

MINUTES

UAF STAFF COUNCIL MEETING #83
Wednesday, September 18, 1996
Wood Center Ballroom

I Pam Sowell called the meeting to order at 8:40 a.m.

MEMBERS PRESENT:

Banks, P.
Bender, L.
Bergeron, B.
Chapman, C.
Enochs, K.
Gal, S.
Howald, C.
Jordan, S.
Leavy, D.
Magee, P.
Matheke, G.
Murphy, L.
Oleson, B.
Plowman, C.
Powell, D.
Ritchie, E.
Scalise, G.
Sowell, P.
Thomas, M.
Wilken, S.

MEMBERS ABSENT:

Barr, K.
Boatwright, S.
Gramling, D.
Harris, L.
Johnson, J.
Pederson, J.
Pierce, R.
Wilson, Ci.
Wilson, Cr.

OTHERS PRESENT:

Bauer, T.
Lynch, D.
McGill, K.
Rice, M.
Scholle, M.
Secrest, A.

B. The minutes to meeting #82 (June 7, 1996) were approved as distributed via e-mail.

C. The agenda was adopted as distributed via e-mail.

II Chancellor's Remarks - A. Secrest

Back to School BBQ - Staff Council was congratulated for their work on making the back to school picnic a success. Approximately 3,000 attended the picnic. Pictures from the picnic were circulated and representatives were asked to sign the photo album.

Dana Thomas from Department of Mathematics has been working as a special assistant to the Chancellor for enrollment and retention. Increased signage around campus has helped make the campus more user friendly. If you have any suggestions/recommendations on how to make the campus more user friendly, send them to Dana at ffdlt@aurora.alaska.edu.

III Vice Chancellor for Administrative Services Remarks - M. Rice

Vice Chancellor Rice congratulated Staff Council on their work for the back to school picnic and thanked Staff Council for the invitation to speak at their monthly meetings.

Construction Update - The summer season is winding down.

JEF Project - The project is nearly on schedule. However, one unit has had difficulties getting their JEFs in. The results should be available in November instead of October.

Retirement Incentive Program - The Board of Regents will be addressing this at their September 26 and 27 meeting. There is a requirement that eligible positions show substantial savings in the first year. Also the University will be charged a 1% administrative fee if they participate. The University is analyzing the information to see if it would be beneficial to participate. This subject generated a great deal of discussion at the last Board meeting and it is not clear how the Board of Regents will vote on this matter. A question was raised regarding term funded employees. The RIP bill states that savings have to be realized from state general funds.

IV President's Report - P. Sowell

New Members - Cheryl Chapman from Kuskokwim and Priscilla Magee from Utilities were welcomed aboard. Cheryl replaces

Mari Yates and Priscilla replaces Jay Barr.

Sexual Orientation and JEF Project - Staff Affairs addressed these issues and the Council will vote on them later in the meeting.

Back to School Picnic - Staff members were commended for their hard work on a successful back to school picnic.

Faculty and Staff Orientation - Ron Pierce, President of Staff Council and Don Lynch, President of Faculty Senate both participated in the new faculty and staff orientation.

Paychecks - Concerns have been expressed regarding the mailing of paychecks when payroll goes on the Banner System. A suggestion has been made to have a central location on campus for employees to pick up their check since approximately 50% of the employees do not have automatic deposit. Further information on this recommendation will be reported at later meetings.

Leave - Another topic of concern includes notification when an employee has over 240 hours of annual leave which they will loose after December 31 if the leave is not taken.

Recognition Committee - Ron Pierce, Paula Long, and Andy Angaiak sit on the committee.

Health Benefits - A special meeting has been set up for October 16 at 9:00 a.m. in the Regent's Conference Room - Butrovich to address health benefits. Patty Kastelic and Mike Humphrey will be the guest speakers.

College Town Day - A dinner will take place on Thursday, September 19 at the Carlson Center. Staff members were encouraged to attend.

Committee Meetings - President-Elect Sowell reminded representatives that it is imperative that they attend the committee meetings and provide input.

V Governance Reports

A. Faculty Senate - D. Lynch

Faculty development will be the major focus for the Senate this year. Faculty development is limited in scope, currently lacks a focus, and needs to be related directly to the challenges of the next few years.

Other issues will include Academic Outcomes and Assessment, Teaching Effectiveness, Productivity defined as what is actually learned or mastered, faculty workloads defined in terms of productivity, distance delivery and unity of command. Establishing cooperative programs amongst the three major campuses involving faculty from each, teaching through distance delivery techniques. The current model is the statewide BBA program run through Juneau. A Ph.D. in Anthropology is in the planning stages combining Anchorage and Fairbanks faculty.

Sexual Orientation - The Anchorage student organization has proposed once again inserting a prohibition against discrimination based on sexual orientation into Regents' Policy and are asking for an immediate resolution on our part. This issue has been referred to Faculty Affairs.

Evaluation of Administrators and revision of our policy on the selection of Administrators. The former is under Faculty Appeals and Oversight. The latter requires merely some word changes in the definition of administrators.

The issue of Regents' Policy requiring all those with 175 credits to pay graduate tuition for any additional courses appears to have been an error. This matter will be addressed at the Regents meeting on September 26 and 27.

The Senate has received a request on how to best present faculty service awards. These are the awards given to faculty based on the number of years they have been at the University. In the past these have been past out at the Departmental level.

Student Retention issues include: reconsideration of the use of the No Basis Grade; moving the drop/add date later in the semester; elimination of the requirement for an advisor's signature on course change documents submitted to the registrar; elimination of the requirement for a Dean's signature approving students taking more than 18 credits; other matters.

Various legislators will be guest speakers at the Senate meetings.

B. ASUAF - C. Wheeler

No report was available.

VI Committee Reports

A. Rural Affairs - B. Oleson

The committee met on the 16th and addressed a convenient meeting time for this semester. The committee addressed the Job Evaluation Project and reminded representatives to inform their constituents of the appeal process. Communication to the rural sites continues to be an area which needs improvement.

B. Staff Affairs - G. Matheke

The committee continues to monitor the recommendations that the Parking Committee is developing. The Parking Committee has requested actual figures for the cost of parking and is in agreement that parking cannot be viewed as an automatic teller machine. The committee continues to monitor health benefits and will ask Patty Kastelic, Executive Director for Statewide Human Resources the status of a wellness program to help offset the increased health costs. Staff Affairs is also addressing the possible combining of sick and annual leave.

1. Resolution to rescind Regents¹ Policy P05.10.01 J 3

After a brief discussion a motion was made and seconded. The resolution was passed with unanimous approval.

RESOLUTION PASSED (unanimous)
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WHEREAS, Regents¹ Policy P05.10.01 J 3 creates an unwarranted hardship for numerous students throughout the University of Alaska; and,

WHEREAS, Regents¹ Policy P05.10.01 J 3 is unwarranted by any consideration of costs; now,

THEREFORE BE IT RESOLVED, That Regents¹ Policy P05.10.01 J 3 be rescinded at the September meeting of the Board of Regents.

Effective this eighteenth day of September.

2. Motion to reaffirm position on the inclusion of 'sexual orientation²' in Regents¹

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

MOTION PASSED (unanimous)
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The University of Alaska Fairbanks Staff Council reaffirms its position in regard to non-discrimination based upon sexual orientation. Members of the Council urge the Board of Regents of the

University of Alaska to include the words 'sexual orientation' in their policy.

Alternatively, the members of the University of Alaska Fairbanks Staff Council support the adoption of a policy statement similar to that of the State University of New York which states, 'Attitudes, practices, and preferences of individuals that are essentially private in nature, such as private expression or sexual orientation, are unrelated to performance and provide no basis for judgment.'

Effective: Immediately

3. Motion regarding proposed Job Evaluation Project Appeal Process and UAF staff member on the appeal committee

After a brief discussion, a motion was made and seconded. The vote was unanimous. Marie Scholle requested clarification for the no comment statement. Grant Matheke stated that the Council had no problems with the appeal process as written, but the Council left the door open for further review if their are future drafts to the process. This will be addressed in a cover memo to Patty Kastelic, Executive Director for Statewide Human Resources.

MOTION PASSED (unanimous)
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The UAF Staff Council forwards the proposed Job Evaluation Project Appeal Process without comment. The UAF Staff Council recommends that Laura Bender from the Institute of Marine Science serve as the UAF employee representative on the appeals committee.

EFFECTIVE: Immediately

1996 Job Evaluation Project
University of Alaska

Introduction

As the 1996 Job Evaluation Project evolved, the following emerged as important goals:

- identification and clarification of proper internal relationships between staff positions at the University, at each MAU, and across the system;
- establishment of documented and understandable career ladder opportunities within the University community for staff employees; and
- development of on-going administrative policies/procedures attendant to the project which would best serve the interests of both the University of Alaska and its employees consistent with available resources.

In any project of this magnitude and complexity, there is always the possibility that unintentional errors and/or poor judgments are made despite the best efforts of everyone involved. The interest of the University is best served by providing an administrative procedure by which an employee may dispute specific result(s) of the project prior to their implementation, and by undertaking a detailed administrative review of the disputed decision with the objectives of accuracy, equity and deliberate consideration of specific employee concerns.

WHAT RECOMMENDATIONS OF THE PROJECT ARE SUBJECT TO APPEAL?

After careful review of their individual notification packet, an employee may elect to formally appeal any or all of the following:

- their own position's assigned classification (job title) in the new classification structure;
- their own position's assigned salary grade based on Hay

evaluation; or

-a violation or lack of consistent application of administrative procedures attendant to the project and its resultant impact.

Although these three areas have been specifically identified as "appealable", the intent of the appeals process is to formally acknowledge and address any concerns an employee may wish to have considered relative to their classification/compensation resulting from the Job Evaluation Project. In that spirit, employees are given this one-time opportunity to formally submit their specific concerns regarding 1996 Job Evaluation Project recommendations to the Appeals Committee, so that these concerns can be acknowledged and considered, and an appropriate response can be formulated.

WHAT IS THE COMPOSITION AND ROLE OF THE APPEALS COMMITTEE?

The Appeals Committee will be composed of: Jan Parten, UAA Director of Human Resource Services; Jeanne Freeman, UAF Director of Personnel Services; Tom Dienst, UAS Personnel Manager; and Tim Adamczak, SW Personnel Manager, hereafter referred to as the university management team, and one employee representative from each MAU who has Hay tool evaluation experience, nominated by Staff Alliance and approved by President Komisar, hereafter referred to as the employee representatives. All members of the Appeals Committee will share full and equal voting rights with other committee members. (Note that the members of the university management team were purposefully not involved in the evaluation process in order to promote their objectivity and to ensure that they were not reviewing their own evaluation and resulting classification decisions.) Each member of the university management team will serve as chairperson at his/her respective location and the Appeals Committee will develop procedures, timelines and communication appropriate for each MAU.

The Statewide job evaluation coordinator will serve as an ex-officio member of the Appeals Committee. In the event the MAU Appeals Committee is deadlocked or the decision of the MAU Appeals Committee is unacceptable to the employee involved, the appeal may be submitted to the Executive Director of the Statewide Office of Human Resources. The Statewide job evaluation coordinator will serve only as an informational resource to the committee at their discretion and will have no voting privileges regarding committee deliberations, nor will the job evaluation coordinator be present when matters come to a vote.

HOW DOES AN EMPLOYEE FILE AN APPEAL?

An employee may appeal a 1996 Job Evaluation Project recommendation(s) by submitting an appeal memorandum to the university management team member at their respective MAU within fifteen (15) business days of receipt of their Job Evaluation Project notification packet. The memorandum and any necessary attachments should detail the following:

- the specific recommendation(s) being appealed;
- the rationale for the appeal;
- the specific remedy(s) being sought, if known; and finally,
- whether or not the employee would like a face-to-face meeting with their MAU Appeals Committee.

This memo must be reviewed and discussed with the employee's immediate supervisor and the supervisor will then initial the memo prior to its transmittal to the university management team. Note that the supervisor's initials indicate that this review/discussion has taken place and do not indicate agreement or disagreement with the employee's decision to appeal and/or the content of the appeal memorandum. If an employee is uncomfortable with this review/discussion for whatever reason, the employee should contact the university management team member at their respective MAU or the Statewide job evaluation coordinator and a mutually acceptable alternative will be explored.

WHAT CAN AN EMPLOYEE WHO ELECTS TO APPEAL EXPECT?

An employee can expect that no adverse action will be taken by any member of the University's management team or any other employee based on the employee's decision to file a formal appeal. Violation

of this prohibition will subject the violator to disciplinary action. The University administration will make every effort to ensure the integrity of the appeals process. The content of appeals memorandums and Appeals Committee deliberations will be held in the strictest confidence by the Appeals Committee.

The Appeals Committee retains the ability to judge the legitimacy of an employee's appeal consistent with applicable administrative procedures. The Appeals Committee may request additional information/clarification or a face-to-face meeting with the employee at its discretion. Failure by the employee to provide the requested information, or to appear at a mutually scheduled meeting, will serve as a forfeit of the employee's appeal.

Written notification of the committee's decision will be sent to the employee, and copies to the employee's supervisor, within thirty (30) working days of the receipt of the appeal memorandum and attachments by the respective university management team. In cases where a decision cannot be reached by the Appeals Committee within thirty (30) working days, the employee will receive notification of the status of their appeal and the rationale for the delay.

If the decision of the Appeals Committee at the respective MAU is not acceptable to the employee, the decision may be appealed in writing, within fifteen (15) working days of the receipt of the notification, and must state specific reasons for the objections to the Appeals Committee decision. This appeal should be sent to the Executive Director of the Statewide Office of Human Resources, who will review the appeal and make a final recommendation to the University President. The final evaluation and grade placement is not grievable.

C. Staff Training - P. Sowell

The results from the staff training survey will be distributed via e-mail, once the Governance Office has received an electronic copy. The major area of concern in the survey was increased supervisory training. The committee is addressing this concern and will be presenting a continuing education program for supervisors.

D. Budget Council - T. Bauer

The Budget Council received a letter from the Chancellor thanking them for their participation and the committee has been disbanded. A new committee is being formed and no formal announcement has been made at this time.

E. Elections, Membership & Rules

New members Cheryl Chapman from Kuskokwim and Priscilla Magee from Utilities were announced. The combination of units 17 and 18 will be addressed. Unit 17 at the present time has less than 10 members.

Elections for the odd numbered units will take place this fall. Nomination forms will be distributed with the October 11 paycheck and are due back in the Governance Office on October 25. Ballots will be distributed with the November 8 paycheck and will be due back in the Governance Office by November 22. Results of the election will be announced at the December 6 Staff Council meeting.

The following positions are vacant on Staff Council. If you are interested in serving, contact the Governance Office at FYSTAFF or 7056.

- Unit 3 Kuskokwim - Alternate vacant
- Unit 7 GI - Alternate vacant
- Unit 8 IAB - Alternate vacant
- Unit 9 SFOS - Representative and 2 alternates vacant
- Unit 10 CLA, SOM, Chancellor's Office, & Summer Sessions - 2 alternates vacant
- Unit 12 Utilities - Alternate vacant
- Unit 14 Student Services - 2 alternates vacant
- Unit 16 Library - Representative and 2 alternates vacant

- Unit 17 Physical Plant Custodial - Representative and alternate vacant
- Unit 18 Physical Plant and Planning & Project Services - representative and 2 alternates vacant

F. System Governance Council - M. Scholle

Board of Regents - The Board will be addressing at their September meeting the inclusion of sexual orientation and if the University will participate in the Retirement Incentive Program.

Legislative - Vice President Redman will be lobbying to get more funding for the University's operating budget, as well as getting the University included in the confidentiality bill. System Governance will be distributing a legislative survey.

Equipment - Marie is working on getting funding for equipment that will help reduce repetitive motion disorders.

College Town Day Dinner - Representatives were encouraged to attend.

Rural sites were asked to send concerns/questions to Marie at fnmms@aurora.alaska.edu.

Governor's Board on Safety - Marie Scholle has been appointed to the Governor's Board on Safety.

VII The Council took a five minute break.

VIII OTHER BUSINESS

A. Motion to establish an ad hoc committee to organize the 1997 Staff Council calendar

After a brief discussion, a motion was made and seconded. The vote was unanimous. Representatives stated that this is a fun committee to serve on and encouraged all interested to contact the Governance Office.

MOTION PASSED (unanimous)
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The UAF Staff Council moves to establish an ad hoc committee to organize the 1997 Staff Council calendar and the following people have volunteered to serve on the committee:

- 1. Karen Enochs
- 2. Shawn Jordan
- 3. Darleen Masiak
- 4. Kathy Mosca

EFFECTIVE: Immediately

RATIONALE: Work on the 1997 Staff Council calendar needs to begin immediately in order to meet printing deadlines, so that the calendar can be distributed at the December 6 meeting.

B. Motion to amend FY97 Staff Council Meeting Calendar with an additional meeting

A special meeting will be added to the Staff Council calendar to specifically address health benefits. All staff members were encouraged to attend the special meeting. A motion was made and seconded. The vote was unanimous.

MOTION PASSED (unanimous)
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The UAF Staff Council moves to amend the FY97 meeting calendar to include a special meeting on Wednesday, October 16 at 9:00 a.m. in the Regents' Conference Room. This meeting will be numbered 84A

EFFECTIVE: Immediately

RATIONALE: At the special meeting, Staff Council will meet jointly with Patty Kastelic, Executive Director for Human Resources and Mike Humphrey, Statewide Director of Benefits to address health benefits.

IX Comments and Questions

Hearing none, the committee moved on to the next agenda item.

X Announcements

A. Committee Meetings

 October 7 - Rural Affairs, 11:00 a.m., Wood Center
 Conference Room A

 October 7 - Calendar Committee, 11:00 a.m., 312 Signers¹
 Hall

 October 8 - Staff Council #84, 8:30 a.m., Regents¹
 Conference Room - Butrovich

 October 9 - Staff Training, 9:00 a.m., Wood Center
 Memorial Conference Room

 October 16 - Staff Council #84A, 9:00 a.m., Regents¹
 Conference Room - Butrovich

XI The meeting was adjourned at 10:05 a.m.

A tape of this Staff Council meeting is in the Governance Office, 312 Signers¹ Hall, if anyone wishes to listen to the complete tapes.

Submitted by Kathy Mosca, Governance Office.