

MINUTES

UAF STAFF COUNCIL MEETING #79
Wednesday, March 6, 1996
Wood Center Ballroom

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

MEMBERS PRESENT:

Banks, P.
Barr, K.
Bender, L.
Bergeron, B.
Boatwright, S.
Enochs, K.
Gal, S.
Howald, C.
Ilgenfritz, L.
Johnson, J.
Leavy, D.
Masiak, D. (for G. Matheke)
Oleson, B.
Pederson, J.
Pierce, R.
Plowman, C.
Powell, D.
Ritchie, E. (for S. Wilken)
Scalise, G. (for C. Sullivan)
Scholle, M.
Sowell, P.
Thomas, M.
Thomas, Mi.
Wilson, Cr.
Yates, M.

MEMBERS ABSENT:

Barr, J.
Gramling, D.
Jordan, S.
Kiser, R.
Lowdermilk, J.
Murphy, L.
Wilson, C.

OTHERS PRESENT:

Dexter, C.
Freeman, J.
Hayes, J.
McGill, K.
Witt, D.

- B. The minutes to meeting #78 (February 7, 1996) were approved as distributed via e-mail.
- C. The agenda was adopted with the addition of a resolution on the Job Evaluation Project under the Staff Affairs Committee report.

II President's Report and System Governance - M. Scholle

System Governance Meeting March 1 - Regents Breeze and Thomas and Vice President Redman attended the meeting. System Governance is made up of the governance leaders-faculty, staff, and students from each of the MAUs. Regent Thomas felt that there were too many governance groups and the review system is cumbersome. Please note that Regent Thomas is new and is not familiar with the governance system. Regent Breeze felt that staff has direct access to the Board through the local presidents. A suggestion was made to have comments from governance the first day of the Regents meeting instead of the last day. This would enable the Regents to consider the governance position when discussion various items.

Change to Salary Schedule - UAA staff are considering filing a grievance regarding the change to the salary schedule last fall because the process did not receive governance review, which is in violation of Regent's policy. A letter was written to Patty Kastelic, Director of Statewide Human Resources and this item is being investigated further.

Job Evaluation Project - System Governance and Staff Alliance are looking into the discrepancies. UAA is also very dissatisfied with the process. There is a great deal of problems with communication between Statewide Administration and the local MAUs.

A recommendation was made to have a brief presentation to explain who is involved in System Governance for clarification to the Staff Council representatives. Questions were also raised as to who is on the Business Council.

III Guest Speakers

- A. Jeanne Freeman, Director, Personnel

Job Evaluation Project - Personnel directors and job evaluation coordinators from each of the campuses met with Jim Kessler on February 16 to address the Job Evaluation Project. The Project will take approximately 18 months to complete. Lack of communication was addressed. Minutes from the meeting and a history of the Job Evaluation Project were distributed. Personnel directors stressed that communication needs to be improved and they need to be informed of changes in a timely manner so that they can get input from local governance groups. A memorandum was distributed from Personnel to all departments summarizing in general terms the Job Evaluation Project. A memorandum will be distributed shortly asking all employees to make sure their job evaluations are current. Statewide will be distributing a question and answer publication with a cover letter from President Komisar supporting the Project and outlining the schedule.

The regulations associated with job evaluation have been suspended until the end of the Project. There will be no salary adjustments made until the end of the project. All evaluation results, except for new positions and vacancies will be withheld until the end of the Project. New hires will be brought in at the lower range.

The job evaluation will be done in Personnel Services and forwarded to the job evaluation coordinator, Jim Kessler. The job evaluation coordinator will be looking at all the positions across the board and make sure there is consistency throughout the system. All employees will be asked to review their current job descriptions and make sure they are up-to-date. Employees who have had their jobs evaluated within the last year will be asked to review their job descriptions and make sure they are still current and sign if they are current. There are some generic job descriptions and employees would just have to list additional duties that pertain to their position.

Exceptions - The chancellors and Patty Kastelic, Executive Director of Statewide Human Resources will review the exceptions. The results of the job evaluation project are not grievable, however there will be an appeal process. An appeal committee will be made up of the personnel directors at the MAUs.

The process will be done by function areas and the schedule is as follows: Administrative Services, April 17-19; Student Services, May 15-17; Academic Affairs June 19-21; and all others, August 5-9. These dates are when Jeanne Freeman and Carolyn Chapman will be sitting down with Jim Kessler and reviewing the job evaluations for the specific units. Thus, the job evaluations will have to be turned in much earlier to Personnel Services. At this point the results will be communicated mid to late October. Jeanne Freeman stated that she would be willing to speak with individual units regarding the project.

Job Evaluation Committee - The committee is scheduled to meet on Monday, March 18 at 10:00 a.m. Jim Kessler will be addressing the committee and the reasoning behind the Job Evaluation Project, as well as what will take place in the future.

Step Increase - The step increases which will begin on July 1 will not be effected by the job evaluation project and employees will go up to the next step on their anniversary date.

Jeanne Freeman stated she would find out who is on the Business Council and let President Scholle know. The Business Council stated to the Personnel directors that they would give them as much notice as possible as to items on their agenda.

The floor was opened up for comments and questions. Concerns were expressed regarding the evaluation process at Statewide and how some Statewide employees received increases while all the MAUs are placed on hold. Consistency is supposed to be the key issue, however the

process is not consist at all the other MAUs. Concerns were expressed regarding the ability to grieve the process because this project effects an employees salary and not releasing the information until the end of the project. Retroactive increases will also be difficult for employees on fund 2 projects. This would affect the calculation of overhead, also. It was also questioned why the process has not been communicated well to the employees, or is it because it cannot hold up to scrutiny.

B. Charlie Dexter, Chair, Chancellor's Advisory Committee on Public Safety, Transportation and Parking

The committee is an advisory committee to the Chancellor composed of 17 individuals and three ex-officio members, 7 staff, 5 faculty, and 5 students. Two months ago the Chancellor charged the committee to develop a plan on how they could achieve the Program Assessment parking revenue projections. The number of student decals are up. However, faculty and staff decals are down. There is a \$600,000 hole in what has been generated and what was projected from Program Assessment. The committee has recommended that the decal rates remain the same and do not increase. Charlie asked the Council to look at ways to plug this hole. Concerns were expressed by representatives regarding the actual cost of parking on campus. What does this all entail and the accountability of parking was questioned, also. Representatives thanked the committee for their hard work because parking is a very sensitive issue and for getting the information out through the student newspaper and encouraged the committee to keep communicating their activities to the campus. A representative stated that he drove his wife's car on campus and parked at Butrovich and did not receive a ticket. Then he parked at Patty Center and received a ticket.

IV The Council did not take a break.

V Governance Update

A. ASUAF - J. Hayes

Joe Hayes is the president of ASUAF, as well as a member of the Board of Regents. The Board of Regents has increased tuition. A big issue that ASUAF has been working on is Senate Bill 123 regarding student loans and is currently on the Governor's desk. The amount would be increased from \$5,500 to \$8,500 for undergraduates and \$9,500 for graduate students. The grace period would change from one year to six months. The two legislative affairs students will be in Juneau during spring break to address student concerns, i.e. the operating budget, the land/grant bill, and funding for ADA. Joe Hayes will be traveling to Bethel Sunday to address recruiting and retention issues. Representatives thanked Joe Hayes for his efforts on trying to get staff and faculty seats on the Board of Regents committees.

VI Committee Reports

A. Rural Affairs - B. Oleson

The committee met on Monday, March 4 and addressed Banner and Banner training, job evaluation process, strategic plan, and lack of communication and information dissemination from the main campus to the rural sites. Carolyn Chapman will be the guest speaker at the April 1 Rural Affairs meeting. Communication has to be increased to the rural sites. Representatives were reminded to speak into their microphones when audio conferencing. The various goals of the strategic plan were looked at and the committee felt that the university is doing a fair job at meeting these goals.

B. Information Coordinating - R. Pierce

President Scholle, President-Elect Scholle, Grant Matheke, and Kathy McGill attended the Board of Regents meeting in Juneau. While in Juneau, members of System

Governance met with 13 representatives and senators and the Lt. Governor. The members of System Governance included representatives from UAA, UAF, Statewide, and UAS staff councils, students, and faculty. The message the group was trying to convey was not to cut the University budget any further, even though the budget that was presented was the same as in 1985. The mood in Juneau is to cut, cut, cut. The group effort received a great deal of praise. Vice President Redman received positive comments on the group lobbying effort.

C. Staff Affairs - B. Bergeron

- 1. Motion to establish procedures with defined timelines for the evaluation process

After a brief discussion a motion was made and seconded. The vote was unanimous.

MOTION PASSED (unanimous)
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The UAF Staff Council moves that procedures with defined timelines, be established for all ³new position² evaluations. Furthermore, these procedures should be used for all position evaluations after the current job evaluation project is completed.

EFFECTIVE: Immediately

RATIONALE: Currently, there are no established submittal procedures, timelines, or review processes. These procedures would eliminate confusion, provide a tracking system, and speed up the process.

- 2. Resolution on the Job Evaluation Project

The following resolution was distributed as a handout. Rural representatives received the resolution via fax. Once passed, the resolution will be forwarded to System Governance requesting support from the other staff governance groups at the other MAUs. Representatives asked for clarification of the System Governance structure. President Scholle briefly explained that System Governance is made up of representatives from faculty, staff, and student governance bodies at all the MAUs. A presentation will be made to the Council to further clarify the System Governance structure. A motion was made and seconded. The vote was unanimous.

RESOLUTION PASSED (unanimous)
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WHEREAS, the UAF Staff Council has, since its inception, advocated and valued open communication between the various administrative departments of the university, and related governance groups; and

WHEREAS, the UAF Staff Council has always recognized the need for the university to review and make changes to terms and conditions of employment after thoughtful consideration; and

WHEREAS, the UAF Staff Council has many times played a critical role helping to determine the policies, regulations, and procedures at the University of Alaska, with respect to the terms and conditions of employment for UAF staff employees; and

WHEREAS, the UAF Staff Council, through elected representation, expresses the collective views and opinions of approximately 1500 UAF staff employees; and

WHEREAS, the UAF Staff Council believes that implementation of the current UA Systemwide Job Evaluation Project has been inadequately communicated through disjointed and confusing memoranda to UAF administration, academic and research departments, and related governance groups; and

WHEREAS, the UAF Staff Council has determined that the current UA Systemwide Job Evaluation Project has been improperly implemented as evidenced by the setting of haphazard, and frequently changing time lines, and by the lack of a clearly defined process; and

WHEREAS, information about the UA Systemwide Job Evaluation Project has been communicated to employees on a piecemeal basis leading to rumor, confusion and dissatisfaction; now

THEREFORE BE IT RESOLVED THAT, the UAF Staff Council wishes to go on record with a strenuous objection to the inappropriate methods employed by the Statewide Office of Human Resources in implementing and communicating the rationale for, and the processes to be followed during the current UA Systemwide Job Evaluation Project.

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

Nominations are open for the position of President-Elect. The President-elect will be elected from the staff at large by the representatives at the May 1 meeting. If you are interested in serving as President-Elect, contact Ron Pierce at 7015 or the Governance Office at 7056.

E. System Governance Council - M. Scholle

The System Governance Council is working on the Job Evaluation Project and similar resolutions that the UAF Staff Council passed are currently being addressed on by the other staff governance groups. The legalities of the project are also being questioned.

VII OTHER BUSINESS

A. Update on Carolyn Sampson Memorial Scholarship Fund

Carolyn Sampson Memorial Scholarship Fund Update
Fund Balance as of September 30, 1995 \$21,139.43
Amount available for scholarship award \$1,000.00
1995-96 - \$500-Janet Robert -Fire Science/Hazardous
Materials major. Expected degree: B.S.
\$500-Ben Boyd-Rural Development & Journalism/
Broadcasting. Expected degree: M.A.
1994-95 -\$500 - Tima Fanning
1993-94 -\$500-Rosemary Moser
1992-93-\$500-Clifford Mossbery

B. Motion to establish Ad Hoc Picnic Committee

A motion was made and seconded to establish an Ad Hoc Picnic Committee and members of the Council volunteered for the committee. The motion passed with unanimous approval. Pending receipt from Alaska Airlines, the Council will again be raffling off two tickets as part of the scholarship fund raiser. Jerry Johnson stated that he would take care getting a large canopy just in case there is rain.

MOTION PASSED (unanimous)
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The UAF Staff Council moves to establish an Ad Hoc Picnic Committee to coordinate the staff picnic. The following people have volunteered to serve on the committee:

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|----|--------------|----|-------------------|
| 1. | Karen Enochs | 5. | Sandra Boatwright |
| 2. | Kate Barr | 6. | Beth Bergeron |
| 3. | Pam Sowell | 7. | Grant Matheke |
| 4. | Marty Thomas | | |

EFFECTIVE: Immediately

RATIONALE: The past picnics have been the climax to the Staff Council scholarship fund raiser and has enabled staff members to meet other staff from across the campus, as well as rural staff. The committee needs to begin plans for a June picnic

and coordinate the scholarship fund raiser.

C. Motion to change April meeting date

President Scholle will be out of town on April 9 on University business and would like the meeting changed to April 10. Rural sites did not have a problem with the change. A motion was made and seconded. The vote was unanimous.

MOTION PASSED (unanimous)
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The UAF Staff Council moves to change the April meeting date from Tuesday, April 9 to Wednesday, April 10.

EFFECTIVE: Immediately
RATIONALE: There is a Staff Alliance meeting scheduled on that date and the President of Staff Council and another member will have a conflict.

VIII Comments and Questions

Committee Meeting Notices - If you are having problems receiving public meeting notices, please contact the Governance Office at 474-7056.

UAF Police Compensation Schedule - Representatives asked what was the outcome of the police compensation schedule because they had heard that UAF police received raises. President Scholle stated that UAF Staff Council opposed a separate salary schedule for the UAF Police Department and recommended that they use the existing policies and regulations regarding compensation. A recommendation was made to request the position evaluations for Administrative Services at the end of the project.

Governance Structure - A request was made to do a presentation on the University of Alaska system governance structure at a future meeting and see how the structure is working.

Letter Writing Campaign - Sandra Boatwright suggested in an Information Coordinating Committee meeting that a letter writing campaign be organized regarding various legislative bills. President-Elect Pierce contacted Vice President Redman's office to see how effective this process may be. Vice President Redman is out of town and President-Elect Pierce stated that he would inform the Council as soon as he heard anything.

Door Prizes - Susan Gal, Beth Bergeron, Marty Thomas, and Kate Barr.

IX Announcements

A. Staff Council Meeting Schedule

March 19, Staff Affairs, 9:00 a.m., Wood Center Memorial Conference Room

April 1, Administrative Committee, 9:00 a.m., Wood Center Conference Room A

April 1, Information Coordinating Committee, 10:00 a.m., Wood Center Conference Room A

April 1, Rural Affairs, 11:00 a.m., Wood Center Conference Room A

April 10, Staff Council, 8:30 a.m., Wood Center Ballroom

X The meeting was adjourned at 10:35 a.m.

Tapes of this Staff Council meeting are in the Governance Office, 312 Signers¹ Hall, if anyone wishes to listen to the

complete tapes.

Submitted by Kathy McGill, Governance Office.