MINUTES
UAF STAFF COUNCIL MEETING #138
Wednesday, 18 October 2002
Face-to-Face
Wood Center Carol Brown Ballroom

I.                                                                                              A. Roll Call

Larry Ledlow called the meeting to order at 8:45 a.m.

MEMBERS PRESENT:                                                               MEMBERS ABSENT:
Allen-Luopa Joyce                                                                 Armstrong, Kim
Bauer, Cynthia                                                                    Chism, Annette
Burkhead, Tyrone                                                                  Comstock, Sarah
Cook, Linda                                                                        Crews, Jean
Forbes, Liam (Carlson, Kurt)                                                     Fields, Wanda
*Hazelton, Gabrielle (Cathy, Magnusen)                                         Gray, Diane
Howdeshell, Stacey                                                                Littell, Michelle
Ledlow, Larry                                                                     Truncali, Christine
Linn, Angela                                                                      Whitehorn, Joyce
*Murawsky, Nici                                                                  Others
Newman, Gary                                                                     Chapman, Carolyn
O’Neill Rory                                                                     Holmes, Sue
Salganek, Maya                                                                   Washington, Lynette
Sharpton, Sue, (Hayes, Kim)                                                       Harrigan, Linda
*Simmons, Heidi                                                                  Long, Carla
Wegner, Julie                                                                     McMillian, Deon
*York, DeShana (York, Ron)                                                        Campbell, Margo

C. The Agenda approved as distributed via e-mail

B. The Minutes to Meeting #137 (18 September 2002) approved as distributed via e-mail.

D. President’s Report - Larry Ledlow

Introduction

Already this academic year, many of us are feeling the pinch of not enough time. We are squeezed between too many meetings and too many tasks. It is a natural feeling, especially as we transition into a new rhythm for the months ahead. I cannot overstate how pleased I am that so many of you have continued and will continue your commitments to Staff Council. Nevertheless, I understand perfectly well the pressure many of you face and that we all have to make adjustments to find the right balances in life, both professionally and personally. While individuals have a basic need to seek balance, all of us must be aware of organizational needs, too. Some representatives and officers of Staff Council were cautioned by their supervisors to significantly reduce their involvement with
Governance. Various reasons were offered, and I can offer this advice in return. First, UAF differs from most employers in that employees have a role in its governance. That’s why we’re sitting on this body, and taking part in Staff Council is a perfectly legitimate role for employees. Next, if you cannot meet your primary job obligations, then you don’t have enough time for governance. Finally, some flexibility in your work schedule is almost essential to accommodate meetings. That takes some negotiation with your supervisor. Your efforts for Staff Council should require only a handful of hours each month if committees are run efficiently and you’re able to do some reading and research during breaks or time away from your desk.

Discrimination

The Governance Coordination Committee consisting of officers from ASUAF, Faculty Senate, and Staff Council met on October 8th. During this time, I described the new Ad Hoc Committee for Diversity and Tolerance, and I suggested developing activities involving members from all three constituencies. The GCC invited Dr. LaJuana Williams from the Office of Multicultural Affairs and Chancellor Lind to attend the next committee meeting to discuss ideas related to the topic. The Ad Hoc Committee for Diversity and Tolerance met on Oct 10th, and I will let the new chair, Maya Salganek, provide the committee report.

Potential Reduction in Force at Geophysical Institute

The RIF policy in development at the GI has undergone several administrative reviews. Staff Council has not had an opportunity to provide comment, but we will have such an opportunity to learn more of the policy at Friday’s meeting.

Healthcare Costs

President-elect Rory O’Neill has submitted a separate report on the healthcare costs. I attach with this report some handouts from Janet Jacobs regarding some of the computations provided to Staff Alliance.

Employee Recognitions

Despite the doom of higher insurance costs and the gloom of possible RIFs, the sun still shines on the UAF Staff. Last week, four employees of the Geophysical Institute were recognized for special contributions. Tim Manning, Marcia Boyette, Dianne Marshall, and Patrick O’Neill received awards for various efforts in cost saving, technical innovation, and community service. There is more potential for recognition on the horizon.

Maya will provide report on Div. & Tolerance. The turnout was light for the Office of Multi-Cultural Affairs, Institutional Climate Forum. The potential reduction in force at G.I. is still in process. Rory will cover health care cost. The handouts were provided by Janet Jacobs. Tim Manning, Marsha Boyette received special recognition. Please bring to Staff Council’s attention if your constituents received awards for anything.


The values expressed by UA through its structuring of health care benefits for non-union employees are shifting slightly towards having (employees with) dependents contribute more towards their use of health care (approximately 15% of the costs they bring to the plan). For calendar 2003 the health care plan distributes equally amongst employees 100% of the costs associated with employee’s personal use of health care benefits, plus approximately 85% of electively enrolled dependent’s use of health care benefits. There is no penalty for bringing more health risk to this pool of self-insured enrollees nor for extravagant usage patterns or insistence on over-the-counter, name-brand prescription drugs. Your input is needed to suggest how to establish mechanisms to positively influence:

a. Variable usage patterns by health care plan enrollees
b. Health care risks (genetic origin or life-style inspired)
c. Use of name-brand prescription drugs instead of equivalent generics
d. Use of over-the-counter pharmacy convenience (instead of mail-order)
e. Use of preventative interventions
f. Use of disease management programs
g. Periodic feedback of usage and cost implications to plan enrollees

The administration’s goal first and foremost is to educate and fully-inform all persons enrolled in this self-insured pool about the structure of their health care plan and how individual choices affect everyone’s costs. Although the administration has in the past held its ground in retaining full control of the structure of the health care plan, the UA Vice President for Human Resources recently established a formal role for union, faculty, and staff governance representatives to influence the evolution of UA’s health benefits strategy.

As an employer providing a health care plan, the administration is comfortable in how it is currently positioned amongst its would be peer employers and the numbers presented to date suggest that they are justified in that posture or stance. However, the UA Health Care Executive Committee is paying close attention to the forecasted competitiveness of its health care plan. Based on the just released calendar year 2003 charges and assuming similar trends in inflation, utilization and catastrophic events, the forecasted charges for calendar 2004 would be similar to those for 2003.

**Rory O’Neill – Addition to President’s Report**

Staff Alliance has been interacting with Janet Jacobs and Mike Humphrey, UAA Executives. The summary that I included is high level (I’m making an assumption) of the 2003 health charges that decided some of the changes that Mark Hamilton signed. All of you should have received that information and shared it with your constituents.

One of the items I highlighted was simply a trend that the dependents as a category of persons in our self-insured pool will be contributing more towards the costs that they bring to the plan roughly going from around 7%-15% based on the 2003 calendar year charges. Janet Jacobs mentioned that an employer does not have the right to find out or learn if an employee might has diabetes or is taking medication. Issues discussed involved how we can better manage our costs based on our use and how we exercise access to our health care plan. The goal is to fully inform and educate all persons enrolled in the health care plan about its structure, how it works, and how your decisions affect costs and accounting. In summary, the employees pay for 100% of the health care personally accessed, plus eighty-five percent of dependent’s health care costs. Beginning calendar year 2003 the employees are basically repaying a zero percent loan that began eighteen months ago. What this means is that a new hire will basically repay health care that was consumed by a group of employees eighteen months ago. Costs are spread amongst all employees equally there is not a sliding scale—if you earn more you’re not paying more for health care. Many issues were considered, but tabled for future consideration. As an employer executives determine our health care packages and salary grade. It is not something that the Legislature decides. To clarify the last sentence in my report, health care use charges could increase in 2004 by 20-30%.

Representatives expressed concerns regarding whether or not the accounting for represented and non-represented employees is kept separate.

A: Rory O’Neill: The faculty are in a union. We are in the pool of nonunion employees that includes all executives. The health care that we are discussing strictly involves nonunion employees. The accounting is very strict and kept separate.

Comment: Carolyn Chapman: There is a difference in the plans in general, because there is a difference in benefits. Our group is paying for the significant health claims incurred in the last eighteen months.

Q: Linda Cook: When we were first notified about the upcoming increase, it was thought that it would be shared equally by employees as well as dependents, so each would go up in the same manner. What happened to that idea?
A: Rory O’Neill: My understanding of that would cause undue financial pressure and bankrupt families. The rational is that it would be to much of a burden on employees with dependents.

Q: Heidi Simmons: I’m concerned about the way that the information was distributed. Has the website been updated?

A: Carolyn Chapman: Your UAF Human Resource website has been updated. It has the letter from the President and a model that Vickey Gilligan prepared for Statewide Benefits. At this website the average employee will be able to review how the health care changes will affect take home pay. If you look under the Human Resource site, under Benefits you will find the information.

II Guest – Carolyn Chapman, Director, UAF Human Resources

The Human Resource website has a search engine now. There are many changes in our HR staff. Regarding the health care issues relating to dependent charges – is the concern that we might over collect, but more of a concern is the danger of under collecting. The Administration looks carefully at exactly how to average this out. We are kind of an anomaly within the Borough. Other institutions work with an actuary table to average insurance cost. UAF hasn’t done that in the past, but is now considering that option. It is a way to project what costs are going to be in the future.

Employee Recognition Program: The plan has been signed by the Chancellor and sent to the President for approval. One of the parameters in the policy is “What is Recognition”. I broke it down into two categories:

Informal recognition is something that your employer or supervisor might decide to do spontaneously to acknowledge you for your contribution. It won’t require various levels of approval involved with the current recognition process. The current policy and regulations allow for a performance bonus, but it must go through the President for approval. The President delegated authority to make monetary awards to the UA Chancellors. Informal awards include gift certificates, plaques, free tickets to sporting events, and theater events. In addition to informal recognition there is Recognition Leave. Is the ability of a supervisor to award a day off with pay. The supervisor has the ability to award up to three days off with pay.

Formal recognition is more in line with longevity awards, employee of the month, employee of the year, attendance and safety records. It can include customer or public service, such as employees involved with United Way. Any outstanding achievement that an employee can be recognized for—not only among their peers, but acknowledgment within in the University for an outstanding contribution. Revamping or reorganizing a department, saving money, all can be included in the formal recognition process. Under this process $2,500 can be awarded within a fiscal year, but no more than $2,500 can be allocated to anyone individual. You could get other non-money awards such as tickets and other awards mentioned in the Informal process. We can only use Fund I money. Units are going to be authorized to budget up to .2% towards personal services or a maximum of $5,000, which ever is greater in a fiscal year. Non represented and represented employees may be considered, Article 4.1 of the Collective Bargaining regulations allow for performance bonuses, consistent with their bargaining agreement.

Q: Will this mean that a local unit will need to go through the Chancellor not through their campus director?

A: Carolyn – It depends on the level of recognition. If it is informal recognition, approval is within the respective unit. Chancellor approval is not required. Formal recognition will require the Chancellor’s approval.

Definition of Units: Units are those areas that report to particular senior administrators. The units are: Administrative Services, CLA, CSEM, IAB, IARC, SFOS, IMS, Student Services, Office of the Chancellor which includes the Provost and its area. ARSC, CRA, G.I., INE, SOE, SALRM, SOM, Library Computing and Communications, and Office of the Provost. Anything more than $500 the Provost or designee would approve.

B. Changes in Regulation: Regulation can be promulgated by the President and doesn’t require Board of
Regents’ approval. Compensation regulations have changed during the last few years. One of the things that changed a couple of years ago was the ability to treat internal applicants as external applicants for the purpose of salary adjustments. Consistency in hiring is not followed when one Administrative Assistant is hired at $20 an hour and another is hired at $10. The change will allow the potential employees the ability to negotiate salary with the hiring unit. The unit is not obligated to pay it to you, but if funding is available you can actually negotiate based upon your experience and longevity.

Q: Linda Cook: Does this need the President’s approval?

A: Carolyn Chapman: No it does not. The President delegated authority to the Chancellor and the Chancellor delegated to senior administrators.

Q: Heidi Simmons: Does this include lateral promotion?

A: Carolyn Chapman: It would be for positions that have been recruited competitively. It would not be for reclassification or any other exceptional placement on any other capacity.

PPA Certification: A PPA is a Personnel Payroll Assistant. A PPA’s primary responsibilities are payroll and personnel work within your specific departments. PPAs work hand-in-hand with Human Resources to assure that employees are paid. PPAs must have a vast knowledge of the Banner system. There is a big responsibility on their shoulders as far as confidentiality and many other things. Over the years HR has encouraged development, now we plan to include PPA certification training and maintenance of that certification through a series of employee development workshops. PPAs may work at their own pace, but must go through about 8 – 10 levels of the program before receiving official certification.

Q: Heidi Simmons: Can an employee that is not a PPA receive this training?

A: Carolyn Chapman: Yes.

Q: Julie Wegner: If you are already a PPA how do you get certified?

A: Carolyn Chapman: You must go through the certification process, as well as maintain actual CEUs to stay certified.

Q: Unknown: Does it come with a pay raise?

A: Carolyn Chapman: No, but you can use it in your favor when you apply for other jobs. You will begin to see it in your recruitment vacancy announcements, “Preferred: Certified PPA or demonstrated continuing progress towards becoming a certified PPA”. The first level of introduction to this program is the Passport to Information session. I will have Sue Holmes, HR, Training and Development Coordinator introduce that information. Sue comes to us from Fort Wainwright and is a professional training and development coordinator.

**Sue Holmes: Human Resources Training and Development Coordinator**

Hi, this is my fifth week at UAF working as a training and development coordinator. A large part of my job is to be a resource for you. I’ve met with Larry Ledlow and Rory O’Neill to discuss what is being planned. One thing that we are hoping to do is the mandatory supervisors’ training program. We hope to begin training by November.

Related to the PPA training that Carolyn discussed with you, in your folder there should be a flyer covering the Wednesday, 30 October, Passport to Information meeting from 8:00 a.m. to Noon. Topics include - recruitment, EEO, Benefits, Payroll and Personnel issues, systems information, HR administrative functions, and training and development. Another plan in progress is Brown-bag lunches for about an hour once or twice a month. The class
might be stress management or a variety of issues. We will try to hold a session on West Ridge to accommodate staff up there. I will develop a speakers’ bureau that will bring in experts to cover a variety of subjects.

Q: Gary Newman: Is your function basically training people administratively?

A: Sue Holmes: My understanding is that it is very broad..

Comment: Carolyn Chapman: The training will cover basic skills training specifically geared towards the PPA, supervisory training, career development involving mentoring, coaching, and career path programs. We are talking about employee development, job enrichment, job growth opportunities that will enhance your career. All training will be recorded in Banner, so that supervisors may access an employee's development.

Representatives expressed concerns about how staff progress will be tracked and entered into Banner.

Carolyn Chapman: At the Geophysical Institute you can actually record your own development into Banner by accessing the screen for employee development. Human Resources will accomplish this task for lower campus.

If you participate in training outside of the University send a photocopy of the certificate you receive or any CEUs that you work for and achieve. This information can be put in the system to determine who you are as an employee. Currently this process is not being used for the hiring and recruitment process. What we are doing now is running training reports. Part of the goal is to try to identify all the people who supervise, so that we can run all the supervisors to find out who participated in “Fundamentals In Supervision.” Once completed the job families will be uniform. Employees may send and E-mail to Human Resources requesting a report or come down to look at their official Personnel file to see if everything has been entered or if something is missing.

Comment: Larry Ledlow: Staff Council would like to use Sue’s expertise in training and development for special training opportunities for Staff Council – perhaps once or twice before the end of the year. I recommend that you think about topics that you would like to cover leadership, conflict management, negotiation anything at all that relates to your duties here as a representative of Staff Council. Please contact me with your requests.

III. COMMITTEE REPORTS

A. Gabby Hazelton – Staff Affairs Report (Cathy Magnusen)

At our last meeting was 24 September. We discussed the old business in relation to a bike access path on campus, staff representation on the MPC Subcommittee parking group, general preventative health processes, health care increases, and continued interest in the upcoming policy on reduction in force. New business discussed involved the BOR asking for a UA wide assessment regarding childcare needs of faculty, staff, and students. Representatives will encourage their constituents to respond directly to Jeannie Phillips. The next meeting is Tuesday, 29 October, to bring forward action on a motion that I would like to read you.

Larry Ledlow: We will move to the Motion that the Committee has recommended.

Cathy Magnusen: I would like to read the contents of the Motion:

The UAF Staff Council moves to encourage Statewide Human Resources to continue to seek equitable salary compensation for classified/unrepresented staff.

Effective: Immediately

RATIONALE: Employees seek employment at UAF because of the University’s supposed generous benefits package, not for its generally lower salaries and minimal raises. If the proposed considerable increase in health costs becomes a reality, every employee and prospective employee will receive a clear message that the University
does not list “compensating their workforce” among its priorities.

Staff members must support their families with steady income & insurance; if this balance is not remotely equitable, staff are placed in the intolerable position of paying the University for the experience of working. The proposed health cost increase from $184.60 annually to $1,097.07 will more than wipe out the meager 1.5% increases of the last two years. Relying on small, future “salary grid adjustments” is insufficient; a decisive, strategic plan of attaining a competitive salary grid is necessary.

Representatives discussed amending the original motion to correct the wording and terminology.

The motion to amend the original motion was made and seconded.

MOTION PASSED (two abstentions)

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THE UAF STAFF COUNCIL MOVES TO ENCOURAGE STATEWIDE HUMAN RESOURCES TO CONTINUE TO SEEK MARKET COMPETITIVE SALARY COMPENSATION FOR UNREPRESENTED EXEMPT AND NONEXEMPT STAFF.

The meeting was extended to 10:50 a.m.

B. Elections, Membership, and Rules – DeShana York (Larry Ledlow)
Comment: Larry Ledlow – I received notice that DeShana York in Anchorage is ill and can’t fly today. The Elections, Membership, and Rules Committee lost a few members and is looking for interested representatives or alternates to join the Committee. I will continue as a member with DeShana and Gabby. We plan to review Unit designations and plan alignment with the units as identified in Banner time keeping locations. Our goal is to improve communication with all the employees directly by E-mail or otherwise. Elections, Membership, and Rules is taking responsibility for attendance, encouraging, and organizing your alternates to attend meetings. Looking into the issues underlying attendance and looking at the different levels of Staff Council. Staff Council involves a lot of mandatory commitment. I would like more of you to get involved in Governance and representing Staff Council’s opinions at the next level.

C. Rural Affairs Report – Heidi Simmons

Derek Miller, President, ASUAF, requested to have student representation on some of the Committees and Rural Affairs is happy to consider that request. We hope that there will be a Rural Site student representative. Bernice Joseph was our guest speaker at our last meeting. She discussed the five-year strategic plan for the rural sites. For those of you who are not aware, rural students coming to the University are not ready for college level courses. They need to take “0” level courses to get prepared. The plan is to try to have developmental courses as cross-curriculum in lower level courses to help boost student skills and studies. CRA is working on a faculty handbook for rural sites. A rural pathway grant is being worked on that will have a large impact on the rural areas. There is a “No Child Left Behind Act”, within our state. It requires that teacher aids working at the high school level have at least 40 credits of a college degree or an Associates of Arts degree.

Curt Madison the new Director for the Center for Distance Education: Discussed the Center for Distant Education providing support to the rural sites and audio-conference courses. He mentioned that enrollment is up 18%. He is working on an infrastructure and funding to put compressed video equipment at sites.

As most of you know, I’ve been a Staff Council representative for a long time. I have a new Director and he really wants me to direct my energy towards campus matters. In January I will resign from Staff Council. I will still be a part of Rural Affairs, but I no longer be the Rural Affairs Administrative Committee Chair as of 15 November. Part of the reason is that the Chair must be someone that is on Staff Council. That is an awful lot besides your regular job. Our meetings for the rest of the year are Friday, 9:00 -10 a.m. Our next meetings are scheduled for:
Comment: Larry Ledlow: We have units on campus that are not represented. We need to fill those vacancies as soon as possible. To emphasize Heidi’s need for assistance with Rural Affairs, I would like to emphasize that what goes on at rural campuses doesn’t necessarily affect us at UAF, but it is an important element of representation to make sure that the rural sites have a voice and a means to communicate.

D. University Advocacy Committee– S. Comstock (Angela Linn)

The Committee met on the 14th of October. We discussed finalizing the dates and times of or Fall tour. We plan for it to happen around Tuesday, 12 November about 2:30 p.m. We are including the Brooks Building, Library, lunch at Hutch, and a tour of the aviation unit. We expect about twenty people to participate.

E. Ad Hoc Calendar Committee -- Larry Ledlow

We will move to the Staff Calendar Ad Hoc Committee. There is no one here to report. The Committee is requesting photos and will meet on Monday, 28 October to review slides. I would like to add the Ad Hoc Committee on Diversity and Tolerance. Maya Salganek will report.

F. Ad Hoc Committee on Diversity and Tolerance – Maya Salganek, Chair

The Committee met on 10 October. The Office of Multi-Cultural Affairs co-hosted the Institutional Climate Forum, Thursday, 17 October. Issues of diversity seemed very broad. It covered everything from pets, not being able to have child care for children, to discrimination against students with very good GPAs who can’t seem to get tutoring help on campus, to staff not being able to apply grievance procedures, since the procedures do not accommodate most of our problems. Our next meeting is scheduled next Wednesday, 23 October from 2:00-3:00 p.m. on the West Ridge. The Committee is open to anyone on campus. We need more people involved

IV. New Business

After a brief discussion a motion was made and seconded. The Motion passed with one abstention.

A. The UAF Staff Council moves to approve the 2003-2004 proposed Staff Council Calendar meeting dates.

MOTION
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Proposed 2003-2004 Staff Council Meeting Dates

All meetings will be at 8:45 - 10:30 a.m. in the Wood Center Carol Brown Ballroom unless otherwise indicated. All meetings that are not face-to-face will be set up as an audio-conference.
MINUTES

SC  146  Wed  17  Sept  2003
SC  147  Fri  17  *Oct  
SC  148  Wed  12  Nov  
SC  149  Fri  12  *Dec  
    Jan  2004
SC  150  Wed  11  Feb  
SC  151  Fri  12  *Mar  
SC  152  Wed  14  April  
SC  153  Fri  14  *May  
SC  154  Wed  2  Jun  " or Wed  9  Jun

*Asterisks indicate Face-to-Face Meetings

Effective: Immediately

RATIONALE: The FY04 meeting calendar will be included in the 2003-2004 Staff Council calendar that will be sent to press in November.

B. Attachment 138/8 under New Business is deferred.


I’ve been invited here today to discuss the Reduction In Force Plan for the Alaska SAR facility. Organizations often find it necessary to conduct personnel deductions to stay competitive or to remain in business. This plan that has been developed represents the desire of ASF and G.I. management to implement a reduction in force in a way that prevents negative impact on the employees. The purpose of the Geophysical Institute’s (G.I.) program is to retain highly competent employees and minimize the negative impact of the work force. The background that I want to provide you is that of the Alaska SAR Facility that I’ll refer to as ASF – ASF currently operates under our contract between the G.I. and the National Aeronautics and Space Administration (NASA). The five-year current contract began 1 April 1998 and will expire on March 2003. Approximately 70 term staff and students are employed at ASF. The level of funding provided by NASA to support ASF activities is expected to decrease at the conclusion of these two agreements. It was expected that the contract would shrink by approximately $12 million in fiscal year 2002 to approximately $6-7 million per year across the next five years. It is now known, that the new funding authorized for NASA operations at ASF for Federal Fiscal Year 2003 is set at $8.4 million. This represents a reduction of almost $3.6 million from Fiscal Year 2002. The impact of the reduction for Fiscal Year - 2003 will be softened to some extent by the carry forward money that we were able to put forward. However, a 30% reduction in new funding and corresponding reduction in work will likely result in the loss of some positions at ASF.

ASF employees have term-funded employment contracts, subject to the provisions that are outlined in the University of Alaska Regulations. Specifically, ASF employees are employed for a specific length of time. The University is not required to give notice of non-retention at the conclusion of the specified length of time. Employment ends automatically at the end of the contract. It is the same for any term-employment university-wide. The Geophysical Institute although not required plans to give all employees affected by a reduction in force a six-calendar months notice prior to the end of their contract expiration. The key points of the RIF plan that I plan to discuss will provide how decisions may be made. Most of the necessary decisions for work force restructuring will be accomplished one of three business ways:

If a position is eliminated due to being tied to a specific individual or a specific function there’s a reduction of similar positions – the concept of more to less and significant change in skill or requirements. Basically, a position eliminated tied to a specific function or individual, the scenario exists if the current incumbent is a one person position. There is one person to do one function, one job. If it is identified that the scope of work would change such that that position in its self would not be funded obviously, that individual would be impacted potentially by a RIF. In that scenario, notice would be given, then we would look at transfer and reemployment opportunities, and out placement services.
In a reduction of similar positions or five similar positions doing the same type of work may need to be reduced two to three. When there is a reduction of similar positions the supervisor will consider all of the impacted employees as the candidate pool. All five of those people would have the opportunity to be considered in the candidate pool for the three positions, before considering any other type of potential candidate. If you are not selected for one of those available positions, notice will be given, transfer reemployment opportunities would be examined, and out placement services would be extended.

If there is a significant change in skill requirements, which means new work, meaning that work has shifted, there is new work that needs to be done that hasn’t been identified within the organization. We will post that position within in ASF only and allow ASF employees to apply for that position before sending it out internal UA, and then to external sources.

There are concepts that we need to look at due to the fact of increased pressure to reduce spending at ASF—related to the pressure from external funding sources. One of the key things that we are looking at is attrition management. This is where we require managers within the Alaska SAR facility to carefully examine the vacancies that are created through natural attrition as to whether those positions should be filled. We want to try to retain as much of our talented skill sets that we have on board. We recognize that we have wonderful people working at the Alaska SAR facility. We want to capitalize on those opportunities to keep as many skilled people as possible. We will examine transfer and reassignment possibilities. We have the option to reassign work that exists to employees that will be potentially impacted by the RIF. I’m working to identify transfer opportunities. Our goal at the G.I. is to find jobs for people that may be losing their jobs. Out placement services will support people that do not receive a new contract or offer of reemployment. Support would include career continuation workshops and individual counseling. Employees will not be obligated to accept these services; it will be a completely voluntary and confidential service.

In the event of other positions becoming available, the G.I. plans to rehire employees who would be impacted by the RIF for a one-year period once they have been released from employment at the G.I. Impacted employees would submit current application material. We would place them in an applicant pool for positions that they are qualified for, prior to it being open internal UA. We would extend our internal review process to ten days, instead of just the mandatory five. We are working hard to get the overall plan finalized. It will be sent out to the ASF people and through Larry and the UAF Staff Council. It will be made available to the Staff Council group for comment and input. It is not a negotiation tool, but if a good idea is brought forward prior to the plan being formally implemented it will be considered.

Representatives expressed concerns regarding seniority. Longevity is an element that will be examined based on the current policy and regulation which clearly states that seniority could be a factor that's is looked at as well as the ability to do the work that remains within ASF.

Deon McMillan – we are looking at the qualifications of the employee. What we are doing here is recognize the fact that we must make business decisions. ASF does need to continue on, there is going to be a reduction in money. However, we want to minimize that impact and keep our people employed; we care about them.

Comment: Carolyn Chapman: Under nonretention you do not have to apply the normal standards that you would apply in a layoff situation. Layoff situations involve: length of service, protected status of minority, gender, age, disability, the ability to do the job, and work remaining to be done. Those are all factors, none having any more weight than the other, including seniority. ASF is applying those factors that you would normally apply in a layoff situation not to a non-retention situation. Normally, with term-funded employment, your contract ends and you’re gone. The plan is to apply a process that is reasonably fair and equitable and doesn’t disadvantage one employee over another

**VI. Public Comment**
Angela Linn: I would like to give a brief update about what is happening with the Union organization effort. We will start handing out cards that have been reworded, so that people understand that they are not signing the card to actually vote for the Union. This is a vote to actually hold an election. We will hand them out at the end of the month and hold an election in November. Technically we can hold an election with 30% we want to get 50%.

VII. Motion to Adjourn at 11:06 a.m.

A tape of this Staff Council meeting is available in the Governance Office if anyone wishes to listen to the complete tape. Submitted by Lynette Washington, Staff Council Executive Secretary.