

**MINUTES**

UAF STAFF COUNCIL MEETING #80  
Wednesday, April 10, 1996  
Wood Center Ballroom

I Marie Scholle called the meeting to order at 8:37 a.m.

**MEMBERS PRESENT:**

Banks, P.  
Barr, K.  
Bender, L.  
Bergeron, B.  
Fisher, K. (for S. Boatwright)  
Gal, S.  
Hetrick, S. (for Ci. Wilson)  
Howald, C.  
Ilgenfritz, L.  
Johnson, J.  
Jordan, S.  
Leavy, D.  
Matheke, G.  
Pederson, J.  
Plowman, C.  
Powell, D.  
Ritchie, E. (for S. Wilken)  
Scalise, G.  
Scholle, M.  
Sowell, P.  
Thomas, Ma.  
Wilson, Cr.  
Yates, M.

**MEMBERS ABSENT:**

Barr, J.  
Enochs, K.  
Gramling, D.  
Lowdermilk, J.  
Murphy, L.  
Oleson, B.  
Pierce, R.  
Thomas, Mi.

**OTHERS PRESENT:**

Bauer, T.  
Freeman, J.  
Hayes, J.  
Heyne, E.  
Ivey, P.  
Knabe, M.  
McGill, K.  
McHenry, Y.  
Witt, D.

B. The minutes to meeting #79 (March 6, 1996) were approved as distributed via e-mail.

C. The agenda was adopted with the addition of a System Governance Report by Pat Ivey under Item IV, C.

II President's Report - M. Scholle

President Scholle and President-elect Pierce will be attending the Board of Regents meeting April 18 and 19 in Anchorage. The Job Evaluation Project will be addressed. Representatives stated that in some areas, they were only given four work days to turn them in. The May 1 meeting will be President Scholle's last meeting to preside over and she thanked everyone for their support this past year and encouraged representatives to run for president-elect.

III Guest Speaker

A. Mike Rice, Vice Chancellor for Administrative Services

Vice Chancellor Rice thanked the Council for the opportunity to speak with them. President-Elect Pierce has asked that he and Chancellor Wadlow be a regular on the agenda for FY97.

Job Evaluation Project - There has been a wide variation on how similar jobs were classified at the MAUs and this was addressed in the Business Council. The Business Council is made up of the financial officer from the MAUs, Vice President for Finance and key members from statewide administration are asked to participate in various meetings to provide input. Reviewing all the positions and try to correct the inconsistencies between the campuses and take a look at everyone systemwide is the goal of the project. Jim Kessler has been hired to assist in this project. Statewide has taken over the administering of the project and there has been some communication problems. There is a mechanism for reclassification if a position has significantly changed and the Chancellor will make that decision. The decision to place a hold of pay whether to increase or decrease depending if a position is upgraded for downgraded was made so that the whole picture can be looked at and people would not be juggled around. Also, there may be significant economic impact and the effects of this will have to be looked at. The Library participated is a pilot-

type project on reclassification. In this project, it was discovered that there were over and under classified employees.

Parking - The cost of parking was deferred to Tim Bauer in the Business Office, since they now run that portion of parking. This year, parking is \$200,000 short of the Program Assessment goal, which means a deficit of \$400,000 for next year if the revenue stays the same. The Chancellor's Advisory Committee of Parking, Transportation and Public Safety recommended that the fees for parking remain the same for next year. The Committee also forwarded a memo to the Chancellor that they could not find a solution to the parking dilemma in order to meet the Program Assessment goal. The number of student decals have increased this year due to the change in parking fees for students carrying less than a full load. Students now pay for parking by the credit hour. Parking fees for next year will be frozen. Administration is exercising a loophole in the Program Assessment goals. The goal states that a certain target has to be met by FY98. However, every time administration requests a delay in the Program Assessment goals, the Board of Regents has not granted it. Vice Chancellor Rice has challenged staff to find a creative solution to parking. NACUBO bench marking study states that we are midway in terms of what we charge for parking, but none of the other campuses have headbolt heaters. It costs approximately 7 cents per hour when a car is plugged in. The charge for departments to purchased decals and pay insurance was mandated by Program Assessment. As a result of a legislative audit, there are too many vehicles on campus and a centralized vehicle pool was recommended. Currently, there are approximately 415 vehicles on campus. The Regents have mandated through Program Assessment that the funds generated from the University vehicles, i.e. charging for decals and insurance not go into the parking auxiliary, but that they are part of Program Assessment funds. A question was asked on the cost of parking. Parking is supposed to be self sufficient not a revenue generator.

Training - Due to cutbacks, training has been cut back in Personnel. A training survey will be distributed by University Relations, at the request of President-Elect Pierce, with paychecks in the next couple weeks. Information is being gathered as to what training is specifically being offered on campus. Vice Chancellor Rice encouraged everyone to participate in the survey. The survey will direct the future path training will take.

The floor was opened for questions. A representative stated that each campus varies widely and how can we have equity when the jobs are so different. Similar jobs will be looked at and in the past the jobs on the other campuses have come out higher grades. Concerns were expressed that a different job at UAF will be compared to a position at UAA. Dr. Rice stated that forcing comparisons where there shouldn't be is not the purpose of the Job Evaluation Project, nor will it happen. Dr. Rice stated that he would be surprised if there is a change in the jobs that have been evaluated in the last year or so. It will be interesting to see how similar jobs compare systemwide. Dr. Rice was seeing higher evaluations in Anchorage where his counterpart was seeing just the opposite.

Representatives stated that the NACUBO survey was not user friendly. Vice Chancellor Rice stated that we were mandated by the Board of Regents to participate and agreed that the survey was not user friendly.

Representatives stated that employees at Statewide have received increases after having their job evaluated. Concerns were expressed that this whole Job Evaluation Project has not been fair and equitable. Vice Chancellor Rice stated that this was brought up at a Business Council meeting and he has been assured that everyone is receiving equal treatment. System Governance is also looking into this matter. The process is not being

questioned, but the unequal treatment.

IV Governance Update

A. Faculty Senate - E. Heyne

The grade appeal process was refined. The Senate approved a program where high school students could enroll at UAF and receive an advisor. The academic calendar for 1996-97 and deleting the Library Information Technology Users Committee were approved. Faculty compensation is a focal point at this time. The Faculty Senate has taken no formal action at this time regarding the whole union issue. The administration has asked that the two unions be combined. The State Labor Relations Board has to make a ruling on this. Don Lynch will be attending the Board of Regents meeting in Anchorage April 18 and 19. President-Elect elections will take place at the April 22 meeting. Post tenure evaluations is a topic of concern at this time.

B. ASUAF - J. Hayes

This is the last meeting Joe Hayes will be addressing Staff Council as the ASUAF president. Elections will take place the week of April 15. The academic and students affairs policies will be addressed at the April 18 and 19 Board of Regents meeting. Representatives asked Joe Hayes how he perceives student morale. Joe Hayes stated that at the beginning of the school year morale was relatively high, but that is not the case at this time. To much focus is placed on the negatives at UAF. The positive aspects need to be emphasized. Representatives concurred. The University did not receive additional funding for ADA. John Davies and Jeanette James have been working on additional funding for this. Concern was expressed by representatives that there is an initiative to build a new public health lab in Anchorage and close the one in Fairbanks. Representatives asked what stance the Regents have taken on this issue. Joe Hayes stated that he had not heard of this, but would bring it up to the other Regents. A recommendation was made to have the SRC open at 6:30 a.m.

C. System Governance - P. Ivey

Pat Ivey, executive officer with System Governance distributed a handout on the governance structure at the University of Alaska. The UAF Staff Council along with the other staff constituent groups from the other MAUs have a representative to the Staff Alliance. The Staff Alliance addresses staff issues which affective staff throughout the system, i.e. the Job Evaluation Project. The System Governance Council includes the faculty, staff, and student constituent governance bodies. At the last legislative update from Wendy Redman, representatives were reminded to contact their legislators regarding the University budget. Statewide employees will be participating in mandatory supervisory training. Pat Ivey stated she would contact Statewide Human Resources and see if other staff can participate in this training. A suggestion was made to review the Haye handbook and state handbook when filling out the JEF. System Governance is currently in the process of looking at other staff governance groups throughout the US. A survey will be distributed to gather information and possibly establish a national web directory. Information on the various staff development programs throughout the system will be forwarded to the Staff Training Committee. Statewide has an employee recognition program. There is a luncheon and outstanding employees are given a plaque and approximately \$750.

V The Council took a five minute break.

VI Committee Reports

A. Rural Affairs - M. Yates

Carolyn Chapman from Personnel Services addressed the

committee on the job evaluation process. The committee addressed the geographic differential bill. This bill is going through the house and would adversely affect rural staff with a cap of 20% for the geographic differential. President Scholle spoke with Wendy Redman and she feels it will be passed. There has been conflicting reports that if the bill is passed, currently employees would be grandfathered in at the current geographic differential. However, this needs to be confirmed. Representative Hanley has requested that the state participate in a survey regarding state employees' salaries compared to the private sector and other state employees in different states. At this time the University would not be considered in the survey. Staff Council representatives recommended that the University not participate, but that a comparison be made after the results are known.

B. Information Coordinating - R. Pierce

There was no report, President-Elect Pierce had jury duty.

C. Staff Affairs - G. Matheke

1. Motion to delete the Library Information Technology Users Committee from the Governance Coordinating Committee

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 to delete the Library Information Technology Users Committee of the Governance Coordinating Committee.

EFFECTIVE: Immediately

RATIONALE: The current committee is inactive and not functional at this time.

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2. Motion to approve the 1997-98 Academic Calendar

After a brief discussion, the motion was tabled. The Business Office has expressed concerns regarding the length of time for fee payment. This motion was tabled and will be addressed along with parking at the April 23 Staff Affairs Committee meeting. A copy of the latest draft of the dispute resolution was distributed and will be addressed at the next committee meeting.

MOTION TABLED (unanimous)  
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The UAF Staff Council moves to approve the 1997-98 academic calendar for the Fairbanks campus.

UNIVERSITY OF ALASKA FAIRBANKS - Fairbanks Campus  
ACADEMIC CALENDAR 1997-98

FALL SEMESTER - 1997

Application for admission deadline/fall semester	Tues., Aug. 1
Orientation for new students	Sun.-Wed., Aug. 30-Sept. 3
Labor Day	Mon., Sept. 1
Residence halls open, 9:00 a.m.	Mon., Sept. 1
Registration materials & advisors available	Tues.-Wed., Sept. 2-3
Registration: course selection	Tues.-Wed., Sept. 2-3
Last day for residence halls check in	Wed., Sept. 3
Fee payment	Tues.-Wed., Sept. 2-12*
First day of instruction	Thurs., Sept. 4
Last day of late registration	Fri., Sept. 12
Last day for student-initiated withdrawals	
except freshman and non-degree students	Fri., Sept. 26
Low grade reports for freshman due	Wed., Oct. 1
Last day for student initiated withdrawals	
for freshman and non-degree students	Fri., Oct. 10

Last day to apply for fall graduation	Tues., Oct. 15
Priority registration/1997 spring semester	Begins Nov. 10
Thanksgiving holidays	Thurs.-Sun., Nov. 27-30
Last day of instruction	Fri., Dec. 12
Final examinations	Mon.-Thurs., Dec. 15-18
Residence halls close, noon	Fri., Dec. 19
Grades due to Admissions & Records, noon	Mon., Dec. 22
SPRING SEMESTER-1998	
Application for admission deadline/spring semester	Fri., Dec. 1
Orientation for new students	Mon.-Tues., Jan. 12-13
Residence halls open, 9:00 a.m.	Sun., Jan. 11
Registration materials & advisors available	Tues.-Wed., Jan. 13-14
Registration: course selection	Tues.-Wed., Jan. 13-14
Last day for residence hall check in	Wed., Jan. 14
Fee Payment	Tues.-Wed., Jan. 13-23*
First day of instruction	Thurs., Jan. 15
Alaska Civil Rights Day (no classes)	Mon., Jan. 19
Last day of late registration	Fri., Jan. 23
Last day for student-initiated withdrawals except freshman and non-degree students	Fri., Feb. 6
Low grade reports for freshman due	Wed., Feb. 11
Last day to apply for spring graduation	Mon., Feb. 16
Last day for student initiated withdrawals for freshman and non-degree students	Fri., Feb. 20
Spring recess	Mon.-Sun., Mar. 16-22
Priority registration/1998 fall semester	Begins Mar. 30
All Campus Day (no classes)	Fri., Apr. 24
Last day of instruction	Fri., May 1
Final examinations	Mon.-Thurs., May 4-7
Residence halls close, noon	Fri., May 8
Commencement	Sun., May 10
Grades due to Admissions & Records	Wed., May 13

\*Change of last day of late registration may require lengthening of fee payment and change in refund policy.

EFFECTIVE: Immediately

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- D. Elections, Membership, & Rules - L. Bender
- Nominations are open for the position of president-elect and the election will take place at the May 1 meeting. Pam Sowell from Printing Services was nominated. If you are interested in serving as President-Elect, contact Ron Pierce at 7015 or the Governance Office at 7056.
- E. Staff Training - P. Sowell
- The committee met and is drafting a resolution regarding the importance of staff training. The resolution should be presented at the May Staff Council meeting. Pam Sowell and Michelle Thomas were elected co-chairs of the committee.
- F. Budget Council - T. Bauer
- A handout was distributed with the fixed costs for FY98.
- G. System Governance Council - M. Scholle
- The Job Evaluation Project is an ongoing issue that both Staff Alliance and System Governance are watching closely. Information from the other MAUs on staff development will be forwarded to the Staff Training Committee. System Governance is continuing to review drafts to Regent's policies.
- H. Picnic Committee - K. Barr
- The committee meet and the following recommendations were made. A canvas banner will be placed in a very visible location informing staff of the picnic on June 7. More tables will be gathered for the picnic and Jerry Johnson is working on getting a tarp. A request will be forwarded to the Chancellor requesting that she send a memorandum to deans, directors, and fiscal officers stating that staff will have release time for the picnic.

VII        Comments and Questions

Calendar - A suggestion was made to have next years staff calendar horizontal instead of vertical. This would fit their work area better. However, another representative stated that the vertical calendar fits better in their work area. The photo selected for the calendar dictates the position of the calendar.

PERS - Representatives asked if there is going to be a change to PERS. There is a House Bill that would make the PERS system into 3 tiers for new employees. This is attached to the retirement incentive bill. This would not affect current employees.

Door Prize - Linda Ilgenfritz was the winner of the door prize.

E-Mail - If you are having trouble receiving information via e-mail, contact the Governance Office at 7056.

VIII       Announcements

A.        Upcoming Staff Council Committee Meetings

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| April 22 | Administrative Committee, 3:30 p.m., Wood Center Conference Room B |
| April 23 | Staff Affairs, 9:00 a.m., Wood Center Conference Room B            |
| April 23 | Picnic Committee, 10:00 a.m., Wood Center Conference Room B        |
| May 1    | Staff Council, 8:30 a.m., Wood Center Ballroom                     |
| May 6    | Rural Affairs, 11:00 a.m., Wood Center Conference Room A           |

IX        The meeting was adjourned at 11:27 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.