AGENDA
UAF STAFF COUNCIL MEETING #171
Friday, 19 May 2006 - 8:45 – 11:15 a.m.
Face-to-face (no audio)
Wood Center Carol Brown Ballroom

Council members please arrive by 8:15 to take group photo

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The next Staff Council meeting #172 is scheduled Wednesday, 14 June 2006 *

1. 8:45-8:50 CALL TO ORDER AND ROLL CALL

A. Adopt Staff Council #171 Agenda, Friday, 19 May 2006
B. Approve Staff Council Minutes #170, Wednesday, 19 April 2006

2. 8:50-9:00 OFFICER REPORTS

A. Maya Salganek, President Staff Council, President's Report

3. 9:00-9:05 PUBLIC COMMENT

4. 9:05-9:30 GUESTS

A. Stephen B. Jones, Chancellor
B. Susan Henrichs, Staff Manual Issue
C. Jake Poole and Steve Smith, OIT Security Issue

ACTION

5. 9:30 – 9:55 UNFINISHED BUSINESS

A. Conduct President-Elect Procedure, distribute ballots, vote, tally votes, ratify the election results– Leah Swasey, (ballot handout) and Attachment #1 Election for President-Elect Bylaw Sect. 2, Article IV. – Membership, D. Elections, 3. Item d.

B. Proposed Staff Manual Position statement, submitted by the Administrative Committee - Liam Forbes, Attachment #2

6. 9:45-9:55 BREAK

missing information includes (but is not limited to):

a. Employee Code of Conduct
b. Types of Leaves of Absence and Procedures to Take Leave of Absence
c. Grievance Procedures
d. Retirement Procedures

Besides filling in missing information, the UAFSC would like to see better organization applied to the content that would normally be found in a staff handbook. The current website requires digging fairly deeply (more than three or four clicks) to find information. This is a result of linking to multiple resources external to the pages created by the UAF Human Resources (UAF HR) office. Pulling together resources from other University segments is a difficult task, but without a better interface the end result is confusing and information is difficult to find.

Using the search function doesn't improve the situation because it results in either no page hits, or too many. For example, searching on the term "employee code of conduct" without parenthesis results in over 100 hits. It is not possible to determine if half of the hits on the first page have anything to do with employee behavior without pulling open the document which often requires moving into another application. Using parenthesis to strictly define the term results in zero page hits. Also, the UAF web search function is not even available through the UAF HR web pages. A user has to go to the main UAF web page instead.

The University of Alabama has an online sta

Proposed Staff Council Motion of support to dissolve the Diversity & Tolerance Committee and the Intercollegiate Athletics Committee from the Governance Coordinating Committee (GCC)

Staff Council Meeting #171/**Attachment #5**
UAF Staff Council #171 – Friday, 19 May 2006

Rural Affairs Committee Meeting Minutes of May 4, 2006
Present: Tamara, Sheena, Holly, Debbie, Denise, Byrd, Pam, Chris, Ashley, and Barb
Excused: Colleen, Crystal, and Katrina

1. The meeting was called to order by Chair Barb Oleson.
2. Motion was made by Tamara and seconded by Sheena to approve the agenda as presented. Motion passed.
3. Committee Goal Updates
   A. Go-to-List/Reference – Barb reported that she has not been able to get with Dorene, but that she will make an effort to talk with her when she goes in for the face-to-face Staff Council meeting on May 18th. Everyone present was in agreement that we should put the Go-to/Reference List on the CRCD listserv in August. Barb will need to make sure that no one has retired, quit, etc. before she sends the list out. We want to assure CRCD Dean's Office that employees should follow the chain of command, but that there are times that they may need to go directly to UAF departments.
   B. HR Flyer for Rural Sites – Barb reported that Susan Miller has started work on the HR flyer for the rural sites.
   C. Instant Messaging – Barb did some research and found out that MSN, Yahoo, and AOL (AIM) all have instant messaging systems. Instant messaging is basically a chat program. MSN is probably the easiest instant messaging system to set up, as it is automatic if you have XP system or more (VISTA). Trillian is a program that handles multi instant messenger accounts. So you can use the Trillian program and it will bridge users of multiple instant messenger (IM) systems so they can communicate with people from a variety of IM sources. I made contact with UAF Computing to find out how we make IM programs safer from security breaches and Larry told me that the UAF Computing staff use a program to encrypt their instant messages. Larry will find out what encryption program is used and best way the rural campuses can implement an IM system, and whether of not there is an IM program that the university supports. Tamara reported that quite a few UAF offices use AIM. Pam reported that she utilizes an IM system that KUC partners have. Barb will forward information to everyone and hopefully this will be the first thing we tackle in the fall.
4. Margaret "PTJ0. have. BOg us4.4.4. 4.4tgce4ake IM

at KUC, Tamara at UAF Financial Aid has need for one chair ergonomic chair, Byrd at CC needs new chairs for all the staff, and Barb has three new ergonomic chairs needed for NWC. Everyone else felt that the chairs they used were adequate. Barb will be in touch with David Miller to see if the furniture replacement plan idea for the rural campuses has been implemented.

7. Elections – Discussion followed on elections. Barb wanted to know if anyone would be interested in stepping forward as the new chair person for next year. A motion was made by Pam Twitchell to nominate Barb Oleson as Chairman and move for unanimous consent. Motion seconded by Holly Royce. Unanimous consent was given. Barb will serve for another year, but did mention that she expects someone to step forward to be chair in May 2007.
8. Other – Pam brought up the issue with signing on to the new program "Start Walking." People have had trouble getting signed on. It was reported that the sign-in uses the initial of your first and middle names with your full last name (baoleson). This process is similar to sign-on for EDIR and MyUA portal. If you have trouble you can call the help desk at 474-6564 or 1-800-478-4667. It was reported that over 700 people have signed up for this program and that Kate Wattum at Statewide has been sending out pedometers, as UAF HR is short staffed. Figuring out how to open the pedometer has truly been the bigger problem for most UAF program participants. Pam reported that at KUC they have the health corporation coming today to do body mass and diabetes testing. Everyone thought this was a good idea. This way people will be able to monitor where they start and how they improve after doing the Start Walking program.

Debbie mentioned that U.A. Vice President of Administration, Jim Johnsen, is interested in traveling out to rural Alaska. All Jim would need is an invitation. Pam could use him at KUC if he'd come before faculty and staff go off contract for the summer. Barb will e-mail Jim at jim.Johnsen@alaska.edu and let him know of the interest.

9. Roundtable – Tamara reported that Tim Barnett visited the Financial Aid office and he wants UAF Financial Aid staff to get out to the rural sites. There is a need for the visit, but they need to come when staff is on contract. Announcements – Our next meeting will be September 7, 2006.
10. Adjournment – With no further business to be brought before the group the meeting adjourned at 10:45 a.m.

Staff Council
Election, Membership and Rules Committee
Meeting Report, May 8, 2006

Members present: Derek Bastille, Julie Smith, Mary Pat Boger, Gary Newman, and Leah Swasey

1. The meeting called to order by Leah Swasey at 12:10 pm.
2. The agenda was approved without object.
3. Old Business
    a. On-line Elections: Chris Young guesses, barring unforeseen circumstances, that we will have a user tester model for staff council elections around the end of July.

13. If there are no nominees, we will have to present and pass a motion to postpone elections until the June meeting.
    a. "We move to table the president-elect elections until the June Staff Council meeting to allow more time to find a willing candidate." Requires a second and a required majority vote.

Council members: ASUAF motions - Addition to the agenda

B. Joe Blanchard or Sven Gilkey (new ASUAF President – if available) – ASUAF Motions of Support for the Office of Multicultural Affairs and Diversity and the Women's Center – web link to motions as submitted by Cody Rogers of ASUAF

http://asuaf.org/modules/Student_Government/stugov/leg_disp.cgi?leg_id=748

http://asuaf.org/modules/Student_Government/stugov/leg_disp.cgi?leg_id=747

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If you have not already done so please turn in unsold raffle tickets, raffle ticket stubs and cash. Please do not wait until the day of the event. Thank you.