1. Call to Order and Roll Call

The meeting was called to order at 9:00 a.m.

Members Present:

Joyce Allen-Luopa
*Reyne Athanas
Jennifer Collier
Linda Cook
Jean Crews
Liam Forbes
Joan Fiorenzi
Diane Gray
*Gabrielle Hazelton
Angela Linn
Paula Long
Nici Murawsky
Rory O'Neill
*Barbara Oleson
Maya Salgnek
Josh Steadman
Barbara Travis
Christine Truncali
Julie Wegner

Members Absent:

Frances Bedel
Annette Chism
Scott Culbertson
Chris Lace
Michelle Littell
Andrew Martinez
Gary Newman
Ramona Pierce
Maya Salgnek
Josh Steadman
Barbara Travis
Christine Truncali
Julie Wegner

Guests Present

Marshall Lind
Mike Humphrey
Carolyn Chapman
Brenda Knavel
Jo Knox
Kevin O'Conner

Others Present

Lynette Washington

A. The agenda for Staff Council meeting #148, Wednesday, 12 November was adopted as distributed via email

B. The draft Staff Council Minutes for Staff Council #146, 17 September were approved as distributed by e-mail.

INFORMATION

2. Officer's Reports

A. President's Report - Rory O'Neill

Rory O'Neill reported to the Council that Chancellor Marshall Lind reaffirmed his commitment to correct the audio equipment problem in the Wood Center Ballroom.

Rory O'Neill reported the success of Staff Council's online voting efforts to approve the compensation motion, healthcare resolution, name change for the ad hoc committee on Diversity & Tolerance to the Work Place Ethics committee, and the Staff Council meeting calendar for 2004-2005.

Rory O'Neill informed the Council that efforts are being made to arrange a Staff Council Unit Day meeting.
B. President-Elect's Report - Josh Steadman

Josh Steadman's report will be included in the final version of the minutes.

3. Public Comment

Mike Humphrey reported that the enrollment packets would arrive late, but the information is available on the web. He stated that our current healthcare plan is called the UA Choice Healthcare Plan.

4. Governance Reports

A. ASUAF Report - Thomas Walker

Thomas Walker discussed using ASUAF trust funds to start up endowed scholarships at UAF. He reported that ASUAF elections took place last week. He reported ASUAF's efforts towards glass recycling.

5. Guest Speakers

A. Marshall Lind

Chancellor Lind stated that it is irritating when a rumor spreads that the University is closed; he stated that only one person can make that decision and that is the Chancellor. He stated that employees should check with the Chancellor's office or University Relations to determine if the University is closed. He reminded the Council members to call the UAF hotline 474-UAF. The Chancellor stated that it has to be a real serious situation before the University is closed, because the first obligation is to students. He reminded the Council to always find out the source of the information to determine its validity.

The Chancellor reported that tuition waivers might be modified. He stated that it is just an example of a number of things that might come up. Chancellor Lind stated that another question that will come up is can we afford the extended campuses. He said that, "We can't afford not to maintain those campuses".

He stated that a legislative audit will be coming up and that we welcome it because we have many things in place of which we are proud. He said the University went through a very extensive management review on 1 October. He said that if any of the Council members have an interest in the review report to contact Joe Trubacz.

Chancellor Lind stated that he is planning a UAF Budget Forum in early December. He said that the University wants everyone to see exactly what we are dealing with for next year and that ideas and suggestions are needed. Chancellor Lind stated that the University is hopeful that the Board of Regents' request for a five percent increase would be honored.

The Chancellor informed the Council that he requested Rory O'Neill to be a member of a three-person team including Pete Pinney, the President of Faculty Senate, and Roger Smith, the Director of the Geophysical Institute. He said that the team members would work on examining different approaches that will be helpful to the system budget's accountability and sustainability.

Linda Cook asked if individuals have suggestions to submit towards cost cutting measures, where would a clearinghouse be for those suggestions. The Chancellor stated something will be on the web, but until that time the Council should send their suggestions to Joe Trubacz.

The Chancellor asked the Council what problems closing off Taku drive created. Joyce Allen-Luopa stated that the only one that she can think of is for the people in the Cooperative Extension Building.

The Chancellor stated that if allowed to remain open, a situation where the downhill traffic would have to stop or the uphill traffic would have to stop would create another problem. He stated that he realizes that it is an inconvenience, but that it is a major safety concern.

Angela Camos asked if there would be a plan to reopen or eliminate the street.
The Chancellor responded that the Master Plan calls for total elimination.

The Chancellor stated that to his knowledge the emergency use of Taku Drive was discussed. Linda Cook stated that they are planning to keep it open for emergencies, but definitely closing it to traffic both ways.

B. Carolyn Chapman

Carolyn Chapman informed the Council that as members of Staff Council and employees, there are things that we can do to help ourselves. She informed the Council that out of all the jobs changed from exempt to non-exempt, UAF was the most affected. She stated that 139 jobs went from exempt to non-exempt, based upon the evaluation provided by the consultants hired by the University. She urged the Council members to stay in contact with their PPAs, Deans, and Directors in order not to miss the opportunity to get a review done if necessary.

Jean Crews asked if you are non-exempt do you get a personal holiday. Carolyn Chapman replied yes. Jean Crews stated that she was changed from an exempt to non-exempt status and asked what happens to staff that are incorrectly classified and lose a personal holiday.

Carolyn Chapman replied that under wage and hour regulations you have two years to appeal. Carolyn Chapman stated that in the case of a personal holiday, it is a "use or lose it" within that fiscal year.

Jean Crews stated that she was incorrectly classed for a period of two years and could not use it, because it was not available to her. She asked Carolyn Chapman in general what is the policy in terms restoring a personal holiday. Carolyn Chapman responded that there is not a policy, but the practice would involve an appeal process to determine whether it should be re-instated or taken away. Carolyn Chapman invited Council members to e-mail her if concerned about leave accruals or classification.

Rory O'Neill asked if the 139 total positions included the IT job family.

Carolyn Chapman stated that it included all of the jobs, as well as ones missed during the first go-round. She stated that seventeen percent of a thousand staff positions changed from exempt to non-exempt. She stated that it certainly affects our business practices; because it makes a whole lot of difference in the way we supervise our people and the way that we plan and schedule work in general.

Carolyn Chapman introduced Susan Miller, Training Coordinator of Human Resources to discuss the spring training calendar.

Susan Miller stated that the Spring Training calendar would be posted by 1 December on the UAF HR web site. She stated that it is hard for the rural site individuals to get training. She stated that different ways are being looked at to provide training, possibly through video-conferencing, but that some classes were not conducive to audio-conferencing. She stated that the Supervisor-Training Program is continuing. She told Council members to contact her at susan.miller@uaf.edu if anyone wants to check their status in BANNER.

Carolyn Chapman stated that Human Resources received many questions on October 31 regarding whether or not the campus was closed due to inclement weather. The questions involved whether or not leave would be administrative or not. Carolyn Chapman stated that Human Resources is in the process of fine-tuning a policy that can go out in the Chancellor's name that will specifically define when the campus is closed.

C. Brenda Knavel and Jo Knox - On the aurora.uaf.edu and zorba.uaf.edu

Brenda Knavel reported that DC&C is in the planning phase of replacing/upgrading Aurora (UAF's e-mail server) and Zorba (UAF's web server). She described various features and improvements that will be implemented by this upgrade.

Gary Newman asked about the elimination of POP. Jo Knox responded that IMAC is much more capable. He stated that there are perceived differences between IMAC and POP, but in fact either can do both.
Rory O'Neill stated that Zorba is the UAF main web site and where the Staff Council web site is hosted and is now ready for staff Council committees to post issues and concerns. He requested volunteers to take responsibility for each committee web site.

D. Kevin O'Conner, Director Career Services

Kevin O'Conner stated that Career Services is offering services to staff that were not offered in the past. He stated that many staff find it difficult to interview and write resumes. He stated that many staff members do not understand why they do not automatically get a promotion. He stated that Career Services offers career counseling, resume critiques, and interview assistance. He stated that they also offer assistance in career change and assessment instruments. He stated that students are charged a fee, so staff would be charged a $25 fee for assessment instruments.

6. Committee Reports

A. Staff Affairs - G. Hazelton

Gabby Hazelton informed the Council that the Staff Affair's Minutes for 29 September and 27 October are attached to the agenda for review.

B. Rural Affairs - Barbara Oleson

Barbara Oleson informed the Council that the Rural Affair's committee is working on getting more rural representation. She stated that the membership has seriously decreased. She called the Council's attention to a letter attached to the agenda written to rural constituents.

C. UAF Advocacy

Angela Linn stated that the Advocacy committee is promoting communication with legislators and is planning a legislative session Wednesday, November 19th. She made a request for more participation on the Advocacy committee and requested more volunteers.

E. Ad Hoc Committee on Work Place Ethics

Maya Salganek reported that the committee met on 6 November. The committee discussed a UAA grievance manual used in the 1990's. She stated that part of the manual was generated by the General Counsel and that the committee plans to meet with the General Counsel at a future date. She said the committee plans to base their grievance manual template on the 1990 UAA manual.

Rory O'Neill mentioned that at the System Governance Council retreat held on November 11, UAA discussed working towards generating an employee handbook for navigating the grievance process. He stated that they are trying to subpoena all the detailed information about grievances filed, by whom, about whom, and all the related statistics. He stated that the Board of Regents' policy indicates that information is annually pushed to the System Governance office, but that is no longer the case. The information does appear in the Board of Regent's agendas at least once a year. Rory O'Neill stated that UAA is also working towards getting an ombudsman employed by the State of Alaska Ombudsman's Office, someone who is not a University of Alaska System employee.

Jean Crews stated that she is a member of the Work Place Ethics committee. She stated that it only takes one incident for you to be roaming the halls looking for someone to help you, wondering how do you get justice or looking for someone to give you answers.

ACTION

7. Old Business

A. Staff Council Calendar Update - Rory O'Neill

Rory O'Neill stated that the indications are that we will have a staff calendar, but the funding commitment is not yet confirmed. He called for five volunteers to be on the calendar committee. Paula Long, Jennifer Collier Gabby Hazelton, Reyne Athanas, and Christine Truncali volunteered to serve on the committee.
Jennifer Collier asked about the cost of the calendar. Lynette Washington replied that the money is for the paper stock purchased to print the calendar. She stated that in the last few years it costs between $1,200-$1,500 dollars. The costs includes layout and design by Printing Services. She stated that letters are sent out to solicit photographs. The committee then agrees on a photograph. She stated that the successful photograph is then sent to the UAF Printing Services to handle the layout and design of the calendar.

B. Healthcare Resolution Update - Rory O'Neill

Rory O'Neill informed the Council that previously approved resolution is being finalized for distribution.

8. New Business

Rory O'Neill discussed sponsoring the Staff Council Raffle. He stated that the budget for the raffle is less than $100 dollars. Lynette Washington stated that she would research the raffle process and report to the Council at a later date. Rory O'Neill stated that we would determine if any other events build up the principle for the Carolyn Sampson Scholarship fund. He stated that we would hold off on appointing a committee at this time, but that we would pull together some information to share with Council members and constituents.

B. New Representative and Alternates Orientation

Rory O'Neill announced that a new Reps and Alts Orientation is scheduled for Friday, January 30, 2004, 9:00-11:45 Wood Center Memorial Conference Room.

Rory O'Neill reminded the Council that there is no January Staff Council meeting.

C. Staff Council Retreat - Josh Steadman

Josh Steadman stated that a Staff Council Retreat is being planned for Wednesday, February 18, 2004, UAF Alumni Lounge. Josh Steadman and Rory O'Neill stated that a theme would be planned for the meeting, based on what was discussed last year. Josh Steadman stated that he would look into holding the retreat after a face-to-face meeting.

D. UA Community Service Outreach program - Rory O'Neill

Rory O'Neill stated that the UA Community Service Outreach program is currently on hold.

E. Discuss Staff Calendar and the possibility of charging a fee - Rory O'Neill

Rory O'Neill stated that there are many budget concerns and issues involving next years budget. He stated that the Governance office would be subject to budget constraints. He asked the Council members for ideas about how to secure funding for Staff Council activities.

Gabby Hazelton asked if information is available about the Governance budget and if it could be made available to Council members. Rory O'Neill stated that information is available and that an electronic version would be made available to Staff Council members.

Committee members presented various ideas regarding getting money for the calendar. Lynette Washington recommended that the Calendar committee discuss the ideas at the first committee meeting.

F. Discuss Outstanding Staff Council Member Recognition Award - Rory O'Neill

Rory O'Neill stated that he is looking for volunteers to appoint to the Staff Council Member Recognition Award committee. He stated that what we did last year is being reviewed and forwarded to the Provost. Jean Crews and Maya Salganek volunteered for the committee.

G. Volunteer's Parking Permit - Angela Linn
Angela Linn stated that recently it came to her attention that people who volunteer in departments at UAF are required to purchase a parking permit, a daily pass or a monthly pass. She stated that she finds this ludicrous, that we are asking volunteers to pay a fee when they are volunteering their time. She stated that many departments could not actually run their business without the help of volunteers. She asked Council members to contact her if interested in working with her on this project.

9. Adjournment

The meeting was adjourned at 11:00 a.m.

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*** For more information regarding UAF Governance, check out our website at: http://www.uaf.edu/uafgov/index.html ***

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