

MINUTES  
UAF STAFF COUNCIL MEETING #87  
Wednesday, February 5, 1997  
Wood Center Ballroom

I Ron Pierce called the meeting to order at 8:40 a.m.

MEMBERS PRESENT:

Banks, P.  
Bender, L.  
Bergeron, B.  
Chapman, C.  
Cushing, N.  
Frey, B.  
Gieck, B.  
Harris, L.  
Hazelton, G. (for N. Murawsky)  
Howald, C.  
Johnson, J.  
Jordan, S.  
Kenworthy, M.  
Leavy, D.  
Long, P.  
Magee, P.  
McDaniel, D. (for P. Carroll)  
McHenry, Y.  
Mulkey-Trice, D.  
Oleson, B.  
Pierce, R.  
Plowman, C.  
Powell, D.  
Ritchie, E.  
Scalise, G.  
Stubsjoen, A. (for S. Underwood)

MEMBERS ABSENT:

Enochs, K.  
Pederson, J.  
Thomas, M.  
Wilken, S.

OTHERS PRESENT:

Christensen, S.  
Downes, I.  
Layral, S.  
Lynch, D.  
Mosca, K.  
Rice, M.  
Scholle, M.  
Segla, D.  
Stanley, L.  
Wadlow, J.

- B. The Minutes to Meeting #86 (December 6, 1996) were approved as distributed via e-mail.
- C. The agenda was adopted with the addition of a motion to amend the sexual harassment policy under the Staff Affairs Committee report, item VI, C.

II Vice Chancellor for Administrative Services Remarks - M. Rice

Vice Chancellor Rice presented the following information on the FY97-98 Fiscal Status:

FY97-FY98 UAF FISCAL STATUS

FY96 net general fund cost of operations	82,772.1
Salary increases	2,967.6
Maintenance increase	676.2
Total FY97 cost of operations	86,415.9
FY97 general fund	82,105.4
Includes partial funding for salaries, 1,086.0 unallocated	
Legislative reduction and 538.8 reduction for president's reallocation.	
FY97 shortfall	4,310.5
Paid by program assessment	1,624.8
FY97 shortfall not covered by program assessment	2,685.7
Does NOT include allowance for tuition or indirect shortfall	

FY98 FISCAL PROJECTION

FY97 cost of operation	86,415.9
Less amount covered by FY97 program assessment	1,624.8
Net FY97 cost of operations	84,791.1
FY98 salary increases	1,762.1
FY98 maintenance increase	676.2
Enhancements and essential new needs	1,000.0
Likely FY98 program assessment yield	(2,000.0)
FY98 minimum operating cost	86,229.4
FY98 General Fund appropriation "best case"	82,105.4

FY98 "best case" financial need	4,124.0
Other FY98 possibilities	
Additional presidential reallocation	500.0
Legislative short funding	1,000.0
Tuition shortfall	1,000.0
Additional critical unknown needs	500.0
FY98 possible financial need	7,124.0

The shortfall will try to be covered without placing a tax on operating units. The low snowfall and milder winter last year, generated a savings in those areas and funds were carried over. Funds were also received from federal indirect cost recovery to late in last year to spend, so these funds were carried forward. Enrollment is down this year and that will not help the shortfall. The Governor has said the budget will remain flat.

Job Evaluation Project - Some results from the JEF project have been distributed and the remainder will be distributed shortly, as soon as these results are verified. Information regarding the Job Evaluation Project can be accessed on the web at: <http://info.alaska.edu/UA/eval/>

III Chancellor's Remarks - J. Wadlow

Supervisory Training - The new program initiated by Staff Council was launched in January and Staff Council deserves recognition for their work on this program.

Communication - A survey was taken on better ways to communicate on campus. As a result, it was stated that the Chancellor's letter distributed with paychecks was not an effective way of communicating. The University's new web page is on-line and has been getting positive reviews. In-house talent was used to develop this web page.

Funding Challenges - Legislative funding may not be at the same level as this year, i.e. reductions. The workshop began serious discussions on meeting these funding challenges. Discussion focused on increased enrollment and the involvement of faculty, staff, and students. A marketing consultant is working with areas on campus as to how best market the University of Alaska Fairbanks. The Chancellor asked staff members to send her comments on this issue.

RIP Salary Savings - This is one piece of the pie to address next years shortfall and avoid layoffs. Other vacancies have and will occur. No vacancies will be filled until they have gone through the same scrutiny as the RIP vacancies to ensure that the University is using their resources in the best manner. Some of the RIP positions will need to be filled and this may result in a tax on units, a suggestion was made of 1-8%. Another option discussed at the workshop included having units absorb salary increases.

FY99 Budget Request - A letter will be distributed to deans, directors and governance describing the budget requesting process. Governance will be asked for their ideas on adjustments to the budget, along with deans and directors.

Lobbying in Juneau - Staff members will be lobbying in Juneau during the Regents meeting and this is an effective way of letting the legislators know the University's needs.

IV President's Report - R. Pierce

Supervisory Training - The program was launched in January and is a success. The program has generated comments to make the program even better and the Council appreciates these comments.

Chancellor's Workshop - Paula Long represented Staff Council at the workshop. Faculty, staff, and administration worked together to address the challenges that face the University. President-Elect Long stressed that each staff member needs to take an active roll and get involved and provide staff input.

Governance Reports

A. Faculty Senate - D. Lynch

The Senate is working on changes to their bylaws and the structure of the Senate. Ann Tremarello will be giving a report to the Senate on Banner. Don Lynch and John Craven will be in Juneau for the Board of Regents meeting and will be participating along with other governance representatives in lobbying on behalf of the University. John Craven and Tara Maginnis represented the Senate at the Chancellor's workshop. President Pierce thanked Don Lynch for his support of the supervisory training program.

B. ASUAF - C. Wheeler

No report was available.

VI Committee Reports

A. Elections, Membership & Rules - L. Bender

After a brief discussion, a motion was made and seconded to confirm the committee membership. The vote was unanimous.

MOTION PASSED (unanimous)  
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The UAF Staff Council moves to confirm the following committees' membership:

ADMINISTRATIVE COMMITTEE

Laura Bender  
Beth Bergeron  
Paula Long  
Barb Oleson  
\*Ron Pierce  
Cheryl Plowman  
Darlette Powell  
Elizabeth Ritchie  
Marie Scholle

STAFF AFFAIRS

Peg Banks  
Laura Bender  
\*Beth Bergeron  
Paula Carroll  
Beverly Frey  
Linda Harris  
JeRome Johnson  
Priscilla Magee  
Yvonne McHenry  
Delores Mulkey Trice  
Nici Murawsky  
Barb Oleson  
Jeff Pederson  
Cheryl Plowman  
Gabrielle Scalise

ELECTIONS, MEMBERSHIP & RULES

\*Laura Bender  
Shawn Jordan  
Marty Thomas  
Rob Gieck  
Linda Stanley

STAFF TRAINING

Alta Crawford  
Shannon Christensen  
Charlie Dexter  
Cathy Hodges  
Diane Leavy  
Kathy Mosca  
\*Darlette Powell  
\*Elizabeth Ritchie  
Sue Smith  
Suzan Underwood

INFORMATION COORDINATING

Norm Cushing  
J. Carter Howald  
\*Paula Long  
Deb Segla  
Gabrielle Scalise  
Sheri Schuyler

RURAL AFFAIRS

Elaine Bubnitz  
Cheryl Chapman  
May Kenworthy  
Dee McDaniel  
\*Barb Oleson  
Ron Pierce  
Sue Wilken

\*Chair

EFFECTIVE: Immediately

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B. Rural Affairs - B. Oleson

The committee is continuing their work on improving communication at the rural areas. A committee with representation from each campus is working on paper flow issues regarding Admissions & Records, Personnel, working on bringing supervisory training to the rural sites. President Pierce and Barb Oleson will have a

meeting with Executive Dean Gabrielli in mid-February to address supervisory training at the rural sites. The committee will be meeting face-to-face on February 13 in Fairbanks. A recommendation was made to have an audioconference meeting with Personnel and Payroll folks to address the new HRS banner system.

C. Staff Affairs - B. Bergeron

After a brief discussion, a motion was made to approve the Chancellor's Recognition Program. An amendment was made to change the second category from public recognition to Chancellor's recognition. The vote was unanimous.

MOTION PASSED AS AMENDED (unanimous)  
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The UAF Staff Council moves to approve the Chancellor's Recognition Program as follows:

OBJECTIVE

To recognize the University of Alaska Fairbanks staff for their continued service and outstanding contributions toward accomplishment of our institutional mission.

ELIGIBILITY

All staff members occupying any position regardless of employment status in the University of Alaska Fairbanks are eligible to receive recognition as outlined in this program.

PROGRAM OUTLINE

The recognition program will consist of:

- I. Longevity Recognition: For service in increments of five years of employment within the University of Alaska system. The Director of Personnel shall maintain this program and assist the Staff Council in sponsoring a recognition ceremony.
- II. Chancellor's Recognition: For service that is work related or a public relations effort that is noteworthy by any UAF employee. Recognition is a Chancellor's level award. All departments are encouraged to recognize their employees in addition to this award. The Chancellor shall maintain this program in conjunction with the UAF Staff Council. A copy of the award will be placed in the employee's personnel file.
- III. Monetary Recognition: For service that results in cost savings or revenue enhancement for UAF. The Chancellor shall maintain this program. A copy of the award will be placed in the employee's personnel file.

RESPONSIBILITIES

The Staff Council President shall review this program annually prior to the end of the elected term of office and submit suggested changes to the Chancellor for implementation. UAF employees shall review this program and submit suggestions for improvement to the Staff Council President.

EFFECTIVE: Upon Chancellor's Approval

RATIONALE: Staff employees at the University of Alaska Fairbanks need to be recognized for their service to the University. Thus, Staff Council has taken the initiative to develop a staff recognition program which will fill this need, enhance employee effectiveness, and improve employee morale.

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EMPLOYEE RECOGNITION SUBMITTAL FORM

NAME (Name of person to be recognized.):

DATE:

Why do you think this person deserves this award?

How has this person made a difference for UAF?

Give a specific example of how this person excels?

How is this person a good role model for students, staff, and/or faculty?

Additional comments.

NAME (Name of person submitting this form. Please print or type.):

PHONE:

SIGNATURE:  
Signature of person submitting this form.

Submit this form to the President of Staff Council, Governance Office, 312 Signers' Hall, prior to April 30.

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A handout was distributed via e-mail and hard copy and a motion was made and seconded. Discussion centered around "must" being a stronger word than "should make a reasonable, good faith effort to . . .". Staff Affairs addressed this at length in committee and felt that the change would keep consistency in the wording of the document. The motion passed with one nay.

MOTION PASSED (1 nay)  
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The UAF Staff Council moves to amend University Regulation R04.08.02 - Sexual Harassment, as follows:

Add = CAPS  
Delete = (( ))

B. Rights and Responsibilities

In order to preserve the rights of all members of the university community...All parties ((must)) SHOULD MAKE A REASONABLE, GOOD FAITH EFFORT TO exhaust the informal remedies described herein before they resort to the established...

EFFECTIVE: Upon Board of Regents approval

RATIONALE: In order to keep the language consistent throughout the document, it is necessary to change the word "must" to "should make a reasonable, good faith effort to".

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Representatives were reminded to contact their legislators regarding the University budget.

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

There has been over 90 people at each of the first few

supervisory training workshops; and with such large numbers, the workshops were moved into the ballroom. Complaints were received regarding people arriving late for the training and some folks had to be turned away. The evaluations have been overwhelmingly positive. The Downtown Center is handling the registration and they have been overwhelmed with work and haven't been able to get all the names in the system, so please have patience with the registration. The Geophysical Institute is also presenting training sessions and in the spirit of cooperation, these training sessions can be used for the continuing education units. A few representatives expressed concerns regarding the supervisory training. The perception is that the training is being forced on employees. Clarification was made that the training is for individuals who supervise and this includes students. Recommendations were made that publicity should be increased, along with training on the West Ridge. It was stressed that representatives take back all information from the meetings and communicate it with their constituents. Another suggestion was made to have training on how to properly use audioconference equipment. Representatives were reminded that this training came about from recommendations from staff surveys.

E. System Governance Council - M. Scholle

System Governance will be meeting in Juneau, along with attending the Board of Regents meeting. The UAF Governance Office set up meetings with 21 legislators and faculty, staff, and students from UAF, UAS, and UAA will be jointly lobbying on behalf of the University. The University budget and the geographic differential will be topics of discussion. Marie Scholle asked representatives to forward any concerns they have for legislators to her at [fnmms@aurora.alaska.edu](mailto:fnmms@aurora.alaska.edu). System Governance will be addressing the combining of sick and annual leave. There have been a number of rumors regarding this topic and non-union staff will not be bound by the contract the union passed. There is a clause in the union contract that if the non-union staff ratify a better proposal, then they will be able to come in under that proposal. A task force will be set up to address the combination of sick and annual leave. Each year student leadership attends a leadership conference. However, there is no funding in their budget for this conference. A recommendation was made to have each campus have a fund raiser for the students so they may attend this conference. System Governance is also working on improving community ties. However, there needs to be more of an effort to reach out to the community. For example, Risk Management has done various outreach activities as teaching CPR to courthouse employees.

F. Task Force on Health Benefits - C. Plowman

The task force has begun to meet and the first meeting primarily consisted of a review similar to the review session Staff Council had on October 16. It was stressed that no changes will be made to the health benefits prior to January 1998. Cheryl Plowman from the Business Office, Irene Downes from Physics, and Karen Enochs from IAB are the UAF staff representatives to the task force. The task force will be meeting bi-weekly with the hopes of a summary report to governance by mid-April and a recommendation from governance to the administration by mid-May. There is going to be a lot of work to do in a short time. A web site has been set up and the URL is:  
<http://info.alaska.edu/UA/benefits/index.html>

The task force is reviewing the benefits handbook. Ways of communicating information to the employees include, e-mail, web page, posting notices, direct mailing, and voice mailing to large groups. If you have any other suggestions, contact the task force representatives.

VII The Council was running behind schedule and did not take a break.

VIII OTHER BUSINESS

- A. Motion to approve classified staff on the Grievance Council
- 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 approve the following two classified staff to the Grievance Council:

Jesse Atencio, GI  
Dixie Emery, CRA

EFFECTIVE: Upon Chancellor's Approval

RATIONALE: These two classified staff will fill vacant positions on the Grievance Council.

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- B. Motion to establish Ad Hoc Picnic Committee
- After a brief discussion, a motion was made and seconded. The following people volunteered to serve on the committee. If you would like to serve on this committee, contact the Governance Office at 7056 or [fystaff@aurora.alaska.edu](mailto:fystaff@aurora.alaska.edu). The motion passed with unanimous approval.

MOTION PASSED (unanimous)  
=====

The UAF Staff Council moves to establish an Ad Hoc Picnic Committee to coordinate the staff picnic. The following people have volunteered to serve on the committee:

- |                  |                   |
|------------------|-------------------|
| 1. Marie Scholle | 5. Shawn Jordan   |
| 2. Paula Long    | 6. Linda Harris   |
| 3. Carter Howald | 7. Sheri Schuyler |
| 4. Delores Trice |                   |
- EFFECTIVE: Immediately
- RATIONALE: The staff picnics have been the climax to the Staff Council scholarship fund raiser and has enabled staff members to meet other staff from across the campus, as well as rural staff. The committee needs to begin plans for a June picnic and coordinate the scholarship fund raiser.

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IX Comments and Questions

A representative asked how Pam Sowell was doing. The latest information that the Governance Office has received is that Pam may be back in March and her son is still in a coma.

UAF Recognition - A number of units show recognition to UAF by wearing UAF apparel on Fridays. A number of representatives stated that this is observed in their units, and all representatives were encouraged to participate. A recommendation was made to have Staff Council formally support this activity.

X Announcements

- A. Staff Council committee meetings are posted on the web at: <http://www.uaf.edu/uafgov/www/>

XI The meeting was adjourned at 10:35 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 Mosca, Staff Council Secretary.