STAFF COUNCIL MINUTES
Meeting #151 *Face-to-face
Friday, 12 March 2004
8:45 - 11:00 A.M.
Wood Center Carol Brown Ballroom

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 9:45 a.m.

Members Present:

Joyce Allen-Luopa          Juan Goula          Skrob)
*Reyne Athanas            Linda Harriger       Steve Tate
Annette Chism             Angela Linn          Barbara Travis
Scott Culbertson          Gary Newman          LaJuana Williams
Jean Crews                Rory O'Neill          DeShana York
Joan Fiorenzi             Maya Salganek
Liam Forbes               Krystal Huwe (for Jeanette

Members Absent:

Jennifer Collier          Paula Long          Sue Sharpton
Michelle Dondanville      Andrew Martinez      Jeannette Skrob
Diane Gray                *Nici Murawsky       Josh Steadman
*Gabrielle Hazelton       *Barbara Oleson      Julie Wegner
Diane Leavy               Ramona pierce

Guests Present

Chancellor Marshall Lind  Carolyn Chapman
Pamela Davis              Russ O'Hare
Mark Neumayr              Steve Bouta

Others Present

Lynette Washington

Approval of the minutes

A. The agenda for Staff Council meeting #151, Friday, 12 March 2004 was adopted as distributed via email

B. The Staff Council Minutes for Staff Council meeting #150, 13 February 2004 was approved as amended.

INFORMATION

2. OFFICER’S REPORTS

A. President’s Report - Rory O’Neill

Rory O’Neill reported that the Governance Coordinating Committee abolished the Rural Affairs and Health Issues committees. The committees were abolished due to lack of membership and not meeting for the last three years. Rory O’Neill stated that the Intercollegiate Athletics committee under the Governance Coordinating committee would continue reporting to the GCC.
Rory O’Neill informed the Council that as approved by Chancellor Lind, the Chancellor’s Recognition and the Outstanding Staff Council member awards would be presented at the Staff Council Ice Cream Social/Raffle event scheduled Friday, 14 May, 1:00-3:00 p.m. (note change in time), Wood Center multi-level lounge area.

Rory O’Neill informed the Council that the Pride and Power from Within campaign generated negative feedback from various employees. Rory is working with the Development office to rescue the campaign.

3. PUBLIC COMMENT

4. GOVERNANCE REPORTS
   A. Pete Pinney, Faculty Senate President

5. GUEST SPEAKERS
   A. Chancellor Marshall Lind

Chancellor Lind reported that the mining community is not too happy about the proposed change to create a College of Engineering & Mining. The logic behind this is that research possibilities will be improved for all engineering departments. Additionally, combining the departments will cut back on some of the administrative services that are duplicated. The proposal to create the new engineering program needs BOR approval. If approved the change will take place by July 1, 2004.

Chancellor Lind reported that the legislative support for the University looks good. It is hopeful that the Governor’s budget will provide assistance for PERS/TERS, as well as the five percent increase. The Chancellor reported that there is still talk about a possible bond issue that would include funding for the BICS building, Tanana Valley Campus, and the Barnette Street building. The Chancellor is optimistic about the bond issue including funding for a new building at Bristol Bay campus in Dillingham.

Chancellor Lind reported that the UA administration and President Hamilton gave a reply to Commonwealth North’s review of the University performed in 2003. The UA response includes an update on the progress made regarding Commonwealth North’s recommendations to the University. The Chancellor reported that the university is proud of the statistics reported to the Commonwealth group.

B. Pamela Davis, Director UAF Development Office - Pride and Power from Within

Pamela Davis informed the Council that the University has not conducted an employee campaign since the 1990’s. She stated that this is an opportunity to show pride in our university. If we don’t care who will. She stated that this is a way to show our legislators that we care and support the university. She stated that contributions are tax deductible.

Rory O’Neill reported that the adverse reaction was not about the campaign, but that many were offended in the way the information arrived.

LaJuana Williams asked what if you are using your own money to help support programs in some way, such as paying for University guests, contributing to receptions, buying things for your department.

Pam Davis stated that this information should be reported to the Development office.

C. Carolyn Chapman, Director, UAF Human Resources reported for Mark Neumayr

Carolyn Chapman reporting for Mark Neumayr stated that Mark Neumayr would like staff to look at the ACAS information online at www.alaska.edu/acas/. Staff may view the Ad Hoc Committee on Accountability and Sustainability's recommendations for more efficient and effective methods to deliver
non-academic services to the university. The committee is charged with responsibility of researching where service can be improved.

Carolyn Chapman stated that on 17 March a mandatory training session is scheduled for all payroll personnel assistants, because of the many changes from exempt to nonexempt status. She stated that a letter would be sent to deans and directors by 19 March regarding the 135 positions that would change from exempt to nonexempt status. The changes were based on essential functions of the jobs.

Carolyn Chapman stated that the efforts of staff and students should be championed. She stated that the Human Resources office manager could be contacted to report staff achievements. Carolyn Chapman stated that Staff Council participation should be recognized. Staff may report Staff Council participation by sending a letter to Human Resources stating the dates of participation. The information would be put in the employee's personnel file and BANNER.

Jean Crews asked under what category would participation in Staff Council be included.

Carolyn Chapman replied under UAF Governance participation.

Liam Forbes asked who would receive the March 19 letter.

Carolyn Chapman stated that the deans, directors, and affected employees.

E. Russ O’Hare, Budget Analyst, Statewide Budget and Institutional Research Office (SBIR) – Performance Based Budgeting

Russ O'Hare reported that the committee is working on the final development of the five outcomes or performance measures for FY05. He stated that a memo was sent out on February 19, to all faculty, staff, and governance groups regarding the intent of the process. The memo included an attachment that should be returned by March 20. A list of consolidated recommendations would be provided to the Chancellor by March 25. Final approved targets would be established by April 15 with approved targets for implementation established by May 15. The goal is to come up with a final FY06 list of 15 to 20 performance measures.

Gary Newman asked about implementing a program that is not complete.

Russ O’Hare replied that it is a phased program.

F. Steve Bouta, UAF Museum on UA Compensation Task Force

Steve Bouta informed the Council that the task force’s mission is to gather information not make decisions. The task force is composed of staff from each MAU and includes statewide. The committee is gathering information on the greatest concerns of staff, that include reassigning employees, overall compensation packet, geographic differentials, cost of living, and stabilizing job categories, etc. The focus is to get a clear picture of the problems that need solving, prioritizing, and then see what comes out of the process. The final recommendations would be sent to Carolyn Chapman, Director Human Resources to include in the Human Resource ACAS recommendations.

6. COMMITTEE REPORTS

A. Staff Affairs - G. Hazelton

The Staff Affair’s committee meeting minutes for 23 February were attached to the agenda.

B. Election, Membership, and Rules - Gary Newman

No business to report.
C. Rural Affairs - Scott Culbertson

Scott Culbertson provided a handout for Council members regarding the newly created Margaret Peggy Wood Staff recognition award. The award is targeted specifically to the rural campuses. Scott Culbertson stated that a draft application and cover letter is in process. He informed the Council that the purpose of the award is to honor the staff member who receives the award for outstanding service to the College of Rural Alaska and as ongoing recognition of the contributions of Peggy Wood, who will retire soon. The award would be in the form of a plaque and the plan is to present it to the successful applicant during graduation every year. The Rural Affairs committee would oversee the award, forming an ad hoc committee to review applications and select the successful applicant.

Rory O’Neill recommended that Scott Culbertson add the award to the Staff Council agenda as a motion.

D. UAF Advocacy - Angela Linn

Angela Linn updated the Council on the Legislative Communications training session held on December 3. She encouraged everyone to register to vote. She said that voter registration forms are on hand if needed and available on the web. She stated that the committee is continuing work on the UAF Day at North Pole event scheduled Saturday, 24 April from 11-3:00 at the North Pole Plaza Mall.

E. Ad Hoc Committee on Work Place Ethics - Maya Salganek

Maya Salganek reported to the Council that the committee is finalizing a list of questions to be used at the WPE Workshop. The workshop plans to include representatives from UAF and Statewide Human Resource offices, General Counsel, VCAS, and EEO. The committee intends to pose a list of questions regarding the grievance system, administrative responsibilities and policy. The goal is that UAF staff will be better informed. The workshop plans to identify a neutral mediator to cover communication efforts between the staff and administration during the workshop. The committee plans to schedule the workshop for late April.

Annette Chism asked about a brochure entitled “Your Equal Protection Rights at UAF”.

Maya Salganek replied that the committee’s research/recommendations were not included in the brochure, basically the committee was not included in the process. She stated that the brochure basically took the place of a poster that the committee spent time working on with the EEO office last summer. She stated that the committee was not informed about the brochure until it was on its way to the printer.

Annette Chism asked does the brochure answer any of our questions.

May Salganek stated that it does not give answers and that the committee was disappointed.

F. Ad Hoc Committee on Outcomes Based Budgeting – Liam Forbes

The March 4 committee report was attached to the agenda. Liam Forbes stated that the committee would like to hear from and get input from Staff Council members.

G. Ad Hoc Committee on UAF Staff Appreciation Social – Lynette Washington

Lynette Washington reported that local businesses are responding to letters of request and donating gifts as requested. She informed the Council that tickets would be available by the end of March or early April.

H. UAF Subcommittee on Circulation & Parking – Gary Newman

Gary Newman reported that the committee is formalizing changes to the overall plan. The plan will be submitted to the Chancellor and then an outside consultant. The plan includes an increase in fees to support shuttle bus services.
Rory O’Neill informed the Council that a Staff Council member needs to be formally appointed to the committee.

ACTION

7. OLD BUSINESS

A. Awards: Make Students Count, Chancellor’s Recognition, and Outstanding Staff Council member.

Lynette Washington reported that the nomination process for the Make Students Count award would close by March 19. She informed the Council that the nomination process for both the Chancellor’s Recognition, and Outstanding Staff Council member awards would open by March 29 and close by May 4, 2004.

B. Staff Council Retreat

Rory O’Neill reminded the Council that the Staff Council Retreat would be held on Thursday, May 13 from 4:00-7:00 p.m., in the UAF Alumni office, Room 201 Constitution Hall.

C. Staff Alliance Retreat

Rory O’Neill reminded Council members about volunteering to attend the Staff Alliance Retreat on April 6-7 in Juneau. He requested that interested Council members send him an e-mail at fnrjo@uaf.edu. He stated that the UAF Governance office would pay travel costs for two members.

8. NEW BUSINESS

A. Community Service Outreach Program Motion – G. Hazelton

Rory O’Neill read the CSOP motion to the Council members. The Council moved that the CSOP motion be tabled until the next meeting.

MOTION PASSED (one opposed)

B. MOTION: The UAF Staff Council approves the Elections, Membership, and Rules Attendance Bylaws proposal change as revised from Staff Council meeting #150, Friday, 12 February 2004.

EFFECTIVE: Immediately

RATIONALE: Attendance Policy Amendment. The committee was asked by Staff Council members to look at developing an attendance policy to address frequent absences from staff council meetings by members, which makes it difficult to do business due to lack of a quorum or lack of representation to the member’s unit.

C. Margaret “Peggy” Wood Staff Recognition Award

The Council agreed to create a motion for the Rural Affair’s Peggy Wood award.

Maya Salganek asked if there would be a formal award.

Scott Culbertson replied that the award would not be monetary, but a plaque. He stated that a cover letter would be available to explain the award in more detail.

B. Ad Hoc Committee on Sustainability – Rory O’Neill

The ACAS update will be given at a future Staff Council meeting.
9. Adjournment

The meeting was adjourned at 11:20 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.