MINUTES
UAF STAFF COUNCIL MEETING #143
Wednesday, 16 APRIL 2003
8:45-11:00 A.M.
WOOD CENTER CAROL BROWN BALLROOM

I. Larry Ledlow, Staff Council President called the meeting to order at 8:45 a.m.

A. ROLL CALL

MEMBERS PRESENT:

Joyce Allen-Luopa
Cynthia Bauer
Frances Bedel
Mark Blair
Annette Chism
Linda Cook
Jean Crews
Scott Culbertson
Emily Drygas
Liam Forbes
Joan Fiorenzi
Larry Ledlow
Angela Linn
Paula Long
Andrew Martinez for Wanda Fields
Gary Newman
Rory O'Neill
*Barbara Oleson
Maya Salganek
Jeanette Skrob
Josh Steadman
Julie Wegner
LaJuana Williams
*Gabrielle Hazleton
*Reyne Anthanas
*DeShana York

MEMBERS ABSENT:

Jennifer Collier
Wanda Fields
Diane Gray
Chris Lace
Michelle Littell
*Nici Murawsky
Ramona Pierce
Christine Truncali

Others Present

B. Staff Council meeting Minutes #142 (March 14, 2003) were corrected to add Linda Cook's name to the roll call list as being present.

C. Adoption of Meeting #143 Agenda. The Agenda was approved as amended to include Chancellor Lind's report after the President-elect's report under Section II and to add Josh Steadman's IT report as item F under Section 5.

II. A. President's Report - Larry Ledlow

West Ridge Parking

Larry Ledlow briefly commented on the parking and construction activities on West Ridge and how it impacts staff. It was noted that Linda Cook is the Staff Council representative on the Parking and Circulation Subcommittee. Linda has been keeping Staff Council members informed about meetings and
shuttle services.

Staff Council Representation

Larry Ledlow informed Staff Council that Jeremy Nicoll resigned as a Staff Council representative due to other obligations. The new representative moved up from an alternate position is Gary Newman.

Staff Development Day

Larry Ledlow reminded Staff Council members about Staff Development Day coming up on Wednesday, 30 April.

Staff Alliance Retreat

Larry Ledlow and Rory O'Neill attended the Staff Alliance Retreat held in Juneau 14-15 April. Although Larry and Rory met with a number of legislators, there doesn't seem to be much hope that the University will be fully funded.

Reclassification Project

Larry Ledlow stated that the reclassification project is not progressing as originally reported. At a recent BOR meeting, Jim Johnsen stated that the process is only about thirty percent complete. Additionally, Jim Johnsen indicated that new job and position descriptions would be written for everyone. Overall the reclassification project is on hold for now. This means that benefits and compensation reviews will not take place until the reclassification project is completed. Larry stated that statewide should be asked questions about what is being done to solve the problems and when will they be resolved?

Linda Cook asked does this mean that the reclassification process is starting over again, since the position and job descriptions need to be redone?

Larry Ledlow replied that he would need to verify that with Jim Johnsen.

Julie Wegner was asked if she had any input about the reclassification process as she works with the G.I. Human Resource's office?

Carolyn Chapman replied that one reason for the delay is that the current reclassification project is working with job families. This process uses a completely different approach than the Hay and Colgate tools that were formerly used. Carolyn stated that no one would be required to submit a new job description unless a current job description is not on file.

Julie Wegner asked if the reclassification project is on hold?

Carolyn Chapman replied, "No it is not on hold".

Larry Ledlow read information from the minutes of a past Staff Alliance meeting. Basically, the minutes read that the reclassification project is being modified and that new position descriptions would be required for all positions.

Carolyn Chapman responded that a new job description and new JEFF are not required unless and only if there isn't a current job description on file. Carolyn invited those who have specific questions to contact her by phone or e-mail.

Larry Ledlow asked Carolyn Chapman if the reclassification changes are due to the reclassification project somehow being inadequate?

Carolyn Chapman replied that there is concern about the changes that have occurred as a result of the job family project to date. Particularly there
were a number of questions raised about the fair labor standards and how it was applied to positions that are categorized as exempt or nonexempt. A consultant has been hired by Human Resources to spot-check all jobs that changed from one classification to another classification.

Scot Culbertson suggested that Carolyn Chapman send to Staff Council some of the general questions that are being asked about the job reclassification project. Scott relayed that there is a contradiction to what Carolyn is reporting to Staff Council and what Jim Johnsen reported at the Rural Affairs Committee meeting on 28 March 2003.

Carolyn Chapman responded that she would be happy to put frequently asked questions and answers on the Human Resource's web site, so that e-mails may be sent to her if staff need more precise clarification at http://www.uaf.edu/uafhr/.

B. Rory O'Neill, President-Elect's Report

Staff Alliance Retreat

Rory O'Neill reported that the legislators on the House side feel the University will see a notable portion of the $10.3 million. He stated that the legislators applauded the University and BOR for being very responsible and only asking for what is absolutely needed.

Healthcare

Rory O'Neill invited interested Council members to review (after the meeting) the Finance Committee's cost sharing projections for employees and dependents over the next two calendar years 2004-2005.

Linda Cook asked if Staff Council is actively looking at alternatives to how this is being done and if recommendations would be submitted?

Rory O'Neill responded that there are a number of governance positions that have been submitted at the Staff Alliance level to the three healthcare committees. He stated that being involved in the process is essentially a privilege and all we can hope for.

Linda Cook commented that it was her understanding that Staff Council could make recommendations whether they are listened to or not. She asked if it isn't Staff Council's responsibility to make sure that our constituents are represented at least to Staff Alliance -- if they are the ones that are making the recommendations to the committee that is making the changes to healthcare?

Rory O'Neill responded that at the recent Staff Council Workshop it was agreed Staff Council would formulate position statements to the appropriate administrators regarding issues such as healthcare and salary.

Larry Ledlow commented that he encourages Staff Affairs to get involved and craft a position statement. He related that Staff Alliance is sending a letter to Jim Johnsen.

Liam Forbes requested that Larry Ledlow encourage Staff Council members to volunteer to assist the Staff Affairs Committee with these issues.

Governance Reports

III. A. Faculty Senate Report - Godwin Chukwu

Godwin Chukwu reported that the next Faculty Senate meeting scheduled for Monday, 5 May is the last meeting of the year. He reported that at the last
Faculty Senate meeting classified research was a main topic of discussion. The Senate would like to act on this issue at the next meeting.

The Senate is also reviewing a spousal/partner hiring policy. This policy would benefit many people and would help retain faculty.

He reported that Faculty Senate is proceeding with evaluating a list of Group B administrators.

Regarding the Outstanding Staff Council Award, Dr. Chukwu advised that the Provost be included in the guidelines for the award.

B. ASUAF President's Report - Derek Miller

No report submitted.

IV. Staff Council Guests

A. Chancellor's Report - Marshall Lind

The Chancellor informed Staff Council members about the Budget Forum planned for Tuesday, 22 April, in the Wood Center Ballroom. He invited Staff Council members to attend a reception to honor the men's and women's rifle team. Staff Council members were encouraged by the Chancellor to attend the UAF Commencement Ceremony on Sunday, 11 May at the Carlson Center.

The Chancellor apologized for the parking inconveniences that employees are contending with on West Ridge.

The Chancellor commented that we have difficult times ahead of us. He urged Staff Council to keep the momentum going with the Legislature regarding fully funding the University.

B. Susan Miller, Training Coordinator, UAF Human Resources

Susan Miller informed Staff Council about the upcoming Staff Development Day scheduled from 7:30 a.m. - 12:15, Wednesday, 30 April. She stated that more information could be found on the HR Website at http://www.uaf.edu/uafhr/ or contact her by e-mail at susan.miller@uaf.edu.

Susan reported that the Longevity/Staff Recognition Day Awards ceremony is planned for Thursday, 15 May, to recognize staff for their years of service at UAF. The Staff Picnic will be held from 12:00-1:00 immediately followed by the Longevity Award Ceremony from 1:00-4:00 p.m.

V. Committee Reports

A. Staff Affairs - Gabby Hazelton

A copy of the Monday, 24 February Staff Affairs Minutes was attached to the agenda for review.

B. Elections, Membership & Rules - DeShana York

DeShana York reported the committee's progress with the following projects: Unit Designation, Online balloting, the President-Elect nomination process, the Staff Council "Attendance" policy, and the committee's summer 2003 meeting schedule.

C. Rural Affairs - Scott Culbertson
Scott Culbertson indicated that Carolyn Chapman's report about the reclassification project is contradictory to the 28 March report Jim Johnsen presented at the Rural Affair's meeting. Scott commented that he was concerned about the differences in communication that we receive from both sources. Julie Wegner of the G.I. Human Resources commented that when positions are evaluated in her office the current JEFF on file is used, when the evaluation is completed position managers are asked to review the changes to the position, and then analyze where positions should fall in the reclassification system. At that point, the managers can make corrections. If nothing needs adjusting then the position evaluation is finalized.

Julie Wegner responded that it is highly important that the JEFF be a true reflection of your current job, after evaluation it is more difficult to get things changed.

Scott Culbertson commented that one classified employee reported that she had not been apprised of the changes to her position until it was done.

Jean Crews commented that many people work with outdated JEFFs and have already been reclassified. It is next to impossible to get your JEFF re-evaluated once the evaluation is finalized.

Scott Culbertson stated that what the Human Resources web site has posted is highly inadequate. He stated that there must be a better way to communicate the information and keep it current. He stated that people should receive this information to keep them informed even if they do not want to receive it.

Scott Culbertson reported that at the Rural Affairs meeting on 4 March Mike Humphries attended. Scott stated that we are in for some real nightmares and that we must make tough choices personally about how much healthcare coverage we as individuals want to have.

Josh Steadman commented that it is important for us as representatives to educate our managers. It is important for us to respectfully inform them about staff concerns. Josh recommended that Jim Johnsen and Carolyn Chapman be invited together to a future Staff Council meeting.

D. UAF Advocacy - Angela Linn (Attachment 143/4)

Angela Linn reported the success of the UAF Day at North Pole event. She informed the Council that the Advocacy Committee is moving forward with the Staff Spring Tour at Poker Flat scheduled for Wednesday, 14 May, 10:00-2:00 p.m.

E. Diversity and Tolerance - Maya Salganek

Maya Salganek reported that the Committee has been meeting on a bi-monthly basis. A time-line for completing the staff cookbook is probably about one year, but may be closer to two years. The resource book will show how to solve problems through the University system without having to reinvent "the how to solve a particular problem" when there is a problem. She stated that the Diversity & Tolerance group plans to meet every three weeks throughout the summer months. All Council members are invited to attend and get involved.

Maya informed the Council that Kevin Huddy, Director of Residence Life would attend the next Diversity and Tolerance meeting. He will discuss an incident that was originally brought up at an Institutional Climate Forum regarding the MacLean House. The next Institutional Climate Forum will take place on Tuesday, 29 April and our Ad Hoc Diversity and Tolerance Committee will attend.

Maya Salganek stated that Jim Johnsen has given his permission for staff to make recommendations to the McDowell Survey.
She reported that the Diversity and Tolerance group is planning to organize a workshop with some of the student groups and clubs. The workshops objective would be to educate the public about how to handle various issues of intolerance.

Julie Wegner asked if EEO would review the resource manual?

Maya Salganek responded that as the resource manual's parts are completed the plan is to meet with the EEO officer and receive her input and expertise.

Josh Steadman commented that the cookbook should be very careful about the information put into the manual. The information should be directly quoted from existing policy.

Maya Salganek stated that it is not meant to be a handbook, but a guide or resource manual.

Josh Steadman - IT Report

Josh Steadman reported that the IT review process was overall positive. He is awaiting approval from the Chancellor's office before sending out the report. The basis of the report is based on three questions from Chancellor Lind:

1. what should be centralized and decentralized?
2. should a Chief Information Officer be hired before or after reorganization takes place?
3. is a million dollar commitment enough to make all the changes that are recommended in the report?

Josh stated that a CIO should be hired within the next six-months; it would be nice to have the person in place before making the changes. He recommended that a Fairbanks IT committee be established to meet and discuss all the large IT issues, and what should be done on campus to help out students, staff, and faculty. Regarding the money issue, he stated that perhaps more student workers could be hired. He commented that, realistically a million dollars is not very much when you consider that one IT person will support about 300-400 staff. Concerning the centralize/decentralize question Josh stated that the network cabling standards should be centralized. The IT person available on site should be decentralized, but should communicate with the Fairbanks's campus and focus on student needs.

Rory O'Neill asked if the CIO position is only for UAF or the UA system?

Josh Steadman replied that this one would be only for UAF.

VI. Old Business

A. Update on Staff Council Workshop - Larry Ledlow

Larry Ledlow reported that he has summarized the Staff Council Workshop notes. If Staff Council members have any corrections, additions or clarifications to the workshop please let him know. He noted that Rory O'Neill would continue working with Staff Council on the recommendations to improve Staff Council as discussed at the workshop.

B. Picnic and Longevity Committee update - Paula Long

Paula Long reported that the Staff Council picnic is scheduled for Thursday, 15 May, 12:00-1:00 p.m. at the Great Hall. The Longevity event will immediately follow. Paula noted that with only two people working on this event it is extremely difficult to organize. The Staff Council members were urged to contact Paula to help out with the event.
Maya Salganek commented that it is always an issue to get the needed help with planning the picnic. She recommended that in the future all of the Staff Council committees be assigned and committed to planning and organizing future picnics.

Maya Salganek introduced a motion that all Staff Council committees work jointly to plan and organize future staff picnics. The motion was seconded, but tabled until the proper wording can be worked out.

Larry Ledlow stated that as a matter of formal process we should consider how this would be done in future.

C. Staff Council Committee Meeting's schedule June, July, and August

Larry Ledlow stated that the Staff Council committees choose amongst themselves to continue to meet or not. He commented that it depends on individual contracts and how many people would be available during the summer months.

Scott Culbertson relayed that Jim Johnsen urged that summer should not be just a vacuum, because much of the decisions about healthcare and other important decisions will be made around this time.

Larry Ledlow asked that Rory O'Neill make a comment about summer meetings.

Rory O'Neill recommended that a motion be made.

Scott Culbertson commented that we lose the services of Lynette, so perhaps the Council could extend its calendar through June.

Lynette Washington informed the committee that the Governance office is closed as of June 20th. She recommended that committees planning to meet during the summer should forward dates and times to her at fystaff prior to the Administrative Committee meeting on 27 May. After receiving that information, Lynette will set up the locations and audio-conferences. The committees can then meet as planned and forward reports to fystaff throughout the summer.

Larry Ledlow commented that regarding a proposal for Staff Council to continue meeting during the summer months -- it would be with the understanding that any meeting with Staff Council as a whole would depend on a quorum and with out the full assistance of the Governance Office.

A motion was made by Linda Cook that Staff Council meet through the summer months.

The motion was tabled.

D. Staff Council Service Award update - Larry Ledlow

Larry Ledlow stated that he drafted the motion for the Staff Council Service Award to establish the award, but that it does not specifically address what people will get. After reading the motion it was recommended that the motion be tabled in order to redraft it and amend it as agreed upon by the Staff Council.

VII. New Business

A. President-Elect Nominations - Larry Ledlow

Larry Ledlow requested DeShana York to discuss the President-Elect nominations process.

DeShana York reported that the actual deadline to receive nominations is Thursday, 15 May and not 15 April as originally reported.
Larry Ledlow recommended that the Elections, Membership and Rules committee send out a final notice for nominations to the President-Elect position.

Larry Ledlow requested that the meeting be extended by ten minutes and there were no objections.

B. Governance Coordinating Committee and Intercollegiate Athletics Committee request for new volunteers

Larry Ledlow informed the Committee that the Intercollegiate Activities Committee (IAC) has not reported to the Governance Coordinating Committee (GCC) within this academic year. Scott McCrea and Jeanette Skrob volunteered to become members of this committee. The purpose of the committee is to oversee intercollegiate athletics.

C. UAA Chancellor Gorsuch Memo - Rory O'Neill

Rory O'Neill commented that he discussed Chancellor Gorsuch's memo with a few UAA employees who were perplexed as to why this memo was issued. The memo encourages a yearly refresh of governance participants and turnover. Carolyn Chapman has been charged by the Chancellor to produce a similar type of letter targeted at employee participation in Governance at UAF.

Rory O'Neill commented that Staff Council should be allowed to help Carolyn interpret the policy and regulations as it applies to staff attending and participating in Governance. Julie Wegner recommended that a Staff Council member be designated to meet with Carolyn Chapman. Josh Steadman volunteered to contact Carolyn Chapman to find out what the current status of the letter is and if Staff Council will have an opportunity to provide input.

Larry Ledlow stated that UAF does not necessarily want to repeat the Gorsuch memo. Staff Alliance agreed that the memo did not really address some of the basic issues and that it is a little confusing. We want to make sure that whatever comes out of the UAF campus is clear.

D. Proposed Academic Calendar - Larry Ledlow

Larry Ledlow reported that the calendar was included with this agenda mainly for Staff Council's information and doesn't propose any official action. He asked Scott Culbertson if during his tenure as Staff Council President did the Council have input on the Academic Calendar?

Scott Culbertson replied that there was involvement, but did not recall to what extent.

Barbara Oleson asked if a motion should be made about the academic calendar?

Larry Ledlow stated that he wanted to know if this body is interested in making a motion on the calendar?

Josh Steadman and Linda Cook noted that the academic calendar is based on a nine-month academic year. Linda Cook recommended that it should be a full year calendar. It was noted that calendar is coordinated with the school district calendar.

Larry Ledlow will research the calendar issue further and report back to the Council.

VIII Adjournment

The meeting was adjourned at 11:30 a.m.
The next meeting will be face-to-face Friday, 16 May 2003 8:45-11:00 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, Secretary.