

**MINUTES**

UAF STAFF COUNCIL MEETING #76  
Wednesday, November 8, 1995  
Wood Center Ballroom

I Ron Pierce called the meeting to order at 8:35 a.m.

MEMBERS PRESENT:

Banks, P.  
Barr, K.  
Bender, L.  
Bergeron, B.  
Boatwright, S.  
Enochs, K.  
Gal, S.  
Gramling, D.  
Hornbuckle, T.  
Leavy, D.  
Matheke, G.  
Murphy, L.  
Oleson, B.  
Pierce, R.  
Plowman, C.  
Powell, D.  
Ritchie, E.  
Yates, M.  
York, R.

MEMBERS ABSENT:

Barr, J.  
Cade, J.  
Heath, M.  
Howdeshell, S.  
Kiser, R.  
Leist, P.  
Scholle, M.  
Sowell, P.  
Taylor, L.  
Thomas, M.  
Wilson, Ci.  
Wilson, Cr.

OTHERS PRESENT:

Crawford, A.  
McGill, K.  
Redman, W.

B. The minutes to meeting #75 (October 10, 1995) were approved as distributed via e-mail.

C. The agenda was adopted with the addition of Wendy Redman as a guest speaker after the President's Report. The remaining items were renumbered.

II President's Report - R. Pierce

Marie Scholle is out of town on business, thus Ron Pierce conducted the meeting.

Monthly Meeting with Chancellor - President Scholle and President-Elect Pierce asked for a report on the savings that have been realized from the holiday closure. A memorandum will be sent to Vice Chancellor Rice requesting a breakdown of the savings, such as how much savings from faculty and staff, how much from leave without pay, etc.

Combining Sick and Annual Leave - The Chancellor was informed that Staff Council has a committee working on this issue.

III Guest Speaker - Wendy Redman, Vice President for University Relations

Vice President Redman has been with the University for 25 years. She started as a secretary in the Biology Department. Each year there are 75-100 pieces of legislation that affects the University and lobbying is handled as a system approach. The state is in a very difficult financial situation and the University is looking at approximately \$11 million reduction. It is imperative for all University employees take an active role in lobbying. The University is more of an economic force in Fairbanks and the rural communities than in Anchorage. Community support for the University is very important and staff members can have a direct impact on that support. The Governor is currently drafting his budget and the University is looking at a 2-5% cut. In the past, the budget presented by the Governor has been the ceiling. It is imperative that all staff members take an active role lobbying this year. The most effective approach regarding the University budget at this time is to contact the Governor at Office of the Governor, Third Floor, State Capitol, P.O. Box A, Juneau, Alaska 99811. President Scholle and President-Elect Pierce strongly encourage all staff to write to the Governor. The following information on effective lobbying was distributed by Vice President Redman:

PRACTICAL WAYS TO INFLUENCE STATE LEGISLATORS

1. Register to vote and exercise this privilege regularly;

2. Understand the political process and participate in campaigns, partisan activities, elections, etc. as a volunteer;
3. Hold political skills workshops for faculty, students, and staff;
4. Know and understand the substance of public policy issues that are of concern to your legislators;
5. Develop background materials, briefing papers and other information on the public policy issues of interest to your legislators;
6. Identify public policy related competencies among faculty research staff and special academic units and make these known to legislators as appropriate;
7. Prepare special messages and copy for inclusion in legislator's district newsletters;
8. Invite public officials and legislators to participate in campus commencement exercises, dedications, and other academic ceremonies;
9. Arrange interviews with legislators for inclusion in student newspapers, alumni periodicals, and community-oriented university publications;
10. Conduct on-campus briefings and walking tours of special research facilities for legislators and key staff;
11. Appoint key legislative staff, commissioners and other public officials to university advisory boards and curriculum committees;
12. Contribute substantive ideas and copy for public addresses given by Governor and legislators;
13. Form state public policy task groups of interested faculty, research staff, and graduate students;
14. Organize and supply to legislators district-related demographic data and opinion survey results;
15. Convene faculty and selected legislators for invitational seminars on known and anticipated state public policy issues;
16. Offer to present public testimony at committee hearings on pending legislation or during interim session hearings;
17. Participate in Juneau "fly-in" visits sponsored by local Chamber of Commerce, Business and Professional Women, etc.;
18. Invite commissioners, legislators, and other public officials to provide briefings on topics and issues of importance to the university;
19. Develop and utilize mailing lists of key legislators and public officials to send faculty research reports annual reports, Presidential speeches, etc.;
20. Establish an annual award for outstanding public service related to the university and present the award to a legislator;
21. Issue campus parking passes, library cards and other special privileges to legislators that encourage the use of the University's resources;
22. Offer on-campus meeting space for legislative hearings at no cost or reduced cost;
23. Invite executive and legislative officials and staff to serve as guest lecturers and adjunct faculty;
24. Establish a student and faculty art lending library for legislators and public agencies;
25. Provide photographs, banners, etc. of the campus for legislator's offices and reception areas;

26. Provide lists of district honor students to the legislators for letters of congratulations;
27. Include Governor, legislative and executive officials in social events for President, Chancellors;
28. Be aware of those public officials and key legislative staff who have earned degrees from your campus (organize a state house alumni group);
29. Co-sponsor, with agencies of government, public conferences on significant societal issues;
30. Invite Governor to participate in at least one Board of Regents meeting per year;
31. Board president, UA president, Chancellors meet regularly with editorial boards of local and statewide newspapers;
32. Take advantage of forums for speaking and writing publicly about issues and concerns in higher education;
33. Representatives of the University to serve as participants on a broad array of public boards, commissions, task forces, etc.;
34. Form alliances with other state constituencies that have common concerns and interests;
35. Participate in weekly audio-conferences with local legislators during session.

#### EFFECTIVE CITIZEN LOBBYING

1. Focus your objective
  - \* Select an issue/cause in which you have a firm belief.
  - \* Be modest in your yearly legislative agenda.
2. Research/Presentation of your issue
  - \* Do research on the issue. Have other legislative attempts been made to introduce/change legislation? By what groups? What happened?
  - \* Call on experts.
  - \* Be accurate in facts and figures.
  - \* Prepare a position paper or report. Don't just criticize; offer constructive conclusions and recommendations along with alternatives if they exist.
  - \* Be honest, present the political downside as well as the positive. Provide information for legislators to use in responding to opponents.
3. Know your opposition
  - \* Effective lobbying means identifying your opposition early.
  - \* Analyze your opponents position and attempt to neutralize it. This analysis is as important as your own case.
4. Identify your allies
  - \* Identify other groups that support your position.
  - \* Develop allies by speaking in community forums and asking for support.
  - \* Coalitions always work best.
  - \* Identify known legislative advocacy.
5. Understand the legislative process
  - \* Learn the legislative process thoroughly.
  - \* Identify the specific committee path your bill will follow.
  - \* Understand the current legislative context, i.e., other issues, distractions, etc.
  - \* Understand the current "power" allocation/organization.
6. Develop a specific strategy
  - \* Who will be the key spokespersons/contacts?
  - \* Who will introduce the bill?
  - \* Discuss compromises.
  - \* Identify individuals who have influence with legislative opponents.

7. Marketing plan

- \* Grassroots Support:
  - Speakers bureau
  - Public Opinion Messages
  - Letters to the editor
- \* Media Attention
  - Press Releases
  - Editorials
  - Radio/television appearances
- \* Formal Legislative Contacts
  - Committee Hearings
  - Teleconference testimony
  - Legislative appointments

8. Legislative contacts

- \* Be concise, factual and thorough. Identify the issue in terms of substance and political affect.
- \* Do not offer opinions on issues outside your direct concern.
- \* Be honest. If you do not know an answer, you can respond in a follow-up letter or phone call.
- \* Do not base your arguments on emotions. Do not become a zealot.
- \* Follow up each visit with a thank you letter.
- \* Leave a copy of your position paper. Leave name and phone number of contact person if there are questions.

9. Personal qualities

- \* Have confidence in yourself. Through research, you will become knowledgeable.
- \* Be committed and prepared for the long haul; expect resistance and don't be discouraged by it.
- \* Maintain a sense of humor.
- \* If you are not committed to your issue -- you will not be effective.

Items of Interest for the Next Session

A RIP bill will probably have tied to it a tier three retirement system and will probably be introduced by the Governor. The retirement system will change for newly hired employees. The system will save the University money and early retirement will be at 60. Medical coverage for spouses will not be covered at the time of retirement and there is a reduced level of contributions from both the employee and the employer. Vesting will be at five years. Representatives asked about legislation so that staff members can have unused sick leave credited to retirement. This will probably not be a possibility.

Deferred Maintenance - The Governor will probably introduce \$10-15 million in the capital budget for deferred maintenance.

Geographic Differential - It is expected that this bill will go through this session. The University has historically followed what the state implements. Representatives voiced their concern for the rates dropping in the rural sites. Vice President Redman stated that various ways of implementation would be addressed; would present employees be grandfathered in, give one year than employees would go to the current rate, etc.

IV Committee Reports

A. Staff Training - A. Crawford

Approximately 30 different departments from campus participated in the Resource Fair. Rural sites recommended a table at the next Resource Fair. Alta thanked all the committee members for their hard work. A special thank you went to Grant Matheke, Darlette Powell, and Kathy Hodges. Grant was instrumental in getting some of the donations and Darlette and Kathy were the greeters. EEO/Affirmative Action won the pizzas from Itza Pizza for the best door prize box and Printing won the floral arrangement from College Floral for coming in second for their door prize box. The

committee will be meeting at the end of the month to start planning the 'spring sampler.'<sup>2</sup> There has been a recommendation to have the SRC involved in the spring program.

B. Information Coordinating - R. Pierce

The committee will be tracking legislative issues this spring, as well as compile a list of possible guest speakers. Wendy Redman addressed legislative issues at the November meeting and Tom Moyer from the Governor's Office will be the guest speaker at the December meeting. Other recommended guest speakers include Patty Kastelic, local politicians, new CRA dean, Provost, Chancellor, and Regents.

C. Staff Affairs - G. Matheke

1. Motion to recommend changes to policies on Human Resources and Personnel

The University as a whole should be promoting excellence and fair treatment, thus this was noted in the motion. The statement regarding cultural background in the sexual harassment is very vague and there should not be different policies for different people depending on their cultural background. This section also created a great deal of discussion at the System Governance level. A motion was made and seconded. The vote was unanimous. The following items will be addressed by the Staff Affairs Committee: a) new position in Statewide Human Resources to evaluate job classifications, b) changes in supplemental benefits and the poor communications regarding these changes, c) problems with Blue Cross. If you have any problems with Blue Cross, please forward this information to Grant Matheke at FNGEM or 6921. A recommendation was made to have Mike Humphrey as a guest speaker.

MOTION PASSED (unanimous)  
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The UAF Staff Council moves to approve the following recommended changes to the policies regarding Human Resources and Personnel:

Part IV Chapter I - 04.01.01

The second sentence of the Human Resources Mission Statement 'To encourage excellence . . . workforce,'<sup>2</sup> should be removed from this section in its entirety. The office of Human Resources should not be charged with this function; University of Alaska, as a whole, should incorporate this into its mission statement.

Once included as part of the University of Alaska mission statement, the sentence should be changed to read: 'To encourage excellence, the UNIVERSITY OF ALASKA SEEKS TO PROMOTE fair treatment, PROVIDE for continuing opportunities for training and development, VALUE AND RECOGNIZE productivity and achievement, and RESPECT the worth and dignity of all individuals who comprise its workforce.'<sup>2</sup>

Part IV Chapter VII - 04.08.02

C. Resolution Procedures (2) - Fourth sentence should be taken out completely - 'In determining whether or what . . . cultural backgrounds. . . offenders(s) and victim(s).'<sup>2</sup> This sentence is very vague and completely unacceptable as written. Sexual harassment is either allowed or not allowed, not one or the other based on the culture of the individuals involved. If the University cannot make a definite stand on the prohibition of sexual harassment in its workplace, then it should not attempt to resolve such conflicts at an informal level.

Part IV Chapter VII - 04.08.04

B. Information and Assistance (1) - The handbook should be exactly that, a handbook and not a position paper. First of all, rather than have employees read a DISCLAIMER - they should be able to read a letter which addresses the fact that although every attempt is made

to establish a normal working atmosphere, sometimes things don't go right and there are ways, both informal and formal, of attempting to resolve any conflicts which might occur in the workplace.

While including the step by step procedures of how things are done, most employees would like some of the most simple questions answered such as:

What types of offenses are considered inappropriate and are grievable?

Am I able to seek assistance and counsel on work time or must it be on my own time?

Am I able to seek counsel outside the University of Alaska system whether or not the complaint is formal or informal?

B. Information and Assistance (2) - This paragraph should also include a sentence which makes it clear that the employee has the option of seeking outside legal advice/representation AT ANY TIME during a dispute resolution process. Include as well the encouraged use of the Employee Assistance Program.

EFFECTIVE: Immediately

RATIONALE: As a body, we believe that the philosophy of the policy is good. However, the actual application and successful results of the policy are more of a benefit to the University rather than the employee. We have reservations about the ability of this policy to address real-life situations. When it's the administration who writes the policy, the needs and concerns incorporated often grant the administration the upper hand.

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

Ballots for even numbered units were distributed with the November 10 paychecks and are due back in the Governance Office on November 22 by 5 p.m. Results will be announced at the December 1 meeting. New representatives will take office in January.

E. System Governance Council - G. Matheke

The Council is working on the changes to the dispute resolution policy. A great deal of discussion focused on indirect compensation. Policies in PERS regarding insurance coverage at retirement was addressed. There is a great deal of information in the latest issue of the PERS newsletter. Forward concerns or questions to Grant at FNGEM. The next System Governance Council meeting is scheduled prior to the December Board of Regents.

F. Rural Affairs - B. Oleson

The committee is compiling a one-page position paper regarding the geographic differential for distribution at the December 1 Staff Council meeting. The paper will outline the issues of geographic differentials from the rural perspective.

V The Council did not take a break.

VI OTHER BUSINESS

A. Motion to approve FY97 Staff Council meeting calendar

After a brief discussion the September 1996 meeting date was changed to accommodate busy schedules around registration and fee payment.

MOTION PASSED AS AMENDED (unanimous)  
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The UAF Staff Council moves to adopt the following meeting calendar for the 1996-97 academic year:

MTG.#	DATE	DAY	TYPE
83	September 18, 1996	Wednesday	audioconference
84	*October 8, 1996	Tuesday	face-to-face
85	November 6, 1996	Wednesday	audioconference
86	*December 6, 1996	Friday	face-to-face
87	February 5, 1997	Wednesday	audioconference
88	March 5, 1997	Wednesday	audioconference
89	*April 8, 1997	Tuesday	face-to-face
90	May 7, 1997	Wednesday	audioconference
91	*June 6, 1997	Friday	face-to-face

NOTE: All meetings begin at 8:30 a.m.

EFFECTIVE: Immediately

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#### VII Comments and Questions

A recommendation was made to have the Staff Council calendar made on the academic year instead of the calendar year.

Representatives were reminded to attend their committee meetings and the full Staff Council meetings.

#### VIII Announcements

##### A. STAFF COUNCIL MEETINGS

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

November 6, Ad Hoc Calendar Committee, 11:00 a.m., 312 Signers<sup>1</sup>

November 7, Information Coordinating, 4:00 p.m., Wood Center Memorial Conference Room

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

November 15, Staff Affairs, 9:00 a.m., Wood Center Conference Room A

November 20, Administrative Committee, 4:00 p.m., Chancellor's Conference Room

November 27, Rural Affairs, 11:00 a.m., Wood Center Conference Room A

November 28, Elections, Membership & Rules, 1:30 p.m., Chancellor's Conference Room

November 29, Staff Training, 9:00 a.m., Wood Center Conference Room A

December 1, Staff Council meeting (face-to-face), 8:30 a.m., Wood Center Ballroom

#### IX The meeting was adjourned at 10:01 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.