

MINUTES

UAF STAFF COUNCIL MEETING #86

Friday, December 6, 1996

Regents¹ Conference Room - 109 Butrovich

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

MEMBERS PRESENT:

Banks, P.
Barr, K.
Bergeron, B.
Chapman, C.
Enochs, K.
Howald, C.
Johnson, J.
Kenworthy, M. (for S. Gal)
Leavy, D.
Masiak, D. (for G. Matheke)
Thomas, M.
Wilken, S.
Wilson, Cr.

MEMBERS ABSENT

Bender, L.
Boatwright, S.
Gramling, D.
Harris, L.
Jordan, S.
Murphy, L.
Pederson, J.
Ritchie, E.
Scalise, G.
Sowell, P.
Wilson, Ci.

OTHERS PRESENT:

Chapman, C.
Kastelic, P.
Kessler, J.
Lynch, D.
Mosca, K.
Moyer, T.
Rice, M.
Scholle, M.
Secretst, A.

B. The Minutes to Meeting #85 (November 6, 1996) were approved as distributed via e-mail.

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

II Chancellor's Remarks - A. Secretst

Chancellor Wadlow was unable to attend the meeting. Ann Secretst, Coordinator in the Chancellor's Office gave a brief report.

Employee Recognition Program - Ann Secretst and Ron Pierce met with Linda Sather from the School District to address what type of employee recognition program the school district has. They also received material on the Borough program. The Chancellor has earmarked \$5,000 as matching funds for the program. A \$10,000 endowment fund will need to be established to sustain a recognition program that the committee has been developing. Fund raising activities will have to be addressed to raise the other \$5,000. A suggestion was made to ask staff to donate \$1 each to the fund. The recognition program will be along the lines of an-employee-of-the-year award.

III Vice Chancellor for Administrative Services Remarks - M. Rice

Staff Training Program - The Provost, Dean of Students, Executive Dean of the College of Rural Alaska, and the Associate Vice Chancellor of University Relations have discussed the supervisory training program. The Vice Chancellor applauded the program. A suggestion was made to clarify that the supervisory training program is directed at both faculty and staff. This could be accomplished by calling it employee training.

Retirement Incentive Program - At this time, Personnel Services has been working with 35 employees who will be taking advantage of this program. The number is expected to increase by the end of the year. The University will accept certified letters with application material for the RIP, as long as they are postmarked by December 31.

IV President's Report - R. Pierce

President Pierce and Marie Scholle attended the November Board of Regents¹ meeting in Anchorage. A report was presented on the number of grievances. There were 12

grievances which went to a hearing and nine were from UAF. The reaction from the Board was that only 12 grievances was remarkable. However, this does not take into consideration how many do not go to a full hearing or are handled through mediation. There is a perception that grievances are being handled in the first stage and that is not the case. Thus, the Staff Alliance will be looking at the grievance process.

V Guest Speakers

A. Tom Moyer, Office of the Governor

Preview of the Governor's FY98 Budget - On November 26 the Governor released a preview of his FY98 budget. It absorbs \$39 million of cost increases and is \$2.5 million below this year's budget--for a total of \$90 million out of the \$100 million in his long range plan to reduce the budget over 3 years. More than \$27 million had to be cut (on top of the \$12 million reduction in debt service) to cover the specific cost increases in K-12 education; employer costs, including health premium increases; Medicaid; foster care and other formula increases. These increases total \$39 million. Plus, agencies had to absorb inflation for fuel, supplies, contract services, etc. A detailed budget will be released December 16. A few critical areas need additional funds to help combat crime, protect families and create economic opportunities. The University will be looking at the same funds as last year. A tobacco tax of \$1/pack will be proposed. An income tax may be discussed, but would not be proposed in the near future. Arco has announced an increase in their spending plan. The Governor will be meeting with representatives with British Petroleum.

Tom Moyer was asked if legislators will be looking at abolishing the supplemental pension plan. Tom Moyer stated that he does not feel this would pass or any reduction to the existing retirement plan even though the current legislature is not an advocate for state employees.

B. Patty Kastelic, Statewide Human Resources

Discrimination Policy Changes - Representatives asked if the general discrimination policy will be sent to Governance for review. Patty Kastelic stated that the policy had been sent to System Governance for dissemination. Representatives ask for more time to review this policy since UAF governance has not received this policy and both the Faculty Senate and Staff Council do not meet in January.

Health Benefits Task Force - Statewide Human Resources is waiting on task force members from UAA. A meeting will be scheduled once UAA forwards their names for the committee. A recommendation was made to look at combining University and state employees' insurance coverage to get a better price for administering of the health care plan. UAF has saved a great deal by switching to Blue Cross. Representatives stated that they have had problems with Blue Cross when they and their spouse are both insured. Concerns were also expressed about reasonable and customary changes. Patty Kastelic stated that the customer, the employee, should speak with their health care providers about the cost.

C. Jim Kessler, Job Evaluation Project

Stage I - evaluation of the JEFs. This stage is almost complete except one unit at UAF. Stage II - management and supervisory review stage. This stage is 75-80% complete. Stage III - executive overview of the whole system. This will take place prior to Christmas. A few general questions were answered. The results will be distributed to employees mid-January. There will be an appeals process. The appeal committee will be composed of Personnel Directors from each MAU and staff representatives from each MAU. A form for the appeal process is being developed at this time. Job titles are being looked at, but there isn't enough time to give this

adequate review. The results in January will be salary grade assignments. In the spring, job titles will be reviewed.

VI The Council took a five minute break.

VII Governance Reports

A. Faculty Senate - D. Lynch

The Faculty Senate will be addressing the grading policy, no basis grade, and an extended withdrawal period. The Faculty Alliance is looking at possibly establishing a uniform grading policy at all the MAUs. The Senate will be looking at a new program in health technologies and a new certificate in applied business. The Senate will continue work on a faculty ethics policy. The Alliance is addressing the Delaware study which determines productivity and efficiency. The statistical data in the study has been questioned. The University of Delaware does not follow this study. Changes to the discrimination policy was presented to the Regents¹ prior to governance review. It was noted that there are a variety of cultures within the University system and this has to be taken into consideration.

B. ASUAF - C. Wheeler

No report was available.

VIII Committee Reports

A. Rural Affairs - B. Oleson

The committee is working on recommendations to improve communication between the rural campuses and the main campus. The rural sites will be developing a procedures manual. This will establish one procedure for paperwork and will hopefully eliminate confusion. President Pierce stated how pleased he was to hear all the innovative ideas that the committee had come up with at their last meeting. Peg Banks from AFES-Palmer asked for a copy of the procedures also.

B. Staff Affairs - B. Bergeron

The resolution regarding internal recruitment was distributed as a handout. This resolution was addressed at the November meeting. A motion was made and seconded to delete the second paragraph. The motion was defeated. Another motion was made and seconded to include "employment opportunities and" in the third paragraph after "adversely affects staff." The amended passed with unanimous approval. Another amendment was made to delete "during a period when employees are already concerned about the consequences of continued budget shortfalls" in the third paragraph. The amendment passed with one opposition. Another amendment was made to strike redouble in the last paragraph and include "reaffirm their commitment and renew" after "UAF Administration." The amendment passed with unanimous approval. A motion was made and seconded to pass the amended resolution. The vote was 14 in favor and 2 opposed. The amended resolution passed.

RESOLUTION PASSED AS AMENDED (14 yea, 2 nay)
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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 appeared to be forgotten in recent new hires of visible positions; creating the impression that these policies are easily ignored, and

WHEREAS, not following internal hire policies adversely affects staff employment opportunities and morale by reducing the possibilities of advancement or lateral movement,

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

DATED THIS SIXTH DAY OF DECEMBER, 1996.

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

Handouts were distributed to the Council which included a brochure on the supervisory training program, a copy of the spring 1997 schedule, alternative class schedule, a handout on how to de-stress your workplace, and sample certificates. The motion on supervisory training is pending Chancellor's approval. Once it has been approved, the committee is ready to move forward with the program. A presentation has been given to the Chancellor's staff and the committee will address the recommendations made by Vice Chancellor Rice. A recommendation was made to have future classes on the West Ridge.

D. Elections, Membership & Rules - M. Thomas

The election results for odd numbered units is as follows:

| | | |
|---------|---|---|
| Unit 1 | May Kenworhty Sandra Russell | Representative Alternate |
| Unit 3 | Cheryl Chapman | Representative |
| Unit 5 | Paula Carroll Dee McDaniel | Representative Alternate |
| Unit 7 | Norm Cushing Bev Frey Suzie Underwood Kevin Abnett Amy Stubsjoen Martha Mason | Representative Representative Representative Alternate Alternate Alternate |
| Unit 9 | Laura Bender Beth Bergeron Nici Murawsky Eleanor Evans Gabrielle Hazelton Sheri Schuyler | Representative Representative Representative Alternate Alternate Alternate |
| Unit 11 | Rob Gieck Irene Downes | Representative Alternate |
| Unit 13 | Peg Banks *Julie Shalvoy *Deb Segla | Representative Alternate Alternate |
| Unit 15 | Diane Leavy Yvonne McHenry Cheryl Plowman Shannon Christensen Sue Smith Linda Stanley | Representative Representative Representative Alternate Alternate Alternate |
| Unit 17 | Delores Trice | Representative |

*Shared Position

Since Pam Sowell, President-Elect is still out of town on a family emergency, the Council felt that in Pam's best interest they would elect another president-elect at this time with the intent that Pam would be back in governance once her life has gotten back to normal. The person elected will serve as president-elect this year and president next year. After a brief discussion, a motion was made and seconded to elect Paula Long as president elect. The vote was unanimous.

MOTION PASSED (unanimous)

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The UAF Staff Council moves to elect Paula Long as president-elect complete the remainder of Pam Sowell's term.

EFFECTIVE: Immediately

RATIONALE: Due to a family emergency, Pam Sowell has been out of town for the past couple months and does not know when she will return.

Pam Sowell also sits on the Grievance Council and her position on that Council will need to be replaced. At this time the Grievance Council is very busy. After a brief discussion Cheryl Chapman from Kuskokwim was nominated. This recommendation will go forward to the Chancellor for approval.

MOTION PASSED (unanimous)

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The UAF Staff Council moves to nominate Cheryl Chapman to complete the term of Pam Sowell on the Grievance Council.

EFFECTIVE: Immediately

E. System Governance Council - M. Scholle

System Governance distributed a legislative survey. The results are posted on the web. Staff Alliance will be following the Job Evaluation Process, addressing the grievance process, and closely following legislative action on SBS. SBS is the supplemental retirement benefits. There has been talk of a 5% pay cut for state employees and geographic differential and these will be closely monitored. Funds were provided for Catherine Wheeler and another ASUAF representative to attend a student leadership conference. Staff Alliance will be funding President Pierce's airfare to Juneau for the February Board of Regents' meeting.

F. Calendar Committee - K. Enochs

The 1997 Staff Council calendar was distributed. The theme this year was quilting and the committee selected a quilt by Ruth McDowell which was inspired by her visit to the musk ox farm. As usual, Printing Services did an excellent job.

IX OTHER BUSINESS

A. Motion to delete Governance Coordinating Committee Health Issues Committee

After discussing the motion to disband the Governance Coordinating Committee Health Issues Committee, a motion failed (14 opposed and 1 abstention) to disband the committee because Staff Council felt that the committee should be revived and include membership from Risk Management and the Fire Department. Representatives asked that the committee address such issues as a wellness program, air quality in buildings, etc.

X Comments and Questions

None were made.

XI Announcements

A. Information regarding UAF Governance, is available on the web at: <http://www.uaf.edu/uafgov/www/>

XII The meeting was adjourned at 11:10 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.