

**MINUTES**

UAF STAFF COUNCIL MEETING #81  
Wednesday, May 1, 1996  
Wood Center Ballroom

I Marie Scholle called the meeting to order at 8:43 a.m.

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

Barr, J.  
Bergeron, B.  
Gramling, D.  
Jordan, S.  
Pederson, J.  
Wilson, Ci.  
Wilson, Cr.

**OTHERS PRESENT:**

Bauer, T.  
Chapman, C.  
Hayes, J.  
Long, P.  
Lynch, D.  
McGill, K.  
Wilcox, B.

- B. The minutes to Meeting #80 (April 9, 1996) were approved as distributed via e-mail.
- C. The agenda was adopted with the addition of a Budget Council report by Tim Bauer.

II President's Report - M. Scholle

Board of Regents Meeting - A report on leave benefits will be copied and distributed to all representatives for future review. Cooperation between faculty, staff, and students with the Board was addressed. The Job Evaluation Project will be an issue that will carry over into President-Elect Pierce's tenure.

President Scholle thanked all the representatives for their support and encouraged them to continue this. At the beginning of President Scholle's tenure, she set two goals. 1) Everyone in governance does make a difference, and unity makes a difference, and 2) a strong voice for the rural sites. Both these goals have been met and the goal of unity was evident in February when all the governance groups joined together and lobbied on behalf of the University and the geographic differential bill which will adversely affect rural representatives.

III Guest Speaker

- A. Joe Thomas, Board of Regents  
  
Joe Thomas was unexpectedly called out of town and was unable to attend the meeting.
- B. Brenda Wilcox, Director, Alumni Relations  
  
Brenda Wilcox encouraged representatives to join the Alumni Association. Alumni has started a mentorship program with students and alumni. Through the Chamber of Commerce, a business partnership has been established and a tutoring program has been established with West Valley. Alumni is also assisting with recruitment and sponsoring the pre-commencement brunch and post commencement reception. A newsletter is distributed quarterly. The Alumni office is located at 201 Constitution Hall.

IV Governance Update

A. Faculty Senate - D. Lynch

A decision has been handed down that there may have two different faculty unions. The University will not appeal this decision. Don Lynch will take the office of President of the Faculty Senate at the May 13 meeting. Don Lynch reiterated President Scholle's comment that all the governance groups have worked well together this year and plans to continue that in the coming year. Don Lynch gave a brief recap of the Board of Regents meeting. John Craven from the Geophysical Institute was elected as President-elect and will take office May 13. UAF is 11% towards meeting program assessment goals, UAS and UAA are at 10%, and Statewide has not decreased it's expenditures, but increased them by 5% and has not meet any part of their goals. Don Lynch stated that the University cannot function without staff and looks forward to working with Staff Council in the coming year.

B. ASUAF - J. Hayes

This will be Joe Hayes last official meeting speaking on behalf of ASUAF. Catherine Wheeler will be the next ASUAF president. Staff Council has shown creative solutions to issues of concern and were encouraged to continue this. Joe Hayes will be attending the graduation at Kuskokwim as student Regent. Staff Council presented Joe Hayes with a birthday card and cake.

V The Council took a five minute break and ate birthday cake.

VI Committee Reports

A. Rural Affairs - B. Oleson

The committee met on April 29 and Barb Oleson was re-elected as chair. The training survey was not distributed to the rural sites, so Dixie Emery in CRA faxed out copies. Employee recognition for the rural sites was addressed. The impact on rural sites from the step increases was addressed, also. Some sites will be negatively impacted. The dean of CRA will be informed of this situation. The next meeting will be face-to-face on June 6.

B. Information Coordinating - R. Pierce

The committee has not met since the last meeting, but there are a few issues that are of concern to Staff Council. The lands bill will go to the Governor's desk today with an amendment that the University makes it's selection of land by 2006 instead of 2014. The budget has not completely passed and the bottom line figure for the University is not yet known, but may end up at a 1% cut. The geographic differential is still in the House and will most likely stay there unless it has to be used as a trading tool to get the budget passed.

C. Staff Affairs - G. Matheke

The committee addressed parking at their last meeting. Grant will be attending the Parking Committee meetings and working with the committee on this issue. All areas of parking will be looked at. Parking is now an auxiliary account and will be audited each year. The audit will enable the committee to see where the funds go. This information has not been available in the past. Also, Program Assessment dictates that parking will raise a certain amount of revenue. Parking will be on the committee agenda for the May meeting. The latest draft to the dispute resolution was addressed. Some minor complaints were voiced and Grant Matheke contacted Patty Kastelic in Statewide Human Resources. An important part of this section is providing sexual harassment training for all staff. The Board of Regents are looking at leave, sick leave usage, and comparison of benefits and will be on the committee's agenda. Staff morale will be addressed, also.

D. System Governance Council - G. Matheke

Grant Matheke is a member of Staff Alliance. The Board of Regents are looking at policies that state governance review of policies. In the proposed recommendation, there is no mention of governance interaction when policy is developed. The Staff Alliance asked that governance consultation be placed in the Policies. The state job audit was addressed and the Alliance came to the consensus that they would not participate, but would monitor this. UAA has asked for a change in membership based on the population of staff at each MAU.

E. Staff Training - P. Sowell

1. Resolution on the Importance of Staff Training

After a brief discussion, a motion was made and seconded to pass the resolution. The vote was unanimous. The Council members all stated the importance of training for staff.

RESOLUTION PASSED (unanimous)  
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WHEREAS, the University of Alaska Board of Regents has an established policy (04.01.01) regarding the human resources mission statement which states that the University shall "provide for continuing opportunities for training and development;" and

WHEREAS, the Statewide Office of Human Resources is established to provide services which enhance productivity through human resource management within the University by developing and implementing programs and services to meet institutional needs; and

WHEREAS, the UAF regional personnel office has provided coordination and continuity of training opportunities for UAF employees in a most effective and useful manner; and

WHEREAS, the University of Alaska Anchorage has set a good example of the importance of staff training with their Employee Development spring 1996 program; and

WHEREAS, lack of supervisory training ranked #5 as an issue which impacts staff morale in the Staff Morale Survey; and

WHEREAS, provide supervisor/leadership training ranked #4 and provide staff training ranked #6 on ways to increase staff morale in the Staff Morale Survey, and

WHEREAS, staff training ranked #5 as an important issue on the follow-up morale survey;

THEREFORE BE IT RESOLVED, That the UAF Staff Council strongly urges the Vice Chancellor of Administrative Services to restore the UAF Personnel Services training coordinator position and all associated funding; also

BE IT FURTHER RESOLVED, That employee training is a basic need not only for employee development and morale, but more importantly to provide our clientele and the public at large with a consistent level of quality service. It is unacceptable for an institution of higher learning to eliminate a coordinated training program for its own employees. To remove this function from the purview of the Personnel Services office on the claim that employees will find their own opportunities from scattered sources is short-sighted and self defeating.

EFFECTIVE THIS FIRST DAY OF MAY, 1996

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2. Staff Convocation

There will be a Staff Convocation on May 16 in Schaible Auditorium to distribute the staff longevity awards. The Chancellor has given her approval for this event and will be funding the refreshments. The committee is working with Personnel on this event. Rural representatives

asked the committee to address how the rural sites will be recognized. Video conferencing was suggested.

- 3. Some areas did not receive staff training surveys. Their names were forwarded to the Governance Office and a copy will be faxed. President-elect Pierce stressed the important of filling out this survey.

F. Picnic Committee - K. Enochs

The committee is continuing to acquire door prizes for the picnic on June 7. A banner will hang outside Wood Center two weeks prior to the picnic to remind staff. Raffle tickets and fliers were distributed to representatives. The drawing will be June 7 at the staff picnic. Prizes for the raffle are two tickets on Alaska Airlines, two tickets on the Dome Car to Denali, two season tickets to UAF hockey, and a pass to the Student Recreation Center. The person selling the most raffle tickets will have their choice of door prizes at the picnic. A dunking booth was also discussed, but no plans have been finalized. A letter will be sent to the Chancellor requesting that she contact deans, directors, and fiscal officers regarding release time for the picnic.

President Scholle read the following letter from a scholarship recipient. <sup>3</sup>To Whom It May Concern: I am taking this time to say how truly grateful I am for the Carolyn Sampson Memorial Scholarship choosing me as a scholarship recipient. At this precise time, I have been wondering if I was a foolish middle aged woman attempting to change the current my life has followed. This summer especially, the undertow has seemed quite strong. Just as I started doubting my ability to change the course towards going to school and earning a degree, I received your letter of congratulations. The financial support you are providing is greatly needed. More significantly is the reassurance that I have felt, the fact that someone else believes in me, in my goal is so encouraging. Thank you seems so inadequate of a return for this boost in my self esteem. Thank you, thank you so much. Humbly thank you.<sup>2</sup>

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

- 1. Pam Sowell from Printing Services was nominated and unanimously elected as President-Elect.

H. Budget Council - T. Bauer

The master plan was addressed at the last meeting. The University may get \$7 million in capital funding, \$7 million next year, and maybe up to \$15 the following year. The Governor would propose a general obligation bond issue for the \$15 million amount. UAF will probably receive 65% of these funds. The funds would be used for deferred maintenance and code compliance. The list of capital projects was narrowed. Food service renovation and repair was taken off the list. The University is looking at awarding a longer term contract in the future and in turn receive renovations and repairs from the unit receiving the contract. Matching funds for Elvey was deleted. The other items move up on the list. A few of the items include Library equipment, Fairbanks campus space renovation, equipment, planning funds for new student housing, Kuskokwim food storage, Bristol Bay campus planning, Northwest space renovation, walkways at UAF campus, Museum addition, and Brooks building renovation. It looks like the University's funding will be 1% less than last year, which means that the University came out better than other state agencies.

VII OTHER BUSINESS

A. Update on the Job Evaluation Project - C. Chapman

Jeanne Freeman has a conflict and Carolyn Chapman addressed the Council. Carolyn Chapman is holding workshops with various units on campus on how to fill out the Job Evaluation Form, as well as answer questions that staff may have. Carolyn Chapman reiterated that

the job evaluation committee had done a fine job. Carolyn scores the JEFs and forwards them to Jim Kessler for review. Patty Kastelic has made the recommendation to President Komisar that no one will receive a reduction of salary as a result of the Job Evaluation Project. A statistical analysis will have to be done regarding the impact to the University once the project has been completed. Concerns were expressed over the procedures, i.e. timelines and lack of communication from Statewide. Call Carolyn Chapman if you have a new or vacant position to be reviewed. Representatives asked what type of pattern has come about so far from the review. Carolyn stated that in Administrative Services, most of the positions stayed the same with a few going up and a couple going down.

B. Appreciation Awards Presentation - M. Scholle and R. Pierce

Certificates of appreciation were presented to the following people for their outstanding work as committee chair: Barb Oleson, Rural Affairs; Grant Matheke, Staff Affairs; Laura Bender, Elections, Membership & Rules; Karen Enochs, Picnic Committee; Pam Sowell and Michelle Thomas, Staff Training; and Ron Pierce, president-elect.

The following resolution of appreciation was moved and seconded. The Council passed it with unanimous approval.

Resolution of Appreciation  
for  
Marie Scholle

WHEREAS, Marie Scholle has served the University of Alaska Fairbanks Staff Council as president in a manner deserving of the University of Alaska Staff Council's greatest admiration and respect; and

WHEREAS, concerns and wishes of the University of Alaska Fairbanks classified and administrative, professional and technical staff have been strongly presented by Marie through her tireless participation on several governance committees, including the University of Alaska Fairbanks Governance Coordinating Committee; chair, Staff Alliance; chair, System Governance; and numerous University of Alaska Fairbanks Staff Council committees; and

WHEREAS, Marie Scholle has done an excellent job as president of the University of Alaska Fairbanks Staff Council during times of change affecting the staff, program assessment, and a declining budget climate; and

WHEREAS, The University of Alaska Fairbanks Staff Council wishes to acknowledge the outstanding service rendered the association by the hard work of Marie Scholle as she concludes her term as president; now

THEREFORE BE IT RESOLVED, That the University of Alaska Fairbanks Staff Council wishes to acknowledge the many contributions of Marie Scholle and expresses its appreciation for her exemplary service.

DATED THIS FIRST DAY OF MAY, 1996.

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VIII Comments and Questions

Marie Scholle passed the gavel to Ron Pierce and wished him good luck in the coming year.

IX Announcements

A. Committee Meetings

May 23 Staff Affairs, 9:00 a.m., Wood Center  
Conference Room B

May 24 Administrative Committee, 9:00 a.m., Wood

Center Conference Room B

June 7 Staff Council, 8:30 a.m., Wood Center  
Ballroom

X 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.