

**MINUTES**  
**UAF STAFF COUNCIL #237**  
**Wednesday, March 27, 2013**  
**8:45-11:00AM**  
**Wood Center, Carol Brown Ballroom**

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

- MaryAlice Short, Staff Affairs Committee Chair, called the meeting to order at 8:45AM.
- Juella and Claudia were unable to attend today's meeting. Based on Staff Council Bylaws, as Staff Affairs chair, MaryAlice was designated by the officers to serve as president pro tem for today's meeting"

**A. Roll Call****Present:**

Pips Veazey (phone)  
Adam Kane (phone)  
Kirsten Bey (phone)  
Evelyn Pensgard (alt, phone)  
Sara Battiest (phone)  
MaryAlice Short  
Debbie Gonzalez (phone)  
Lesli Walls  
Gary Newman (phone)  
Ashley Munro  
Kim Eames (phone)  
Juan Goula  
Robin Weinant  
Trish Winners  
Jennifer Youngberg  
Brad Krick  
Jeannette Altman  
Travis Brinzow

**Present (cont.)**

Richard Machida (phone)  
Jarkko Toivanen (phone)  
Tom Langdon (alt, voting in place of Chris Beks)

**Excused:**

Juella Sparks  
Claudia Koch  
Debbie Coxon  
Debbie Blevins  
John Clendenin  
Chris Beks

**Absent:**

Jesse Atencio  
Erin Albertson  
Deb Jeppsen

**Guests:**

Chancellor Brian Rogers

- Quorum was met

**B. Approval of Agenda for Staff Council Meeting #237**

- The agenda was approved as amended.

**C. Approval of Minutes for Staff Council Meeting #235**

- Minutes were postponed until the May meeting

**2. STATUS OF PENDING ACTIONS (None)****3. PUBLIC COMMENT (There were no public comment participants present)****4. OFFICER REPORTS****A. Juella Sparks, President (No report)****B. Claudia Koch, Vice President (No report)****C. MaryAlice Short, President pro tem and Staff Affairs Chair**

- Claudia was unavailable for PreStaff on March 22, thus MaryAlice attended PreStaff with Juella.
- Chancellor Rogers is waiting to find out what will be driving the metrics for President Gambles Strategic Direction Initiative. Once this becomes clear, Chancellor Rogers will distribute information to staff.
- During PreStaff, they discussed how UAF measures up to its peers.
- Juella explained to Chancellor Rogers the recent work undertaken by the Staff Alliance - Compensation Working Group, including the proposals for non-monetary compensation changes for staff.

## 5. REMARKS BY CHANCELLOR ROGERS

*(Chancellor Rogers and governance leaders will be allowed to speak when they arrive.)*

*(The meeting was ahead of schedule. Item 6, New Business, was presented prior to the chancellor's arrival.)*

### *FY14 Budget Update*

- A few weeks remain in the legislative session in Juneau. As previously reported, our budget has not fared well in the state House. Essentially, the House reduced the overall university budget by 2.4 million from what was included in the governor's budget. The Senate has since increased the university's budget by adding items above the governor's budget, creating a real difference between the House and Senate budgets. The effect of the House budget would be significant in a couple of ways. It represents nearly a 1% reduction below the governor's budget, which did not include enough to cover our fixed costs, leaving us in a situation of significant reallocation. The UAF share of the 2 million would be in the range of 1-1.2 million dollars.
- The House added fifty-five thousand for nursing at the Bristol Bay Campus.
- In addition to what was in the governor's budget for the university, which included our fixed costs for opening buildings and one-half of the money for pay raises, the Senate included money to cover the increased cost of the custodial services contract, facilities maintenance and repair, operating costs for the Bristol Bay Applied Science Center, and CTC's Process Tech Program lease and aviation costs.
- The Senate funded the cost of expanding comprehensive student advising at CRCO rural campuses, enhancing e-learning, and sustaining the UA Press. These were significant pluses. Even with the Senate budget, we will have some challenges going into the new fiscal year.
- The Chancellor's Office has not distributed a lot of communication regarding the budget status and its impact on us. He wants to wait until the end of the legislative session when more is known.

### *Financial Constraints*

- We are constrained on the revenue side and facing additional expenses:
- These past few years, we saw significant funding increases in our budget from the legislature, tuition increases, enrollment increases, and funds from the federal recovery act. This year the state government tightening up somewhat, we have the lowest tuition increase in over a decade, some enrollment decline, and the impact of federal sequestration. We do not know the total effect of sequestration and budget issues yet.
- Increasing expenses include the start of repayment of the debt service on the 50 million dollars borrowed by the university three years ago to cover some of the existing deferred maintenance. Although the state bonded for most of the Life Sciences building project, 20 million of this project was a UAF bond that we must begin to repay. We also face rising utility costs.

### *Space Consolidation*

- Chancellor Rogers continues to look for ways to consolidate space. We spend in excess of a million and half dollars annually on off campus leases. This summer, Biology and Wildlife will move into the Margaret Murie Life Sciences Building, Anthropology will move out of Eielson and into Bunnell, and Marketing and Communications will move onto campus from leased space in the Wells Fargo Building. We may be totally out of the Wells Fargo Building by the end of the year; resulting in significant savings.
- If you know of underutilized space, or offices used to store materials, work with your supervisors to better utilize the space. To the extent that we can be more economical in our use of space and pull offices back onto campus, we save money without a deleterious impact to our programs. Ultimately, people deliver our services, people are affected, and we need the space for our people to deliver services.
- We are working to increase eLearning to increase the number of students paying tuition without the need for additional space. Faculty workloads will also be assessed to ensure that if a class is cancelled an alternative opportunity is found for the faculty member.

### *Possible Slowdown in Hiring*

- A slowdown in hiring is possible. A final decision on this has yet to be made. Last year, the system office essentially said that they would hold any position that becomes vacant, open for 90 days in order to capture savings. Chancellor Rogers does not like this approach, but considers it better than other alternatives.
- A decision has not been made regarding how this would be implemented at UAF. Whatever is decided would require exceptions. It would be unlikely that this would affect faculty positions that are typically open for a year or six months anyway. They are leaning right now to the possible slowdown affecting executive, administrative, and staff positions. Cabinet discussions will take place before any implementation would occur. Staff turnover is higher than faculty or executive turnover.

- Until the legislature is out, we really will not know the size of the hole that we have to fill. This will also depend upon on the federal situation and our ability to attract new students. We are working on projects, like the Terrain Park, to create a buzz about campus that attracts new students.

*Additional Items:*

- Groundbreaking on the Wood Center extension and the Engineering Building is Saturday. Annual payments on the Wood Center expansion are 1.5 million dollars; this is not a challenge in the general fund budget.
- In addition to what our indirect cost recovery on the Sikuliaq, we have an obligation to about a half-million dollars a year in support for Alaska based research on the vessel. Most of this will hit in FY15.
- We have to begin paying debt service on six million dollars that we borrowed for energy conservation improvements. Our payments are about five hundred thousand a year with projected annual savings being around six hundred dollars. We are pushing for more energy conservation improvements. Electrical energy savings is the biggest opportunity for immediate savings. Focus has been on relighting facilities and on variable speed motors. If anyone is in an area that goes through relighting and the resulting task lighting is not adequate, report this so that adjustments can be made.
- Adam Kane offered the support of the Bristol Bay campus in assisting with energy savings. Siemens Energy, an outside contractor, has been making the energy improvements and they have been very flexible. Chancellor Rogers thanked Adam for the idea. He will speak with Amber to see if the company would be interested in having interns work with them, particularly as they look to the other rural campuses.

*Staff Pay Increase*

- Staff will likely get 100% of the approved pay raise, at a rate of 3.25%. The legislature will likely fund one-half. Traditionally, we have to come up with the second half of pay raises. To accomplish this, we will have to cut what we spend on other things or cut what we spend on salaries. Likely, we will pay the other half this year with a rolling freeze or a delay on hiring. Some positions will not be filled at all. There is little in terms of non-personnel services to cut. The university is committed to the pay raises announced for fiscal year 2014.

*Capital Budget:*

- We requested twenty-two million from the legislature for planning and design of the combined heat and power plant. We will not start planning and design until our permit modification is approved which will occur in Sept. at the earliest. An estimated seven million of the requested twenty-two million would be used in the next fiscal year. We anticipate receiving six or seven million, which would not slow the process.
- We have enough money to shell-in the engineering building, but we do not want to stop in late Jan., early Feb., which is when the money would run out.
- We do expect to get thirty-seven and a half million at the system level for deferred maintenance. About twenty-million dollars of this would go to UAF and our rural campuses.

*Construction:*

- Travel on the Fairbanks campus will become challenging with upcoming construction. On Monday, Tanana Loop will be closed between Duckering and Bunnell Building. In addition, some of the sewer line between Rasmuson Library and Duckering will be replaced either this summer or next summer that will disrupt travel down Taku Dr. This is likely to be the most challenging time.

## **6. GOVERNANCE REPORTS**

### **A. Jennifer Reynolds, President – Faculty Senate (No report)**

### **B. Mari Freitag, President – ASUAF (No report)**

## **7. UNFINISHED BUSINESS**

### **A. Carolyn Sampson Memorial Scholarship**

- Nichole Kloefer, University Advocacy Chair was looking into this scholarship. However, she recently resigned from her position at UAF. Lesli Walls has agreed to chair University Advocacy.
- During PreStaff, Juella discussed the possibility of conducting a scholarship awareness campaign at Staff Appreciation Day. Chancellor Rogers was enthusiastic about this idea

### **B. Health Care Benefit Update / Open Enrollment**

- Attachment 237-1: UA Choice Health Plan Changes for FY14
- Handout 237-1: SHCC Committee Report

*Health Care Benefit Calculator:*

- Many staff members found last year's Health Care Benefit Calculator to be useful for identifying saving in the health care plan. Former Staff Council member, Walker Wheeler, who created the original calculator, has agreed to update the calculator for FY14. Once we have updated information, Walker will update the calculator. We will distribute more information on the calculator once it becomes available.

*Staff Health Care Committee*

- The Staff Health Care Committee (SHCC) report for this meeting was not included as an attachment to the agenda. Gary forwarded the report and it was distributed electronically to members during the meeting. It was posted online and is attached to the meeting minutes as 'Handout 237-1: SHCC Committee Report'.
- Some open enrollment information has recently been distributed by mail.
- The next SHCC and Joint Health Care Committee (JHCC) meetings have been canceled. SHCC canceled since it was unable to reach a quorum.
- Open enrollment begins April 15 and runs through May 15, 2013.
- Please see the handout, (Handout 237-1: SHCC Committee Report), distributed electronically during the meeting, for more information.

**BREAK**

**8. NEW BUSINESS**

**A. April 16 Staff Council Meeting Location – IARC 501**

- The April 16 Staff Council meeting has been moved to IARC 501. Since the meeting had to be relocated from the Wood Center to IARC, snacks will be provided by Vice Chancellor Sfraga's Office.

**B. Upcoming Officer Elections**

- 2013-2014 Staff Council Officer elections were announced and the nomination period was opened for the offices of president and vice president. The president and vice president are elected from Staff Council members and staff at large; all staff members represented by Staff Council are eligible to run for office.
- Nominations will close on the floor at the May Staff Council meeting. Staff Council representatives will vote at the May meeting to elect officers for 2013-2014
- Nominations may be submitted to Richard Machida, EMR chair; to one of the officers; or to the Staff Council Office. Nominations can also be made on the floor at the May meeting. You may nominate yourself for either position. Please contact the person that you are nominating before submitting a nomination to ensure that they are interested in running for office. Contact the Staff Council Office or one of the officers for more information.

**C. Upcoming Outstanding Staff Council Member Award**

- Nominations for the 2013 Outstanding Staff Council Achievement Award are now open. The award will be handed out at during the Staff Longevity and Awards Program at Staff Appreciation Day on May 15. Award information, including the deadline for submitting nominations will be posted online and emailed to Staff Council representatives later this week.
- The period during which contributions needed to be made in order to count towards this year's award was not immediately known. Nicole will find out and inform Staff Council members.

**9. GUEST SPEAKERS (none)**

**COMMITTEE REPORTS**

**10. INTERNAL COMMITTEE REPORTS**

**A. Elections, Membership, and Rules – Richard Machida**

- Attachment 237-3: March Committee Report
- The next EMR meeting is scheduled for Monday at 3 p.m.

**B. Rural Affairs – Jeannette Altman**

- Attachment 237-2: March Committee Report
- Possible problems with rural representation due to the proposed addition of at-large seats versus the abolition of alternate seats are discussed in the second half of the report. Rural representatives come from a smaller voting population and the committee is concerned about how the smaller population could be impacted when voting. The committee will work with to EMR to see if it is possible to tailor their concerns with the motions that were made at the February Staff Council meeting.
- The next Rural Affairs committee meeting is scheduled for April 2, 10:00 a.m.

**C. Staff Affairs – MaryAlice Short**

- Attachment 237-5: March Committee Report
- Staff Affairs recently met. The committee discussed the current lack of a grievance packet. They are also working to put together a FAQ on *leave share*. There is an increase in the number of people looking at working from home. Telecommuting is only viable in some positions, but it is a liability for the university. The committee is working to find out what telecommuting rules exist and how we can make the process better for staff. Staff Affairs will be contacting Risk Management to gather more information.

**D. University Advocacy Committee – Lesli Walls**

- Has not met
- Lesli Walls has replaced Nichole Kloepfer as chair of University Advocacy. She will contact committee members to schedule a meeting once she has gotten up to speed on current committee activities.
- Lesli has already done some research on the existing travel fund to see how the funds can be used and what possibilities exist for maintaining a fund that can benefit staff.
- Contact Lesli if you are interested in joining University Advocacy

**11. EXTERNAL STATEWIDE COMMITTEE REPORTS****A. Staff Alliance’s Staff Health Care Committee – Gary Newman, Debbie Coxon, Mary Sue Dates (Alt), Debbie Gonzalez (Alt)**

- Handout 237-1: March Committee Report

**12. EXTERNAL UAF COMMITTEE REPORTS (In Written Format)**

- Committee reports for the April Staff Council meeting are due to the Staff Council Office by April 10.

**A. Accreditation Steering Committee**

- Has not met

**B. Chancellor’s Advisory Committee for the Naming of Campus Facilities – Debbie Coxon**

- No Report

**C. Chancellor’s Diversity Action Committee (CDAC) – ON HIATUS**

- **Student Diversity Task Force – Claudia Koch**
- No Report

- **Women’s Center Advisory Board – No representative**

**D. Chancellor’s Planning and Budget Committee - Juella Sparks (Rep), Trish Winners (Alt)**

- Has not met
- Provost Henrichs extended an invitation to Staff Council for staff representation on this committee. Juella Sparks has been appointed to serve as our representative and Trish Winners will serve as our alternate.

**E. Intercollegiate Athletic Council – Debbie Coxon & Jesse Atencio**

- No Report

**F. Master Planning Committee (MPC) – Gary Newman (Rep), Richard Machida (Alt)**

- No report

**G. Meritorious Service Awards Committee – Claudia Koch**

- Has not met

**H. Parking Advisory Committee (PAC) – Tom Langdon**

- Members are reviewing citation appeals via email
- Committee has not met

**I. People’s Endowment Committee – Debbie Gonzalez**

- Attachment 237-4: March Committee Report

**J. RISE Board – Ian Olson****K. Technology Advisory Board Committee (TAB) – Adam Kane & Chris Beks**

- Has not met

**L. Work-Life Balance Committee – INACTIVE****13. AD HOC COMMITTEE REPORTS****A. Chancellor’s Cornerstone Award Committee – Brad Krick**

- Has not met
- Nominations will be distributed to the committee members this afternoon. The committee will likely meet next Monday to review nominations.

**B. Staff Appreciation Day Planning Group – Ashley Munro**

- April 8 is the goal for opening online registration for Staff Appreciation Day. There will be sixty sessions offered for staff this year, which is more than double the number of sessions offered last year.
- A call for volunteers will be made once they determine what volunteers are needed.

**C. Staff Makes Students Count Award Committee – Richard Machida**

- Has not met
- Jeannette Altman and Ashley Munro volunteered to serve on this committee.

**14. ROUND TABLE DISCUSSION****15. ADJOURN**

- MaryAlice short adjourned the meeting at 10:00 a.m.