

# Classified Council

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## Agenda

Thursday, October 7, 2004  
8:30 – 10:00 a.m.  
ADM 204  
Access Number 1-866-339-5580  
Meeting Number 1526331  
(for members outside Anchorage)

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

Kim Stanford, President	Judith Michael
Rebecca Jackson, Vice President	Liisa Morrison
Heidi King, Secretary	John Mun
Kristin Bagley	Cheryl Page
Sandra Barclay	Dave Robinson
Jessica Boustead	Tania Rowe
Dan Castimore	Jennifer Sprott
Jo Ann Costello	Jennifer Stone
Audrey Jo Foster	Sherry Trumpower
Brenda Henderson	Patti Thorne
Debbie Linn	Cheryl Wright
Martha Maynor	

- III. Approval of Agenda
- IV. Approval of Summary – September 2, 2004
- V. Introduction of Chancellor Maimon
- VI. Introduction of Vice Chancellor of Administrative Services Ejigu
- VII. Reports
  - A. President
  - B. Staff Alliance
  - C. University Assembly
- VIII. Old Business
  - A. Draft Governance Regulations - [Link](#)
  - B. 2004-05 Goals and Objectives
- IX. New Business
  - A. University Assembly Representative
  - B. Sustainability Task Force Representative
  - C. Campus Safety Committee Representative

- X. Information Items
  - A. Admin Job Family Revised Timeline
  - B. Homecoming October 7-17, 2004
  - C. Grand Opening of Consortium Library October 8, 2004
  - D. Election Day November 2, 2004
  
- XI. Adjourn

# Classified Council

## Summary

Thursday, September 2, 2004  
8:30 – 10:00 a.m.  
ADM 204  
Access Number 1-866-339-5580  
Meeting Number 1526331  
(for members outside Anchorage)

### I. Call to Order

### II. Introduction of Members and Guests

X	Kim Stanford, President		Judith Michael
X	Rebecca Jackson, Vice President	X	Liisa Morrison
	Heidi King, Secretary	X	John Mun
X	Jennifer Anderson		Jessica Peck
X	Kristin Bagley		Dave Robinson
	Sandra Barclay	X	Tania Rowe
X	Dan Castimore		Jennifer Sprott
	Jo Ann Costello		Sherry Trumpower
X	Audrey Jo Foster	X	Patti Thorne
X	Brenda Henderson	X	Emily Woodhead
X	Debbie Linn	X	Cheryl Wright
X	Martha Maynor	X	Cheryl Page

Guests: Carolyn Hans, Lea Anne McWhorter

### III. Approval of Agenda

Approved.

### IV. Approval of Summary – May 6, 2004

Approved.

### V. Reports

#### A. President

- B. Kim Stanford said she would ask IT for an update to the dynamic listserv. She said Campus Safety Committee would meet September 10, and would probably select new committee members after that.

#### C. Staff Alliance

Kim Stanford reported the following items:

- She attended Staff Alliance meetings over the summer. The governance regulations committee met over the summer as well.
- She attended the Staff Alliance retreat with President Hamilton in August. A major focus of that retreat was communication efforts.
- She would attend a wellness summit in Fairbanks in mid-September.
- She would attend a meeting in mid-September in Fairbanks with the BOR/HR Committee to discuss issues that came up in the BOR agenda last spring.

**D. University Assembly**

The Assembly had not met since May. The next meeting would be September 9 and the first item of business would be to elect Assembly officers. Stanford invited the Council members to attend the Assembly to meet Chancellor Maimon.

There was a request to invite Vice Chancellor Ejigu to Classified Council in October.

**VI. 2003-04 Goals Updates**

**A. Grievance Handbook – John Mun**

Kim Stanford reported that she had not completed her review of the draft handbook. UAF had not responded with comments. The draft would proceed after the reviews were completed.

**B. Governance Awareness – Martha Maynor**

Martha Maynor reported there were no summer events. She stated that she would like to continue working on awareness, but requested volunteers to help with this goal.

**VII. Old Business**

**A. UA Staff Compensation Task Force – Becky Jackson/Brenda Henderson**

The draft report from this task force was distributed to the task force members. Kim Stanford said that she would forward the draft to Council members and if possible to Classified employees, and that comments could be sent to her or to Statewide.

**B. Draft Governance Regulations**

Kim Stanford reported that a later draft of the governance regulations was available and would be sent out to local governance groups for review. Comments could be sent in until the end of October. The final draft would be sent to System Governance Council in November to forward on to President Hamilton.

**C. Admin Generalist and Specialist Specifications – [Link](#)**

Kim Stanford stated that comments could be sent directly to SWHR.

**VIII. New Business**

**A. Diversity Action Council Nomination**

Kim Stanford read a memo from Chairita Franklin requesting at least one classified employee nomination from Classified Council to serve on the Diversity Action Council. Patti Thorne gave a brief summary of some of the DAC's activities and the projects the DAC supported. Patti Thorne and Tania Rowe volunteered to have their names submitted.

**B. 2004-05 Goals and Objectives**

Kim Stanford stated she would request suggestions of goals and objectives for the next year from Classified employees. Suggested topics from the Council included:

- Developing a system of evaluation of supervisors by staff.
- Development of a grievance process shared by faculty and staff.
- Continue to develop governance awareness, especially for Classified Council.
- Promote voter registration.

**IX. Information Items**

**A. Voter Registrars Needed**

Contact Cindy Marshall in Student Affairs for information.

**B. Spring Break Dates March 21-25**

There was discussion as to which weekend would be considered Spring Break.

**C. Library Open House October 8**

**D. Late Registration**

Can be done online with no fee; in person transaction would cost \$5.

**E. Online Parking Permit**

There was discussion that the process was not communicated well. Send comments to Ann Soper.

**F. Dial-up Access**

This service would end in December. There was concern that this would be a hardship in rural areas. Send concerns/comments to IT services.

**G. Meeting Attendance**

Kim Stanford reminded members that attendance is important. Members should contact Lea Anne McWhorter if unable to attend meetings.

**X. Adjourn**

**Timeline for implementation – Administrative Specialist and Generalist job families – approximately 900 jobs** (Proposed implementation November 28, 2004)

October 4, 2004 – All jobs allocated

October 5, 2004 – Grade and exemption of levels determined

October 12, 2004 – Position allocations to HR offices for input

October 12, 2004 – Position allocations and costing to Business Council and HR Council

October 26, 2004 – Information back from group members/HR offices

November 2, 2004 – Information to Carolyn Weaver for Banner updates

November 9, 2004 – Finalized information to HR & Budget Offices

November 15, 2004 – Notice letter to employees, managers/supervisors, and HR offices

November 28, 2004 – \*Administrative Specialist and Generalist job families implemented

\* Any salary changes will be effective November 28, 2004 and will appear in the December 24, 2004 paycheck

*There will be a second “clean-up” implementation on January 9, 2005 to implement problem items or any missed positions.*