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MINUTES
UAF STAFF COUNCIL MEETING #201
Wednesday, 14 October, 2009
8:25-11:45 a.m.
Wood Center Carol Brown Ballroom

1. CHANCELLOR'S BREAKFAST
2. CALL TO ORDER AND ROLL CALL

PRESENT

Kathy Petersen
Nici Murawsky
Heather Leavengood
Kathy Petersen
Sharon Corbett
Travis Brinzow
Ashley Munro
Katrina Paul
Donna Resnick
Kayt Sunwood
Pips Veazey
Ann Hovde
Marianne Freelong
Deb Hao
Chris Van Dyck
Walker Wheeler

Jenny Day
Joey Bays
Jennifer Elhard

ABSENT

Julie Carpenter
Jill Dewey-Davidson
Barbara Paskvan
Cody Rogers
Jon Dehn, President, Faculty Senate
Adrian Triebel, President, ASUAF

EXCUSED ABSENCE

Bryan Uher
Gary Newman
Holly Royce
Elizabeth Guthier
Susie Baird
Carol Shafford
Jennifer Stutesman
Brian Rogers, UAF Chancellor
Margo Griffith
Alicia Barger

OFFICERS PRESENT

Maria Russell, President-Elect, Staff Council
Juella Sparks, Past-President, Staff Council
Martin Klein, President, Staff Council

GUEST(S)

Carla Browning, Internal Communications Manager
Ann Ringstad, Director, Community Advocacy
Karl Kowalski, Executive Director of User Services
Pamm Hubbard, Assoc Athletic Dir for
Compliance/Senior Woman Administrator

A. Adopt Staff Council Agenda #201, Wednesday, 14 October 2009

Agenda is adopted as amended.

B. Approve Staff Council Minutes #200, Wednesday, 9 September 2009

Minutes are approved as amended.

3. PUBLIC COMMENT

Angie Lee Lloyd is a union organizer with the Alaska Public Employees Association. APEA is looking at organizing the UAF non-represented staff. The response so far has been overall quite good. Angie Lee will stay until the end of the meeting to answer any questions and hand out her business card.

4. OFFICER REPORTS

A. Martin Klein, President, Staff Council (attachment 201/1)

Martin's President's report is attached. Staff Alliance met yesterday. Staff Alliance discussed compensation and decided to write a letter to the Board of Regents about the compensation issues. Martin noted that there are two things that are changing in staff compensation. One is the change to the new grid. Those changes will take place the first payroll in June. This will change the step number from old grid (16 steps) to the new grid (55 steps). No one will see a reduction in pay, there might be a 1 percent increase to adjust to the new grid. Another concern of Martin's is the amount that the Board of Regents forwards to the legislature to cover salary increases for non represented employees proposing a change 3 percent lower than in past years. The third important thing is step increases are no longer happening and will not happen with the new system.

A current hot button issue when not handled properly is non-retention. System Governance sent a resolution of concern to President Hamilton. There is an ongoing lawsuit currently with the University and the former employee has been releasing that information. Council members can also get the information from Martin at a later time.

There is some confusion about the soft closure; it's only happening at UAF it's unclear if it's happening at the statewide level. Soft closure is from December 21-23 the departments are encouraged to shut down offices to save money. Staff can use annual leave, or leave without pay. Staff are not required to use leave, if you hear staff being required to take the time off please let Martin know. Marin has a memo from Kris Racina outlining that mandatory leave during the soft closure is not required.

B. Maria Russell, President-Elect, Staff Council

Maria followed up with what Martin was saying about staff compensation from Staff Alliance. Each member from Staff Alliance went back to their MAU's to formulate a resolution or letter of concern about staff compensation. The letter or resolution will be focused on staff in lower grades; those staff that will be making less than they are now. Maria stated that Staff Council needs to come together to support at least the three percent and focus on the future. For example

what is the statewide plan to reintroduce steps? What is statewide going to do about the continuing decrease in staff compensation? The Board of Regents is meeting on October 30, 2009 in Fairbanks. There is no external public comment except from external governance groups. So everything would have to be written public comment at this time.

Donna noted that her pay did go down \$40 dollars a pay period last year even with the compensation increases due to increase in healthcare costs. Maria noted that Staff Council needs to take a message to the administration that they need to value us. I know that what Juella has been saying all along but I definitely think it is something that needs to be taken on. Ashley Munro suggested putting forth a motion.

Martin suggested that the motion be tabled until new business. A motion needs to be drafted and voted on. Juella pointed out that it would be good to state what needs to be highlighted in the motion. Juella noted that Council must say to the Board of Regents value us, you must value us. Juella encourages the motion to touch on a commitment from the administration to come up with an alternative to the step increases. Juella has heard third party that President Hamilton did in fact say that the step increases will never come back. Maria commented that President Hamilton did say that during the Staff Alliance chair meeting.

Anne Hovde asked what are the pros and cons, because last time compensation changed it affected all my premiums. Maria said that healthcare increases and salary compensation are two different issues. Juella did point out that generic prescriptions don't always get covered by the insurance. Katrina Paul suggested talking about the issue later in the meeting for the purpose of keeping the meeting on task.

There is a new IRS cell phone policy, please see the President's report for details. Martin noted that the IRS is enforcing this policy, it is not university affiliated. Business Council meets again November 11, 2009 so a timeline will come out soon for the changes.

The last thing to address is student wages. Staff Alliance agreed that there should be a general statement made supporting a student wage increase. There hasn't been an increase since 2003. ASUAF did ask for a dollar grid increase from the Board of Regents. In January, students will be making under minimum wage. For the FY11 budget a 20 cent increase has been proposed for student wages. Maria doesn't think that Staff Council should advocate for a dollar increase but some kind of increase to help support student wages. The Family friendly Task Force released their results from the recently distributed survey and there is overwhelming need to get better child care support on campus. Over 62% of staff filled out the survey.

Donna asked if a motion should be formed to support student wages. Martin said at the end of the fiscal year in January student wages at \$7.50 will be moved to \$7.75. A motion is suggested by Martin to support students in their endeavors to increase their salary due to the lack of pay raises for at last seven years. Students contribute significantly to UAF staff and the University of Alaska Fairbanks. Staff Council expresses their support to their increase in raises. Council is all in favor of the motion to support students. Motion passed.

5. GOVERNANCE REPORTS

A. Jon Dehn, President-Elect, Faculty Senate

No report at this time.

B. Adrian Triebel, President, ASUAF

No report at this time.

6. GUEST(S)

A. Brian Rogers, UAF Chancellor

No report at this time.

B. Ann Ringstad, Director, Community Advocacy

Anne Ringstad is helping kick off the UAF United Way Campaign this year with the 635 graduate Communications class. The class will be supporting the program this year as their mission and writing a paper on university communication. Lexie Miller noted as a lifetime Fairbanks community member she is glad to promote giving with Ann and the UAF United Way. If you have any questions please contact Anne Ringstad. United Way forms are available at the back of the room and will be distributed departmentally next month. The United Way last year made \$11, 000 more dollars than previous years. Ann can be contacted at 474-5922 or emailed at ann@alaska.edu.

C. Pamm Hubbard, Assoc Athletic Dir for Compliance/Senior Woman Administrator

The Intercollegiate Athletic Council (IAC) is looking for a new member representation. Pamm is a representative for the National Collegiate Athletic Association (NCAA) and assisting the regulation of institutional control for UAF. Pamm is looking for representatives to challenge athletics, and have athletics be accountable for what they are doing. IAC meetings are once a month, Tuesday's at 4 o'clock. If you have any more questions please contact Pamm Hubbard at 474-5601 or email at pamm.hubbard@alaska.edu.

D. Karl Kowalski, Executive Director of User Services

Karl thanked Council for having him today. OIT is attempting to become more efficient and cut some cost. Statewide and UAF looked at consolidating email services. A survey was sent out and over 1500 employees agreed that an email consolidation was in order. Last April an email opts in period started for the Google transition. Currently, 70 percent of UAF and statewide users have been moved. There are another 1200-1700 users to still transition over. Those users are primarily personal email accounts. There have been a lot of questions about what is going to happen to group and departmental accounts and mailing lists. Because departments functionally use group emails so differently OIT is evaluating each departments account to determine which transition is appropriate. The Chancellor's office for example has only two people checking the Google account, so the account was changed over to uaf.chancellor@alaska.edu. The most difficult accounts will be ones that are used as a job queue. OIT hopes to have a solution soon for the departmental accounts.

Shortly after the conclusion of the email consolidation the calendaring services were evaluated. OIT compared the three major calendars that were being used, Exchange/Outlook, Meeting Maker and Google calendar and pretty much all three have the same feature sets. The only calendar that came at no cost was Google. While survey analysis was happening, some

departments found that Google was ideal and free for their departments. OIT's recommendation at the end of the survey was to adopt Google calendar. The UAF F.A.S.T committee is an advisory board for campus technology. The problem is many departments have already transitioned out of Meeting Maker before the November 1 date.

Karl thinks that OIT can make that timeline; resources (conference rooms) are being moved to the Google side. A process will be put into place later on to add conference room. Conference rooms can be added and requested by email but conference room moderators have to approve this.

Currently OIT is piloting some value applications for added storage, encryption, security and email archiving. If departments feel that they will need additional storage, security or archiving it can be readily addressed.

Donna noted that transfer was difficult she had a lot of archived message. Karl mentioned that the history will eventually disappear when you are converting. Extended storage will be available later on.

Katrina asked about ability of calendar sharing. Karl said that Google groups will allow multiple ownerships but it is an added application that is should be available in the near future.

Heather wanted to know if there was memo mandated notifying staff about the calendar transition. Carla noted that Marketing and Communications sent out a memo through the Chancellor's office. Heather also mentioned that there is an inadequate labeling system for multiple people and multiple calendars. Karl said that there isn't individual coding for each calendars.

Council members also wanted to know if Meeting Makers archival entries will convert over to Google calendar. OIT is addressing that with specific people who are merging over. Karl said it will carry over but will have identifications attached to the information imported.

Ashley mentioned that there is training for the applications. Can you talk about the training opportunities? Karl noted that there is Bunnell Training now available for Google documents. Google training is much more accommodating to departments. Go to <http://www.alaska.edu/oit/training/index.xml> to find out training times.

The email storage will not be at UAF. Google maintains redundant systems all over the world. The outage from Google was an hour and forty minutes and was much more tolerated than the university run system outages

7. COMMITTEE REPORTS

A. Staff Affairs, Heather Leavengood

Heather Leavengood is the new chair for Staff Affairs. There is no full report at this time.

B. Rural Affairs, Liz Guthier (attachment 201/2)

Please see attached report. The next Rural Affairs committee meeting is October 26, 2009 at 9:00 a.m.

C. Elections, Membership, and Rules, Katrina Paul(attachment 201/2)

Please see attached EMR report. There are new representatives on Council their names are Joey Bays, Margo Griffith, Alicia Barger and Sarah Spurlin. The nominations for even unit elections are out until the end of the month. Katrina is very confident that electronic elections will happen this year thanks to Brad Havel. Mary Sue Dates has resigned from Staff Council. A second reading of the Constitution and Bylaws will be done later this meeting. Finally, OIT has petitioned to create another unit representing all OIT staff. OIT petitioned for a seat on Statewide Assembly and now they are requesting a seat on Staff Council. OIT will only have a one year election term until odd units are up for reelections. There are 125 employees that will fall under the unit.

A motion was passed to support the petition to create Unit 15 for OIT representation. This will allow the 125 employees to have 1 representative seat and one alternate seat. Unit 15 will participate in this year elections and only serve a one year term until odd unit elections occur next fall. All in favor to make Unit 15 OIT, motion passes.

D. Advocacy Committee, Ashley Munro (attachment 201/2)

Ashley mentioned that Advocacy is working on Staff Tours but have shifted primary focus to Staff Appreciation Day.

E. Ad Hoc Communications Committee, Ashley Munro

Ashley noted that the committee is waiting on survey results from the staff representative's survey. The communications committee is looking for more feedback and only had 12 Staff Council members fill out the survey. There will be a staff wide survey at the end of the month determining staff knowledge of Staff Council and how staff would like to see future information distributed.

8. EXTERNAL COMMITTEE REPORTS

Please see attached reports for details.

- A. Master Planning Committee (MPC), Gary Newman (attachment 201/3)
- B. Subcommittee on Parking and Circulation Committee (SCP), Katrina Paul
- C. Chancellor's Diversity Action Committee (CDAC), Katrina Paul
- D. Governance Coordinating Committee (GCC), Martin Klein
- E. Technology Advisory Board Committee (TAB), Brad Havel
- F. Chancellor's Planning and Budget Committee, Mary Sue Dates
- G. Student Recreation Center Board (SRCB), Carol Shafford
- H. Bunnell House Advisory Committee/Family Friendly Task Force, Holly Royce
- I. Staff Healthcare Committee

9. DISCUSSION ITEMS

- A. EMR: Second Bylaws and Constitution Reading (attachment 201/4-5)
Issue: Second bylaws reading for Emeritus Status changes.
Committee: Elections, Membership and Rules

Katrina noted that the Constitution changes are verbiage from Emeritus to Past President. Emeritus is typically given to faculty for time served at a University. Juella noted that in the future Staff Council should notarize an official Emeritus staff title. Maria noted that the Emeritus status is a lifelong commitment. The Board of Regents policy has benefits with the Emeritus status thus causing a terminology issue. It makes sense to change it to Past President. Staff Alliance has a Staff Emeritus title in the works for people who put the time in.

Katrina entertains a motion amend the Constitution and Bylaws with revision date of 10/14/09 and removing Emeritus/Emerita and replacing it with Past President. Council made a roll call vote 20 yes and 1 abstain for both the Constitution and Bylaws. Motions passed.

B. Accreditation Theme Discussion (201/7A&B)

Issue: Steering committee is seeking input on Accreditation themes.

Chair entertains a motion to approve the accreditation themes. All in favor. Motion passed unanimously.

10. ACTION

11. NEW BUSINESS

Compensation topic was moved to new business. Martin suggests that the topic of compensation be brought to a motion. Martin suggests a document to be created to express concern or opinion on compensation to the Board of Regents. To get this started Martin would need a motion. Keep in mind Martin cannot make motions. Heather Leavengood moves to make a motion to support a document for the 3% staff compensation increase. Martin asked do we want to address the 3% and step increases if we are addressing it to the BOR in some form? We strongly encourage your support whatever it may be? Martin recapped, so the motion would be first be to support the idea of creating this document as a unified body to show our support and for step increases and the 3%? Martin asked, aren't they two separate issues? Martin noted that the motion could say that Council strongly urges the Board of Regents to support the amount not less than the 3% in the currently proposed budget. Heather Leavengood made a motion to Staff Council to move forward to support a document that states that the Board of Regents should support the amount not less than 3% in the current proposed budget for staff salary increases with an option to amend as changes demand. Martin clarified that there is a motion from UAF Staff Council to draft a letter to the Board of Regents indicating a strong support for the amount not less than 3% in the FY11 budget. There is a second. It is now open up for discussion.

Donna commented that if we ask for more we won't get anything but for a lot of people in regards to increased healthcare costs will cause in pay decrease. I don't know, maybe we should ask for 4.5%.

Juella asked if there were any other questions. Sharon Corbet asked about the cost of living status. Juella stated that it's at 1.8% right now. Juella stated keep in mind that at last year's 4.6% increase they didn't tie in the C.O.L.A amount. Also keep in mind Regent Hughes makes statements like why are we giving staff a raise at all. If non-represented staff do not get a raise UAF non-represented staff would be the only pocket of state employees that don't get a raise. The rest of the State of Alaska is covered under collective bargaining they get their set increase. Ashley asked what the percentages are under to collective bargaining agreement. Maria said it's been a 3.5% grid increase with steps which was a weird system depending on tenure.

Katrina wanted to clarify that the compensation increase and healthcare increase are two different issues. Martin noted that healthcare costs are determined by the administration with strong input by the Staff Healthcare committee. The prices are driven by cost of all UAF employees, over or under collect and if they are applied to premiums. It has been recommended to the Board of Regents to vote on the 3% staff compensation adjustment at the end of October. Kayt noted that they are separate my concern is that if we don't address this in the letter to the Regents, then what? Kayt said the letter should address concerns such as: Why we need a raise is, healthcare is going up, and other costs are on the rise. Kayt think it needs to be articulated so that staff isn't losing money because of healthcare and other costs.

Pip Veazey noted that what makes sense to her is to focus on details aside from the grid changes and 3% and focus on the impact to a typical staff member. Pips proposes that there is a document created to addressing compensation changes 3%, this is really the issue, another paragraph to fill in the issue.

Kristine Niles noted that specific numbers should be added to the letter to further bring a case, life insurance, C.O.L.A, inflation, and healthcare increases.

Martin mentioned that the issue is that a document cannot be created at today's meeting. Martin stated a motion needs to be created to direct action to Councils concerns. Either a motion needs to be passed to support Staff Council Officers to create this document or submit a resolution that these are the keys points and forwarding it on to the Board of Regents. Juella said the 3% is set in stone, the Oct 30 meeting they are just passing the budget. It's unfortunate but we are stuck with the three percent. Juella noted that Council needs to tell the Board of Regents how this will hurt staff, there needs to be a strong statement. Juella requests that the Board of Regents direct Statewide to move forward to review compensation at the university.

Ashley Munro moves to amend the motion for Officers and Staff Affairs to create a draft letter for the Board of Regents meeting on Oct 30, 2009 to discuss the staff compensation as an unfair amount and a review of step increases. Second motion. Katrina motions to amend the motion to include Staff Affairs. Motion approved. Juella offered Heather Leavengood and Officers to meet and discuss and compose the letter. Martin says there is an amendment for Staff Affairs to be involved. The motion is seconded and passed.

Martin summarized the motion to entail members from Staff Affairs and officers on Staff Council meet to create a letter expressing the concerns that Council has primarily an amount not less than 3%. Kayt moved that 3% is not enough on the amendment, these are the reasons why. It's seconded. All in favor. Motion passed.

Juella noted that the 3% shouldn't be used. That would be assuming that we are blessing it. Staff Council should be opposing the 3% and how it affects staff and asking for a timeline for a new compensation system

Kristine Niles (online) noted that we would prefer to have 4.5% in economic hardships we understanding to the decrease but in the future we would be less flexible to the decrease. But if we given up, we aren't going to get yet have understanding with the economic situation.

Martin noted that we are voting on an amendment to the motion saying that the 3% is not sufficient. Martin asked are we ready to vote in amendment. Kayt noted that Staff should not be where the cutting is happening. Everyone in favor, Motion passed

The main motion is as follows:

A motion passed to support Staff Affairs and Staff Council Officers to create a letter to send to Board of Regents to include concerns raised about 3% is not sufficient and how compensation cuts would affect staff and suggest a timeline for compensation changes. All in favor. Motion passed unanimously.

- C. External Committee Assignments (attachment 201/6)
Issue: Select external committees are open for review.

Assignments were designated as follows:

| COMMITTEE | Seats | OWNER | STAFF REP(S)/Expires |
|------------------------------------------|-------|-------------------|-----------------------------------------------------------------------|
| Chancellor's Diversity Action Committee | 2 | Chancellor Rogers | Joey Bays Ginny Tschanz-7/11 |
| Chancellor's Budget & Planning Committee | 1 | Chancellor Rogers | Chris Van Dyck |
| Family Friendly Task Force | 1 | Veronica Plumb | Heather Leavengood, Walker Wheeler |
| Bunnell House Advisory Group | 1 | Paige Vonder Harr | Heather Leavengood, Walker Wheeler |
| Staff Health Care Committee | 2 | Staff Alliance | Ashley Munro Maria Russell Joey Bays, Alt Juella Sparks, Alt |
| Intercollegiate Athletic Council | 2 | Pam Hubbard | Pips Veazey Heather Leavengood |

Term limits will be added when nominee approvals have been received. All nominees were selected by Council and approved by the Staff Council President.

- D. Draft Motion of Final approval for Constitution and Bylaw changes (201/4-5)
Issue: Final approval of Bylaw changes

See discussion item, second Bylaws and Constitution reading. Motion passed by Roll call approval of 20 yays and 1 abstain.

12. ROUND TABLE DISCUSSION

This discussion is off the record.

13. STAFF COUNCIL PICTURE

14. ADJOURN

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Participant PIN: 8244236

MINUTES
UAF STAFF COUNCIL RETREAT
Wednesday, 14 October, 2009
11:45 A.M.-2:00 P.M.
Wood Center Carol Brown Ballroom

Facilitator: Martin Klein

This meeting was off the record.

1. CALL TO ORDER

2. STAFF COUNCIL GOALS AND OBJECTIVES

- *To build a better understanding of the governance process*
- *To clarify roles and relationships among Council members*
- *To explore ways of enhancing our Council operations and procedures*
- *To identify specific issues which need to be addressed, determine issues and establish priorities*
- *Others?*

3. THE COUNCIL, ITS BUSINESS, ITS PRIORITIES

- A. *Review Council rules and parliamentary procedures*
- B. *How are we doing as a team?*
- C. *Can we better communicate to the public the basis of our decisions?*
- D. *Which issues seem most important to us as Council members?*
- E. *What initiatives should the Council implement and how can we work the committee system to our advantage?*
- F. *How are agendas/minutes/decisions communicated back through the organization, whose responsibility is it to share such information and how should it be accomplished?*

4. ASSESSING FUTURE GOALS

- A. Staff Council Vision 2009-2010
How will we work together to accomplish these items?

5. ADJOURN

6. LUNCH/ROUND TABLE DISCUSSION