

## **UAS Staff Council Retreat Minutes**

***November 6-7, 2012 @ 8:30 am to 5:00pm***

***Location: Ketchikan Room P516***

***Call #800-893-8850, pin # 8036459***

### **Attendees:**

Gwenna Richardson, President

Mae Delcastillo, Vice-President

April Susky, Secretary

JJ Cunningham, Juneau Member-at-Large

Absent: None

Guests: Pricilla Shulte, Interim Director of  
UAS-Ketchikan

Marianne Ledford, Ketchikan Member-at-Large

Kim Davis, Sitka Member-at-Large

Members of the Public: Dayna Mackey (9-11am  
11-7)

## **Nov. 6, 2012**

**Welcome from Ketchikan Director Pricilla Schulte.**

### **Retreat Agenda**

Changes: Add line about president's SDI and strategic assessment planning. Also in attachments there should be attached notes and staff compensation letter from the President; staff training topic should be staff development examples. Also, meeting will start tomorrow morning at 8 and end at 3:30.

Marianne motioned to adopt the revised agenda; JJ seconded.

### **Responsibilities and Expectations of Staff Council Officers**

Officers and members-at-large need to establish alternates in case of absence during meetings.

### **Calendar**

The December meeting is cancelled; Gwenna will send out summaries of Staff Alliance and Chancellor's report and notice that December meeting is cancelled.

No staff training in December and January.

The January 22 meeting will go as scheduled; Gwenna will be absent and Mae will preside. April will be absent; Kim will record the minutes.

The next retreat is Feb. 6-7; the staff council meeting that month is moved to Feb. 6 at 1:30. TAs for the retreat need to be completed by Dec. 21.

The March Staff Training (Healthcare changes with Erica Van Flein from Statewide) is moved from the 13<sup>th</sup> to the 20<sup>th</sup>. The March meeting is moved from the 19<sup>th</sup> to the 5<sup>th</sup> at 1:30. Notice of VP elections should go out by Mar. 25.

There are no changes for the month of April.

Staff Day will be held on May 16. Staff Council meeting will be the 16<sup>th</sup> at 1:30. Staff Council retreat will be held in Juneau on May 15-16. Staff Council meeting is moved from the 21<sup>st</sup> to the 17<sup>th</sup> at 1:30.

### **Executive Session**

At 11:08 April moved that Staff Council goes into executive session; Kim seconded.

At 12 noon Kim motioned to move Staff Council out of executive session; Marianne seconded.

**Working lunch was on healthcare.**

## Healthcare Recommendations

No motions were forthcoming.

## Nov. 7-2012

### Staff Council Homepage

Change webpage to read

Staff Information from “What is Staff Council”

Urgent News For Staff

Urgent and Current

Move information from SC Homepage

Training and Meeting Calendar

Remove meeting

Meeting Dates and Agendas

Add meeting minutes

Make title Meetings

Archives

Collapse

News

Meetings

### Staff Appreciation & Training Committee

- a. Dayna will send November cards to Mae.
- b. April moved to separate Staff Development Day from the SAT committee and give it to the Staff Council at large. Marianne seconded. Motion carried unopposed.
- c. The Staff Award is now going to be called the Staff Excellence Award. “About the award.... Ideally, for a candidate to qualify for this award they would have to meet consistently some or all of the following qualities: advocating for UAS, dedication to special projects, demonstrating helpful and positive attitude, community engagement (e.g. volunteering, special events, partnerships), improving campus culture, and collaboration. Nomination Process: Online submissions similar to the online submission for the Chancellor’s Cornerstone Award at UAF [www.uaf.edu/chancellor/awards/form/](http://www.uaf.edu/chancellor/awards/form/) Form requirements: Your name; Your department; your email address; your phone number; your nominee’s name; your nominee’s email address. One text box for explanation how candidate meets the award criteria. Each campus has a plaque for their award wall and winner gets a certificate. Award recommendation: Winner receives choice of Alaska Airline Voucher, round-trip air miles, a \$1000 gift card, or 2-days off. Eligibility to make nominations: Any staff, faculty, or student. Nomination to receive awards: full time, non-executive staff to include Local 6070.

### Staff Development Day---

Welcome, Chancellor, Provost, keynote (not to exceed 30 minutes), Staff Council Meeting, Awards (door prizes, staff excellence, longevity/service) lunch, physical activity, breakout sessions, ice cream social.

We will invite Marva Watson, Director of UAA Campus Diversity and Compliance to give the keynote on the topic of morale (in respectful workplace). April will contact her with invitation. Breakout sessions: Conflict Resolution and Customer Service, travel training/FERPA/campus safety, MBTI, Cultural Sensitivity.

Feeding: continental breakfast, lunch, chancellor’s social. Fun/icebreakers (Physical activities) on individual campuses.

To do/Timeline:

1. Get Keynote speaker (April)
2. Arrange 4 video conference rooms per campus—members-at-large asap
3. Arrange breakout session presenters: Mae (MBTI); April (Diversity); April (will do conflict resolution); Mae (FERPA), Kim (campus safety), Marianne (travel)

4. Facilitator's for SDD each campus (not SC members from Ketchikan and Sitka as they will be in Juneau)-- members-at-large, not later than Dec. 20
5. Icebreakers for each campus— members-at-large no later than Feb. retreat
6. Physical activities for each campus-- members-at-large no later than Feb. retreat
7. Food order—chancellor and campus directors—Gwenna by April 1
8. Online reg and name tags—NTL Apr 15
9. Door prizes—ML 1 May
10. Budget/logistics w Danielson—Gwenna NTL 1 Dec.
11. Chancellor como w/campus directors and mandatory—NTL 14Nov
12. Presenters and facilitators' gifts—Chancellor/Gwenna 1 May
13. UAS PR for communication—Gwenna NLT 1 Mar.
14. Session Descriptions—Mae NLT Feb. Retreat
15. Excellence and longevity—NLT 1 Apr
16. Volunteers to assist SC members—ML NLT asap
17. Signage—Mae NLT 13 May
18. Volunteers to assist SC members—ML NLT asap
19. Timeline—SC ASAP
20. Google Docs—Mae NLT ASAP

### **Adjournment**

Marianne motioned to adjourn; Mae seconded.