MINUTES
UAF STAFF COUNCIL MEETING #93
Wednesday, October 8, 1997
Wood Center Ballroom

I

Paula Long called the meeting to order at 8:37 a.m.

MEMBERS PRESENT
Bender, L.
Bublitz, E.
Carroll, P.
Duhr, B. (for K. Dufseth)
Enochs, K.
Frey, B.
Gieck, B.
Harris, L.
Kenworthy, M.
Leavy, D.
Long, P.
Magee, P.
Moore, D.
Oleson, B.
Plowman, C.
Scalise, G.
Stanley, L. (for Y. McHenry)
Wilson, K.

MEMBERS ABSENT
Cushing, N.
Johnson, J.
Murawsky, N.
Powell, D.
Shalvoy, J.
Stubsojen, A.
Thomas, M.

OTHERS PRESENT:
Leavy, D.
Chapman, C.
Combellick, M.
Craven, J.
Jonaitis, A.
Kastelic, P.
Mosca, K.
Rice, M.
Schamhl, M.
Scholle, M.
Wadlow, J.

B. The Minutes to Meeting #92 (September 17, 1997), were approved as distributed via e-mail.

C. The agenda was adopted with the following additions: under VII Committee Reports, B. Staff Affairs, a motion to approve criteria for the Leave Share Program, and a motion on the FY99 academic calendar; and item D. Elections, Membership and Rules report and motion. The president¹s report was moved after the guest speakers.

II

Vice Chancellor for Administrative Services Remarks - M. Rice

Thank You - Vice Chancellor Rice thanked Staff Council for the opportunity to speak at the monthly meetings.

Chancellor¹s Workshop and Energy Conservation - A number of staff attended the workshop at the Chancellor¹s residence. Energy conservation was one of many topics on the agenda. For a number of years, there has been an effective energy conservation program on campus. Through September 1997, the university has had lower energy consumption than the previous year. A great deal of energy is being consumed when employees leave their computers on all night. The Vice Chancellor asked that computers be turned off at night. The hard drive will not be damaged by turning them off at night and the University will realize substantial savings.

Mode of Communication - In the past, information received from the Police Department via fax has been very effective and a recommendation was made to send out information on turning off computers in this same manner.

Coal Water Fuel Component - The assistant secretary of state has signed off on Phase II and III of the coal water fuel component to the power plant. Once completed, there will be substantial savings to the utility cost on campus. Emissions will also be cleaner than the oil burning boilers.

President Long thanked the Vice Chancellor for revisiting the issue of shuttle service and reinstated partial service.

III

Chancellor¹s Remarks - J. Wadlow.

Workshops - There were two days of workshops consisting of deans, directors, and governance at the Chancellor's residence. Then a follow up workshop giving briefings on the recommendations from the workshops.

Enrollment and Retention - Steps that are being taken to increase enrollment, recruiting, and retention were addressed
at the workshop. Talks are being planned about paying our bills and a summary was distributed at the workshop. Themes included energy savings, review all programs (no sacred cows), and are we getting our money's worth from the Board of Regents' mandated reallocation. There was a big desire to make budgetary decisions earlier for FY99 than were made for FY98. The window for the RIP is much shorter than last year. Once the Board has acted on the budget, then UAF will act on our budget more quickly.

Good News - Each member of the workshop shared a "good news" informational item at the workshop.

Committee on the Redesign of the System Office - The Chancellor chairs this committee. The committee is looking at how to make adjustments in light of the current budget climate. Business will have to be done differently in the future and still meet the needs of students. The committee is charged at looking at the system office and the three main campuses. Different methods of conducting business are being looked at and other universities models throughout the United States. Information from Program Assessment is being used also. One recommendation from Kaludus is to maintain a lean core executive function of Statewide administration and separate service and support functions. A call-in audio conference was held on Friday October 10 to gather input.

Talk Up Good News - October 7 the Provost gave a presentation on how research benefits the university, state, and students at the Chamber of Commerce luncheon. The Chancellor spoke on the accomplishments of the university at a Pearl Creek PTA meeting and answered questions.

Rural Education Mission - The Chancellor was asked about her commitment to the rural education mission and downsizing at the rural sites. The public needs to be assured that the rural campuses are not going to be closed. The Chancellor reported that the president of the Board of Regents' stated that the rural education mission is important, but these areas are not exempt from streamlining operations. Community advisory boards should be involved in this process and communicating with the community.

Staff Participation on Committees - A question was asked to see that in the future there would be staff, faculty and students on the committees which are focusing on long range planning for the University system. The Chancellor stated that a committee of faculty, staff, students and administration is appropriate for a number of issues.

Presentation on FY98 How to Pay Bills - The tools were described and the RIP savings is a major source of funding for reallocating to pay bills. Units did not receive funding for salary increases. Vertical cuts were described that were given last spring and new ways to fill RIP positions, i.e. joint appointments and outside funding.

Communication to Rural Campuses - There is still a need to increase the communication to the rural sites and better public relations. Some of the Advisory Boards only meet four times a year. There has been some discussions on a tribal college.

Staff Council - A question was asked how Staff Council could become more efficient. Chancellor would ask the governance groups to look within their operations and make them as efficient as possible.

Resolution from Chamber of Commerce - Marie Scholle stated that the Chamber is working on a resolution of support for the University.

Alaska Federation of Natives - Representative Oleson stated that AFN will be meeting on October 21 and this would be a great opportunity for the University to speak with the majority of rural Alaska and a good area to garner support for the University. The University's presence at the conference would be very beneficial.
Chancellor's Workshop - Both President-Elect Frey and President Long attended the workshop on separate days. A great deal of brainstorming went on regarding the fiscal outlook for the University. Actions speak louder than words and representatives are encouraged to get involved. Sharing positive comments during the meetings was a nice touch.

Meeting with Chancellor - Problems with Banner were discussed. Chancellor has asked Staff Council to put together an ad hoc committee of Banner users and identify problems and forward this information to the programmers. A call will be sent out to everyone and representatives will forward names to the Governance Office.

Motivational Speaker - Phil Younker funded a motivational speaker for the College Town Days. This event was canceled and the speaker may be available for the training program in the spring.

Professional Secretaries International - The Governance Office received information on the Professional Secretaries International, a professional office organization. This is a good opportunity to network with other professional office staff. For more information, contact Teresa at 458-5721 or 479-7984.

Peaceful Settlement Alternative Dispute Resolution Conference - Dorothy Jones, assistant to the Chancellor for AA/EEO is organizing a conference on May 14 and 15. The committee would like supervisory training credit for participants who attend the conference. The organizing committee is looking at getting the person who mediated UPS strike as a guest speaker. This item was referred to Staff Training.

V Guest Speakers

A. Carolyn Chapman, Acting Director, Personnel

Carolyn introduced the new assistant director, James Camm. James stated that he is very excited about being a part of UAF and looks forward to working with everyone.

Leave Without Pay - In the past, leave without pay has been granted indiscriminately. This creates a liability for the University when term funded employees are placed on leave without pay. A break is service affects an employee's eligibility for retirement. In the past, the regulation was loosely followed. Now, the regulations are being enforced and there is a paper trail. Continuing education and personal leave of absence are types of leave of absences that have been granted. If an employee is rehired within a year, the department does not have to do the full recruitment process. If an employee is reinstated within six months, then their sick leave is reinstated.

Contract Letters - The University has required contract letters this year. The purpose of the letters is to notify the employee that the University is a drug free workplace, smoke free workplace, and inform the employee of the terms and description of their job. It is very important for term funded employees to have contract letters and it is beneficial for regular employees to have an appointment letter on file during their employment at the University. Representatives stated that some of the terminology in the letters was offensive, such as ending date of June 30. Carolyn stated that the contract letters are not intended to offend an employee and that the ending date is subject to the limitations of Banner. Personnel is not trying to put an undue burden on departments, but it provides consistency across the campus. Acknowledging employment status is the whole reason behind the contract letters. Representative Oleson stated that Northwest has been doing contract letters for the past 12 years and that contract letters are mandated in Policies and Regulations.

Payroll Delays - Personnel is looking at ways to streamline the system so that there will not be any delays. Training was giving to FFAs to ensure that they are current on the system. Personnel is working on their image and working on the response time for questions, etc. and asks for everyone's support. In the last five years Personnel has gone from 16
employees to 8 employees and the workload has increased. Personnel is up-to-date on data entry for this pay cycle.

RIP Process - Representatives asked if RIP positions will be frozen or filled. Carolyn stated that the RIP positions will be effected and Fund 1 money requires Chancellor's approval to refill. Fund 5 money requires the Provost's approval. In either case, the department will need to make a strong case for refilling the position.

JEF Process - A question was asked if positions are coming back through Personnel to be re-evaluated. Carolyn stated that the employee can submit a new JEF which will be evaluated by the regional office. Then sent to the statewide office to be evaluated. There is an appeal process if the employee is not satisfied with the results. The appeal committee is on a system level.

Confidential Files - A question was asked of who has access to personnel files. Carolyn stated that personnel files access is on a need to know basis. Personnel is discreet in who is allowed to see the file, supervisors, law enforcement, etc. and it is documented. The University is not exempt from public information because we are not exempt from the Administrative Procedures Act. Any request needs to be in writing and is noted in the file. This does not include medical files, since they are not a part of the employee's personnel file.

Re-evaluation of Positions - With downsizing and redistributing the workload, are JEFs being rewritten for employees. Carolyn stated that after a brief period, four months or so, department needs to look at these employee's position and write a new JEF if needed. Have the duties significantly changed and are they a regular part of the employees duties. If so, a new JEF should be written.

Carolyn Chapman thanked Staff Council for the opportunity to speak at the meeting.

B. Michelle Combellick, Chair, Health Issues Committee - UAF LIFE

UAF LIFE - http://www.life.uaf.edu

Michelle opened her presentation with some stretching exercises. UAF Life has a lecture series and attendance has increased with each seminar. The Health Issues Committee developed a wellness program that is self support and will increase faculty, staff, and students outlook. The wellness program includes six multidimensional areas: social, occupational, spiritual, physical, intellectual, and emotional. The committee has been working with the Student Recreation Center and offers a facility use card at a reduced rate for UAF LIFE participants. There are three different activity times. Various deans and directors have approved flexible work schedules for employees to exercise. Also, this program has been endorsed by the Chancellor and Provost. It is up to the employee to make up time they miss while participating in the wellness program. There are staggered times to workout to accommodate the most employees.

Liability was an issue in the past and the committee has developed a health history form with a liability statement. Also, an employee is on their own time when participating in the wellness program.

The committee will be presenting UAF LIFE to the UAF community at the supervisory training session on October 15. Representatives were reminded that the SRC fee is calculated on payroll deductible. Michelle asked Staff Council to take an active role in promoting and participating in this program. Staff Council thanked Michelle for all the work she has done on establishing this program.

C. Aldona Jonaitis, Director, Museum.

Last summer, Westours pulled the Museum from their tour and three years ago Princess pulled out. There has been a reduction of 39% for paid customers from the summer of 1996 to the summer of 1997. This does not include the cuts that the
Museum has undergone because of a reduction in the University's overall budget. The revenue from the museum store has decreased by 9%. All the sales staff in the store are students. The bottom line is that the Museum will have to reluctantly start charging various categories, faculty, staff, students. This has been a very difficult decision. New rates will be 7-11 years, $3; all school tours in the past have been free, but now will be $2/student; and the Museum would like to impose a $3 fee for faculty and staff beginning January 1, 1998. The Museum is looking at imposing a course fee for university classes that utilize the Museum. Representatives were not opposed to the $3 fee and asked what steps are being taken to increase attendance at the Museum. Aldona stated that advertising is up and the summer shows are generating a profit now. There is a campaign underway to build a new wing to the Museum, but in the mean time, the Museum has tightened it's belt. The Council felt that $3 is not an unreasonable fee for staff.

VI The Council took a five minute break.

VII Governance Reports

A. Faculty Senate - J. Craven

The Council was running behind and due to a prior commitment, John Craven submitted his report in writing. The Faculty Senate will meet for the second time this semester on October 13 and President Long will be an ex-officio member at that meeting. The guest speaker will be Mike Kelly, president of the University of Alaska Board of Regents. The ad hoc committee on union-governance relations has attained the minimum number of members required and will be introduced at the meeting. Chancellor Gorsuch's committee on UA Resource Allocations has now met twice and is slowly beginning to shape its work plan. The present plan is to meet every Friday from 8:00 a.m. to noon at UAA. It is too soon to shape any preliminary conclusions. Chancellor Gorsuch also announced that these meetings are open to all interested faculty, staff, and students.

B. ASUAF - M. Schmahl

Jean Richardson was unable to attend the meeting, so Mike Schmahl gave the report. ASUAF has allocated funds to send students to the Board of Regents meetings. Funds will be allocated for student lobbying, also. This is a very important item for the Senate. Since March, ASUAF has had a bi-weekly faculty and staff recognition program. Senate meetings are each Sunday at 5:00 p.m. in the Senate chambers at Wood Center.

C. Staff Alliance - M. Scholle

The legislature is aware of the "I support the University and I vote" movement and the Chamber has taken note. Staff Alliance is adamant that staff needs to be a part of the planning process.

VIII Committee Reports

A. Rural Affairs - B. Oleson

Rural Affairs is working on getting slides for the Staff Council calendar. Supervisory training for the rural sites is in the planning stages and should be finalized shortly. Concerns that the committee will be addressing include staff morale, frozen positions that were never refilled, new JEFs for the remaining employees, and staff participation in the planning process. Marie Scholle stated that it is very important for rural participation in the "I Support the University and I Vote" campaign.

B. Staff Affairs - K. Enochs and C. Plowman

Patty Kastelic, Executive Director, Human Resources addressed Staff Council regarding the motion on the Leave Share Bank. Patty had a question about the accrual of leave while on leave. Representatives stated that employees do accrue leave when they are on leave, as
long as its not leave without pay. Patty said she would check into leave accruals. Concerns were expressed regarding the statement on Guidelines For Committee Use in Determining Eligibility Criteria and the requirement of sound medical advice needed and the statement on "unable to perform with reasonable continuity the material duties of your own occupation." This statement was taken directly from the long term disability criteria statement. The purpose for the Leave Share Bank is for an employee who has a bonafide catastrophic illness and not a minor illness. Stricter guidelines were recommended. Administration of this program may be difficult because of the deletion of the statement on some sort of leave without pay status. Otherwise the program looked pretty good and Patty thanked Staff Council for their work. This decision has been delayed until July 1, 1998 so that staff governance groups can work on this issue further. Income protection insurance is also being looked at by Statewide.

Cafeteria Style Health Care - Representatives asked if this is going to be an option. Patty Kastelic stated that the plan design, educating employees, and implementing is very costly and the funds may be used in a more efficient manner. Employees are diverse and are not centrally located for a cafeteria style health care program. Patty Kastelic clarified that Alyeska and Arco, as private employers, were surveyed along with the borough and other large public employers regarding health care costs.

Staff Council continued discussion on the Leave Share Bank. A motion was made and seconded to table the motion and sent it back to committee for further consideration. The vote was unanimous.

MOTION TABLED (unanimous)

The UAF Staff Council moves to approve the following criteria for a Sick Leave Bank:

ELIGIBILITY

Employees are eligible to become a member and contribute leave to the Sick Leave Bank when they have been employed by the University of Alaska Fairbanks in a regular or term-funded position for ninety (90) days.

Employees are eligible to request withdrawals from the Bank when they have been a member of the Bank for ninety (90) days. If there has been a break in service, there will be another ninety (90) day waiting period.

This will mean that new employees will have a total waiting period of 180 days (equal to the 6 month probationary period).

MEMBERSHIP

Membership in the Bank will commence by submitting a completed membership form to Personnel Services during the initial membership drive. Membership forms will be distributed to new employees by Personnel Services at initial orientation. Upon set-up of the program, membership in the Bank will be offered in tandem with the short-term disability insurance during open enrollment in November. Membership for those employees joining the program during open enrollment in November will commence January 1 of the following year.

Employees electing not to join the Sick Leave Bank during the initial membership drive will not be eligible for membership until the next open enrollment.

The Bank shall be administered through the same administrative channels and regulations as for sick leave except as noted in this Article.

LEAVE CONTRIBUTIONS

Contributions of leave to the Bank constitutes one (1) day of annual leave and one (1) day of sick leave at the time of membership and an
additional one (1) day of sick leave each January thereafter as long as you remain a member.

The Sick Leave Bank Committee will consist of one (1) member from Personnel Services, one (1) member appointed by the Staff Council, and one (1) member at large from the Bank membership, to be appointed by the Staff Council President and one (1) alternate from each designated group. The Committee will inform all members of the Bank if the Bank balance falls below a minimum level (to be determined by the Staff Council Staff Affairs Committee after the initial membership drive). The Committee shall be authorized to require additional sick leave donations to bring the balance up to the designated level.

At the time of termination, an employee may contribute up to 80 hours of accrued sick leave to the Sick Leave Bank.

Leave contributions to the Bank cannot be reinstated to the employee's personal accrued leave balance.

WITHDRAWALS

All accrued leave hours must be exhausted prior to utilization of Sick Leave Bank hours. Employees will continue to accrue leave while using leave donated from the Bank, but the employee's personal accrued leave during the pay period will be applied before Bank hours are used.

Requests for withdrawals from the Bank shall be reviewed and approved or denied by the Sick Leave Bank Committee within 5 working days from the receipt of the application for withdrawal.

Withdrawals will not be approved if the Sick Leave Bank balance falls below the minimum number of hours. The leave in the Bank will be held until additional sick leave is donated.

Applications will be accepted and reviewed at any time but will not take effect until all personal accrued leave has been used. A Physicians Medical Certification Form must accompany all requests, which will include the following information from the employee: name, patient's name, diagnosis, date condition commenced, probable duration of condition, and treatment to be prescribed. The following additional information will be required for a member of the immediate family: necessity of employee's attendance, and the period of time needed. All information submitted will be kept confidential and retained with the employee's medical records.

While on leave, employee's may be required to report periodically to the Committee regarding the status of the leave and their intent to return to work.

A minimum of 520 hours, or until long-term disability takes effect, will be permitted for withdrawal. In no case shall the maximum withdrawal that can be drawn on any given illness or injury exceed 520 hours.

APPLICATION PROCEDURE FOR WITHDRAWAL

1.) Request withdrawal form with accompanying envelope from your PPA.
2.) Fill out the form and attach necessary documentation.
3.) Seal the request in the envelope and forward it to the Governance Office.

GENERAL GUIDELINES

Special circumstances can be brought before the Committee.

Yearly review of the Sick Leave Bank shall be conducted by members of the Staff Council Staff Affairs Committee and a statistical report will be published and made available upon request.

Approval or denial of Sick Leave Bank requests by the Committee shall be final and not subject to the grievance procedure.

The Sick Leave Bank Committee shall keep records of all actions taken by the Committee.

GUIDELINES FOR COMMITTEE USE IN DETERMINING ELIGIBILITY CRITERIA
You will be determined to be eligible to apply for Sick Leave Bank withdrawals if you are unable to perform with reasonable continuity the material duties of your own occupation.

DEFINITIONS

Immediate family shall be defined by University Policies and Regulations.

**EFFECTIVE:** Immediately

**RATIONALE:** Statewide has expressed concerns with the use and abuse of the existing Leave Share Bank along with the growing cost of operating such a program. This new policy will be forwarded to the Staff Alliance for inclusion in a systemwide Leave Share Bank.

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2. FY99 Academic Calendar

Ann Tremarello, Registrar, submitted three options for the 1998-99 academic calendar. Each option incorporates a "make up day" for the Alaska Civil Rights day. The first option suggests beginning instruction one day earlier, on Wednesday instead of on Thursday. The difficulty is that it would be very confusing to students and everyone else to begin the semester with one day and call it something else and would be impossible to make certain everyone understood the swap. Option two suggests beginning instruction at the beginning of the week and adds three more days, including a Monday, to the calendar. The spring semester already more than meets the minimum number of contact hours required. This proposal would shorten the time between the end of the fall semester and the beginning of the spring semester. Option three suggestions adding a Monday class day at the end of the semester and push final exams back one day. This creates a problem in that the study day would be eliminated. The deadline for submitting senior grades would be one day later making it impossible to certify all graduating students available in time for publication of the commencement program. After a brief discussion, a motion was made and seconded to approve option three. The motion passed with one abstention and one nay.

**MOTION PASSED (1 abstention and 1 nay)**

The UAF Staff Council approves Option #3 for the 1998-99 academic calendar as follows:

**FALL SEMESTER**
September 3, 1998 Instruction Begins
September 7, 1998 Labor Day - no classes
November 26-30, 1998 Thanksgiving Holiday
December 11, 1998 Last Day of Instruction
December 14-17, 1998 Final Exams

**SPRING SEMESTER**
January 12, 1999 Instruction Begins
January 18, 1999 Alaska Civil Rights Day - no classes
March 15-21, 1999 Spring Break
April 23, 1999 All Campus Day - no classes
May 3, 1999 Classes End
(This replaces the missed Monday class day with a Monday. However, it eliminates the study day before the beginning of final exams.)

May 4-7, 1999 Final Exams
May 9, 1999 Commencement

**EFFECTIVE:** Immediately
C. Staff Training - K. Mosca

The fall supervisory training schedule is on the web at: http://www.uaf.edu/uafgov/www/ST-www/schedule.html. Sessions this month include UAF Life on October 15 and Mentoring on October 22. Kerrie Dufseth is the new co-chair of the committee. The committee is currently working on the spring schedule and some topics for supervisory training include Employee Assistance Program and Family Medical Leave and the Supervisors Responsibility. The committee is also planning the longevity awards program which will be in May.

D. Elections, Membership & Rules - L. Bender

Staff from the Arctic Region Super Computing (ARSC) had a concern that there employees would be split between two units. Currently there are employees who are under the Institute of Northern Engineering and ARSC. To alleviate the confusion, a motion was made and seconded to have ARSC move to Unit 10. The vote was unanimous.

MOTION PASSED (unanimous)

The UAF Staff Council moves to place the Arctic Region Super Computing in Unit 10 along with the Institute of Northern Engineering.

EFFECTIVE: Immediately

RATIONALE: This will alleviate members of the same area being split between two different units. There are a few staff members who fall under both areas. At the present time, Arctic Region Super Computing is located in Unit 9 and the Institute of Northern Engineering is located in Unit 10.

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IX OTHER BUSINESS

A. APT Representative on Grievance - P. Long

There is an APT staff vacancy on the Grievance Council and the term will expire April 30, 1998. Becky Duhr from the School of Management volunteered to serve on the committee.

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X Comments and Questions

T-shirts and sweatshirts that say "I support the University and I vote!" are still available in the Governance Office. T-shirts are $10 or $15 (XXL or XXXL) and sweatshirts are $20 or $25 (XXL or XXXL). Bumper stickers and cards of support are free. If you would like any items, contact the Governance Office at fystaff@uaf.edu.

XI Announcements

Technology Advisory Board - Bob Gieck, staff representative on the UAF Technology Advisory Board informed Staff Council that the Board is soliciting proposals. The deadline is October 31 and information is located at: http://www.uaf.edu/tab/RFP2.html#rfp

Staff Council nominations and elections information will be distributed this fall.

XII The meeting was adjourned at 11:20 a.m.

Tapes of this Staff Council meeting are in the Governance Office, 312 Signers¹ Hall, if anyone wishes to listen to the complete tape.

Submitted by Kathy Mosca, Staff Council Secretary.