MINUTES
UAF STAFF COUNCIL MEETING #144
Friday, 16 May 2003 - Face-to-face
8:45-11:00 A.M.
WOOD CENTER MEMORIAL CONFERENCE ROOM

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

A. ROLL CALL

MEMBERS PRESENT: MEMBERS ABSENT:
Allen-Luopa, Joyce Blair, Mark
Anthanas, Renee Collier, Jennifer
Bauer, Cynthia Fields, Wanda
Bedel, Frances Gray, Diane
Boyette, Marcia for Julie Wegner Linn Angela
Carlson, Kurt for Angela Linn *Hazelton, G.
Chism, Annette Littell, Michelle
Cook, Linda Martinez, Andrew
Jean Crews Martin, Andrew
Culbertson, Scott *Murawsky, Niki
Drygas, Emily Wegner, Julie
Forbes, Liam
Fiorenzi, Joan
Lace, Chris
Ledlow, Larry
Long, Paula
Newman, Gary
O'Neill, Rory
*Oleson, Barbara Others Present
Pierce, Ramona Marshall Lind
Salganek, Maya Ian Olson
Skrob, Jeannette Joe Hayes
Steadman, Josh Krystal Huwe
Truncali, Christine Joe Hayes
Williams, LaJuana Lillian Anderson-Misel
*York, DeShana

B. Staff Council meeting Minutes #143 (April 16, 2003) were approved as amended to correct the spelling of Jim Johnsen's last name and Jeannette Skrob's first name.

C. Adoption of Staff Council #144 Agenda. The Agenda was approved as amended: under the Staff Council Guest's Section VI., Item A., Chancellor Lind's name was added. Under the New Business Section VII., Items C, D, E, and F were added to the agenda.

II. A. President's Report - Larry Ledlow

Larry Ledlow informed Staff Council that this is his last meeting as President of Staff Council as the
gavel will be passed to Rory O'Neill at the Wednesday, June 4, 2003 meeting. He offered the Council advice about working smarter and communicating better. He encouraged Staff Council to continue speaking up about issues that involve staff and to work within the UAF mission and the UA and UAF strategic plans. He advised the Committee to work on self-discipline, formality, and to choose battles carefully. He thanked Staff Council for supporting him and encouraged all to keep up the good work.

He noted the alarming trend of many staff being intimidated and discouraged by their supervisors regarding participating in Staff Council. He stated his admiration for Staff Council members, their supervisors, and organizations for supporting the work of Staff Council. He encouraged all to speak up when intimidated or discouraged unreasonably. Governance is part of our responsibilities to the University. The University is unique in the sense that Staff has a role in Governance.

Paula Long thanked Larry on behalf of all the Staff Council for his leadership.

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

Rory encouraged the Council to fill out the McDowell survey and send them back in.

He reported that the re-architecture of the Health Plan is now available at the Staff Alliance web site.

He informed the Committee that as reported at a Staff Alliance meeting the Reclassification project will be wrapped up by June 2004. The major change for all jobs that have not been reclassified is that the description of those jobs must be generated and submitted to statewide by July 15, 2003.

He stated that he and Josh Steadman sent a draft power point presentation about electronic balloting and polling for review and comment to the Elections, Membership, and Rules Committee, the Ad hoc Committee on electronic balloting, and others in the UA System.

He reported that Jim Johnsen announced that the Staff Development Coordinator position will not be filled in statewide as planned. A human resource information systems person will be utilized to handle such projects as electronic time sheets. Training and Development will be MAU based.

III. Public Comment

A. Ian Olson - Parking Issues and Concerns

Ian Olson attended the meeting to report the Master Plan Committee's proposal to eliminate the east Signer's parking lot. He reported that this plan if approved will offset gold decal parking in that parking area. He is concerned, because the MPC has not identified where people who use that parking area will be moved to if the plan is approved. This may
cause problems for new students and visitors that come to campus looking for SIH.

Maya Salganek asked about handicap parking.

Ian Olson commented that this plan would probably impact handicap parking and that due to the urgent nature of the meeting handicap parking was probably over looked.

Joyce Allen-Luopa reported that Shirish Patil of the MPC informed her that the South Eileson parking lot is reserved for a future building on campus. She stated that this would further impact available parking.

Ian Olson stated that at this point removal of the parking lot is only a recommendation at this time.

Lillian Anderson-Misel stated that this plan would extremely impact the business of students and visitors coming to campus to visit Admissions.

IV. Governance Reports

A. Faculty Senate Report - Pete Pinney

Pete Pinney reported that he is working on an inventory of committees this summer in order to identify all committees on campus and what their purpose and relationship is to shared Governance.

Josh Steadman commented that ASUAF has tried to accomplish identifying committees, but this proved to be more complicated than expected. Josh plans to share the information that ASUAF collected with Pete.

B. ASUAF President's Report - Thom Walker

No report given.

V. Committee Reports

A. Staff Affairs- Gabby Hazelton

Staff Affairs Minutes were attached to the agenda for review.

B. Elections, Membership & Rules - DeShana York

The EM&R Minutes were attached to the agenda for review.

C. Rural Affairs - Scott Culbertson

Scott Culbertson reported that the Rural Affairs committee will not meet during the summer months. The committee has identified its fall meeting dates. The committee is working on an e-mail communications system that will improve communication with the rural sites. The plan is to identify a person at each rural site that will work to get staff at the rural sites more involved.
D. UAF Advocacy - Angela Linn

Maya Salganek reported for Angela Linn. Maya reported that the Staff tour to Poker Flat was overall educational and a great success for the UAF community. Neal Brown, Darlette Powell, UAF Dining Services, and Facilities Services are all given much thanks and appreciation for their support and efforts to make the tour a success.

Rory O'Neill will draft a thank you letter to Neal Brown on behalf of Staff Council.

E. Diversity and Tolerance - Maya Salganek

Maya Salganek reported that Kevin Huddy, Director of Residence Life attended the 6 May Diversity & Tolerance meeting. He discussed concerns and issues of students that live in the MacLean House. He informed the committee that the project in question conducted at the MacLean House had been approved. Efforts are being made to create a better sense of diversity and a better environment at the MacLean House.

Maya reported that Earlina Bowden, UAF Director of EEO attended the meeting. Earlina offered her support and expertise to the committee's efforts in creating a resource manual.

Maya informed Staff Council that although Jim Johnsen agreed to allow staff to submit comments about the McDowell Survey - the end result was that none of the recommended changes submitted by Staff Alliance or Diversity & Tolerance were considered or included.

Maya reported that the Diversity & Tolerance Committee will meet throughout the summer every three weeks.

Maya reported that the GCC Diversity & Tolerance Permanent Committee has begun to meet. The committee is composed of two students, two staff, and two faculty members.

Maya stated that the Staff Council Ad Hoc committee for Diversity & Tolerance would like to change its status to a permanent committee. The committee plans to work with the Elections, Membership, and Rules committee to begin that process.

Jean Crews stated that Staff Council should invite General Counsel to our meetings when we discuss EEO complaints and grievances. She would like to ask specific questions of the General Counsel about what level and when they become involved in various procedures.

IV. Staff Council Guests

A. Chancellor's Report - Marshall Lind

The Chancellor thanked the Staff Council for the picnic and longevity events. He stated that he was very happy for Scott McCrea who received this
year's Chancellor's Recognition Award.

The Chancellor stated that he is optimistic that the University budget will get help. Many people are very supportive of the University and are pleased with our progress. Many of our student's parents are pleased with our quality of education and the support that we provide for students. The attitude of our employees that serve students is very good. Our scholar's program enrollment is fifty percent higher than it was a year ago. The University graduated a record number of 36 Ph.D. degrees this year. Many building projects are underway to improve the University. The University is moving forward and we must all work together to keep the momentum going.

Christine Truncali asked about 6% and 4% tax charges.

The Chancellor stated all units would be receive a 6% tax charge, but the money would be returned to help with salary and benefit increases. Joe Trubach or Mark Neumayer should be contacted regarding the 4% tax charge.

DeShana York asked about the proposed east parking lot changes.

The Chancellor informed Staff Council that this area is under consideration for proposed changes. The MPC and other groups working on this project are advisory and will forward their recommendations to him for review and approval.

B. Mike Humphrey

Mike Humphrey informed Staff Council that in the budget process additional money must be committed towards benefits and healthcare. Nationally, healthcare costs are increasing at a rate of thirteen percent a year. What does the University do to maintain a comprehensive benefits package that both meets the diverse needs and is affordable to all employees -- without passing on more costs to employees?

Larry Ledlow made a motion to extend the meeting for 15 minutes. The motion was seconded and approved.

C. Carolyn Chapman

Carolyn Chapman stated that the grievance procedure has significantly changed in the last five years. The overall process was explained in detail. If the University process is not satisfactory the person may pursue the external process and appeal to the Superior Court. Carolyn stated that General Counsel gets involved in the process depending on the nature of the grievance. General Counsel's main objective is to advise the university and assure that the process is adhered to.

Larry Ledlow asked if it is true that employees can appeal to the Alaska Human Rights Commission?
Carolyn stated that there are three external agencies that an employee can appeal to: the Equal Employment Opportunity Agency, the Human Rights Commission, and the State Ombudsman. Within our state those three agencies have a mutual agreement that whomever receives the case first will forward a copy to the other agencies.

DeShana York asked if an employee is allowed to contact the General Counsel directly?

Carolyn stated that most likely the employee would be directed to the UAF Human Resources office. If still unsatisfied the Statewide Human Resource office may be contacted. If not satisfied, the President's office may be contacted.

Carolyn stated that regarding training and development Susan Miller in the Human Resource office is an excellent resource. The Human Resources website is user friendly and constantly being improved. The human resource monthly newsletter is available electronically and is a great resource for information about employee training and development.

Larry Ledlow asked what happened to Career Power?

Carolyn answered that Career Power was a statewide initiative. The program proved to be extremely expensive and labor intensive and will not be pursued. Career development is still an ongoing concern of training and development.

Jean Crews suggested that Carolyn be invited to a future Diversity & Tolerance meeting to address grievance and EEO issues. Carolyn accepted the invitation.

VI. Old Business

A. The UAF Staff Council moves to establish the Outstanding Staff Council Achievement Awards Program.

Larry Ledlow read the motion and after a brief discussion the motion was passed unanimously.

MOTION (passed unanimously)

The UAF Staff Council moves to establish, under the auspices of the UAF Provost, an annual awards program for the purpose of recognizing outstanding contributions to staff governance activities. This program shall be known as the Outstanding Staff Council Achievement Awards Program.

EFFECTIVE: Immediately Spring 2003 or upon Chancellor approval.

OBJECTIVE

To recognize the University of Alaska Fairbanks Staff Council (UAFSC) representatives, alternates, and other staff governance participants for significant
contributions towards the Council's mission.

ELIGIBILITY

All UAFSC representatives, alternates, and other participants in Council committees shall be eligible for recognition. UAFSC president and president-elect shall be excluded from participation. One award each shall be made to an elected representative or official alternate and to a voluntary participant in UAFSC activities. Any voting member of the Council, its president, or its president-elect may make nominations for each award. Nominations shall include a description of the nominee's accomplishment(s) as a governance participant and how it relates to the overall mission of the Council in representing its constituent body.

IMPLEMENTATION

Selections shall be made by consensus of a committee comprised of the UAFSC president, president-elect, a member selected by the UAF Provost, and at least one additional staff member. The awards shall be made annually for achievements realized during the closing academic year. Awards shall be presented not later than the close of the June meeting of the Staff Council.

RESPONSIBILITIES

The UAFSC president shall review this program annually and submit suggested changes to the Council for consideration and implementation.

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B. Staff Council Committee meeting's schedule

June, July, and August - Larry Ledlow

Larry Ledlow stated that most of the committees have identified their summer meeting schedule plans. He asked that each committee chair contact Lynette in writing with their meeting times and dates as soon as possible.

DeShana York stated that a motion should be put forth for the Administrative Committee to meet during the summer months. A decision was made to discuss this at the next Administrative Committee meeting on 27 May.

C. Picnic Update - Maya Salganek

Maya Salganek reported that many units did not bring requested food items to the picnic. She recommended that for future years door prize tickets only be given to individuals who bring something to the picnic.

Maya Salganek and Paula Long recommended that a letter of appreciation and perhaps a gift be given to Cheryl Plowman and her husband for their contribution to the picnic.

D. IT Update - Josh Steadman
Josh Steadman reported that the IT committee met with the Chancellor and $300k may be budgeted to hire the CIO.

E. UAF's Equivalent to the Gorsuch memo - Josh Steadman

Josh Steadman learned from Carolyn Chapman that Debra Damron, Director of University Relations has written a letter and that the Chancellor is reviewing it.

F. Update on Wood Center audio equipment - Josh Steadman

Josh Steadman informed Staff Council that the Chancellor is committed to paying for the equipment to improve audio capabilities in Wood Center.

VII. New Business

President-Elect Nominations - DeShana York

DeShana York, Chair, Elections, Membership, and Rules Committee reported that two candidates were nominated for the President-Elect position. Josh Steadman and Jamie Kearney were announced as the two nominees. DeShana read the following resolution passed at Staff Council meeting #144 on Friday, 16 May 2003:

Resolution
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BE IT RESOLVED, That the UAF Staff Council ratifies the election of the President-Elect on the basis of the following ballot.

BALLOT
PRESIDENT-ELECT UAF STAFF COUNCIL

Please vote for ONE individual to serve as the President-elect of the UAF Staff Council 2003-2004.

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After reading the resolution, DeShana called for additional nominations from the floor from those present at Staff Council. No additional nominations were received and Larry Ledlow closed the floor.

DeShana York asked if Jamie Kearney was present, in order to state her interest in the position. Jamie Kearney was not present. DeShana York read Jamie Kearney's letter of interest and referred to her letters of support.

DeShana York asked Josh Steadman to give a brief presentation stating his interest in the position. Josh Steadman gave a brief presentation stating his interest in the position.

Jean Crews asked Josh Steadman what issues are
important to you?

Josh Steadman responded that getting more people involved with Staff Council, working towards Staff Council being given more authority, and working on long-term issues like healthcare.

DeShana York asked if there was anyone that would like to say anything in behalf of Jamie Kearney? No comments were made in Jamie's behalf.

DeShana York called for a vote and passed out the election ballots. The ballots were collected and counted. Josh Steadman was elected as the new President-Elect to the UAF Staff Council.

VIII Adjournment

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

The next meeting will be Wednesday, 4 June 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.