

UAS Staff Council Minutes

January 22, 2013 @ 1:30 pm

Location: ELIB 104 (Juneau) • Room 110 (Sitka) • P303 (Ketchikan)
(800-893-8850 pin#8036459)***No audio from Sitka Campus**

1. Call to Order and Roll Call

- | | |
|---|---|
| <input type="checkbox"/> Gwenna Richardson, President
Absent*Excused | <input type="checkbox"/> Marianne Ledford, Ketchikan Member-at-Large |
| <input type="checkbox"/> Mae Delcastillo, Vice-President | <input type="checkbox"/> Kim Davis, Sitka Member-at-Large |
| <input type="checkbox"/> April Susky, Secretary Absent*Excused | <input type="checkbox"/> Members of the Public: Dayna Mackey,
Chancellor Pugh; Nicole Duclos |
| <input type="checkbox"/> JJ Cunningham, Juneau Member-at-Large | |

2. Adopt the Agenda- **Marianne moved; Kim seconds (thumbs-up)**

3. Adopt the Minutes for October and November- **Marianne moved; Kim seconds (thumbs-up)**

4. President and/or Vice-President Report

- Chancellor's Meeting (Reschedule to January 28th)**
- Staff Alliance Meeting (January 15-see agenda)-** Upcoming is the SDI Metrics Based on Provost Heinrich's suggestion- Instructions and what the metrics entails will be sent out to all staff for input/suggestions on how staff contributes to the SDI themes; Marianne L will be attending Staff Alliance retreat in March (Mae will not be able to attend).
- System Governance Meeting –No Updates**

5. Committee Updates

- Staff Appreciation & Training (SAT) Committee: Dayna Mackey, Marianne Ledford, JJ Cunningham, and Kim Davis*JJ, Marianne met on a few Fridays; Presenter for February is Kathi DiLorenzo; refer to Dayna's meeting notes below; need confirmation from Gwenna about presenter for March/April
Next Meeting: February 14th
- Healthcare Committee: Elizabeth Williams, Gwenna Richardson, and Mae Delcastillo (alternate)
(See attachments)*No Report; Elizabeth (absent); attend Health Care Forums
Next Meeting: 1/29/13 (tentative)

6. Campus Reports-Agenda item moved to follow 'Other Business'; however, was not able to provide due to technical difficulties with audio from Sitka

- Juneau – JJ.
- Ketchikan – Marianne L.
- Sitka – Kim D.

7. Other Business

- February Retreat – Hotel has been booked (PO on its way); JJ will not be able to attend but will try to call in on Feb. 6th/7th; need preferences for what meals to be provided for breakfast, lunch or dinner? And what night? Mae will send out an email for your suggestions; Need agenda items (Main items on the list is SDD and finalizing the Staff Excellence Awards; Per Chancellor after meeting w/Gwenna, criteria was updated and as for awards, selected candidate will receive a day off and a plaque; recognitions will be held at the Staff Council Awards
- Staff Development Day Updates-Need to work on the logistics ASAP per Jim D; We need a new keynote speaker; spoke w/Jim D on Friday and suggested to ask Joe N; Joe suggested Father Michael Oleska- speaks for Cross-Cultural Communication, recognized as an "Elder" by the Alaska Federation of Native, a Distinguished Public Servant by the Board of Regents of the University of Alaska. Need a vote from everyone if we would like to bring him in as keynote speaker; we would also need to fulfill two afternoon sessions; 'FERPA, Campus Safety, Travel' training doesn't fit with the 'Morale' theme; Please check your to-do list and what needs to be worked on Chancellor update- Jim Danielson has resigned (last day sometime in March); will need a new liaison and it will be Interim Mike Ciri; Mike will enjoy joining and working with Staff Council; Chancellor will ask Jim to begin

including Mike into the Staff Council's meetings; Chancellor suggested to have WIN / Gail to present and provided a wellness sessions to fit with the theme; Mae mentioned that Gail will not be available on May 16th (Thursday); but he will check to see if another rep can provide a session; Dayna asked if anyone will be addressing this regional staff dev day at the Chancellor's Cabinet meeting; Per Chancellor, will confirm w/ Provost message to Regional Directors was sent that participation is highly encouraged; Gwenna will be back in the office on the 28th to address Staff Dev Day on Chancellor's Cabinet meeting.

c. Staff Alliance Survey/blog (<http://uastaffalliance.wordpress.com/>)- Stay Tuned for Work Life Survey Results

d. Tuition Waiver Form (Final/Draft)- sent from Mary Gower (statewide) for Student Services staff input

e. Health Care Forum (Email sent from VC James Danielson 1/17/13)

At UAS, there will two opportunities for employees to attend and give their opinion on Wednesday January 23. Employees can choose between a session from 10:30-noon or one between 1:30-3 p.m. Both sessions will be in the Glacier view Room. Employees from Ketchikan and Sitka can participate by audio:

Dial in 1-800-893-8850

Pass code: 7787450

Highly encourage for all reps to attend; please also view the presentation slideshow located on UAOnline; feel free to distribute to your campus (Member-At-Large)

8. Public Comment-Chancellor Pugh has heard positive feedback about the anniversary cards and a job well done!

9. Adjournment- Kim moved (thumbs-up); Marianne seconds.

10. Next Meeting Date: Sitka Retreat, February 6-7, 2013

Attachments:

- 2012 October Minutes Draft
- 2012 November Minutes Draft
- 2012 November Retreat Minutes Draft
- Staff Excellence Award Draft
- 2012 Education Benefits Memo
- 2013 Tuition Waiver Form Final Draft
- Spring 2012 and 2013 Enrollment
- JHCC Nov 2012
- Staff Alliance Agenda 011513
- Memo to Cabinet RE: Web Policy
- SHCC Reports 11/27 & 12/18
- Web Design Info

SENT BY DAYNA M 1/22

Staff Appreciation and Training Committee Meeting Notes

1/10/13

In attendance: Marianne Ledford, JJ Cunnington, Dayna Mackey

NOTE: December meeting was not held due to schedule conflicts.

Training Update

- February training was supposed to be the roll out and introduction of the new staff award. The committee felt Gwenna would be best to present, however, due to her being out of town, a change was made for the monthly meeting.
 - JJ spoke with Kathy DiLorenzo about speaking on the topic Managerial Styles – How to work with and how to identify. Kathy has confirmed. Dayna has scheduled the video.

- The committee suggested maybe Gwenna could take some time out of the February Staff Council meeting to present the new staff awards and maybe this could be advertised as such to the staff.
- There was some confusion on the March and April training.
 - Dayna has conflicting emails from Gwenna about Erika Van Flein presenting on either March 20 or April 3. An email has been sent to Gwenna for date confirmation.
 - Marianne did have Gwendolyn Tiston confirmed for April 10 to talk about Dealing with Difficult People. Speaker is not available for March 13 or 20.
 - So, there may not be a March training and maybe two in April.
 - Once dates confirmed, Dayna will set up video.
- Other training topics to fill in for possible cancellations:
 - Student speak about their experience at UAS, their expectations of staff and possible improvements.
 - Skillsoft

Anniversary Card Update

- Sent to Gwenna February and March for signature the week of January 14.
- Have not heard any feedback from staff about cards, except Dayna Mackey who enjoyed making hers the month of January.

Training Video Archives

- Committee were going to review and meet again on January 18 at 3pm. Only Marianne called into meeting.
- Overall consensus:
 - Anything that contains dated information, remove.
 - Anything with CMS remove, videos and how tos are provided on IT website.
 - Everything else file in one file and not by date.
 - Everyone will still review and will bring list to February Staff Council meeting on final suggestions from committee.

Next Meeting – February 14 at 3pm