

MINUTES  
UAF STAFF COUNCIL MEETING #104  
Friday, December 4, 1998  
Wood Center Ballroom

I Bev Frey called the meeting to order at 8:35 a.m.

MEMBERS PRESENT:

Anderson, L.  
Bales, P.  
Bender, L.  
Christensen, S.  
Comstock, S.  
Downes, I.  
Enochs, K.  
Frey, B.  
Gieck, B.  
Hazelton, G.  
Leavy, D. (for P. Duvlea)  
Martinez, R.  
McClellan, L.  
Oleson, B.  
Parzick, J.  
Powell, D.  
Rogers, P.  
Scholle, M.  
Segla, D.  
White, P.  
Wilson, K.  
York, R.

MEMBERS ABSENT:

Candler, R.  
Findlay, G.  
Murawsky, N.  
Scalise, G.  
Stubsjoen, A.  
Thomas, M.

OTHERS PRESENT:

Adler, K.  
Barnaby, T.  
Bauer, T.  
Beadle, A.  
Bedford, V.  
Carlson, K.  
Fellerath, J.  
Foley, D.  
Gangloff, C.  
Gatterdam, R.  
Hagen, D.  
Hornbuckle, T.  
Kastelic, P.  
Mosca, K.  
Potrikus, L.  
Reichardt, P.  
Richardson, J.  
Wadlow, J.  
Williams, F.  
Zito, I.

B. The Minutes to Meeting #103 were approved with the following clarification on the OneCard system report. The company that will supply the machines has not been selected and the machines have not been purchased.

C. The agenda was adopted with the addition of a report by Tim Bauer on parking after the guest speaker.

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

Deferred Maintenance - Vice Chancellor Williams had a full day meeting with Regent Elsa Demeksa focusing on deferred maintenance. The tour began at Butrovich showcasing the supercomputer and continued with the International Research Center and how international partnerships have benefited the University. The museum will be a high priority in the capital request in order to make necessary repairs. The upper dorm remodeling project was visited, which turned out very nice and showcases Alaska windows. The Chancellor joined the group for lunch at the Lola Tilly Commons. Bunnell, Brocks, and Duckering were also a stop on the tour. Bunnell will be open in the spring and Duckering will be on the deferred maintenance list. Hutchison Career Center was toured and the partnership between the University and school district was addressed. This tour was very informative for the Regent who is in charge of facilities.

Representative Oleson asked what provision does the main campus make for deferred maintenance at the rural sites. Vice Chancellor Williams stated that his area works closely with Dean Gabrielli to ensure that deferred maintenance is addressed at the rural sites. Chancellor Wadlow also stated that when UAF talks with legislators, deferred maintenance is not just a Fairbanks issue, but a statewide issue.

III Chancellor's Remarks - J. Wadlow

General Case, new commanding officer of all military in Alaska, is touring the campus today.

Fox TV - UAF and Top of the World tournament was featured on

an eight minute news spot (not a paid advertisement) which was broadcast nationally. Al Sokiatis and the players were talking on why they came to Alaska and what they like about it. The Chancellor stated that this is one of the best recruiting tools she has seen.

Alaska National Guard - Chancellor Wadlow traveled to Anchorage with members of the ROTC to sign a memorandum of agreement with the Alaska National Guard. This is a new memorandum between the two entities which will keep more Alaskans in the state. UAF and the Guard will work jointly on recruiting. New scholarships are expected next year from this partnership. Lt. Governor Ulmer represented the Governor's Office at this signing.

New Scholarships - Two new scholarships have been established recently. The official announcement will be forthcoming.

Dante Foster - The Chancellor received an e-mail from Dante Foster who recently received a Marshall Award. The Marshall Award is comparable with Rhodes Scholars. As a result, Dante Foster will be attending Oxford.

New Faculty Talent - The Chancellor and Provost have been promoting the new talent which was recently recruited. A good example of this is a \$28,000 research innovation award obtained by a new faculty member.

Supercomputer - Bill Brody and Chris Hartman were featured in a news article today regarding 3D and virtual reality.

Georgeson Botanical Garden - The Country publication featured an article on the Georgeson Botanical Gardens and refers to Pat Holloway's work. This publication has a circulation of 1.4 million.

Chancellor Wadlow asked staff to assist in the campaign to get students to register early.

#### IV Provost Remarks - P. Reichardt

Duckering - Deferred maintenance is being handled with a new approach. A group of three administrators will create a feasibility study for all the engineering programs to be housed in one location, i.e. Duckering. The study will incorporate the collaborative use of space and approach this as a new building with the best use of space management. If successful, this will free up a considerable amount of space on West Ridge and will allow administration to look at the best possible use for the Brooks building. Deferred maintenance funding has been shifted to make Duckering a first rate facility to house high technology programs.

Instructional Technology and Equipment - The student technology fee, instructional equipment, and the Mapco funds for instructional technology are being coordinated this year to address the most pressing needs. This partnership will allow UAF to meet their highest priority needs.

#### V Guest Speaker - Patty Kastelic, Executive Director, Statewide Human Resources

Patty Kastelic thanked staff for the invitation to speak at their monthly meeting.

President Hamilton promotes that education is essential to any state and is aggressively going to the legislature asking for a \$16 million increase, which is a 1% increase of real growth from FY96 so that the University can meet it's mission. The current price of oil is going to make this a difficult challenge. The additional funding will cover \$5.6 million is current salary increase commitments, which includes step and contract increases. This does not include additional salary funding beyond what is in policy and contract.

Patty Kastelic acknowledged that the staff survey recently completed stated the dissatisfaction with the current pay scale. A question was asked why the administration did not also ask for salary increases along with the request for additional funding. The University has lost a number of

positions to the private sector. Patty Kastelic stated that additional funding for salaries has not been identified as a priority issue by the chancellors. The State hired a firm to conduct an extensive study that concludes that State workers are over market. Thus, this would be a hard sell to the legislature for an increase to the University salary structure. The university did not receive new money for salary increases this year. A turn-over analysis will be done as a result of the staff survey.

Representatives expressed concerns regarding the funding of reports like the HayGroup preliminary base salary analysis when administration knows full well that the University will not receive additional funding to satisfy the shortfall in the salary schedule.

The legislative committee on Budget and Audit had an extensive study done by an external firm that looked at total compensation for State works. The results of the study stated that State workers, with the exception of a few areas such as attorneys and comptrollers, are over market. The University would have a hard sale convincing legislators to appropriate more funding for salaries, when this recent study says that State workers are over market. Budget constraints drive the salary structure.

Prior to the JEF process, the salary schedule which had not been revised since 1982, was updated. Market data and the ability to pay lead to the current salary structure. The implementation process of the new salary structure took two years. The HayGroup looked at the cost-of-labor differentials and not the cost-of-living differentials. The geographic differential was also an issue. It was at the request of campus leadership, at the time of the new salary schedule, that the 4% geographic differential for Fairbanks not be included in the new salary schedule.

Concerns were expressed that due to budgetary constraints jobs that were routinely done by staff are now being done by students and there is trouble filling these positions. Concerns were also expressed regarding getting permission to recruit for a vacant position. Concerns were also expressed regarding students not wanting the increased responsibilities since their major focus is learning and they don't want to commit a large amount of time to a student job. Also, staff are continually being given more and more responsibilities when there are reductions in the work force for their department. This affects employee morale.

Representative Oleson stated that at the rural sites there is not appropriate staffing levels to provide support for that site. Staff are continually given more and more duties and this is a disservice to the students and the University.

President-Elect Christensen expressed concerns that middle management has increased in the University system and staff positions have been cut.

Kurt Carlson stated that the University is below the state average and this is further strengthened by the HayGroup report which states that University employees are 9-28% below the market. How do we change the views of the Regents and the legislature to provide support for an adequate salary structure? Patty Kastelic stated that this issue needs to be addressed with the campus administration for their support. Concerns were expressed over why governance did not receive the report in a timely manner and if President Hamilton saw the report when he made the request for the \$16 million. Patty Kastelic stated that yes President Hamilton did have the report and that the vice chancellors also had the report when the additional funding request was made.

Representatives asked what is the mission of Statewide Human Resources in regards to the fair treatment of employees. Patty Kastelic stated that the mission of Statewide Human Resources is to ensure that there are policies in place, that everyone has position duties written and are periodically evaluated.

Representatives stated that they wished the administration who spoke earlier would have stayed and heard the concerns

expressed regarding the current salary structure. Patty Kastelic stated that the individual campus administration brings forward their budget requests and Human Resources is not a major part of the budget process. Impact has to be made at the campus level.

## VI GOVERNANCE REPORTS

### A. Faculty Senate - R. Gatterdam

At their last meeting, the Faculty Senate approved a student resolution policy on the grade appeals process, narrowly defeated a motion on the diploma size, and received a presentation on the Alaska Quality Schools Initiative. The Senate will be looking at this matter to see what changes will be required.

The Senate will meet again on December 7 and address the issue of requiring assessment in new program documentation, departmental honors programs, the Board of Regent grade definition policy and course level policy, and a resolution on the qualifications for the selection of Board of Regents. The selection for regents should be made on the qualities of the person and what they can do for the University and not on a political basis.

### B. ASUAF - J. Richardson

On going issues include the OneCard system and the Technology Board. A group of students are drafting bylaws and procedures for the Technology Board, so that it will run more along the line of governance. The students have been looking into the elimination of the AWARE program. The decision was a budgetary decision. Students will also be making recommendations on alcohol awareness on campus. A clothing drive was done which was very successful.

Representatives asked Jean Richardson for her input regarding student workloads on campus and the difficulties departments have had filling vacant student positions. Jean Richardson stated that they also have trouble finding highly qualified students to work on campus, especially in the field of computing. Jean stated that she would also ask other members of ASUAF for their input on these topics.

Academic calendar - ASUAF did not like the proposed calendar because of finals on Saturday. Students were in favor of starting classes on a Wednesday and have finals end on a Friday. This issue was also brought up in the Governance Coordinating Committee on December 2 where all the governance leaders were present. The Committee came to the conclusion that they will not come to a consensus on one particular calendar, but forward their concerns and priorities to the Chancellor. Ann Tremarello was out of town and so Jean could not run the recommendation of starting on a Wednesday and have the last day of finals on a Friday by her. Jean Richardson asked for staff input regarding starting on a Wednesday. Most staff were in favor of this recommendation. Tim Bauer asked for the academic calendar to have two days for students to register and pay fees prior to the start of class and to adjust this when Labor Day falls in that same week. One day is not an appropriate amount of time for registration and fee payment prior to the start of classes.

Aware Program - President-Elect Christensen stated that several staff have expressed interest in working on this issue and their names will be forwarded to ASUAF.

John Fellerath, Director of the Health Center, was in attendance and provided more input regarding the AWARE program. The budget reduction in Health and Counseling has necessitated three major reductions, a health provider will be cut to 60%, the AWARE program will be cut, and a week will be cut from the clinical contracts and the administrator's contract. The AWARE program is only one piece of the picture. Health and Counseling funding is highly related to the health center fees and declining enrollment affects the funding level. Positions were froze to make up the reduction in funding. The Health Center needed to reassess their needs and restructure accordingly. Alcohol is an important issue on campus. UAF needs a plan that addresses the use and abuse of alcohol on

campus. There are many essential components to a successful alcohol awareness program. National trends support a broad program and should be addressed on a number of avenues, which includes clear policies that are enforced from the top down, and education is important but only a piece of the total picture. The current plan is to bring the various components on campus together.

President-Elect Christensen clarified that Sergeant Syrily Tong secured a federal grant to provide an alcohol survey and substance abuse awareness on campus. A recommendation was made to incorporate the Human Service Technology program whereby students would do a practicum. Jean Richardson stated integrating students in this program is being looked at, such as peer counseling with psychology majors.

C. Alumni Association - J. Poole

Jake Poole was unable to attend the meeting, but did provide fliers promoting Alumni's Christmas wreath sale on Saturday, December 5 at Shopper's Forum Mall or the wreaths can be purchased at Daisy A Day Floral.

D. Staff Alliance - S. Christensen

President-Elect Christensen attended the Board of Regents meeting in Anchorage November 19 and 20. The initial presentation by staff was very well received, which was attributed to the united front staff presents at the meetings. The "I support the University and I vote" campaign saved the University from cuts last year. Staff reiterated the need for communication. During the Human Resources Committee meeting, staff stated that they can develop a better grievance policy than the policy proposed by the administration. Two of the Regents stated that the policy proposed by administration was not user friendly or clear and concise. The staff proposal will have to be in the Regents office by January 15 for Regents' consideration at the February meeting.

E. Parking - T. Bauer

A handout on some facts regarding parking at UAF was distributed. Last year there were some improvements made to parking. Approximately \$100,000 goes into renewal and replacement. Also, there was a low level of snow fall, so there was a surplus in the snow removal fund. Parking spaces were expanded in the lots by the Eielson building. Presently, three quarters of the funding comes from decal sales. Tim Bauer requested input from staff on where parking can be improved on campus. Students have made a request to the Police Advisory Board for increased parking near the upper dorm complexes. This raises the issue of is this a parking issue or a housing issue. The Police Advisory Board will be addressing this issue shortly. Input from a number of areas would be beneficial. Tim stated that he would be happy to address this issue with various groups around campus, also.

Representatives asked why parking is partially funding the Police Department operations? And why was the projected amount much less than the actual? Tim stated that these funds pay for the Community Service Officer's salary and some office support on a percentage basis for the amount of time they spend on parking issues. President-Elect Christensen stated that CSO's cover each lot on campus twice in a day and provide service for keys locked in cars. The funding also includes officers salaries in a percentage of their time spent addressing parking. Parking fees cover 58% of the CSO's salaries.

Planning and Projects has stated that their should be more funds allocated for renewal and replacement since the existing parking lots will need major work to maintain and repair.

A question was asked regarding privatizing parking services to save funds. As far as Tim Bauer knows, this has not been looked at. President Frey commented that this was looked at a few years ago and that she knows of a private company that provides this service and did not bid on such a contract because the University would not be able to pay the current market rate.

Representatives also expressed their dissatisfaction that employees have to be pay to park on campus to be begin with. This is an issue at universities across the country. Compared to other universities, the fee structure at UAF is not out of line. Representatives also recommended rebates if there is a surplus.

President-Elect Christensen stated that in the last few years employees are being encouraged to park in the outer lots and take the shuttle bus in to the core areas.

VII The Council took a ten minute break.

VIII COMMITTEE REPORTS

A. Staff Affairs - L. Anderson

The Committee addressed the staff survey and the HayGroup report at their last meeting. President-Elect Christensen reported that somehow these two items have been tied together. At the next Staff Affairs meeting the committee will discuss which steps they want to take next on these two issues and welcomed any input on how staff should approach both items.

Academic Calendar - The Committee addressed this issue again and were originally going to recommend approval. However, after hearing students concerns with the calendar that recommendation will not be forwarded to the whole Staff Council.

Loose Change Fund - President-Elect Christensen stated that staff can submit a proposal to the Development Office to establish a new scholarship fund. Criteria needs to be developed. Also, the Chancellor is matching new scholarship funds up to \$5,000. This item will be addressed at the next Staff Affairs meeting.

Hay Appeal Committee - Personnel has reformulated the JEF Appeals Committee, which reviews position evaluations. In the past, Staff Council had a representative on the committee. President Frey will check with Personnel on this issue.

B. Rural Affairs - B. Oleson

Grievance Policy - This issue was the main topic of discussion and the Rural Affairs Committee is forwarding a number of recommendations to the Ad Hoc Committee on Grievance Procedures for further consideration.

Rural Staff Training - In the future, it would be beneficial that all staff be given release time to attend the training sessions when Carolyn Chapman travels to the rural sites to provide training.

C. Staff Training - D. Powell and K. Mosca

1. Tentative Spring Training Schedule

Darlette Powell had to leave the meeting early, Kathy Mosca gave a brief committee report. The Committee continues to work on the spring training schedule and submitted the following tentative schedule. Jean Richardson asked if students could attend the training sessions. Yes, the training sessions are open to all faculty, staff, and students. The longevity awards program was addressed at length at the last meeting and information will be disseminated shortly.

TENTATIVE SPRING 1999 - SUPERVISORY TRAINING SCHEDULE

January 6	Excellence in Customer Service, 10:00 a.m.
February 4	Time Management, 10:00 a.m.
February 10	Sexual Harassment, 10:00 a.m.
March 10	Performance Evaluations, 3:00 p.m.
Early April	Union Issues
April 27	Career Ladders, 3:00 p.m.
TBA	Stress Management

All training sessions will be in Wood Center Conference Room C.

D. Elections, Membership & Rules - B. Gieck

1. The following election results were announced for the odd numbered units. Congratulations!

- Unit 1            Rep: Heidi Simmons  
                  Alt: Barb Oleson
  
- Unit 3            Rep: Rudy Candler  
                  Rep: Kerrie Dufseth  
                  Alt: Deb Segla  
                  Alt: Diane Robinson
  
- Unit 5            Rep: Parker Martyn  
                  Rep: Darlette Powell  
                  Rep: Mary Farrell  
                  Alt: Cheryl Evans  
                  Alt: Larry Ledlow  
                  Alt: Ruth Duerr
  
- Unit 7            Rep: Lydia Anderson  
                  Rep: Sarah Comstock  
                  Rep: Alice Baergen  
                  Alt: Rebecca Sanches  
                  Alt: Jeannette Skrob  
                  Alt: Catherine Acevedo
  
- Unit 9            Rep: Patty White  
                  Rep: Anna Poe  
                  Alt: Heather Heineken  
                  Alt: Kim Dempsey
  
- Unit 11           Rep: Pete Rogers  
                  Rep: Diane Aslam  
                  Alt: Cecelia Chamberlain  
                  Alt: Carter Howald
  
- Unit 13           Rep: Karen Wilson  
                  Rep: Vacant  
                  Alt: Vacant  
                  Alt: Vacant

E. Update from Police Advisory Board - L. Ilgenfritz

Linda Ilgenfritz was ill and unable to provide a report.

F. Ad Hoc Committee on Grievance Procedures - S. Comstock

The Ad Hoc Committee has met several times and are revising the present policy. The Ad Hoc Committee requests input from staff who have filed a grievance or who has been involved in the process. Send your input to fnsrcl@uaf.edu. This information will be kept confidential.

IX OTHER BUSINESS

A. Distribute 1999 Staff Council Calendar

The 1999 Staff Council calendar features a rural theme this year and the photo is by Peggy Fagerstrom, adjunct faculty from Northwest Campus. Calendars were distributed at the meeting. Staff Council would like to extend their sincere appreciation to the staff of Printing Services for the excellent job they did printing the 1999 Staff Council calendar and to darleen masiak for chairing the committee.

X COMMENTS AND QUESTIONS - None

XI ANNOUNCEMENTS - None

XII The meeting was adjourned at 11:20 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.