

**MINUTES**  
**UAF STAFF COUNCIL MEETING #75**  
**Tuesday, October 10, 1995**  
**Regents<sup>1</sup> Conference Room - Butrovich Building**

I Marie Scholle called the meeting to order at 8:40 a.m.

MEMBERS PRESENT:  
Banks, P.  
Barr, J.  
Bender, L.  
Bergeron, B.  
Boatwright, S.  
Cade, J.  
Davis, B. (for D. Pitts)  
Gal, S.  
Hornbuckle, T.  
Leavy, D.  
Matheke, G.  
McDaniel, D. (for Cr. Wilson)  
Murphy, L.  
Oleson, B.  
Pierce, R.  
Plowman, C.  
Powell, D.  
Ritchie, E.  
Scholle, M.  
Sowell, P.  
Taylor, L.  
Thomas, M.  
Yates, M.  
York, R.

MEMBERS ABSENT:  
Barr, K.  
Enochs, K.  
Gramling, D.  
Heath, M.  
Howdeshell, S.  
Kiser, R.  
Leist, P.  
Long, P.  
Wilson, Ci.  
Winch, S.

OTHERS PRESENT:  
Crawford, A.  
Heyne, E.  
Kastelic, P.  
Lynch, D.  
McGill, K.  
Wadlow, J.  
Witt, D.

- B. The minutes to meeting #74 (September 13, 1995) were approved as distributed via e-mail.
- C. The agenda was adopted as distributed via e-mail.

II President's Report - M. Scholle

College Town Days - The program was very successful with over 300 people in attendance. President Scholle expressed concern that staff members were not nominated for the awards and encouraged staff to nominate their fellow employees in the future. A number of representatives stated they did not receive the information with their paychecks.

III Guest Speakers

A. Joan Wadlow, Chancellor

College Town Days - Over 300 people attended the dinner/dance. Two new scholarships were established by the Chamber of Commerce and the Labor Council as a result of the event. Chancellor Wadlow thanked the governance leaders for their hard work, which made the event a success. The Chamber will hold this event again next year.

Natural Science Facility - The official dedication for the new facility took place the end of September. The NSF is the first new classroom facility on this campus in the past 25 years. Teamwork lead to this major accomplishment.

Starvation Gulch - Chancellor Wadlow thanked the personnel in the Fire Department for their cooperation in this event.

\$1 Million Donation - Chuck and Marguerite West made a \$1 millon gift to the University for the expansion of the Museum. This will enable the University to approach foundations for future funds.

Earthquake - Geophysical Institute has been busy lately. The institute was tracking a major volcanic eruption in the Russian Far East. The University monitors volcanoes in that region by satellite. Airlines were notified of the

ash flow.

College of Fellows - A meeting was held the end of September. Next year they will again launch their flower planting projects.

Board of Visitors - A meeting was held the end of September. Newly elected members include Paul Massey, Alan Head, Joe Beetle, and Betsy Sharp. The new chair is Sally Wein. The Board now numbers 15.

Cookies at Registration - Chancellor Wadlow thanked Staff Council for providing cookies for students during registration and fee payment. Chancellor Wadlow received a number of positive comments from students and faculty. Dean Kirts expressed her thanks also.

Enrollment - The 4.5% decline was not as large as anticipated last spring. Retention will be a high priority. The Enrollment Strategy Board is already working on ways to increase applications and target transfer students.

Residence Renewal - The four lower residence halls are receiving a facelift. The whole project should be completed by the end of next summer.

FY96 Budget - The Chancellor is cautiously optimistic. Funding of additional enhancements has been slowed down at this time.

Program Assessment - Chancellor Wadlow has asked a group of individuals who participated in the process to look at all the old studies from 1990-91 on (approximately four) and see if there are some areas that should be re-examined.

Grievance Procedure - The policy is being revised and the Chancellor has asked Dorothy Jones to track this effort. Chancellor Wadlow asked staff to forward their input on the proposed revisions.

Board of Regents - The Regents will be looking at the FY97 operating and capital budget. No surprises in the budget. Highest priorities in the capital budget after deferred maintenance and code corrections include expansion of the food facilities for students and additional funding for the Elvey addition and the museum expansion.

Accreditation - A two-person team will be visiting campus the October 24. Members of the Board of Regents and Board of Visitors will be meeting with the accreditation team. A major issue based on their previous report is the status of the facilities in the fisheries center in Juneau.

UAF Nationally Ranked - UAF was nationally ranked in a recent issue of US News and World Report. This is very important when recruiting.

B. Patty Kastelic, Executive Director Statewide Human Resources

Presentation on Indirect Costs - A presentation will be made to the Board of Regents on indirect compensation, i.e. benefits. Costs are increasing and something will have to be done to control future costs. Combining leave, sick and annual is being looked at. Paid time off cost the University \$22 million and the total cost of benefits to the University was \$64 million for the whole benefit package last year. Patty Kastelic stated that she would give Staff Council the same presentation if they wish.

Dispute Resolution - The policy should make sense and be fair to all individuals involved. The language has been cleaned up, information on the informal process has been clarified, and information on ADA was added. Input was requested from Staff Council on the proposed policy changes. Statewide Human Resources is scheduling training for Grievance Council members. There are

approximately 20 trained mediators on campus. Representatives requested that more information be distributed campus-wide. Representatives also suggested that information be included in the policy on what a department can do when members within the department are fighting in a department. Representatives expressed concern regarding administration over-turning the decision of the Council.

Job Evaluation Coordinator - Statewide Human Resources is currently recruiting for a coordinator for the job evaluation process. This will be a term funded position and will probably be 1-2 years. This individual will assist in getting the positions on the new system.

Geographic Differential - The University is waiting to see what the state does. If the states goes to 20%, the University will probably follow suit. Issues not yet decided include grandfathering employees in, increase pay, or give a years notice and then the employee would go down to the new rate. Representatives expressed a great deal of disappointment that the University would follow suit when a cut in proposed; but when the state received salary increases, the University didn't follow suit then.

Phase III of the Compensation Policy - After July 1, 1996 employees will move up to the next step on their anniversary date. There was a great deal of criticism in the past when everyone would move up on one specific date. It will be harder for these increases to be taken away because everyone will not move on the same date.

C. Eric Heyne, President, Faculty Senate

Eric Heyne, president of the Faculty Senate spoke briefly on the resolution the Senate passed at their last meeting on faculty compensation. After a brief discussion a motion was made and seconded to endorse the resolution. The vote was unanimous. The Senate is also working on refining the Grade Appeals Process and other faculty related appeals. Scholarly Activities is looking at all the Board of Regents policy changes. President Scholle thanked Eric for all the hard work he did for the College Town Days.

MOTION PASSED (unanimous)  
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The UAF Staff Council moves to support the following UAF Faculty Senate resolution regarding faculty compensation:

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The UAF Faculty Senate passed the following at its' Meeting #58 on September 18, 1995:

RESOLUTION PASSED  
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WHEREAS, the recently adopted Regents' policy on non-bargaining unit faculty compensation has nothing in common with the UAF Faculty Senate and statewide Faculty Alliance recommendations for faculty compensation developed over the last year in consultation with the Systemwide Academic Council; and

WHEREAS, Regents' policy assumes that at least one-fifth of University of Alaska faculty are not satisfactorily performing their jobs and therefore do not deserve annual raises, and furthermore asks faculty to identify those undeserving professors; and

WHEREAS, Regents' policy allows for a maximum of fourth-fifths of the faculty to receive annual raises in a given year, but does not offer any minimum, so that 'annual' raises are actually entirely discretionary; and

WHEREAS, Regents' policy also includes an explicitly 'discretionary' fund for administrators to grant raises to whomever they please, including raises for promotion of anywhere between

zero and ten percent; and

WHEREAS, Regents' policy is insulting, divisive, and not responsive to the collaborative work of faculty on all three campuses;

THEREFORE BE IT RESOLVED, That the UAF Faculty Senate joins the UAA Faculty Senate in urging the Board of Regents immediately to suspend the new policy and hold adequate public hearings to consider adoption of the UA Faculty Alliance recommended compensation policy.

EFFECTIVE: Immediately

RATIONALE: The UAF Staff Council concurs with the Faculty Senates resolution on faculty compensation and goes on record with their support.

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IV The Council took a five minute break.

V Committee Reports

A. Staff Training - A. Crawford

Staff Development Resource Fair October 11 in the Great Hall of the Fine Arts building from 10:00 a.m. - 2:00 p.m. There will be approximately 30 departments showcasing their talents and services. The vendors will be giving away door prizes. Participants will vote for their favorite door prize ticket container. The department with the winning container will receive 3 large pizzas from Itza Pizza and the runner up will receive a floral arrangement from College Floral. Chancellor Wadlow will also be drawing the winning tickets for the Staff Council raffle. Proceeds from the raffle go to the Carolyn Sampson Memorial Scholarship, established by Staff Council.

B. Information Coordinating - R. Pierce

The committee will be meeting on Monday, October 23 at 2:00 p.m. in the Chancellor's Conference Room to discuss the guest speakers for the remainder of FY96. Barb Oleson from Northwest will also participate in the meeting and provide a rural perspective. If you have suggestions for possible guest speakers, send it to Ron Pierce at rpierce@gi.alaska.edu or the Governance Office at FYSTAFF.

C. Staff Affairs - G. Matheke & L. Murphy

The attendance at the last meeting was very low. Representatives were reminded that a majority of the Council's work is done in committee and their full participation is necessary. The committee is addressing the Dispute Resolution. Forward comments to Grant Matheke (FNGEM) and Lynn Murphy (FNLMM). Combined leave share is being looked at by the ad hoc committee. Staff Affairs will also be looking at the changes to the position evaluation committee.

D. Elections, Membership, & Rules - L. Bender

Even numbered units will come up for election this fall. Nomination forms will be distributed the middle of October and ballots will be distributed with the November 10 paychecks. Results will be announced at the December 1 meeting. If you are in an even numbered unit and do not receive a nomination form, contact the Governance Office at FYSTAFF.

E. Rural Affairs - B. Oleson

The committee will hold their annual meeting with the College of Rural Alaska dean directly following the Staff Council meeting. Susan Andrews, chair of the Governance Coordinating Committee Rural Affairs Committee will be the guest speaker at the November committee meeting. Rural Affairs requested a rural member sit on the HRS

banner test system. Mari Yates from Kuskokwim volunteered. President Scholle stated that she would forward the request to Betty Hoch.

F. Ad Hoc Committee on Leave Benefits - B. Bergeron

The following is the information gathered thus far by the Ad Hoc Committee on Leave Benefits regarding the combining of sick and annual leave. A few questions are included that need to be answered before the committee goes further.

A message from Tim Adamczak, statewide personnel officer indicated that yes, at the direction of the BOR they are looking into personal leave, but because of other issues they haven't gotten around to it. Another statement he made is, 'it comes right down to a financial issue so we are waiting to get together whatever data is available.'<sup>2</sup> He also indicated that statewide would welcome our suggestions. Thus far, the following information has been gathered from two public employers, FNSB and State of Alaska for non-union employees, and one private employer, Fairbanks Memorial Hospital. The hospital 'paid time off'<sup>2</sup> plan consists of 1 day a month the first year, 2 1/4 days a month years 2-7 and about 2 1/2 days from 7 years on. They do offer an Income Assurance Program (IAP) - what we would call sick leave from date on hire for full-time employment at 8 days per year.

University of Alaska has sick leave accrued at the rate of 10 hours/month with no cap. Faculty accruals may be converted to retirement service credit under Teachers Retirement, but not under the Optional Retirement Plan (a lot of new faculty are in this plan). Annual leave accrues at the rate of 12 hours/month for 1-5 years, 14 hours/month for 5-10 years, and 16 hours/month for 10 years plus. Annual leave is capped at 240 at the end of each calendar year. Cash pay out for annual leave is also capped at 240 hours.

Fairbanks North Star Borough has 'paid time off'<sup>2</sup> at the rate of 2 days/month for the first year, 2 1/4 for year 2, 2 3/4 for years 3-7, and at 7 years 3 days/month. A total of 480 hours may be accrued at the end of any calendar year (12/31) - double our present accrual maximum for annual leave.

State of Alaska for the general government unit workers, based on a 7.5 hour day accrues 4.69 hours in sick leave per pay period (ppp) with no maximum. Annual leave is accrued at the rates of 4.69 hours ppp for 0-2 years (roughly 10 hours/month), 6.56 hours ppp for 2-5 years (roughly 14 hours/month), 7.5 hours ppp for 5-10 years (roughly 16 hours/month), and 9.38 hours ppp 10-20 years (roughly 20 hours/month.) The calendar year cap and the total amount for which employees can be cashed out on annual leave is 450 hours. Employees are required to take a minimum of 10 days per year, 5 days of which may be obtained in cash.

State of Alaska confidential employees (supervisors, exempt/commissioner types) have a combined 'paid time off'<sup>2</sup> system with rates of 0-2 years 7.5 hours ppp, 2-5 years 8.44 hours ppp, 5-10 years 9.38 hours ppp, 10-20 years 11.25 hours ppp. There is no cap on the accrual amount and they can be cashed out for any account balance.

State of Alaska Public Safety people accrue 'paid time off'<sup>2</sup> with rates of 0-2 years 8 hours ppp, 2-5 years 9 hours ppp, 5-10 years 10 hours ppp, 10 plus years 12 hours ppp. There is no cap on this accrual and balances are paid out.

The state also has provisions for 'temp bargaining unit'<sup>2</sup> employees and 'long-term non-perms'<sup>2</sup>.

Of course any public employee represented by a bargaining unit will have the leave accruals stipulated in a negotiated contract.

City of Fairbanks, haven't heard back from them yet.

Current rates charged for leave at UA (these are the amounts charged off on the base pay of each employee to cover the cost of the leaves):

Classified Staff: annual leave 9.47%, sick leave 5.82%  
APT: annual leave 10.01%, sick leave 4.3%  
12 month Faculty: annual leave 10.89%, sick leave 2.10 %  
Less than 12 month Faculty: do not accrue annual leave, sick leave for <12 months is 0.50%.

There are also rates for temporary employees whose employment exceeds six months in any 12 month period, but probably don't need to consider those rates.

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Some questions about changing the way leaves are accrued. Most important will this apply to all UA employees (faculty and staff), as faculty can claim unused sick leave toward their TRS retirement service credits? It was mentioned that statewide at one point said any combination of leave would not affect the faculty. If this is true and is just a change (and reduction in benefits for staff, then we really want a bunch of public forums on the issue before statewide settles on any new program. What will UA offer in regard to any large sick leave balances for both faculty and staff? Faculty will not want to give up the option of turning the hours into retirement service. Maybe it should be suggested, as a first option, that staff (and faculty could have this option too) with a balance of sick leave over what is transferred to a combined leave account be given a one-time payment for the hours. Or have the excess sick leave banked for use by the person (not to be donated) in case of serious need by the employee or for the employee to take care of a family member. Sick leave is accounted for differently than annual leave. Sick leave is not booked as a liability to the University until the employee actually uses the hours. Whereas annual leave is booked on a regular basis as a debt that is owed to the employee, as far as I know, each campus books annual leave and statewide takes care of the sick leave charges. So there is not a large account balance somewhere with dollars for the accrued sick leave. A payoff request would most likely be met with 'where would we get the money?'

VI OTHER BUSINESS

A. Motion to Reconfirm Committee Membership

After a brief discussion and a few changes to the committee membership, a motion was made and seconded. Due to time constraints, a new representative to the Staff Alliance was selected. Grant Matheke from Georgeson Botanical Gardens volunteered. The vote was unanimous.

MOTION PASSED AS AMENDED (unanimous)  
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The UAF Staff Council moves to confirm the membership of the following committees:

ADMINISTRATIVE COMMITTEE

Tim Bauer  
Laura Bender  
Alta Crawford  
Grant Matheke  
Lynn Murphy  
Barb Oleson  
Paula Long  
Ron Pierce  
\*Marie Scholle

ELECTIONS, MEMBERSHIP & RULES

\*Laura Bender  
Jim Cade

STAFF AFFAIRS

Peg Banks  
Kate Barr  
Beth Bergeron  
Dean Gramling, Jr.  
Tamara Hornbuckle  
Ruth Kiser  
\*Grant Matheke  
Lynn Murphy  
Barb Oleson  
Ron Pierce  
Cheryl Plowman  
Lucinda Taylor  
Cindy Wilson

Kim Fisher  
Marge Heath  
Marty Thomas

RURAL AFFAIRS  
Dixie Emery  
Susan Gal  
May Kenworthy  
Pam Leist

INFORMATION COORDINATING  
Sandra Boatwright  
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Stacey Howdeshell  
Deborah Mercy  
\*Ron Pierce

Dee McDaniel  
\*Barb Oleson  
Marie Scholle  
Crystal Wilson  
Mari Yates

STAFF TRAINING  
Peg Banks  
\*Alta Crawford  
Diane Leavy  
Kathy McGill  
Darlette Powell  
Pam Sowell  
Ron York

STAFF ALLIANCE REP.  
Grant Matheke

EFFECTIVE: Immediately

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B. Turn in Staff Council Raffle Tickets - K. McGill

Raffle tickets for the Carolyn Sampson Memorial Scholarship were turned in. The person who sold the most tickets will receive a sweatshirt from Northwest Campus. The raffle drawing will take place at the resource fair.

C. Discussion on FY96 Guest Speakers - M. Scholle

While discussing the guest speakers. A discussion took place to have the Information Coordinating Committee address guest speakers for the coming year and a motion was made and seconded that the committee actively track legislation regarding the University. This issue could be handled under Staff Affairs. However, there are a number of items in that committee. The vote was unanimous.

MOTION PASSED (unanimous)  
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The UAF Staff Council moves to have Information Coordinating Committee actively track legislation affecting the University.

EFFECTIVE: Immediately

RATIONALE: It is very important that legislation be actively tracked throughout the year and Staff Affairs already has a number of issues to address.

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VII Comments and Questions

A. Laura Bender from SFOS was the winner of the door prize.

VIII Announcements

A. Committee Meetings

October 10, Staff Council Meeting, 8:30 a.m., Regents<sup>1</sup> Conference Room, Butrovich Building

October 11, Staff Development Resource Fair, 10:00 a.m. - 2:00 p.m., Great Hall--Fine Arts Building

October 12 & 13, Board of Regents<sup>1</sup> Meeting, Regents<sup>1</sup> Conference Room, Butrovich Building

October 16, Ad Hoc Calendar Committee, 11:00 a.m., Wood Center Conference Room A

October 16, Elections, Membership & Rules, 4:00 p.m., Chancellor's Conference Room

October 18, Staff Affairs, 8:30 a.m., Wood Center  
Conference Room B

November 1, Administrative Committee, 4:00 p.m., Wood  
Center Conference Room B

November 6, Rural Affairs, 11:00 a.m. Wood Center  
Conference Room A

November 8, Staff Council Meeting, 8:30 a.m., Wood  
Center Ballroom

- B. Representative Plowman stated that the Business Office would like to thank Staff Council for providing cookies during registration and fee payment. The cookies helped soothe some upset students.

IX The meeting was adjourned at 10:55 a.m.

Tapes of this Staff Council meeting are in the Governance Office, 312 Signers<sup>1</sup> Hall, if anyone wishes to listen to the complete tapes.

Submitted by Kathy McGill, Governance Office.