

**MINUTES**  
UAF STAFF COUNCIL MEETING #213  
Thursday, January 20, 2011  
8:45 a.m. - 11:00 a.m.  
IARC 401

**1. CALL TO ORDER AND ROLL CALL**

**PRESENT**

Kerissa Brady  
Sara Battiest  
Jodi Baxter  
Bryan Uher  
Sharon Corbett  
Nichole Kloepfer  
Gary Newman  
Ben Tucker  
Naomi Horne  
Joe Hickman  
Juella Sparks  
Sarah Spurlin  
Dawn Dearing  
Brady Havel  
Anne Williamson  
Forrest Kuiper  
Walker Wheeler  
Bradley Krick  
Catherine Williams  
Travis Brinzow  
Gary Bender

**ABSENT**

Jon Dehn

**EXCUSED ABSENCE**

Carol Shafford  
Ginny Kinne  
Richard Machida  
Robert Mackey III  
Carolyn Simmons  
Mary Sue Dates  
Heather Leavengood  
Kayt Sunwood  
Pips Veazey

**GUEST(S)**

Brian Rogers, UAF Chancellor  
Brad Lobland, UAF HR Assoc. Director

**OFFICERS PRESENT**

Maria Russell, President, Staff Council  
Margo Griffith, Vice President, Staff Council

**QUORUM PRESENT**

A. Adopt Staff Council Agenda #213, Thursday, January 20, 2011

Agenda adopted as presented.

B. Approve Staff Council Minutes #212, Wednesday, December 15, 2010

Minutes approved as presented.

## **2. PUBLIC COMMENT**

No public comment at the time.

## **3. OFFICER REPORTS**

### **A. Maria Russell, President, Staff Council**

ASEA filed a petition to receive a roster of all non supervisory and non confidential employees. Statewide is required by law to furnish that roster. Employees can change their physical address to a PO Box if they do not want ASEA to have their physical address. It is also rumored APEA will also come back and try to organize again.

Staff Make Students Count award has been approved for 2011.

Karl Kowalski, from OIT will be with us next month to address the downgrading of the smart classrooms over this past summer. A memo will be sent to Staff Council membership soliciting questions for Karl to answer.

Julie Larweth, Executive Officer of OIT, will also be with us next month to discuss how OIT is funded and how OIT is recognized regarding longevity. OIT pushed for recognition by both UAF and Statewide in 2009, and now there is pressure for that to end. A meeting is scheduled with SAA and UAF to determine where OIT people want to be recognized, UA Statewide or UAF.

We have been contacted by Michele Hebert from the R.I.S.E. board. They have created the Governance Agreement regarding the sustainability effort at UAF and she would like to present it to SC in February or March. We will have the opportunity to be a part in this sustainability effort and have an opinion on that board.

### **B. Margo Griffith, Vice President, Staff Council**

W2's are available at UA online, these are acceptable by the IRS. The original document will be postmarked by January 31<sup>st</sup>.

The WIN Program has presented their new Spring Fitness Activities and the classes are free. Sign up before February 1<sup>st</sup>.

PERS will be on campus March 7 – 10. Contact the HR Department to make an appointment. You are encouraged to contact the PERS office before your appointment.

#### **4. GOVERNANCE REPORTS**

##### **A. Jon Dehn, President, Faculty Senate**

Jon was unavailable for today's meeting. Their next scheduled meeting will be in February.

##### **B. Nicole Carvajal, President, ASUAF**

Nicole was unavailable for today's meeting. No report at this time.

#### **6. GUEST(S)**

##### **A. Brian Rogers, UAF Chancellor**

Chancellor Rogers' report on UAF stated there was good news and some challenges during 2010. Student credit hours were up more than our high target, in research volume we were above our high target, in student retention of full time, first time freshman students we were up and in external funds generated we were up. We met or exceeded every matrix by which the legislature and the Board of Regents measure us.

We had two major downsides last year. First, the 5.5 million dollar budget pull back to **right the ship** and get us where we have no unfunded obligations we were carrying forward from year to year to balance the budget and second was the layoffs at the Arctic Region Super Computing.

2011 is going to be the biggest construction year for UAF in recent memory. The Life Sciences Building ground breaking will be March 30, 2011. The contractor indicates all the steel will be up by this time next year closed in by Christmastime. The new Greenhouse will be out to bid and close to completed by this time next year.

The Center for Energy and Power's Energy Technology Facility, the first building of that two building complex will be built this summer and fall, across from the Lola Tilly Commons.

Center for Alaska Native Health Research: two laboratory facilities, one in-filling in the Arctic Health Building, second will be built on Kuskokwim campus.

In addition to the new projects, deferred maintenance and repurposing of buildings, we have on-going work at the Community and Technical College and we are completing the Northwest Campus foundations work. Skarland Hall will be finished in April.

A significant deferred maintenance project: in June we will begin work on sewer system replacement and major electrical upgrades to address problems identified in 2001. Over time we will replace all our main sewer collector lines. The electrical upgrade for the campus will basically give us resiliency in case we have some major accident.

If the governor is successful in his proposal for the \$100 million deferred maintenance; the UA system could get \$37.5 million, and of that UAF could possibly get \$22 million for deferred maintenance.

FY12 budget is a maintenance year in more ways than one. On the capital side, all we asked for was maintenance money, no new buildings requested of the legislature and the governor. We are hoping the governor will approve our idea of (in addition to the \$37.5 million), an additional \$100 million for UAF facilities.

This is going to be a maintenance year for the operating budget as well. All that is in there is the state's share of pay raises for the non-bargaining employees and as we finish union contracts these increases will be included, if possible, at that time. Maintenance level sounds pretty bad compared with what we would like. It is about a 2% increase. But maintenance means we can maintain our momentum, our quality and our focus on serving the people of Alaska.

FY12 will not see any new programs. While this seems bad, we are better off than 45 other states. California just announced a 1.5 billion dollar budget cut to higher education. And Texas just announced a 772 million dollar cut from their higher education system and are closing 4 campuses. Their faculty who do not teach cannot receive any state money. All Texas state employees and university employees are taking a 10% pay cut.

Between July 1<sup>st</sup> and December, we have had 69 layoffs campus wide. Of the 69 layoffs, 25 have other jobs. Of those 69 layoffs, 40 were ARSC of the 25 who have other jobs, 14 were rehires for ARSC. We chose to extend lay off right to all the staff. We knew we had to have high performance computing to support the research enterprise at UAF, so the question we asked was, what is the minimum we can support to keep the high performance we need? We are continuing to look for other contracts that might bring enough money to help keep the staff. In addition to the 40 layoffs at ARSC, three executive contracts were terminated.

Chancellor Rogers opened the floor for questions. The question was asked why were lay off rights extended to all staff? This was because of a clerical error in writing last year's contracts that ended with different employees with the same contracts being treated differently.

Walker Wheeler asked Chancellor Rogers if there was a new direction being set for ARSC? The Chancellor responded that there will be a new direction. Previously ARSC focused on Department of Defense Contracts and now the focus will be to serve the UAF research community.

Sharon Corbett asked how the new construction will affect parking. Chancellor Rogers is not aware of any impact to west ridge parking. He doesn't know the answer to that right now, but he will get an answer and come back with it next month. For Life Sciences, some of the woods will come down to create a parking lot. We might add shuttle runs. Maria noted that at the December

meeting Martin Klein said the IARC lot will be paved, and that Sheenjek lot would be closed and that there is a strong push for people to park in the Museum lot.

One other thing that will happen between now and next winter will be an agreement between the borough and the UAF Student Sustainability group to share vans, giving us another option for folks traveling to UAF.

There are two projects we have pushed with the Fairbanks Metropolitan Area. We are putting up money for the design of a roundabout for the intersection fondly known as dysfunction junction, across from Lola Tilly Commons, with the fire hall scheduled to move when pending funding becomes available. We want to advance that project. We have agreed to pay the match for the design of that project and have an RSA with the Department of Transportation underway. The fact that it is designed moves it up the list. We have asked for it to be re-scored. They were unaware of (a) the BOR action on the Master Plan which advanced both plans in the scoring, and (b) the match will advance it, and (c) the fire hall move will advance it because we are dealing with emergencies. The new scoring will get it advanced into the FY13 budget.

And lastly, please notify Facility Services or myself of dangerous issues. We want to focus on accident prevention.

Regarding Rehire rights – supervisors can rehire off the layoff list without opening the recruitment.

Regarding Deans and Department Heads – Hiring Deans and Department Heads is a long process. We need to culture leadership within each department, a pipeline up to leadership, if you will. The Academic Leadership Institute creates successful candidates who know what to do. We see a much higher success rate from those who have been through it.

B. Brad Lobland, UAF Human Resources Associate Director

The new Performance Evaluation form is on the HR website. This form is for all departments to use. Brad will do evaluation training for your department and you will receive credit for the Chancellor's Training Program.

The question was raised regarding probation evaluation and anniversary evaluation falling close to each other. Brad's answer was that one does not have to do both; send a memo to HR to be placed in the employees personnel file. If one has a temporary employee for more than a year, they are not required to do a Performance Evaluation. If you want to do one, you may, and HR will place it in their records.

Under part II of the form:

There are two new ratings, (1) Insufficient Information and (2) Non Applicable. When things change in the Department but are not reflected in the system, or when the employee's work and the PDF do not match would be examples of when the I/I rating would apply. N/A rating would be if the employee or supervisor is still new to the position. It was suggested that the rating

“Insufficient Information” explanation on the form should include: May be used when employee (or supervisor) is too new to evaluate.

Under part III:

Reviewing the Position Description before doing the Performance Evaluation is required to be assured the employee is performing the duties required for that job. The PD will need to be updated before the next evaluation if it does not reflect the employee’s current duties.

We are requiring that supervisors provide comments for “Exceptional” and “Needs Improvement” to support the rating. If NI (needs improvement) is used, one should have documented meetings of previous counseling sessions to support the evaluation. A recap of the past 12 months is what is wanted, not a shocker.

Under part V and VI

“Rate Other Performance Factors” and “Rate Leadership/Supervisory Performance Factors”: if it does not apply take it off the evaluation or use the I/I or N/A designation.

Under part VII

Incorporate the “Action Plan/Training, Development, Improvement Goals” for the coming year into your evaluation. It is important to come together with the employee for a plan for the coming year.

The Staff Council President recommended this document go forward to the Staff Affairs committee for a formalized recommendation to go to UAF HR.

## **7. COMMITTEE REPORTS (Attachment 213/2)**

A. Staff Affairs - Brad Havel

We have no report at this time.

B. Rural Affairs - Susan Baird

We have no report at this time.

C. Elections, Membership, and Rules - Walker Wheeler

We have not had our meeting yet. We have no report at this time.

D. Advocacy Committee - Jodi Baxter

This committee has not met this month. On the agenda we have an IHP representative with an overview of who they are and what they do. Next week we will have an SRC person with a topic for a brown bag lunch.

E. Staff Appreciation Day Committee - Amy Bristor, Ashley Munro and Nichole Kloepper

This committee has not met since Christmas break. If you have any suggestions for session ideas please send them to Maria, Amy or Ashley.

**BREAK**

## **8. EXTERNAL COMMITTEE REPORTS**

A. Master Planning Committee (MPC) - Gary Newman

We have had one meeting to review the student proposal to put solar panels on the SRC Bldg. We have also had a presentation by DOT regarding the roundabout Chancellor Rogers discussed. There are real issues regarding the roundabout, such as underground utilities, grade of the area and space that is needed. There is no sense of arrival at the campus and some of the long term thoughts are that we need a gateway upon arrival at UAF, and the roundabout will facilitate this.

B. Subcommittee on Parking and Circulation Committee (SCP) - Martin Klein

Currently there is not a Staff Council member on this committee. Martin is creating a new Subcommittee on Parking at this time.

C. Chancellor's Diversity Action Committee (CDAC) - Juella Sparks

We will meet on Monday. In February, we will put out the Diversity Welcoming Climate of the Campus survey. We are looking for SC to help spread the word.

D. Governance Coordinating Committee (GCC) - Maria Russell

This committee has not met.

E. Technology Advisory Board Committee (TAB) - Brad Havel

Currently the spring proposals have not arrived yet. There is nothing to report at this moment.

F. Chancellor's Planning and Budget Committee - VACANT

Currently this committee is vacant and will be starting up this spring.

G. Student Recreation Center Board (SRCB) - Carol Shafford

This committee has not met.

H. Bunnell House Advisory Committee - Walker Wheeler and Heather Leavengood

This committee has not met.

I. Work, Life, Balance Committee - Walker Wheeler and Heather Leavengood

This committee has not met.

J. Staff Healthcare Committee - Carol Shafford and Maria Russell

The final recommendations of the Staff Healthcare Committee did go forward. They conflicted with those of the Joint Health Care Committee. The JHCC did vote to take all Proton Pump Inhibitor medications off the plan. JHCC likes the idea of keeping all the health care plans the same and passing the added health care cost on to the employees. Nothing has been decided, it is still under advisement. It was presented to President Gamble and we are waiting to hear how he took some of the recommended changes. It did seem President Gamble was not in favor of all the Proton Inhibitor medications being taken off the pharmacy plan although it would be a cost savings of \$320,000.00 a year, taking everyone's option for that drug class away did seem like a drastic first step. Juella pointed out the makeup of this Joint Health Care Committee is made up of management and Union and that management gave the staff council one voting seat. So on an eight member committee the staff council has one vote. Unions are negotiating for wages and staff does not get to negotiate wages and yet unions have a strong voice in our health care costs.

K. Intercollegiate Athletic Council - Pips Veazey and Heather Leavengood

This committee has not met.

L. Chancellor's Advisory Committee for the Naming of Campus Facilities - Maria Russell

The committee meets today.

M. Accreditation Steering Committee - Kayt Sunwood

Kayt will give an update at our next meeting.

N. Meritorious Award Committee - Maria Russell

The committee has not met yet, will meet later this spring.



## **9. DISCUSSION ITEMS**

A. The Resolution on Compliance of Administrative Leave was given to Chancellor Rogers, he is reviewing it. We will ask him to respond to it at our next Staff Council meeting.

### **ACTION**

## **10. NEW BUSINESS**

### **A. External and Permanent Committee Appointments**

1. Subcommittee on Parking and Circulation Committee postponed.
2. Chancellor's Planning and Budget Committee This committee looks at the budget and determines how it will be reallocated to the universities. The SC committee member sitting on this committee reports back to the staff council and will take our comments back to the committee. This committee determines how the departments will be effected financially. Last year they discussed the pull back. This is a very important seat and we want it actively attended. The Chancellor feels very strongly about our participation on this committee. Pending approval to be an Alternate Staff Council member, Nicole will sit on the committee. Also Juella will serve on this committee.
3. Staff Healthcare Committee. We appointed Carol Shafford as our voting member. The alternate seat is open and Carol Simmons and Catherine Williams are interested in serving as alternate on this committee.
4. Rural Affairs Committee is looking for a chair. Bradley Krick volunteered to serve as chair. Susie Baird will help update Brad. The next meeting will be 2/1. This chair also attends Administrative Meeting to set the agenda.

## **11. ROUND TABLE DISCUSSION**

Round table discussion is off the record.

## **12. The meeting was adjourned at 11:00 a.m.**