

MINUTES
UAF STAFF COUNCIL MEETING #102
Friday, October 9, 1998
Wood Center Ballroom

I Shannon Christensen called the meeting to order at 8:35 a.m.

MEMBERS PRESENT:	MEMBERS ABSENT:
Anderson, L.	Bales, P.
Bublitz, E. (for R. York)	Bender, L.
Candler, R.	Enochs, K.
Christensen, S.	Findlay, G.
Comstock, S.	Frey, B.
Downes, I.	Gieck, B.
Duvlea, P.	Leavy, D.
Hazelton, G.	Murawsky, N.
Martinez, R.	Rogers, P.
McClellan, L.	Scalise, G.
Oleson, B.	Stubsjoen, A.
Parzick, J.	Thomas, M.
Powell, D.	
Scholle, M.	OTHERS PRESENT:
Segla, D.	Kirts, C.
White, P.	Mills, M.
Wilson, K.	Mosca, K.
	Poole, J.
	Wadlow, J.
	Williams, F.

 B. The minutes to Meeting #101 (September 16, 1998) were approved with the notation that LaTanya McClellan was present at the September meeting.

 C. The agenda was adopted with the addition of Item C. Campus Safety under Other Business.

II Interim Vice Chancellor for Administrative Services Remarks
- F. Williams

Y2K Problem - The University is seeking to put a budget request in for assistance in meeting this problem. Contact Diane Marshall or Richard Machida for more information. The Y2K also includes equipment, i.e. digital equipment, elevators, ventilation systems, etc.

Banner will be down from October 15 at 5:00 p.m. through October 22 for the Y2K compliance.

Safety Services - In a proactive stance, Safety Services will be working in conjunction with the Rural College whereas Safety Services will visit the rural sites and increase safety awareness.

III Chancellor's Remarks - J. Wadlow

President Hamilton - Chancellor Wadlow has had the opportunity to hear President Hamilton speak at various settings, Chancellor's retreat, Rotary luncheon, and the Board of Regents meeting. At all the settings, three priorities were highlighted. First, increase the University budget. President Hamilton is concentrating on strategies for the next three years rather than dwell on the past, and includes one percent real growth for the next three years. The University will ask for a \$16 million increase for next year. The approach is positive and highlights the special items and educational opportunities available at the University of Alaska. Second, aggressive recruiting is a key issue. One idea is to admit students early on in their academic career when they have scored a certain level on various tests. Highlight the programs that the University has and provide some information on the possible job opportunities available for the specific interest areas. This idea is still in the concept stage and is not ready for implementation yet. Increase marketing and involve the Alumni association. The third theme is give tuition scholarships to the top 10 percent graduating high school seniors in the state. This effort would take combined financing from the state and legislature. The percentage is higher for a student to stay in the state than if they attend college outside the state.

Working Group on Enrollment - This group utilizes existing personnel and is comprised of 10 people who will be making the policy decisions to be effective in recruiting and enrollment. The focus is primarily undergraduate enrollment. The group is headed by Mike Mills and consists of Tim Bauer, Wanda Martin, Rick Goeb, John Lehman, Jackie Stormer, Ann Tremarello, JoAnn Ducharme, Pam Anthony, Kerrie Dershin, Eric Jozwiak, and Don Scheaffer. Representative Oleson recommended having an employee from the rural sites.

Communication - The latest staff survey identified this item as an area that needs improvements. In the past, the web and information in print had been used. Now the Chancellor is recommending just plain talking and asked all representatives to go back to their units, talk with their constituents, and highlight the major points of the meeting today.

Tuition Scholarships - Representative Downes asked if large corporations were going to be asked for matching funds for these scholarships. Chancellor Wadlow stated that yes corporations will be asked to match the funds.

IV Guest Speaker - Carla Kirts, Dean of Student Services

Enrollment - Dean Kirts introduced Mike Mills, the new Admissions director. Students are the customer and expect a certain level of service. A market consultant was commissioned a year ago and three key recommendations were made--improve the public image, focus on recruitment, and improve service. In Student Services, they are now wearing name tags so students know who they are talking to. This past fall, open registration has decreased the length of lines.

Interim Vice Chancellor for University Relations - Dean Kirts is wearing two hats this year. University Relations works closely with Students Services and are an essential component in the recruiting process. Dean Kirts distributed a brochure on the correct usage of the University logo. Brochures were designed in a family and will be easily recognized as UAF. The catalog has been redesigned for easier usage. A campaign highlighting new employees was done early in the semester. UAF cannot rely on the newspaper as the main focus for increasing the public image. UAF was featured on discover.com and abc.com regarding the dinosaur discovery article.

Student Services - Dean Kirts distributed a listing of the departments in her unit for more convenience to the staff representatives. The Commons is being remodeled and Dean Kirts highly recommended that employees go and see the improvements and have a meal there. The prices are very reasonable.

New Director of Admissions - Dean Kirts introduced the new admissions director, Mike Mills. Mike came from Alaska Pacific University in Anchorage and prior to APU he was at Ohio State. UAF is one of the top research universities in the nation. One of his chief goals is to change the public perception of UAF and increase enrollment from out-of-state students. Another area he is working on is retention and is participating on a committee on retention. It is one thing to get the students here, but we also have to retain them.

Directors and department heads from Student Services will be attending the monthly Staff Council meetings and report back at the Student Services meetings.

Request for Information - Admissions will be speaking with deans and directors regarding the most effective way to handle requests for information to ensure that clear, concise information is distributed to perspective students.

Conference Material - Representative Scholle stated that staff attend professional conferences out-of-state and asked if some of the brochures and fliers were available to take to these conferences? Mike Mills stated that Admissions has publications that staff can take to conferences, which promote UAF.

Representative Oleson asked if any consideration was given on doing a brochure for the rural campuses. The rural campuses

provide a mechanism for students to complete a year or two at their site and then transfer to the main campus. Dean Kirts stated that this topic has not been addressed adequately. Mike Mills stated that this is a good idea and will be looked into.

V Governance Reports

A. Faculty Senate - M. Schatz
Madeline Schatz is ill and was unable to attend the meeting.

B. ASUAF - J. Richardson
No report available.

C. Alumni Association - J. Poole
The Alumni Board of Directors will meet next weekend. The goals for this year will be set. The Board will also receive a tour of campus highlighting all the improvements that will be made this past summer.

Alumni Association retreat with President Hamilton will take place on October 30. The Alumni directors from all three campuses will discuss their goals with the President.

Alumni will continue to work with Admissions to increase enrollment. Increased involvement with alumni is a major focus this year, especially at the rural sites. UA employees who are alumni will be targeted this coming year. Alumni will be working with CRA to see how they can better serve rural students who come in to UAF to make their experience a successful one.

Outreach Working Group - Jake Poole is a member of this group. This last year, they identified the various groups that have contact with the community and will be working with them to promote a positive image of UAF.

Raffle - Alumni Association is conducting a fundraiser in which they are selling 300 tickets at \$100 each. The 1st, 100th, 150th, 200th, and 250th tickets drawn will win \$100. The 298th ticket drawn will win \$500, and the 299th ticket drawn will win \$1,000. The 300th ticket drawn will win \$10,000. The drawing will take place on Friday, October 16. For tickets, contact the Alumni Association.

D. Staff Alliance - S. Christensen

The Board of Regents will review holiday closure at the November meeting in Anchorage. Marie Scholle is gathering information from administrators on how the closure is implemented on the various campuses, consistency in closure policies, and the demonstrated savings to the University, as well as the cost to staff. Please e-mail Marie Scholle at fnmms@uaf.edu with any information you can provide regarding the holiday closure.

Marie Scholle was elected chair of Staff Alliance for the coming year and will be meeting with President Hamilton at the end of the month. If you have any comments or questions you would like forwarded, contact Marie at fnmms@uaf.edu. The grievance procedure was an item identified by the staff survey as an ineffective tool and should be addressed this year. Staff Alliance forwarded the HayGroup preliminary base salary analysis to the Board of Regents for their information at the October meeting. Statewide Human Resources had not planned on providing this information to the Regents. Statewide Human Resources will be developing a leave share program that also incorporates Family Medical Leave. They have UAF Staff Council's recommendation, but this is an item that needs staff input.

VI The Council took a five minute break.

VII President's Report - B. Frey

Bev Frey is away from Fairbanks for training until October 17 and then will be on Family Medical Leave until the first part of November. In her absence, Shannon Christensen gave the report.

All staff are encouraged to run in the upcoming elections. Several units have vacancies in either representative or alternate positions. If you know anyone wishing to fill a vacant position, contact the Governance Office at fystaff@uaf.edu.

Health benefits will continue to be an issue in the coming year. All representatives were encouraged to forward recommendations from their constituents on how they can be restructured to provide the best possible coverage and still be cost effective.

The Employee Satisfaction Survey and the HayGroup salary analysis will be important topics that Staff Council, Staff Alliance, and the Board of Regents will be addressing in the next 2 or 3 months. Staff input in all these issues is very important.

VIII Committee Reports

A. Staff Affairs - L. Anderson

UAF LIFE - Michelle Combellick from the Health Issues Committee was scheduled to address the committee regarding the UAF LIFE program and staff use of the Student Recreation Center. However Michelle was ill and will be scheduled for the next meeting.

HayGroup Preliminary Salary Analysis - Patty Kastelic was contacted to address Staff Council's questions regarding this report. However, she is unable to attend the October or November meetings but will be the guest speaker for December.

1. Motion to approve amendments to Governance Coordinating Committee procedures

Discussion centered around an amendment to reinstate the Rural Affairs Committee. Representative Oleson stated that in the past this committee has been active, but then the chair ran into some medical problems and the committee was inactive. However, this committee can be a very viable entity in coordinating legislative lobbying efforts from the rural sites. A motion was made and seconded to keep Rural Affairs in the Procedures. The amendment passed with unanimous approval.

Discussion continued regarding the procedures and another amendment was made to state the length of terms for committee members and officers. Dates will be June 1 through May 30. The amendment passed with unanimous approval.

A friendly amendment was made to change Public Safety to UAF Police Department in the Health Issues Committee charge. Upon voting on the three amendments, the Staff Council made a motion to approve the amended Governance Coordinating Committee Procedures. The motion passed with unanimous approval.

MOTION PASSED AS AMENDED (unanimous)
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The Staff Council moves to approve the following changes to the Governance Coordinating Committee procedures. The recommended changes clarify the role of the Governance Coordinating Committee in the governance structure at the University of Alaska Fairbanks.

EFFECTIVE: Upon Chancellor's Approval

Add = CAPS
Delete = (())

UAF GOVERNANCE COORDINATING COMMITTEE
PROCEDURES

INTRODUCTION

FACULTY, STAFF, AND STUDENT GOVERNANCE IS ESTABLISHED BY UNIVERSITY OF ALASKA BOARD OF REGENTS' POLICY. EACH GOVERNANCE ORGANIZATION OPERATES INDEPENDENTLY, BUT WITH FORMAL INTERCHANGES OF INFORMATION MADE POSSIBLE BY REPORTS AS PART OF REGULAR MEETINGS. FOR EXAMPLE, THE ASUAF AND STAFF COUNCIL PRESIDENTS ARE NON-VOTING MEMBERS OF THE UAF FACULTY SENATE, AND REPORT ON THE WORK OF THEIR INDIVIDUAL GOVERNANCE ORGANIZATIONS AT EACH MEETING OF THE FACULTY SENATE. THE FACULTY SENATE PRESIDENT ALSO DELIVERS A REPORT ON SENATE ACTIVITIES AT EACH MEETING OF THE STAFF COUNCIL.

ISSUES CAN ARISE WITHIN GOVERNANCE THAT REQUIRE THE ATTENTION OF MORE THAN JUST ONE GOVERNANCE BODY. IN SUCH A CASE, THE ISSUE CAN EITHER BE BROUGHT DIRECTLY TO EACH BODY BY AN APPROPRIATE INDIVIDUAL OR GROUP (E.G., ADMINISTRATION) OR IT CAN BE BROUGHT TO THE UAF GOVERNANCE COORDINATING COMMITTEE, WHICH IS THEN CHARGED WITH THE RESPONSIBILITY.

THE FUNDAMENTAL OBLIGATION OF THE COORDINATING COMMITTEE, ONE ASSOCIATED WITH THE REASON FOR ITS CREATION, IS TO ASSURE TIMELY CONSIDERATION OF AN ISSUE BY EACH GOVERNANCE BODY AND FINAL ACTION ON THE ISSUE: IT ACTS AS MONITOR OF PROGRESS AND GUARANTOR OF COMPLETION.

TO FURTHER AID THE COORDINATING COMMITTEE IN CARRYING OUT ITS OBLIGATIONS, IT ALSO SUPPORTS THE EXISTENCE OF CERTAIN STANDING COMMITTEES CONCERNED WITH CAMPUS-WIDE ACTIVITIES (SUCH AS THE HEALTH ISSUES COMMITTEE) AND RECEIVES REPORTS FROM OTHER COMMITTEES OUTSIDE ITS CONTROL WHO ARE ALSO CONCERNED WITH CAMPUS-WIDE ISSUES (SUCH AS THE POLICE ADVISORY BOARD).

THE COORDINATING COMMITTEE ALSO CREATES AD HOC COMMITTEES AS NEEDED TO ADDRESS PARTICULAR ISSUES NOT UNDER THE PURVIEW OF AN EXISTING COMMITTEE. THE PROCEDURES DETAILED HEREIN DEFINE THE STRUCTURE AND WORKING OF THE UAF GOVERNANCE COORDINATING COMMITTEE.

ARTICLE I Name

Sect. 1. The name of this organization shall be the UAF Governance Coordinating Committee

ARTICLE II Purposes, Responsibilities, and Authority

Sect. 1 The purposes of the UAF Governance Coordinating Committee are:

A. The body will exist for the express purpose of coordinating unified action from the individual governance bodies and ((to establish conference committees)) to address issues of common concern.

B. Provide a mechanism of communication between the governance bodies.

C. ((Set up)) WORK WITH ((conference)) STANDING committees to consider issues affecting multiple constituencies. The committees will report to the UAF Governance Coordinating Committee ((and their respective governance bodies)).

D. Appoint members to ((permanent)) STANDING committees AS NEEDED, ensuring that there is representation from each of the governance constituencies((,)). ((e))Exceptions TO COMMITTEE COMPOSITION will be made when agreed upon by all constituencies.

E. CREATE AND APPOINT AD HOC COMMITTEES AS NEEDED.

((E))F. The body coordinates recommendations from the STANDING AND AD HOC committees.

((F))G. The body will ((recommend)) COORDINATE THE REVIEW AND ACCEPTANCE OF the academic calendar((.)) UPON RECEIPT FROM THE FACULTY SENATE ADMINISTRATIVE COMMITTEE. THE COORDINATING COMMITTEE WILL SUBMIT THE ACADEMIC CALENDAR TO THE CHANCELLOR FOR APPROVAL.

ARTICLE III Membership

Sect. 1 The UAF Governance Coordinating Committee will consist of the president and president-elect, or their designee, of the three governance bodies. In the case of ASUAF, the senate president will serve on the UAF Governance Coordinating Committee. (For the purpose of identifying membership, the three governance bodies are the Associated Students of the University of Alaska Fairbanks, Faculty Senate, and Staff Council.)

ARTICLE IV Leadership

Sect. 1 The chairperson of the UAF Governance Coordinating Committee will be elected from its members for a one-year term, BEGINNING JUNE 1 AND ENDING MAY 31. The election will occur at the last UAF Governance Coordinating Committee meeting of the academic year, WHICH MUST FOLLOW THE COMPLETION OF ALL GOVERNANCE ELECTIONS.

ARTICLE V Committees

Sect. ((1))2 The conference committees of the UAF Governance Coordinating Committee shall include:

((Academic Computer Users Committee))
Intercollegiate Athletics Committee
((Chancellor's Advisory Committee on Public Safety, Transportation and Parking))
Rural Affairs Committee
UAF Grievance Council
Health Issues

Sect. ((2))1 A. ((Conference)) STANDING committees shall have at least one representative from each of the governance constituencies, exception will be made when agreed upon by all constituencies.

B. Terms of all ((conference)) committee members will be one year for students and two years for faculty and staff.

C. Committee chairs will be elected from and by the respective committees.

D. Committee chairs shall forward committee business to the UAF Governance Coordinating Committee for disposition, EXCEPT WHEN LIMITED BY UNIVERSITY OF ALASKA REGULATIONS.

E. Policy items from the ((conference)) STANDING committees must be forwarded to the individual governance bodies for action.

F. In addition to the committees' specific charges, the primary responsibility of the committees are formulation and oversight of university-wide policies under the purview of each committee.

G. Committees will meet ((at least monthly)) AS NEEDED during the academic year TO FULFILL THEIR DUTIES.

H. The chairs of the ((conference)) STANDING committees will report recommendations at the monthly UAF Governance Coordinating Committee meetings.

Sect. 3 ((Conference)) STANDING Committees Charges

((A. Academic Computer Users Committee

The charge of the Computer Users Committee shall be to:

1. review and assess the academic computing needs of the University of Alaska Fairbanks.
2. plan towards improving the academic computer capabilities at the University of Alaska Fairbanks.))

((B. Chancellor's Advisory Committee on Public Safety, Transportation and Parking

The charge of the Chancellor's Advisory Committee on Public Safety, Transportation and Parking shall be to:

1. review and make policy recommendations to the Chancellor and UAF Governance Coordinating Committee regarding campus safety, security, and the transportation system at UAF.
2. serve as an appeal board, deciding appeals regarding motor vehicle citations and privileges.))

((C))A. Intercollegiate Athletics Committee

The charge of the Intercollegiate Athletic Committee shall be to:

1. exercise oversight of the direction of the Intercollegiate Athletics Program.
2. investigate compliance with NCAA and conference regulations.
3. participate in the evaluation of intercollegiate programs

((D.)) B. Rural Affairs

The charge of the Rural Affairs committee shall be to:

1. oversee the general welfare of the UAF community not residing on the Fairbanks campus.
2. monitor all activities affecting compliance with the Rural College mission statement of the University of Alaska Fairbanks.

((E))C. UAF Grievance Council

The UAF Grievance Council will administer grievance procedures and make recommendations in compliance with Board of Regents grievance policy and University regulations.

((F))D. Health Issues Committee

The charge of the Health Issues committee shall be to:

1. address health issues which affect the work environment.
2. coordinate efforts with the Health Center, Fire Department, Risk Management, and ((Public

Safety)) UAF POLICE to find solutions to health issues.

Sect. 3 Ad Hoc Committees may be established as demand warrants.

SECT. 4 THE GOVERNANCE COORDINATING COMMITTEE WILL RECEIVE REPORTS FROM OTHER COMMITTEES OUTSIDE ITS CONTROL WHO ARE ALSO CONCERNED WITH CAMPUS ISSUES. EXAMPLES INCLUDE: POLICE ADVISORY BOARD, TECHNOLOGY BOARD, ONE-CARD COMMITTEE, AND ANY OTHER COMMITTEE DEEMED RELEVANT TO FACULTY, STAFF, AND STUDENTS.

ARTICLE VI Meetings

Sect. 1 The UAF Governance Coordinating Committee will hold monthly meetings during the academic year.

ARTICLE VII Quorum

Sect. 1 A quorum will constitute at least one member from each of the governing bodies.

ARTICLE VIII Parliamentary Authority

Sect. 1 The parliamentary authority shall be the latest edition of Robert's Rules of Order.

ARTICLE IX Amendments

Sect. 1 Amendments to the Procedures require a two-thirds vote from each of the three governing bodies.

Sect. 2 Amendments to the Procedures shall be forwarded to the Chancellor's office for approval.

Internal Audit on Parking - The committee discussed this audit and a few areas were addressed, such as the appeals process. Betty Hoch was contacted regarding the auxiliary account. Tim Bauer from the Business Office will address parking at the next meeting.

Dissatisfaction with Custodial Contract - Concerns have been expressed regarding the current custodial service. A copy of the contract will be available at the next committee meeting and this item will be on the agenda.

ATM Fee - Dissatisfaction has been expressed regarding the fee that is accessed at the ATM machine in Wood Center. The person who administers the contract has been made aware of the dissatisfaction with the fee.

Employee Opinion Survey - The committee will be drafting a response to the survey with comments and suggestions that address the survey results.

B. Rural Affairs - B. Oleson

The committee met on October 6. The committee has lost three members. Phil Fyfe has resigned from Staff Council and has accepted a position outside the University. The committee will be working on rural staff workloads and the loss of staff. Carolyn Chapman will be traveling to Kuskokwim Campus, Northwest, and Bristol Bay to provide training. These training sessions will satisfy the supervisory training requirement. Concerns were expressed regarding the employee opinion survey and the HayGroup preliminary salary analysis.

C. Staff Training - D. Powell

Carolyn Chapman presented Supervising Staff Experiencing a Life Crisis. The next meeting is scheduled on Wednesday, October 14. The spring training schedule will be addressed. Once that is firmed up, the committee will start planning the staff longevity awards ceremony in May.

1. October training sessions

October 22 - Conflict in the Workplace
3:00 p.m., Wood Center Conference Room C
Instructors: Jim Camm, Assistant Director, Personnel Services and Don Foley, Director Judicial Services/Associate Dean, Student Services

It happens everywhere, it is inevitable, issues in the workplace will result in conflict between staff! What's important is how that conflict is processed, how staff are treated when there are a variety of opinions, and finding a way to encourage diversity of opinion while embracing and supporting final decisions. We will discuss ways to keep dialogue constructive, diffuse potentially explosive situations, and promote a positive work environment. Please bring your thoughts, experiences and questions so that we can learn from each other!

D. Elections, Membership & Rules - K. Mosca

1. Fall elections for representatives in odd numbered

The UAF Staff Council will shortly be soliciting nominations for odd-numbered units. The Staff Council gives staff members a direct voice to the Chancellor, the President, and the Board of Regents on matters concerning their welfare and the welfare of the University.

Over the years, Staff Council has been responsible for a number of employee benefit improvements including:

- increased educational benefits for employees
- internal recruitment
- non-smoking in all non-residential buildings at UAF
- more University holidays, including an extra day at Thanksgiving, Christmas and New Year's
- a personal holiday for non-exempt staff
- an increase in sick leave benefits
- an extension of benefits to permanent half-time employees on a pro-rated basis
- leave share program

Members have worked on refining health and leave benefits, implementing the benefit plan that replaced Social Security, corresponding with state legislators on bills concerning the retirement system and the University budget, consulting with the Office of Human Resource Development on career ladders, improved campus safety, and the UA Grievance Policy.

Please take the time to nominate a staff member in your area that you would like to represent you, or consider running yourself when you receive a nomination form. Elections will take place in November and the results will be announced at the December 4 Staff Council meeting. If you have any questions, contact Beverly Frey, President at beverly@gi.alaska.edu or Shannon Christensen at fns1c@uaf.edu.

The Governance Office received information that union employees had written in their new contract that they would participate in governance. Confirmation from Labor Relations needs to be received prior to their inclusion on Staff Council.

IX OTHER BUSINESS

A. Staff representation on the One Card Committee

The One Card Committee is seeking representation from a staff member who could attend a meeting twice a month. The Committee is dealing with the implementation of the OneCard System on this campus. Lydia Anderson, staff representative from Wood Center, serves on the committee and also volunteered to represent Staff Council on the committee.

B. Staff representation on the Health Issues Committee

The Health Issues Committee has a vacant staff position on their committee. The committee meets once a month and is coordinating the UAF LIFE program in conjunction with Athletics and Recreation. If you are interested in serving on this committee or would like more information, contact Michelle Combellick, chair, Health Issues Committee at fnmgc@uaf.edu. Darlette Powell volunteered to serve on the committee.

C. Campus Safety - S. Christensen

Members from campus safety will be working with the rural sites to improve safety awareness. This will include traveling to the rural sites and survey and make recommendations to improve safety at the these sites. Ergonomics is also a major issue on campus and the rural sites. Risk Management is working on this item. If you have concerns, contact Risk Management.

X Comments and Questions

Gabrielle Hazelton stated that since the May meeting, she has observed an increase in morale.

President-elect Christensen congratulated Barb Oleson on receiving her Certified Professional Secretary certification.

XI Announcements

A. Upcoming Meetings

October 27 - Administrative Committee, 9:00 a.m., Wood

Center Conference Room B

October 28 - Staff Affairs, 9:00 a.m., Wood Center
Conference Room B

November 4 - Staff Council, 8:30 a.m. in the Wood Center
Ballroom

- B. A sympathy card was distributed for Marty Thomas, representative from TVC-DTC. Her daughter was killed in a car accident on October 1. Staff Council will be sending a plant to the funeral on October 10.

XII The meeting was adjourned at 11:10 a.m.

Tapes of this Staff Council meeting are available in the Governance Office, 312 Signers' Hall, if anyone wishes to listen to the complete tapes.

Submitted by Kathy Mosca, Staff Council secretary.