

MINUTES
UAF STAFF COUNCIL MEETING #100
Friday, May 29, 1997
Wood Center Ballroom

I Beverly Frey called the meeting to order at 8:30 a.m.

MEMBERS PRESENT:	MEMBERS ABSENT:
Anderson, L.	Bender, L.
Candler, R.	Christensen, S.
Comstock, S.	Duvlea, P.
DeKerlegand, D. (for R. York)	Findlay, G.
Downes, I.	Hazelton, G.
Enochs, K.	Leavy, D.
Frey, B.	Long, P.
Gieck, B.	Magee, P.
McClellan, L.	Murawsky, N.
Oleson, B.	Stubsjoen, A.
Powell, D.	Wilson, K.
Rogers, P.	
Scalise, G.	OTHERS PRESENT:
Scholle, M.	Duhr, R.
Segla, D.	Fyfe, P.
Thomas, M.	Gabrielli, R.
Twitchell, P.	Mosca, K.
White, P.	Poole, J.
	Rice, M.
	Wadlow, J.

- B. The Minutes to Meeting #99, (May 6, 1998) were approved with the notation that Beverly Frey was in attendance.
- C. The agenda was as distributed via e-mail.
- D. Paula Long is on jury duty, so Vice Chancellor Rice passed the gavel to President Frey.

II Vice Chancellor for Administrative Services Remarks - M. Rice

University Budget - Staff of this University deserve a lot of the credit regarding the amount of funding the University received this year.

Capital Budget - The University received \$35 million for deferred maintenance. The Museum received funding for the addition, also.

Vice Chancellor Rice stated that working at UAF has been very fulfilling and staff has played a large part in this. Staff at this University are doing a terrific job and thanked everyone for their hard work.

President Frey thanked Vice Chancellor Rice for attending the monthly Staff Council meetings and providing brief comments. The exchange of information has been very beneficial.

III Chancellor's Remarks - J. Wadlow

Budget - The Chancellor was very pleased with the amount of funding received for deferred maintenance. Funding was also received for the addition to Hutchison Career Center, which reaffirms the advantageous partnership the University has with the local school district.

Commencement - There was a record number of graduates this year, more than 1,000. The Patty Center was full and an alumni member presented the commencement speech. There was a good article in the Daily News Miner highlighting the folks who work behind the scenes to make the commencement ceremonies such a success. A question of how long can we have commencement in the Patty Center was raised, since it was filled to capacity, will be addressed by the Board of Visitors. A couple of other sites, Carlson Center or Herring Auditorium, will be looked at.

UAF Trails Committee - Letters were sent out to campus, as well as community members asking them to serve on the committee. This committee will be a subcommittee of the Master Planning Committee. Some of the work on the trails

will have to take place this summer. Susan Todd from Resources Management will be chairing this committee.

Vice Chancellor for Administrative Services - Chancellor Wadlow praised Vice Chancellor Rice for the efforts he has made orienting Frank Williams so that there will be a smooth transition.

New Director of Libraries - David Bantz from the University of Wisconsin will be the new director. Bantz will take his new position on July 1.

Flower Planting Extravaganza - Chancellor Wadlow thanked all those who participated in that effort. This event was organized by the College of Fellows.

Staff Picnic - Chancellor Wadlow looks forward to presenting the recognition award at the picnic.

IV Guest Speaker - Mike Humphrey, Director of Statewide Benefits - No report.

V Governance Reports

A. Faculty Senate - R. Gatterdam

Ron Gatterdam was out of town, no report available.

B. Staff Alliance - M. Scholle

Representative Scholle reflected on the last five years that she has participated in governance. She is very proud of staff's efforts to join together and effectively lobbying the legislator. An ad will be appearing shortly in the newspaper thanking those involved and the legislators for their funding. Representative Scholle will be taking on new duties when she leaves governance and has been selected chair of the Governor's Safety Advisory Council and selected as a national delegate for the American Society of Safety Engineers. System Governance formally passed a motion enabling the Alumni Association member be a voting member.

Staff Council expressed their appreciation for Marie Scholle's hard work on System Governance with the following resolution of appreciation.

RESOLUTION PASSED (unanimous)
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Resolution of Appreciation
for
Marie Scholle

WHEREAS, Marie Scholle served on the University of Alaska Staff Alliance and the System Governance Council for the 1996-97 and 1997-98 terms; and

WHEREAS, Marie Scholle has served in a superior fashion, continuously representing the interests and concerns of the University as a whole and the University Staff in particular; and

WHEREAS, Marie Scholle was one of the moving forces behind the extremely successful "I support the University and I vote" campaign; and

WHEREAS, Marie Scholle intentionally brought University concerns before the community on behalf of the University of Alaska staff; and

WHEREAS, Marie Scholle helped make the people of the State of Alaska aware of the impact of the university on the economic, cultural, and educational life of the state; and

WHEREAS, Marie Scholle lobbied the 20th Alaska State Legislature untiringly to provide adequate funding for the University; now

THEREFORE BE IT RESOLVED, That the University of Alaska Fairbanks Staff Council wishes to acknowledge the outstanding service rendered the Council by the hard work, energy, vigor, and

determination of Marie Scholle as she concludes her term of service; and

BE IT FURTHER RESOLVED, That the University of Alaska Fairbanks Staff Council wishes to acknowledge the countless contributions of Marie Scholle and expresses its appreciation for her exemplary service.

Dated this 29th day of May, 1998.

C. Alumni Association - J. Poole

Jake Poole congratulated Marie Scholle on her award and stated how nice it was to see UAF Alumni being recognized for their talents and hard work.

Graduation Party - Alumni and ASUAF sponsored a graduation party for the seniors, which was enjoyed by all.

Legislative Strategies - The Alumni Association will be involving alumni from all over the state in their lobbying efforts through a Legislative Advocate Program. Alumni throughout the state will be informed of legislative activities to better enable them to provide public testimony on University legislation.

Alumni Reunion - The reunion will take place July 22-24. Alumni will be able to attend a class and tour the campus. The community will be providing reduced rates on various activities, such as the Riverboat. Classes of 48', 58', 68', 73', 78', and 88' will be in attendance. A kick-off celebration will take place at the Museum.

VI Presidential Reports

A. Past President's Report - P. Long

Paula Long is on jury duty, President Frey gave the report. The following resolutions of appreciation were presented to vice chancellors Rice and Cedzo at a retirement celebration on May 20.

UNIVERSITY OF ALASKA FAIRBANKS
Staff Council
Resolution expressing to
Michael L. Rice

Sincere Appreciation for Dedicated Service

WHEREAS Michael L. Rice has served the University of Alaska Fairbanks since 1983, first as professor of business administration, then as Dean of the School of Management, and ultimately as Vice Chancellor for Administrative Services where he managed the largest state-owned physical plant in Alaska; and

WHEREAS Michael L. Rice has served as the institution's chief financial officer during one of the University's most challenging times, as well as serving as the manager of business operations, purchasing, personnel, fire and public safety departments, and numerous other administrative functions at UAF; and

WHEREAS Michael L. Rice has demonstrated his commitment and support of the staff of the University by his tireless advocacy for deferred maintenance funds and adequate operating funds, including his willingness to carry rusted pipes to meetings throughout the state as a visible reminder to public opinion leaders of the need for an adequate University budget; and

WHEREAS the University of Alaska Fairbanks Staff Council recognizes the skill and knowledge rendered by Michael L. Rice which have benefited the staff of the University; now

THEREFORE, BE IT RESOLVED that the University of Alaska Fairbanks Staff Council expresses its deep appreciation to Michael L. Rice for his contributions to the university, its graduates and to the people of Alaska; and

BE IT FURTHER RESOLVED that the President of the Staff Council

joins with the Alumni, Faculty and Staff in acknowledging Michael L. Rice's exemplary service to the University of Alaska Fairbanks; and

BE IT FURTHER RESOLVED that this resolution be appropriately engrossed, signed by the President of the Staff Council as further evidence of the esteem and respect in which the University holds Michael L. Rice and conveyed to him on this 20th day of May, 1998.

UNIVERSITY OF ALASKA FAIRBANKS
Staff Council
Resolution expressing to
Karen L. Cedzo

Sincere Appreciation for Dedicated Service

WHEREAS Karen L. Cedzo has served the University of Alaska Fairbanks with extreme professionalism, humility and grace since 1979, first as Director of Public Affairs, where she initiated the highly popular Summer Walking Tour which provides hundreds of visitors each year with a deeper appreciation of the nearly 100 years of history of America's Farthest North College, and where she helped coordinate President Ronald Reagan's 1984 visit to UAF, and then served as Director of University Relations, where she oversaw the evolution of an active alumni relations office for UAF and a successful development office; and

WHEREAS Karen L. Cedzo was named Associate Vice Chancellor for University Relations and Institutional Advancement in 1985 and ultimately named Vice Chancellor for University Relations and Advancement, during which time she initiated the first-ever private fundraising campaign at the University of Alaska Fairbanks, which netted nearly \$13 million in donations, surpassing the original goal by nearly \$2 million, and where she oversaw coordination of an outstanding series of celebrations marking the 75th and 80th anniversaries of the founding of the University; and

WHEREAS Karen L. Cedzo's tireless commitment to the University and its various publics, both internal and external, is evidenced by her successful efforts in motivating and challenging diverse groups to work together to advocate on behalf of a strong and vital public institution of higher learning in Alaska; and

WHEREAS the University of Alaska Fairbanks Staff Council recognizes the tremendous personal and professional investment of time and energy given by Karen L. Cedzo to the University and to the residents of interior Alaska; now

THEREFORE, BE IT RESOLVED that the University of Alaska Fairbanks Staff Council expresses its deep appreciation to Karen L. Cedzo for her valuable contributions to the university, its graduates and to the people of Alaska; and

BE IT FURTHER RESOLVED that the President of the Staff Council joins with the Alumni, Faculty and Staff in acknowledging Karen L. Cedzo's exemplary service to the University of Alaska Fairbanks; and

BE IT FURTHER RESOLVED that this resolution be appropriately engrossed, signed by the President of the Staff Council as further evidence of the esteem and respect in which the University holds Karen L. Cedzo and conveyed to her on this 20th day of May, 1998.

B. President's Report - B. Frey

President Frey gave a brief history on the raffle and the scholarship that Staff Council established. The raffle is conducted at the annual UAF Staff Council picnic, with a grand prize of two round-trip tickets on Alaska Airlines.

The Carolyn Sampson Memorial Scholarship is dedicated in memory of Carolyn Sampson, former Executive Secretary in the UAF Governance Office. Carolyn was instrumental in obtaining support services for Staff Council and provided support for Faculty Senate and Academic Council while employed at UAF.

The Scholarship is designed to provide new career options and training for people re-entering the job market or those whose work may be threatened by economic, health or other factors. At the present time, at least one \$1000 award is made each academic year, with recipients selected by the UAF Standing Scholarship Selection Committee. As of April 1998, the Scholarship's principal is almost \$36,000 and it continues to grow.

Past winners of the Carolyn Sampson/UAF Staff Council Memorial Scholarship are:

98-99	Sunciaray Turner
97-98	Shelissa Reed
97-98	Suzanne Timm
96-97	Nava Peterson
95-96	Ben Boyd
95-96	Janet Roberts
94-95	Tima Fanning
93-94	No Scholarship Offered
92-93	Clifford Mossberg

This summer the Health Benefits Task Force is meeting three times. Karen Enochs is the UAF staff representatives to the Task Force. The Task Force will probably have recommendations for changing the health plan ready for the August Board of Regents meeting. The Task Force has a web site that has the work they did in 1997 and should be updated shortly. The web page can be accessed on the main University of Alaska web page. President Frey also recommended that 10 month contract employees check their e-mail occasionally.

The Staff Council moved to pass the following resolution of appreciation for Paula Long. The vote was unanimous. The resolution will be presented to Paula at the staff picnic.

RESOLUTION PASSED (unanimous)
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Resolution of Appreciation
for
Paula Long

WHEREAS, Paula Long served as University of Alaska Fairbanks Staff Council president not once, but twice from 1994-95 and again from 1997-98; and

WHEREAS, Paula Long has served the University of Alaska Fairbanks Staff Council as president in a manner deserving of the University of Alaska Fairbanks staff's greatest admiration and respect; and

WHEREAS, concerns and wishes of the University of Alaska Fairbanks classified and administrative professional and technical staff have been strongly presented by Paula through her participation on several governance committees, including several University of Alaska Fairbanks Staff Council committees, and the University of Alaska Fairbanks Governance Coordinating Committee; and

WHEREAS, Paula continued the supervisory training program and employee recognition program; and

WHEREAS, Paula Long has done an excellent job as president of the University of Alaska Fairbanks Staff Council during times of change and fiscal uncertainty affecting the staff; and

WHEREAS, The University of Alaska Fairbanks Staff Council wishes to acknowledge the outstanding service rendered the Council by the hard work and dedication of Paula Long as she concludes her term as president; now

THEREFORE BE IT RESOLVED, That the University of Alaska Fairbanks Staff Council wishes to acknowledge the many contributions of Paula Long and expresses its appreciation for her exemplary service.

Dated this 29th day of May, 1998.

VII The Council took a five minute break.

VIII Committee Reports

A. Rural Affairs - B. Oleson

The committee has not met since the last Staff Council meeting, thus no report.

B. Staff Affairs - L. Anderson

After a very brief discussion, the following motion was approved with a unanimous vote. The second item the committee addressed was reconsideration of a request from a staff member regarding a salary increase. Representative Anderson requested a written statement with justification why this person felt there should be a salary increase. This item was tabled pending further information.

MOTION PASSED (unanimous)
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The UAF Staff Council moves to amend the Staff Council Bylaws as follows:

Delete = (())
Add = CAPS

Sect. 4 (ARTICLE VI. - COMMITTEES)

B. PERMANENT COMMITTEES

3. Staff Affairs Committee

a. The President shall appoint a chairperson from the elected representatives.

b. The committee shall work on policies related to the following:

- 1. Benefits
- 2. Compensation
- 3. Grievance procedures
- 4. Position evaluation and hiring procedures

((5. Employee training and development.))

((6))5. Any matters which effect the health and welfare of the staff.

c. The chairperson of the committee shall establish a subcommittee structure relevant to the issues and to the expertise.

EFFECTIVE: Upon Chancellor's Approval

RATIONALE: Training and development is covered under the Staff Training Committee.

C. Staff Training - K. Mosca

All supervisory training sessions are over for the Spring 1998 semester. The summer sessions are being developed now. The following training session is scheduled for this summer:

Excellence in Customer Service, Terry Kelly
August 13, 1998, 10:00 a.m. - Noon
Wood Center Conference Rooms C & D

Other topics being looked at for possible training sessions include respectful workplace, violence in the workplace, progressive discipline, conflict in the workplace, staff grievance process, fire and general safety, career ladders, hiring process, how to handle a crisis, union issues dos and don'ts, time management, job evaluation process, employee assistance program, and cultural diversity. The Staff Training Committee is also developing training for all staff, not just supervisors.

We hope to have this program in place for the Fall semester. Contact Darlette Powell at fndap@uaf.edu or the Governance Office at fystaff@uaf.edu with your ideas.

D. Information Coordinating - B. Frey

1. Motion to amend the Bylaws

The second reading of the motion to disband the committee was read. After a brief discussion, the motion passed with unanimous approval.

MOTION PASSED (unanimous)
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The UAF Staff Council moves to amend the Staff Council Bylaws as follows:

Delete = (())
Add = CAPS

Sect. 3 (ARTICLE V. - Officers)

B. PRESIDENT-ELECT

1. The duties of the President-Elect shall be to:
- ((a. serve as chairperson of the Information Coordinating Committee.))
 - ((b))A. serve on the Administrative Committee.
 - ((c))B. serve on the UAF Governance Coordinating Committee
 - ((d))C. assume the duties of President when the President is absent.

Sect. 4 (ARTICLE VI. - COMMITTEES)

B. PERMANENT COMMITTEES

- 1 The permanent committees shall be:
- ((a. Information Coordinating Committee))
 - ((b))A. Staff Affairs Committee
 - ((c))B. Rural Affairs Committee
 - ((d))C. Staff Training and Development
- ((2. Information Coordinating Committee
- a. The President-Elect shall be the chairperson.
 - b. The committee shall have the following responsibilities:
- 1. Follow news and information pertaining to legislation effecting the University.
 - 2. Communicate with the equivalent staff governance bodies of the other Major Administrative Units.))

EFFECTIVE: Upon Chancellor's Approval

RATIONALE: The System Governance Office now has a web page providing information on pending legislation in the State House of Representatives and the State Senate. This page is updated weekly, making current information easily accessible for all UA staff. Continued budget cuts have increased the workload for all staff and duplication of effort must be avoided whenever possible. The Staff Alliance representative on Staff Council, the Staff Council President, and President-Elect provide effective communication between equivalent MAU staff governance bodies. Thus the disbanding of the Information Coordinating Committee will eliminate duplication of services.

E. Picnic - I. Downes

Representatives turned in their tickets. At meeting time the Staff Council had sold \$3,110 of tickets. The picnic will be at 4:00 p.m. in the soccer fields next to the Student Recreation Center. A number of games will be

played at the picnic, along with volleyball and badminton. Bob Hines has graciously volunteered to be the DJ at the picnic. There are a number of door prizes, as well as the prizes for the raffle.

IX Other Business

- A. Health Benefits - Karen Enochs is the UAF staff representative to the Health Benefits Task Force. Representative Enochs stated that the goal of the HBTF is not to change the benefits during the summer when everyone is off contract. Through the end of March 1998, our health care costs have increased by 12%. Since we are on a defined contribution plan, this means a \$1.5 million shortfall, which would mean a \$40/month out-of-pocket charge for employees. No member of the HBTF likes the out-of-pocket charge and they are looking at ways of educating the employees so that they become more conscientious and informed consumer. Representative Enochs asked for any recommendations/suggestion that will help curtail the health benefits cost. She can be reached at fnkre@uaf.edu. Representative Scholle strongly opposed the out-of-pocket charge for employees. In the past, there has been a surplus in staff benefits and these funds were placed in the general fund and used up instead of placed in a reserve account. Representative Enochs clarified that the out-of-pocket charge would be realized by all employees, faculty, staff, administration, union, and non-union.

X Comments and Questions

- A. Representative Fyfe recommended a flat rate for tuition for in-state and out-of-state students. This would be an added incentive for students from out-of-state to attend the University of Alaska, along with the Alaskan experience.
- B. Representative Oleson presented Kathy Mosca with a Northwest sweatshirt for selling the most raffle tickets.

XI Announcements

- A. STAFF PICNIC - May 29, 4:00 p.m., Soccer Fields Next to the Student Recreation Center
- B. June 18 - Open House Summer Fest Picnic 11:00 a.m. - 3:00 p.m. promoting UAF to the community. All representatives were encouraged to get involved.

XII The meeting was adjourned at 10:07 a.m.

A tape of this Staff Council meeting is available in the Governance Office if anyone wishes to listen to it.

Submitted by Kathy Mosca, Staff Council secretary.