

MINUTES

UAF STAFF COUNCIL MEETING #85
Wednesday, November 6, 1996
Wood Center Ballroom

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

MEMBERS PRESENT:

Banks, P.
Bender, L.
Bergeron, B.
Boatwright, S.
Chapman, C.
Gal, S.
Harris, L.
Howald, C.
Johnson, J.
Leavy, D.
Magee, P.
Matheke, G.
Murphy, L.
Pederson, J.
Pierce, R.
Plowman, C.
Powell, D.
Ritchie, E.
Wilken, S.

MEMBERS ABSENT:

Barr, K.
Enochs, K.
Gramling, D.
Jordan, S.
Oleson, B.
Scalise, G.
Sowell, P.
Thomas, M.
Wilson, Ci.
Wilson, Cr.

OTHERS PRESENT:

Chapman, Ca.
Craven, J.
Freeman, J.
Jones, D.
Mosca, K.
Rice, M.
Wadlow, J.
Wheeler, C.

B. The minutes to meeting #84a (October 16, 1996) were approved as distributed via e-mail.

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

II Chancellor's Remarks - J. Wadlow

Employee Recognition Program and Supervisory Training Program - The Chancellor is looking forward to the Council's recommendations on both these issues and has been working closely with President Pierce on both.

Communication with Rural Sites - The Rural Affairs Committee recommended better communication between Fairbanks and the rural sites, particularly Budget and Personnel. Chancellor Wadlow contacted the areas involved to find a solution to this problem.

Internet Access - Chancellor Wadlow asked the representatives who accesses the world wide web. All representatives acknowledged access. The University has a web production team established to develop an outstanding home page for UAF. The Chancellor asked for input on the home page prior to Thanksgiving. Basic information regarding UAF will be required for all home pages linking to the University's main page.

Promoting UAF - The University will be working with the Chamber to promote UAF. Deferred maintenance at UAF is a priority. There will be a legislative reception at the Chancellor's residence with interior delegates and members from the community.

World Wide Alumni Day - November 16 will mark this event. Different celebrations around campus will take place, such as open houses at various departments.

Second Native Summit - A brochure has been distributed which describes some of the activities and research that have taken place in native education since the last summit in 1994.

Top of the World Basketball Tournament - This is a major event for the community, as well as UAF. Recruiting displays will be setup at the Carlson Center during the tournament. The Chancellor encouraged staff to become involved in this activity.

Question: A statement was made that deferred maintenance is a priority at UAF, but that maintenance on salaries has to keep pace with our counter parts at the Borough and State.

Response: A top priority of the Board of Regents is the backlog of deferred maintenance and the annual maintenance budget. Another area of high priority will be salary increases and request legislative funding for these increase. The University has been internally funding the increases with existing resources.

III Vice Chancellor for Administrative Service Remarks - M. Rice

Retirement Incentive Program - The University has received all the necessary approvals from the state to participate in the RIP. The application period will be November 11 - December 31, 1996. However, the University will be closed from December 24-January 2, and anyone who wishes to participate in the RIP should get their paperwork in as soon as possible. Representatives from the State Division of Retirement will be on campus November 11-15. For more information, contact Alta Crawford at Personnel Services.

Job Evaluation Program - By mid November all JEFs will have been evaluated. Management reviews will be completed by the end of November and internal equity review meetings between personnel directors and staff will take place. In early December, internal equity review meetings between statewide officers and system management will take place. January 1997 written notification will be provided to employees on their individual position and the process as a whole. Jim Kessler will conduct meetings at each MAU to communicate information about the JEF process and results to the employees. During January and February, employees may review results, ask questions, and prepare appeals as appropriate. Two months has been estimated to hear appeals and the project should be completed by the end of April 1997. Vice Chancellor Rice does not see an employee's pay status affected if their position is downgraded as a result of the job evaluation process.

Question: Representatives thanked the Vice Chancellor for publicizing in the Cornerstone the cost of parking on campus. However, concerns were expressed regarding 32% of the funding going to the Police Department and representatives asked what does this 32% actually pay for.

Response: The funds pay for community service officers (CSO) and a proportion of salaries depending on how much time the individual spends on parking issues.

IV President's Report - R. Pierce

Most of the items were covered by the previous guest speakers or will be addressed by the guest speakers.

V Governance Reports

A. Faculty Senate - J. Craven

John Craven, president-elect of the Senate gave the report. Professor Craven has a joint appointment with the Physics Department and the Geophysical Institute. The Senate is working on updates to the Constitution and Bylaws. Core curriculum requirements will also be addressed and a recommendation was made to have students takes these courses early in their academic course loads. Faculty Development is looking at requiring faculty to prepare a report and a seminar on what they did while on sabbatical. Curricular Affairs is addressing the issue of not requiring advisors signature after a student has completed a certain amount of credits. Governance in a union environment will also be addressed this coming year. Another area to be addressed this year is a formal ethics policy for faculty. Distance delivery and the Internet is an issue for faculty. The College of Rural Alaska has an outstanding system for distance delivery. Faculty Alliance is working on faculty development, coordinating schedules between all three campuses, and standardizing the grading structure. A representative recommended having more advisors available for students at the beginning of the semester to assist in the making the campus more user friendly.

B. ASUAF - C. Wheeler

Catherine Wheeler apologized for not attending the September and October Staff Council meetings, as she had car trouble. ASUAF is working on increased student interaction, especially at Hutch and the Downtown Center. A special election will take place November 12 and 13 asking for a \$5 increase in student activity fees to be implemented Spring 1997. If passed, this will go before the Board of Regents at the November 22 meeting. ASUAF is working on getting the ethernet connection fee reduced in residence halls. A committee has been established of all the club presidents to coordinate the various activities on campus and increased student interaction. A representative complimented ASUAF on their tutoring program. Catherine stated that she would like to see this program expanded.

VI Guest Speakers

A. Jeanne Freeman and Carolyn Chapman, Personnel Services

Jeanne Freeman gave a brief background on the hiring process. When a non-faculty, non-executive position is vacated, a potential promotional opportunity exists. In December 1992, Chancellor Wadlow had approved Staff Council's motion extending the required internal recruitment prior to external recruitment for all staff positions with a provision that the internal period be extended to five days. However the internal recruitment can be waived by the appropriate Vice Chancellor to further UAFs diversity goals. The waiver has been delegated to deans and directors. In January 1995, the chancellor again approved this practice to help achieve two goals. It allows promotional and transfer opportunities for employees and provides a concentrated effort to further UAFs affirmative action goals. A reminder on internal recruitment was placed in the October 1996 Personnel Update.

Carolyn Chapman described the hiring process. Recruitment begins when a job description is written. The job needs a position control number; job group classification, i.e. APT or classified; salary range; expected minimum requirements; and labor distribution. Carolyn reviews all the paperwork, which includes screening material, ADA requirements, skills testing. Dorothy Jones also reviews the material to ensure that there is no discrimination and will determine where the target group will be to satisfy the utilization goals. Then a decision is made whether to advertise internally or externally or a combination. The job is advertised, then a preliminary, intermediate, and interview stage occurs. The full packet consisting of all the applicants resumes, skill testing, backup documentation, and screening material is forwarded to Dorothy Jones for review. Once the department has received approval from Dorothy, the applicant may be hired. The University's affirmative action plan is reviewed every year by the federal government. Emergency hiring process was briefly addressed and is used when a position has been prematurely vacated and is a temporary placement. However, the position will have to go through the regular recruiting process. Concerns were expressed regarding employees participating in internal recruitment with other MAUs. UAF Personnel Services recognizes employees from other MAUs as internal candidates and has addressed this with the other personnel departments. However, this may not be the case at other MAUs. Also, internal recruitment can be advertised as department only, division only, MAU only, or systemwide. Also, Carolyn works with people in the layoff pool to get them back in the system.

B. Dorothy Jones, Affirmative Action/EEO

Dorothy Jones' job is to ensure that UAF is in compliance with federal guidelines. There are consequences if UAF is not in compliance with these guidelines, i.e. loss of federal funding. A 'good faith effort' to diversify has to be made. Although the policies and regulations exist,

compliance with federal guidelines is also required. A new hire report is published annually along with a promotion and transfer report. If the pattern of these reports show that the university is not promoting employees according to affirmative action goals, than there is a problem. Also, the diversity of the unit is factor in whether the position will be internally or externally recruited. The two positions in questions were in the School of Management and the Provost Office.

VII The Council took a five minute break.

VIII Committee Reports

- A. Rural Affairs - B. Oleson
No report was available.
- B. Staff Affairs - G. formed Matheke
- 1. Motion to ratify staff members on the Statewide Task Force on Health Benefits

After a brief discussion, the following motion was passed with unanimous approval.

MOTION PASSED (unanimous)
=====

The UAF Staff Council moves to ratify the following staff members to serve on the Statewide Task Force on Health Benefits.

- 1. Irene Downes, Physics
- 2. Cheryl Plowman, Business Office
- Alt. Karen Enochs, IAB

EFFECTIVE: Immediately

RATIONALE: Each staff member utilizes benefits in a different manner and will provide broad representation on the committee. Also, appointing an alternate will enable committee members to have backup when they are unable to attend meeting.

- 2. Motion to ratify staff members on the Student Recreation Board

After a brief discussion, the following motion was passed with unanimous approval.

MOTION PASSED (unanimous)
=====

The UAF Staff Council moves to ratify the following staff members to serve on the Student Recreation Center Board for FY97.

- 1. Michelle Combellick, IAB
- 2. Tim Bauer, Business Office, ex-officio

EFFECTIVE: Immediately

RATIONALE: Michelle Combellick is familiar with the SRC operations and will provide valuable input for staff involvement. The Council also recommends that Tim Bauer be appointed to the Board in an ex-officio capacity. The SRC Board makes policies that affect the Business Office and his input would be invaluable. Tim is also familiar with the SRC facility.

- 3. Resolution on Internal Recruitment

Discussion on the need for this resolution took place. Some representatives felt this was not necessary after

the discussion with Dorothy Jones, Jeanne Freeman and Carolyn Chapman. However, other representatives felt that something still needed to be stated regarding internal recruitment and providing promotional opportunities for employees. A motion was made and seconded to postpone this motion and send it back to Staff Affairs. The motion to postpone passed with unanimous approval.

RESOLUTION POSTPONED (unanimous)
=====

WHEREAS, it is the stated policy of the Chancellor of the University of Alaska Fairbanks and the University of Alaska Board of Regents to offer new or vacated positions to the internal applicant pool prior to recruiting externally, and

WHEREAS, this policy was violated in recent new hires of visible positions; creating the impression that these policies are easily ignored, and

WHEREAS, circumvention of internal hire policies adversely affects staff morale by reducing the possibilities of advancement or lateral movement during a period when employees are already concerned about the consequences of continued budget shortfalls,

NOW THEREFORE BE IT RESOLVED, that Staff Council strongly recommends that Chancellor Wadlow, and the UAF Administration redouble their efforts to offer new or vacant positions internally prior to opening them to external recruitment.

DATED THIS SIXTH DAY OF NOVEMBER, 1996.

C. Staff Training - D. Powell & E. Ritchie

The committee has been meeting weekly to develop a supervisory training program. A motion was handed out at the meeting and also distributed prior to the meeting via e-mail outlining the program. Representatives felt that this program would address the need for supervisory training that has been expressed in previous training surveys, as well as staff morale surveys. A motion was made and seconded. The vote was unanimous.

MOTION PASSED (unanimous)
=====

The UAF Staff Council moves to approve the following training program:

STAFF TRAINING PROGRAM

OBJECTIVE

Establish a training program that meets the needs of the staff at the University of Alaska Fairbanks. The needs shall include but not be limited to job skills training, supervisory training, and training leading to self improvement.

ELIGIBILITY

The program shall be available to all staff of the main campus and rural sites of the University of Alaska Fairbanks.

PROGRAM ADMINISTRATION

It is the intent of this program to develop staff to their fullest potential, thereby maintaining the excellent staff support at the University of Alaska Fairbanks. To accomplish this goal, the program must be firmly established, presented to the staff in a manner which promotes optimum learning, and be a condition of employment.

There are three primary areas within this program and each area requires support and participation at all levels of supervision.

A. Job Related Training:

It shall be the responsibility of the supervisor to ensure that the employees receive the training necessary to perform each responsibility required for their position. This will require the establishment of requirements and record keeping. These requirements will be part of the employee's annual evaluation. This will ensure the attendance at the required training. Additionally, multi-level supervisors will ensure that the supervisors under their authority participate in the training program and reflect this on the supervisors performance evaluation. This will be a condition of satisfactory performance at all levels.

B. Supervisor Training:

Supervisors will attend supervisory training as a condition of employment. Participation will be documented on the performance evaluation and shall be required to obtain a satisfactory rating. The supervisor training shall be presented in a continuing education format and shall result in continuing education credits. Job announcements and job descriptions will have a statement requiring continuing education training.

C. Self Improvement Training:

All employees are encouraged to pursue training that will result in individual development. Employees are encouraged to seek out and attend training and supervisors are directed to encourage their employees to take advantage of opportunities.

METHODOLOGY

Training shall be available both on campus and at rural sites. Rural site training may be in-house or brought to the site through a mobile training instructor or team. Rural sites should identify training needs and request a mobile training course. The Training Committee will assist with the coordination of dispatching a mobile team.

RESPONSIBILITY

The Chancellor shall implement this program with top down emphasis ensuring participation at all levels. The Staff Council President, along with the Staff Training Committee shall review the program prior to the end of each semester and submit suggested changes to the Chancellor for approval.

SUPERVISORY TRAINING PROGRAM

OBJECTIVE

Provide the tools necessary for supervisors to meet the requirements of supervision in this challenging environment.

ELIGIBILITY

All employees in the University of Alaska Fairbanks system who are in a position requiring supervision of other employees, including student employees will participate in the program. Supervision may be considered working or direct supervision. It is the intent of this program to provide ongoing training to all supervisors, as well as those staff members who aspire to be supervisors or anticipate a position change requiring them to supervise.

TRAINING

Organized training courses will be presented on a semester basis with several opportunities available in order to allow for maximum flexibility.

RESPONSIBILITY

The Chancellor shall implement this program and ensure it receives the appropriate amount of emphasis.

Employees who supervise staff shall be required to attend 10 continuing education courses a calendar year or enroll in a recommended substitute course.

EFFECTIVE: upon Chancellor's approval

RATIONALE: Supervisory training was overwhelmingly mentioned as an area of need in the Spring 1996 Staff Training Survey, as well as previous staff morale surveys. Thus, Staff Council has taken the initiative to develop a training program which will fill this need, enhance employee effectiveness, and improve employee morale.

D. Elections, Membership & Rules - L. Bender

1. Odd Numbered Unit Elections

Ballots will be distributed with the November 8 pay check and are due back in the Governance Office by November 22. Write-in candidates are acceptable; however, their written consent must be on file with the UAF Staff Council Election Committee or accompany the ballot. Results will be announced at the December 6 Staff Council meeting.

E. System Governance Council - M. Scholle

Marie was ill and no report was available.

F. Calendar Committee - K. Mosca

The theme this year was quilting and a slide by quilter Ruth McDowell was selected. The quilt was inspired by a visit Ruth McDowell made to the Large Animal Research Station. The calendars will be ready for the December meeting barring any printing delays. The committee agreed with the recommendation of having a rural theme for the 1998 calendar and a letter will be sent to the directors at the rural campuses.

IX Other Business

A. Motion to approve FY98 Staff Council meeting calendar

After a brief discussion, the following motion was passed with unanimous approval. Also, this information is needed for inclusion in the 1997 calendar.

MOTION PASSED (unanimous)
=====

The UAF Staff Council moves to adopt the following meeting calendar for the 1997-98 academic year:

MTG.#	DATE	DAY	TYPE
92	September 17, 1997	Wednesday	audioconference
93	*October 8,1997	Wednesday	face-to-face
94	November 5,1997	Wednesday	audioconference
95	*December 5, 1997	Friday	face-to-face
96	February 5,1998	Wednesday	audioconference
97	March 4, 1998	Wednesday	audioconference
98	*April 8, 1998	Wednesday	face-to-face
99	May 6, 1998	Wednesday	audioconference
100	*June 5, 1998	Friday	face-to-face

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

EFFECTIVE: Immediately

- X Comments and Questions
None made.

- XI Announcements
 - A. Staff Council committee meetings are posted on the web at <http://www.uaf.edu/uafgov/www/>
 - B. A birthday card for Pam Sowell was passed around for the Council members' signatures.

- XI The meeting was adjourned at 10:30 a.m.

Tapes of this Staff Council meeting are in the Governance Office, 312 Signers' Hall, if anyone wishes to listen to the complete tapes.

Submitted by Kathy Mosca, Staff Council Secretary.