

DRAFT

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MINUTES

UAF STAFF COUNCIL MEETING #217
Wednesday, May 18, 2011
8:45-11:00 a.m.
Wood Center Carol Brown Ballroom

1. 8:45-8:50 **CALL TO ORDER AND ROLL CALL**

Members Present:

PENSGARD, Evelyn
BATTIEST, Sara (Amy Bristor)
BAXTER, Jodi
UHER, Bryan
GONZALEZ, Debbie
HANSEN, Kala
HOFFMAN, Megan
HOUSTON, Shawn
SIMMONS, Carolyn
NEWMAN, Gary
TUCKER, Ben
WARD, Jennifer
HORNE, Naomi
SUNWOOD, Kayt
VEASEY, Pips (Juella Sparks)
HAVEL, Brad (audio)
WEINANT, Robin
KUIPER, Forrest
SHAFFORD, Carol
KRICK, Bradley
BENDER, Gary
MACHIDA, Richard

Members Absent:

MACKEY III, Robert
LEAVENGOOD, Heather
DEARINGER, Dawn
WHEELER, Walker
BRINZOW, Travis
WILLIAMSON, Anne
HICKMAN, Joe
DATES, Mary Sue

Non-voting/Administrative

Members Present:

WELLS, Heather
CLEDENIN JR, John
RUSSELL, Maria
GRIFFITH, Margo
KLEIN, Martin

QUORUM PRESENT

- A. Approval of Minutes to Meeting #216
Approval of April Staff Council Meeting Minutes postponed until June meeting.
- B. Adopt Staff Council Agenda #217
Staff Council Agenda #217 Adopted.

2. STATUS OF CHANCELLOR'S OFFICE ACTIONS

A. Motions Approved:

1. Motion 2011/216/1 Motion to open the President and Vice President Nomination process.
2. Motion 2011/216/2 Motion requesting OIT provide every departmental account holder the option to have a fully functional Google Email Account.
3. Resolution 2011/216/3 Resolution relating to spousal surcharge.

B. Motions Denied:

1. Resolution on the Compliance of Administrative Leave during emergency closure, Thanksgiving, 2010.

C. Motions Pending:

1. Motion 2011/215/3 Motion relating to smoker surcharge. This Motion has been sent on to President Gamble with a recommendation to Disapprove.

3. PUBLIC COMMENT

1.) Flor Banks – MCC/SNRAS – flmbanks@alaska.edu X6996

Flor invited Amy Coffman to run the campaign for unionizing supervisors at UAF. Flor feels UAF supervisors need the support of a union.

2.) Amy Coffman –Union Rep from Alaska Public Employees Association (APEA) acoffman@apea-aft.org 441-0963

Amy is a '97 Alum of UAF and an organizer with the Alaska Public Employees association. Following University rules she attended the Staff Council meeting to let us know that APEA is starting a campaign to organize a union for supervisors. Amy answered the questions from the staff council body.

4. OFFICER REPORTS

A. Maria Russell, President, Staff Council

The Staff Council [Officer Report](#) for May is posted on our website.

The Staff Council decided to go forward with the June Staff Council meeting due to the important issues surrounding the University; such as the motion presented by Staff Alliance for statewide to begin open forums to discuss Health Care changes for the next fiscal year; and our motion regarding the [Employee Tuition Waiver](#). We will discuss having an August meeting at the June meeting.

There is an update of the Staff Alliance Motions on the May Officer's Report. The Staff Health Care Committee (SHCC) Motion 2011-6 has been denied citing legislative action on the state and federal levels and possible budget concerns. The Motions 2011-7 and 2011-8 have been sent to President Gamble for review. They are explained on the Officer's Report.

The ConSova Audit as of 4/15/11; UA is at a 96% response rate of the employee level and a 95% response rate on the dependent level. Of 5017 dependents, UA has a completed status for 2546 employee. There are 163 employees who have incomplete information (for 191 dependents) and 28 self-declared ineligible dependents. There are 123 non-responding employees, with 252 dependents. A new deadline was set for the non-responders; giving them some extra time to get their paperwork in to HR.

B. Margo Griffith, Vice-President, Staff Council

ASEA (the organizing union for the non-supervisors, non-confidential employees) has filed an unfair labor practice charge on UA and UA has responded. It is very thorough. You can go to <http://www.alaska.edu/labor/union-organizing/> to view the correspondence between ASEA and UA.

Beth Behner announced to Staff Alliance that the APEA is in the initial stages of an organizing campaign for supervisors.

The ASEA is the organizing union for the non-supervisors, non-confidential employees. ASEA has filed an unfair labor practice charge on UA and UA has responded. It is very thorough.

Statewide Human Resources (SWHR) and the Human Resources Council (HRC) reviewed the comments from the MAU Governance groups and have incorporated the changes approved by HRC. It was evident that two Performance Evaluations were needed; one for supervisory employees and one for non-supervisory employees. These forms will now go out for trial use and feedback. Once the feedback is received and reviewed, the form will be sent to the Business Council.

The pilot for the electronic timesheets for non-exempt employees will begin in August 2011 and in November 2011 the pilot for exempt employees and faculty will also begin. There will be an update on the progress in September.

Departments using the university logo for print or electronic communications should be using the UAF logo which emphasizes the word "Alaska". The logo that emphasizes the word "Fairbanks" is being retired and should no longer be used. The correct logo, and guidelines regarding its usage, can be found at www.uaf.edu/marketing/standards/graphic/logo/. For more information contact Jan Stitt at fylogo@uaf.edu.

5. GOVERNANCE REPORTS

A. Jon Dehn, President, Faculty Senate

Jon Dehn is not present today; there is not a faculty senate report.

B. Nicole Carvajal, President, ASUAF

Nicole Carvajal is not present today; there is not a ASUAF report.

6. GUEST(S)

A. Brian Rogers, UAF Chancellor

Chancellor Rogers thanks the organizers of the Staff Appreciation Day event. It has succeeded beyond our imagination. There are plans to provide paid staffing to help with the effort next year. It has gone well beyond the volunteer level. We will discuss with Staff Council leadership where to keep the volunteer vitality that has made it such a success and where to provide the administrative support with paid staff that makes it less of a huge task for everyone who has been involved. It is the kind of event we want to perpetuate and continue to improve. Encourage everyone to attend and if there are any supervisors who are balking encourage them to talk to their Vice Chancellors on whether they should be letting everyone go. It is my direction and the Vice Chancellors direction that as many people can go as is possible.

I just got back from a meeting with the Presidents for the Great Northwest Athletics' Conference; they meet once a year in person and once a year by teleconference. Clearly we are in a better financial situation than the other public institutions. Montana, Washington, Oregon and British Columbia plus our two universities were represented, there were those who had pay freezes in effect for three years and a fourth year with a three percent cut and their legislatures demanding reduction. Several schools with legislative funding frozen, they are trying to reduce staff in order to pay the staff they have their first COLA in a couple of years. It is good that our legislature and Board of Regents recognize the need for salary progression over time. It is a little tough on us this year, of the COLA the legislature funded half of that and in the past it has been 60%, and the mid-year step increase, we will be absorbing ourselves. That will be putting a bit of a strain on the UAF budget, but I think it is important that we continue to make progress in pay areas.

The legislature has adjourned; there is some good news and bad news, mostly on the good side; the only concern is the number of fixed costs, including compensation which we essentially have to pay out of our own earned income. We will have to generate our own income or we will have to reallocate to pay for those.

On the programmatic side, the biggest benefit we got was substantial increases in scholarship funds provided by the state, both for need based and merit based scholarships. This will make a huge difference to our students and should help us improve our completion rates as well. As we know the falling off or people moving from full time to part time in order to afford school, the need based financial aid will make quite a difference.

On the operating side two new items; an additional \$250,000.00 for the Alaska Center for Energy and Power for support and in the Military and Veterans Affairs budget there will be a Veterans Services Officer that will be housed on the Fairbanks Campus to provide support for veterans and in obtaining their educational benefits and other support needed.

In the capitol budget; there were no new facilities for us, but there was a huge boost in deferred maintenance. The legislature approved the governor's \$100 million plan of which \$37 million goes to the university; of which \$22 million goes to UAF institutions. In addition the legislature added authority to bond for an additional \$100 million of which \$69 million goes to the UAF campus. We will prioritize those projects, which

ones go to the top based on life safety and physical condition of facility. But that should essentially clear, other than the combined heat and power, all of our electrical distribution plan and essentially our utilities set for the next several decades as a result of this year's legislative action.

1) The Heat and Power Plant; this is the top risk for UAF, certainly with Denali stating they will not proceed with a gas pipeline, that is a clear indication of the one and a half choices we had for how to heat and light this campus, half of one of them just went away. There may be other pipeline proposals out there but we are down to one choice and if we look at the total plan for energy for the Fairbanks campus it would begin with conservation and energy efficiency improvement. We are going through a major audit process of facilities to look at where there are opportunities to reduce electrical demand and/or heat demand.

2) Construction of a new coal waste and biomass plant using a circulating fluidized bed system that would provide all of the heat necessary for the campus and all of the electricity necessary, except during peak times. We are likely to sign an agreement with Golden Valley Electric to purchase some electrical energy from the Eva Creek Wind Project so that any purchased electricity would come from renewable sources. There will be a small amount of solar energy on campus beginning with the SRC demonstration project and then we will continue to investigate geothermal storage options. The cost is staggering; we are in the 150 to 200 million dollar range for the new plant. I'm really pleased the legislature stepped up to the plate on this deferred maintenance and I think they will on the heat and power plant.

Earlina Bowden, Office of Equal Opportunity, Mediation Program Presentation

Our mediation program began in 2010. There were nine requests last year for mediation; three went through mediation with two going all the way to a successful agreement. This year there were two requests for mediation. As of last month we have 59 trained mediators; 29 have advanced training so that they can do facilitations between groups. We have expanded the resources we have for the university system as far as the mediation. Comments were made that this is a good program and currently it is underutilized. This is a program where parties come together and solve their own problems and it is a slow process. One of the things I am finding with my interaction with individuals who are hesitant is they are not quite sure they trust, based on everything they have been going through, that the process will be as neutral and as fair and as confidential as it is. The supervisor is never informed of what is said. The information is kept totally confidential.

Scott Bell, Associate Vice Chancellor of Facilities Services

Scott came on board six months ago as the Vice Chancellor of Facilities Services and he has come to the Staff Council meeting to introduce himself and answer any questions we have for him. Questions were raised about how work is prioritized, and we learned that Facilities Services have a list of projects for the next six months that already have priority. However each year deans and directors are asked to put forth their highest priority items, short of an emergency and this is what determines the priority list. Of the deferred maintenance money we have right now; we are looking at projects such as reroofing the Patty Center; and the ice has some serious problems. And as we do

reroof, we like to go through and increase insulation levels. We are moving forward on the critical electrical upgrade.

Part of the deferred maintenance money will go toward the first phase of the voiceover internet protocol project. It is underway to extend and upgrade our broadband system, so it not only carries a lot of data but also all the phone lines. It should be complete next spring.

AHFC has state money they are making available to state agencies and municipalities to do energy audits. The university is getting about a million dollars of that money to do energy audits, which is the first stage in doing energy retrofits.

7. COMMITTEE REPORTS

A. Staff Affairs, Megan Hoffman & Naomi Horne

In our last Staff Affairs Meeting we addressed the Employee Tuition Waiver by going over the numbers in the [Employee Education Benefit Analysis FY06-FY10](#) report prepared for Representative Anna Faircloth. We do not feel we need to make any changes. There is not a significant financial gain to the university. Record keeping would negate any realized revenue. Maria commented that it is the legislature that wants to do away with the Employee Tuition Waiver. The university administration is not in favor of this motion.

Naomi presented the Motion relating to the UAF Employee Tuition Waiver. Discussion and suggestions followed and the motion was seconded and voted on.

The Motion (2011/217/1) [Employee Tuition Waiver](#) passed unanimously.

The report continues: Our next Staff Affairs Committee meeting will be on May 26th location to be determined. To be addressed at that meeting will be Copyright infringement and the spousal surcharge. We are drafting a Bullying policy, and over the summer the Staff Affairs Committee will be working on that.

B. Rural Affairs, Brad Krick

The Rural Affairs Committee met last week. The sub-committee for the Peggy Wood Award met prior to our last meeting and the name has been forwarded and the award will be presented on Staff Appreciation Day.

At our last meeting the Cost Of Living Adjustment (COLA) was touched on and over the summer we are going to look into the background of what has been done in the past and take that up in the fall.

It was pointed out that the Staff Compensation Working Taskforce for Staff Alliance which has representatives from this Unit is addressing that and will issue a report. If you have people on your committee who would like to join that group we will add them.

C. Elections, Membership, and Rules, Walker Wheeler

Walker Wheeler could not be present today. Kala Hansen said the EMR Meeting was held last week and questioned the chair if elections for president and vice president would

be held today at this meeting. Because the June meeting was not cancelled at the last Staff Council meeting; the President and Vice-President would still serve at the June meeting and the gavel would be passed then.

At the EMR meeting we discussed the election procedures and the rolls of each of the EMR committee members during the election process. Also discussed at that meeting was how to get leadership involved not only in the President and Vice President positions but in Staff Council Representation; deans and directors sending out emails encouraging their staff to participate and hopefully that will encourage people to want to get involved with Staff Council.

D. Advocacy Committee, Jodi Baxter

We held our meeting this past Monday and assigned members to plan Brown Bag Lunches and Staff Tours for the summer. We are waiting for a response from Karl Kowalski regarding an open forum about the transition from UAF email to Google Groups. Karl contacted the President of Staff Council and wanted to meet with her to discuss our motion and understand the rationale behind it. We would like to invite Karl as our June Guest Speaker and if we have our budget numbers; Pat Pitney.

8. ELECTION OF OFFICERS

Maria opened the floor for officer nominations: We have two candidates who have accepted the nomination for Vice President; Jodi Baxter and Ashley Munro. We do not have anyone who has accepted for President. This is a rewarding position and it broadens your perspective of what happens at this university. There is a financial contribution to your department to cover costs.

Richard Machida was nominated as a candidate for President. Maria would like to explain to this group and work with EMR to possibly change our Constitution and By-Law regarding OIT membership holding offices for Staff Council.

In 2009, this group signed an agreement with OIT. The agreement was very specific in adding a new unit to our Staff Council in which they wanted one representative and one alternate. They declined having additional representatives and alternates. During that time there was discussion about OIT verses Statewide and we were asked not to look at that position as to whether or not that position was a Statewide employee or a UAF employee. So for that position, we closed a blind eye. I did talk to Statewide Administration Assembly (SAA) and they signed a similar agreement that they weren't going to look at their representative on whether or not they were Statewide or UAF funded. When we nominate, our constitution and by-laws allow us to nominate from the full pool of UAF, APT and non-represented staff at large. At SAA they nominate strictly from their group. So they would not allow a UAF OIT person to run unless they were official membership because that is how it is written in their by-laws and constitution whereas ours is vague at the best, but indicates that it's UAF. So whether or not the nomination can truly be accepted is yet to be determined.

We would like to have this on record so we can discuss it. Phone calls to people at EMR and in leadership were made. In 2009, we had a lot of discussion about whether we would have a statewide individual in leadership, but none of those decisions made the agreement written by OIT and signed off by us. And so, at this time Maria postponed the decision until there is clarification on whether or not it is allowed.

The past presidents encouraged the staff council membership not to be afraid to step up to the plate. There are many opportunities to serve; Staff Alliance, System Governance, and so on and even after serving they are still asked to contribute beyond their day to day job. You could look at it as a boost to your career path at the university. Elections are open and elections will be held at the June Staff Council meeting.

9. COMMITTEE APPRECIATION PRESENTATIONS

Maria presented to each chair a certificate of appreciation for the work they have this past year. Maria also presented a certificate of appreciation to Margo for her work on the staff council.

Margo presented a certificate of appreciation to Maria on behalf of the Staff Council for all she has accomplished this past year.

10. *ad hoc* COMMITTEE REPORTS

A Staff Appreciation Day Committee & Longevity Awards,
Ashley Munro & Amy Bristol

Staff Appreciation Day is tomorrow. We have 172 registered for breakfast; this will be a time for our staff council members to meet and greet the people in our units, we need volunteers to man the doors of the Davis Concert Hall. Absolutely no food or drinks are allowed. It will begin at 7:30 a.m. and we will have coffee and muffins. There are 250 registered for lunch and Chancellor Rogers will serve lemonade again this year. We have 230 registered for the Longevity Awards Ceremony; with 252 registered to attend the Ice Cream Social.

We wish to thank Brad Havel for the great job he did creating the Website and Links for all the class registration pages for the Staff Appreciation Day Program.

B. Staff Make Students Count Committee

The nomination has been forwarded to Pat Ivey. The President will review and make the presentation at the Board of Regents meeting next month.

C. Staff Council Recognition Award Committee

The Staff Council Recognition Award will be presented tomorrow at the Staff Appreciation Day Award Ceremony.

11. UAF EXTERNAL COMMITTEE REPORTS

A. Master Planning Committee (MPC), Gary Newman

Gary had to leave the meeting early. There was no report.

B. Parking Advisory Committee (PAC), Shawn Houston

The committee has not met.

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- C. Chancellor's Diversity Action Committee (CDAC),
Juella Sparks (Attachment 2)

Please see the attached report.

- D. Student Recreation Center Board (SRCB), Carol Shafford

There is no report. A meeting was not held.

- E. Chancellor's Planning and Budget Committee, Juella Sparks (Attachment 3)

Please see the attached report.

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

They will review the policy and meet on the 26th of May.

- G. Accreditation Steering Committee, Kayt Sunwood

An email has gone out asking everyone to look at the accreditation report. There is a link on that email and we need everyone's feedback on it.

- H. Meritorious Award Committee, Maria Russell

The Meritorious Award Committee has not met yet this year.

- I. Technology Advisory Board Committee (TAB), Brad Havel

Brad had to leave the Staff Council meeting early and there was not a report.

- J. Bunnell House Advisory Committee, Walker Wheeler and
Heather Leavengood

The Committee has not met.

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

Walker could not attend today's meeting. There is not a report.

- L. Intercollegiate Athletic Council, Pips Veazey and Heather Leavengood

Pips could not attend today's meeting. There is not a report.

- M. Review of Infrastructure and Sustainability Energy Board, (RISE Board)
Mayanna Bean

Mayanna could not attend today's meeting. There is not a report.

12. STATEWIDE EXTERNAL COMMITTEE REPORTS

A. Staff Healthcare Committee, Carol Shafford & Richard Machida

We have had one meeting. We are scheduled to meet twice a month. We want to get a handle on things before they happen. Right now there is not a lot going on, but Mike Humphrey is doing some research for us.

B. Performance Evaluations Working Group,

Completed Current Assignment

C. Staff Compensation Working Group, Robert Mackey III

The group will meet this Friday.

13. DISCUSSION ITEMS

A. Tuition Waiver Motion Discussion (Attachment 4)

This item has already been discussed.

B. Postponed item from April Staff Council Meeting: Juella Sparks

Motion for a [Healthcare Task Force](#)

Juella read the motion for the record. Discussion followed; primarily stating our committees (JHCC and SHCC) focus are reactionary to what the statewide administration is putting out. We need to be proactive on how it rates with other peer institutions or the industry standard.

The motion was seconded.

The vote was call for and the motion was passed unanimously

ACTION

14. NEW BUSINESS

A. WE NEED VOLUNTEERS FROM STAFF COUNCIL FOR TOMORROW.

Please be at the Davis Concert Hall 7:30 a.m. tomorrow morning.

15. ROUND TABLE DISCUSSION

16. ADJOURN