I. A. The meeting was called to order by Larry Ledlow at 8:45 a.m.

B. Roll Call

Members Present Members Absent

Blair, Mark Allen-Luopa, Joyce
Collier, Jennifer Anthanas, Reyne
Cook, Linda Bauer, Cynthia
Crews, Jean Bedel, Frances
Forbes, Liam Chism, Annette
*Hazleton, Gabrielle Drygas, Emily
Lace, Chris Fiorenzi, Joan
Ledlow, Larry Gray, Diane
Linn, Angela Murawsky, Nici
Littell, Michelle Truncali, Cynthia
Long, Paula
Andrew Martinez for Wanda Fields Guests
Bob Metinger for Barbara Oleson
Newman, Gary Marshal Lind, Chancellor
O'Neill, Rory Rich Caufield, Chair, MPC
Nicoll, Jeremy Steve Titus
Pierce, Ramona Governance
Skrob, Jeanette Washington, Lynette
*Simmons, Heidi
Steadman, Josh
Wegner, Julie
*York, DeShana

C. The minutes to meeting #140 (13 December 2002) were deferred.

D. The agenda for meeting #141 was adopted as amended. Five minutes for the Faculty Senate report and five minutes for the ASUAF report will be put on as standing items for future agendas. The reports will take place after the Chancellor Lind's remarks.

II A. President's Report - Larry Ledlow

1. Health care cost:

   We need to look carefully at how it impacts our colleagues, especially those with dependents. Staff Affairs is interested in collecting information on how the increase impacted staff, so in talking to your constituents try to gather up information on the specific impact. Statewide Human Resources is looking at ways to restructure the plan. There are three subcommittees finance, plan design, and implementation. They need more participants in this effort. We should be more attentive to what is going on at statewide. Any changes to the plan should be submitted by June 2003.

2. Reclassification
The reclassification effort to reclassify finance and research employees is just about done. The next group will be Student Services -- to be completed in March.

At the years'-end BOR meeting we discovered that there is no plan to revisit staff compensation -- to compare equitable salaries with industries and other universities. We need to continue to press hard for better compensation. On top of the deletion of the 1.5% salary grid increase there is also the increased health care cost, etc. When the reclassification positions in the IT group were implemented there were questions asked about some jobs being compliant with the Fair Labor Standards Act - in terms of whether they were exempt or nonexempt or hourly or salary employees. About ten percent of those affected in the IT group actually changed classification under FLSA. After reclassification salaried employees suddenly found that they were actually hourly employees. This brought up the question about back pay. At the Staff Alliance meeting yesterday, Jim Johnson relayed that the reviewing of the FLSA classification of jobs should be decoupled from the classification process and expedited.

3. Reduction In Force (RIF)

We have been keeping our eye on the Reduction In Force Plan at the Geophysical Institute and specifically the Alaska SAR facility and what it means to impacted employees. The G.I. and HR developed a plan to implement in case an employee's one-year term contract wasn't going to be renewed after the current contract year-end. Five people were notified in January that their one-year term contracts would not be renewed. The notifications were not unexpected, but the final implementation of the plan has proven to be less than helpful according to a few of the affected employees. Efforts were made to get a copy of the actual plan through the summer and fall of 2002, in order to provide input and feedback, but there was resistance at every step. Dean McMillan, HR Director at G.I provided an outline of the plan. However, the implied generous assistance has turned out to be not so great. Limited out placement services is available through TVC. RIF's employees will be given a chance to apply early for available G.I. vacancies. Early applications are not available to employees applying for UA and UAF jobs. It makes me wonder why G.I. and UAF employees are treated differently. Early application does not offer a significant advantage to the affected employees. I was alarmed to see in terms of out placement at TVC that only one of these workshops will be offered. I'm not sure why things did not work out according to the information we initially received. If and when other employees in the future go through a similar RIF process and plans are developed - as Staff Council members we need to be aware and pursue progressively someway to help formulate a reasonable plan, and help to manage employee expectations. I think it is incumbent upon Staff Council to provide general guidance and to press the administration for access to the process.

RIF document Attachment I:
"Core Outplacement Services Overview" gives an outline of the services that will be provided to impacted employees through Tanana Valley Campus (TVC) at no cost to the employee (Attachment 1 - submitted by Deon MacMillan, Human Resources, G.I.)

RIF document Attachment II:
A sample of the current classes being run through TVC Small Business Development. These courses are the ones illustrated in the first document if an employee should choose to explore starting their own business. These services are going to be provided by TVC and paid for by the GI. These services are completely independent of the Institute, meaning an individual can
choose to utilize the services or not. As well as utilization of the services will be kept confidential (Attachment 2 - submitted by Deon MacMillan).

Diversity and Tolerance

Staff Council plans to co-sponsor with the Office of Multi-Cultural Affairs another Institutional Climate Forum. We are fortunate to have LaJuana Williams, OMA Director with us as one of our Staff Council colleagues. The next forum will be held on 20 February, from 1:00-3:00 p.m. in the Wood Center Carol Brown Ballroom. The plan is to have a panel. I encourage you to speak more to your friends and colleagues about participating in the forum. What are some of the issues? It is about more than just the issues of racism and sexual orientation. All kinds of things have come up in the previous forums. Everything from work place bullying, to handicap access and services, to sidewalk cleaning, etc. Please come and bring out what the issues really are - spread the word by e-mail.

3. Strategic Plan Issues and Concerns

I mentioned during the December meeting that the UA Strategic Plan is being drafted and the goal is for the plan to be adopted by the Regents at their April meeting. There is still time to provide input. You may submit your comments to Jim Johnson or to me. If sent to me, I will consolidate them and forward them to him.

4. Union Issues and Concerns

Staff Council continues to receive status reports and updates from the Union. Staff Council is officially neutral as far as Union formation is involved. It is important for all employees to make informed choices, so that is why we encourage people to discuss these things.

5. Family Medical Leave forms and issues of privacy

This topic is a concern, because when a request is made to take Family Medical Leave, the form that it requires is invasive. It requires a physician to write down specific diagnostic information. It is not clear what happens to the information collected on the form. The University uses the form that is suggested by the Department of Labor. Once the form is submitted, who actually receives the information; how is it handled before and after? You can see the problem immediately, particularly with medical information; it needs to be treated with a great amount of sensitivity. Staff Affairs needs to look into this concern and develop a sensible method for handling this kind of information.

Comments were made regarding family medical leave agreements worked out with a supervisor and not being honored if a supervisor changes his mind.

6. UA Academy

The UA Academy was held in Anchorage during the first week of February. This year's theme addressed how the University of Alaska engages and how well we support State needs. Presentations arranged from volcanoes, to remote sensing products, curriculum development for K-12 teachers, and distance learning methods. It was a good opportunity to network. UA overall is a tremendous place to work.

II. B. President-elect report - Rory O'Neill

1. UAF's Pet Policy guidelines regarding work place practices evolve through the following process:
   . introduced/sponsored by a UAF recognized administrator
forwarded to the Chancellor for review and approval. If endorsed by the Chancellor, the Chancellor's Cabinet will review and decide to adopt or not. Once adopted, the policy is recorded and retained by the Chancellor's office.

2. Jim Johnson, VP for Faculty and Staff Relations is regularly participating in Staff Alliance meetings. He is ready to make the necessary changes in Banner to support staff governance needs for electronic balloting and better electronic communication. G.I. now has a staff only e-mail list.

3. Jim Johnson answered questions received from Staff Alliance about the FSLA status. An external auditor will be invited to audit all the existing JEFFs and position descriptions. All HR officers and personnel in the UA System will be trained. A number of people who applied for back pay are receiving it per guidelines received last summer. The Health Plan committees are involved in redesigning the health plan to respond to the market pressures on health cost. How costs are distributed amongst employees with and without dependents is being reviewed. We need more involvement, so if you are interested contact me, Larry, or Lynette.

   Jim Johnson is looking into reissuing the McDowell survey. He would like our input on modifications for existing questions and will make the existing questions available on the web. If you have new suggestions for surveying staff on employment issues please forward them to him.

4. A Sunstar reporter contacted me regarding Staff Council's view of the unionization effort on campus.

III. Guest Speakers

Chancellor Marshall Lind

I appreciated the efforts staff made to serve students during the recent weather problems. It is not possible to close the institution without causing many problems. I would like you to direct questions or concerns to me after my remarks.

   Enrollments for spring are up -- during fall our enrollments were up 11%. This spring it looks like we are up over 6% of where we were a year ago. We hope to continue receiving good support from the Legislature. The Governor made a commitment for a 5% increase for this year's budget and we hope that the Legislature will pick up that commitment.

   I recommend that you review the Commonwealth North Report on the web. The University received good marks from this organization. They made strong recommendations that the University needs to have continued support from the Legislature to help move this State forward. There are specific items that apply to UAF and I encourage you to take a look at this information. Reading the report would provide you good background information - particularly when you have the opportunity to talk to legislators.

   The Chancellor remarked about the caliber of presentations at the UA Academy held in Anchorage. UAF was well represented. He commented about the progress of several construction projects.

   Questions were asked about increased enrollment. The Chancellor commented that we are experiencing an upward trend. Also, our retention rate is increasing.

   Questions were asked about the UA Academy in regards to legislators and community involved. The Chancellor replied that legislators were not involved and that community involvement was limited. The majority of the audience and participants were
university affiliated. In the future the audience base will be broadened.

Larry Ledlow commented that several state department administrators attended.

A question was asked about the Chancellor's commitment to supporting staff compensation increases, based on staff being squeezed for more work with less compensation.

The Chancellor commented that he does not have a problem supporting increases where appropriate. He mentioned the serious salary issues in the system regarding faculty salaries, and similar issues with classified and APT. All aspects of the budget must be taken into account, the increased costs of doing business must be considered. We will keep the issues in front of the Legislature in terms of the importance of the University to the State. How will we balance faculty and staff compensation, and student tuition increases? This will probably be the biggest area of concern over the next year or two. Tough decisions need to be made.

Larry Ledlow, commented that it is extremely helpful to have the Chancellor's support for us. Jim Johnson will be invited to our next Staff Council to give us Statewide Human Resource's view on employee/staff compensation.

B. Power Point presentation regarding parking issues and concerns - Rich Caufield, Chair, Master Parking Committee (Rich Caufield and Steve Titus, Deputy Director, Design & Construction, Facilities Services)

Thank you for the opportunity to make this presentation. I am here on behalf of the UAF Master Planning Committee. The MPC is a venue where we get to talk about the future of UAF. What kind of campus do we want to have as a place to work, study, and live? The involvement of Staff Council is vital to the ongoing review of the existing master plan and to the effectiveness of our continuing implementation of that plan. I invite you to forward your comments to me as Chair of the MPC or any of the committee members or Steve Titus at Facility Services. The MPC is on the UAF web and was approved in 2000 by Chancellor Lind and the Board of Regents. It's the UAF mission that drives the MPC's mission, it is coupled with the mission of the Strategic Plan, and the Academic Plan. All of these plans are linked. The campus master plan talks about creating a collegial environment that supports the UAF institution. Secondly, to develop an attractive and well-ordered campus that takes advantage of our unique northern location and the extraordinary resources of our natural and community settings. The purpose of the Master Plan is to provide a guide for logical growth and change. I invite your comments and suggestions.

Steve Titus commented on how parking will be affected during upcoming construction.

Staff Council members inquired about bike paths, tourists, and parking problems, and how all the projects are managed.

Rick Caufield commented that the MPC is looking for input and suggestions and plans to solicit comments from faculty, students, and staff. After collecting information received, Lynette will be contacted so that the information may be distributed to Staff Council members.

IV. Committee Reports

1. Staff Affairs - G. Hazelton (Attachment 3).

The committee minutes are attached to the agenda.

Our last meeting was February 3. Unit representation and research was discussed. The PAIR, Department was contacted regarding the number of staff in different departments. We discussed some of the changes on some of the committees, and the Chair situation with Rural Affairs. Rory O'Neill, did a research analysis about the officer workload and looking at responsibilities of chairs with all the Council bodies. We've been discussing Staff Council participation and attendance. We talked about the issues of participation and attendance. Online balloting and elections were discussed and the plan is to get help from statewide. We are planning a meeting to look at the Bylaws and clean them up. March 3 is our next meeting at 10:00 a.m.

3. Rural Affairs - Scott Culbertson (handout)

I'm concerned about attendance at our last few meetings. I'm looking into targeting the Rural staff. Apparently we just can't get the information out enough. The Dean's office puts out a calendar of events of importance to Rural sites. I was surprised that some rural staff members did not know about all of the events. We will use the calendar of events to outline the next three meetings.

Larry Ledlow recommended that he, Scott, and Dorene plan to meet and discuss rural site participation.

4. University Advocacy - Angela Linn (Attachment 4)

The committee minutes are attached to the agenda. We currently are working on four projects; one is involvement with the Legislative session. We will work on certain parts with ASUAF. Joe Hayes will participate on this committee, so his input will be valuable. We've contacted Ann Ringstad to give us ideas. The second project is College Prep Day it will take place at the JP Jones Community Development Center. The Admissions office and the Office of Multi-Cultural Affairs set the date for Thursday, 13 March, 3:15 - 5:00 p.m. It is targeted at helping individuals apply to school. The Advocacy Committee will advocate for UAF. UAF Day at North Pole will take place on Saturday, 19 April, Noon - 4:00 p.m. at the North Pole mall. Scott McCrea is coordinating with the Mayor, Joseph Jacobsen. The purpose is to advocate UAF to the community of North Pole. Our spring tour will probably be Wednesday, 14 May. We will be able to handle sixteen people. It will be exciting, we will give people the opportunity to make their own rockets. Governance approved funds to purchase 20 rocket motors. We will get the advertisements out right after spring break.

5. Ad Hoc Committee on Diversity and Tolerance - Maya Salganek

The committee minutes are attached to the agenda. We met last week and we will be meeting on the first and third Tuesday every month, from 2:00-3:00 p.m., in the IARC Building Library, Room 202H. We've got new members on our committee and it is very exciting. We've looked over all the surveys that were handed out right before the Christmas break. Thanks to Angela Linn for putting all of the information into a spread sheet. The actual chart will be forwarded to everyone soon. Staff were asked questions about how valued do they feel in the work place? We reviewed the surveys and the conclusion is that UAF staff really value their jobs here, everybody feels that it is a great place to work. Fifty percent reported witnessing some sort of bullying behavior in the work place. Seven percent filed a grievance. A third of the people didn't want to file a grievance because they believe that HR isn't functioning, or is not useful to the grievance process, or were afraid of losing their job. Our committee plans to address these issues more in-depth. We are putting together a book about how to file a grievance, what are the rights of the employee and what are the rights of the employer, and what are the options. We would like to talk to anyone who has an experience to share. We will set-up a teleconference to allow individuals to phone in anonymously to our meetings and share their experiences. About eighty-five people responded to the survey.
A committee member commented that if you know of or have witnessed bullying, it would be valuable to share your experience. We don't want to be accused of passing on hearsay. We need actual examples of what is going wrong.

V. Business

1. Discuss selection of Staff Council "time keeper".

Paula Long acted as timekeeper. Larry Ledlow stated that the responsibility of time would be rotated.

2. Motion to establish the Ad Hoc Picnic and Raffle Committee (Attachment 7)

Larry Ledlow read the Motion to establish the Ad Hoc Picnic and Raffle committee. The raffle is a fundraiser and Staff Council members were requested to sign up.

Motion passed (unanimous)

The UAF Staff Council moves to establish an Ad Hoc Picnic and Raffle Committee to organize the 2003 Staff Picnic on Thursday, 15 May 2003 and raffle for the Carolyn Sampson Memorial Scholarship. The raffle drawing will take place at the picnic. The following people have agreed to serve on the committee:

1.
2.
3.
4.
5.
6.
7.
8.

EFFECTIVE: Immediately

RATIONALE: The 2003 Staff Picnic will take place on Thursday, 15 May 2003 immediately following the Staff Longevity Awards Program and planning needs to begin immediately to organize the event and raffle. The raffle drawing will take place at the Staff Picnic.

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Larry Ledlow read the Motion to establish the Ad Hoc Picnic and Raffle committee. The raffle is a fundraiser and Staff Council members were requested to sign up for the committee.

3. Motion to establish the Staff Longevity Awards Committee (Attachment 8)

Larry Ledlow read the Motion to establish an Ad Hoc Committee to organize the Staff Longevity Awards Program. The raffle is a fundraiser and Staff Council member were requested to sign up.

MOTION PASSED (unanimous)

The UAF Staff Council moves to establish an Ad Hoc Committee to organize the Staff Longevity Awards Program on Thursday, 15 May 2003. The following people have agreed to serve on
the committee:

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8.

EFFECTIVE: Immediately

RATIONALE: Planning needs to begin immediately for the 2003 Staff Longevity Awards Program on Thursday, 15 May 2003.

4. Spring 2003, New Employee Orientation, Friday 28 February, 8:30 - 11:00 a.m. Wood Center Memorial Conference Room.

Larry Ledlow: As you know Scott McCrea has been involved in helping to organize new employee orientation once a semester the last couple of years. Scott asked Staff Council to participate.

5. Larry Ledlow: Paul Reichardt, the Provost, the Dean’s and Directors under him have offered up the chance to recognize an outstanding Staff Council representative. The original idea is based on the Faculty Senate's recognition of an outstanding senator. There is not a cash award involved, but a plaque and formal recognition. It would be nice to be recognized by your peers.

Motion passed (unanimous)

The UAF Staff Council moves to establish an Ad Hoc Governance Award Committee.

EFFECTIVE: Immediately

RATIONALE: The Ad Hoc Governance Award committee to organize the Staff Council Governance awards program.

The following members agreed to serve on the committee: LaJuana Williams and Jean Crews. Larry Ledlow and Rory O'Neill will help out.

Larry Ledlow: Recommended that the Administrative Committee could provide background on the Faculty Senate awards program to Staff Council members.

VI Public Comment

1. Josh Steadman proposed that Staff Council hold a Workshop similar to what ASUAF does. The workshop session would be a planning session.

Larry Ledlow: recommended that the workshop be held around the time the Rural campus representatives are in town for the face-to-face meeting. The meeting would be more about team building. A date, time, and agenda will be arranged within the next week.

2. A question was asked about how much time are we allowed to spend on Staff Council?

Larry Ledlow: First of all you have your primary job obligation. Plan on spending about 5-6 hours a month for meetings and work on committees. Some schedules are more flexible, but you have to work within the boundaries that you are given.

Josh Steadman volunteered to research this issue of overtime.
3. Angela Linn: Gave an update on Union activities.

4. LaJuana Williams: announced that she has a calendar for Black History month for anybody interested

11:05 VII Adjournment

The Meeting was adjourned at 11:05 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.