likely be something they will pursue further at this time. He did also add that "we are way below the national standard" for completion rate and that "if staff aspire to the dreadfully low standards, that is disappointing."

- **FACULTY WORKLOADS (ACAS item)**

Jim Johnsen reported that Statewide is looking towards an online faculty workload system that can be linked with Banner. Problems with the current hard copy system include: accountability, incorrect workloads, lack of available information to Statewide, and need for better annual review information.

- **NORP UPDATE**

It seems that the new NORP proposal will be going to BOR at their January meeting and is expected to be approved. UA administration stresses that this will not affect currently staff and faculty, although staff and faculty groups continue to emphasize our responsibility to those who come after us, as well as the concern for any possible recruitment downfalls that may result due to the erosion of benefits with no meaningful wage increase to help offset as a recruitment tool. Contribution rates had initially been proposed so they would vary for staff and faculty. This has been revised so that the NORP contribution rate as proposed will be 12% employer and 8% employee regardless of faculty or staff status.

UAA ASSEMBLY

UAA Assembly met February 9, 2006

- **WELLNESS REPORT**
Erika Van Flein from Statewide Benefits gave an overview of the report from Summex based on the Health Risk Assessments that were submitted as part of the UA THAW (Total Health And Wellness) program.
- **PARKING PLAN**
Bill Spindle gave a presentation related to the process UAA has gone through this year in reevaluating the Parking permit process and possible revisions.
- **ENERGY PLAN DRAFT – University Facilities Board**
University Facilities Board (UFB) has prepared a Draft Energy Plan to be reviewed by various constituencies at UAA for feedback. Groups reviewing the document will include UAA Assembly and the Sustainability Council. Classified Council has not been asked to separately review the document at this time, but a copy will be made available to members.