

MINUTES
UAF STAFF COUNCIL MEETING #92
Wednesday, September 17, 1997
Wood Center Ballroom

- I Paula Long called the meeting to order at 8:35 a.m.
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|----------------------------------|-----------------|
| MEMBERS PRESENT: | MEMBERS ABSENT: |
| Bender, L. | Cushing, N. |
| Bublitz, E. | Frey, B. |
| Carroll, P. | Magee, P. |
| Christensen, S. (for Y. McHenry) | Moore, D. |
| Downes, I. (for B. Gieck) | Murawsky, N. |
| Dufseth, K. | Scalise, G. |
| Enochs, K. | Shalvoy, J. |
| Harris, L. | Thomas, M. |
| Howald, C. | |
| Kenworthy, M. | OTHERS PRESENT: |
| Leavy, D. | Craven, J. |
| Long, P. | Evern, R. |
| Oleson, B. | Fields, A. |
| Plowman, C. | Hazelton, G. |
| Powell, D. | Ivey, P. |
| Stubsjoen, A. | Mosca, K. |
| Wilson, K. | Scholle, M. |
- B. The minutes to Meeting #91 (June 6, 1997) were approved as distributed via e-mail.
- C. The agenda was adopted with the Governance Reports moved prior to the President's Report.

II President's Report - P. Long

President Long welcomed everyone back from the summer break. Both the Chancellor and Vice Chancellor were in Anchorage at a budget planning meeting and were unable to speak at the September meeting.

Employee Recognition Award - Ruth Evern, the Interior Aleutians Campus Registration Officer, was introduced at the meeting. Ruth was the first recipient of the Chancellor's recognition award. She has assisted countless students start their journey through UAF and is genuine in her concern for all students' welfare, going the extra mile towards each student's program. She is instrumental in the Community Health Aid Practitioners Certificate Program and so far has seen 26 graduates from that program. Congratulations Ruth!

Wellness Program - The Governance Coordinating Health Issues Committee, chaired by Michelle Combellick has launched a wellness program entitled UAF Life (Let's Include Fitness Everyday) at: <http://www.life.uaf.edu>. Michelle will be a guest speaker at the October meeting.

Committee Involvement - President Long stressed the importance of representatives taking an active role in their committees. The chair position of Staff Affairs Committee is open. Committee participation is not limited to Staff Council members only and all staff can participate in any committee in which they are interested.

Supervisory Training - President Long congratulated past president Pierce and the Staff Training Committee for launching such a fine program. The fall schedule is available on the Governance Office web page at: <http://zorba.uafadm.alaska.edu/uafgov/www/ST-www/schedule.html>.

August Board of Regents Meeting - The Regents met in Valdez and President Long stated that it was very gratifying to have the Board give a standing ovation when Marie Scholle gave the Staff Alliance report on the "I proudly support the University and I vote!" campaign. President Long asked Staff Council representatives to take this energy and enthusiasm back to their constituents and keep the ball rolling. Marie Scholle stated that alumni wore aprons with "I proudly support the University and I vote!" at the alumni booth during the fair. The funds from this campaign go back into this campaign. No general fund money was used for this program. Distribution of

this information to the community is very important. Irene Downes asked if there has been an effort made to target industries in the community, such as Alyeska, Mapco, etc. There has been some contact, but Marie Scholle asked Staff Council representatives to take this information out into the community. T-shirts and sweatshirts are available in the Governance Office, fystaff@uaf.edu.

Request for Support - Financial support was requested for the UAA students who were involved in a climbing accident. More information on how to contribute to this fund will be distributed as soon as it is known.

Job Evaluation Process - President Long was instructed by the Staff Council last spring to write President Komisar and express our concern regarding the preferential treatment of statewide employees in the JEF process. At the August Board of Regents' meeting, Regents asked the status of this matter. Patty Kastelic stated that she had responded to Staff Council. However, this is not the case and President Long has not received a response from President Komisar or Statewide Human Resources. Members of the Board asked that in the future, they be copied on correspondence to the President. Staff Council representatives were appalled that there was no response to the inquiry and a motion was made and seconded to contact the President again on this matter. The vote was unanimous.

MOTION PASSED (unanimous)
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The UAF Staff Council moves that President Long contact President Komisar again regarding preferential treatment to statewide employees during the Job Evaluation Project.

EFFECTIVE: Immediately

University Reorganization - President Long and President-Elect Frey will be participating in a workshop at the Chancellor's house. If you have any input, contact Paula Long at fnpjl@uaf.edu or Bev Frey at beverly@gi.alaska.edu.

Staff Retreat - Staff governance from throughout the University of Alaska system will brainstorm a legislative strategy, problem solving, and provide input at the retreat. Representatives stated that the community perception needs to be changed regarding the University.

Contract Letters - Concerns have been expressed regarding the requirement of contract letters for staff. President Long spoke with the director of Personnel regarding the letters. Some employees will not sign the letters. The Director stated that this form has been in existence for a number of years and are required by regulation. Some areas on campus stated that they have not seen them, while rural representatives stated that they use these letters at some sites and other sites don't. Concern was expressed regarding the terminology used in the letters.

Clarification on Term Funded Contracts - President Long received requests regarding this issue. Upon further research, term funded staff are supposed to be terminated when the project is over. In the past, schools/colleges have kept them on.

III Governance Reports

A. Faculty Senate - J. Craven

John Craven is the Chair of Faculty Alliance and President of Faculty Senate. Key issues over the summer included the Board of Regents' passage of new policies on sexual harassment and discrimination. The University will again participate in the Retirement Incentive Program. John sat on a committee that addressed the impact of the RIP. The committee suggested no changes to the RIP.

John Craven attended the Western States Governors Universities conference in Denver this summer. The virtual

university is opening it's window early next year.

The unions, ACCFT and United Academics, represent faculty on campus and will address the role of governance in the union. The Faculty Senate has created an ad hoc committee to address this issue, also. Legislative and Fiscal Affairs is under the process or being revived. A motion to delete this committee was tabled last spring.

The Senate has more than 40 items on their agenda this year. Many items were carried over and it will be a very busy year. For example from the Statewide level, distance delivery, defining 100 level courses versus 300 level courses; consistent grading throughout all the MAUs; and tenure. ACCFT has a set of rules and United Academics will probably have a different set of rules.

The September 15 meeting was primarily an organizational meeting and the 40 items were distributed to committees. There is a lot of activity going on throughout the system regarding reorganizing of the University structure. We are \$16-20 million short and the University needs to address this on the University level.

Marie Scholle asked how many ad hoc committees were formed on the planning. The only ad hoc committee John Craven was aware of was the one on the RIP. The other committees were formal committees.

Legislative Affairs Committee - President Long suggested that faculty and staff join forces to effectively lobby the Legislature. The Faculty Senate is starting from a fresh slate and will address what is the most effective way to run this committee. Faculty on a large part lobby independently because they catch heck if they cancel a class. John thanked the staff for their effective lobbying in Juneau, especially after seeing it first hand.

B. ASUAF - S. Nuss
No report available.

C. Staff Alliance - M. Scholle

Marie Scholle was re-elected chair of Staff Alliance and represents UAF staff on the Alliance. The staff of the University as a whole have a reputation that they are going to be active and vocal. In June, Staff Alliance kicked off a campaign to gain support in the legislature for the University. Buttons, stickers and t-shirts were purchased with funds provided by the alumni. Staff and students all over the system are participating in this effort. In Valdez at the Board of Regents' meeting, the Staff Alliance reported to the Board regarding this campaign. The Board and audience gave the Alliance a standing ovation for their efforts. The Board supports this campaign 100%. Signature cards have been coming in from all over the state. There has been some misunderstanding with the Anchorage administration, but this has been cleared up and the whole system is now participating. This cause has gained attention all over the state and legislators are already rethinking how they respond to the University. It is very important that rural sites be on the band wagon and get signature cards from their area.

Marie Scholle reiterated the importance of representatives actively participate in the monthly meetings and disseminate information to their constituents.

Staff Alliance will also be addressing the leave share program. Patty Kastelic addressed the Board and wanted a short term leave insurance that employees can purchase. This was not well received and staff viewed this as another item they had to pay for. The Alliance is looking at alternate options. Marie Scholle has asked each MAU to come up with options and submit them to the Staff Alliance by October 14. There was a recommendation that each employee donate one day of annual leave and this leave goes into a bank. The banks would be administered by MAU.

The RIP will be administered individually by each MAU and is a management tool. In Juneau, the RIP was not offered to staff,

just faculty. Details of how it will be administered at UAF have not been announced.

The question was asked why Anchorage legislators don't support the University. UAA is not a major economic factor in Anchorage. The legislators are supportive of big business in Anchorage and not the university.

A suggestion was made to have UAF again supply academic support to the military bases and thus gather more support for UAF. At the present time, UAA has the contract and not UAF.

Anchorage Legislators - Barb Oleson recommended that the avenue when approaching legislators be on how effective the University is. Some of the Anchorage legislators asked why UAA isn't the main campus and are trying to put wedges between the MAUs. Staff Alliance stands firm that we are all in this together and stand together.

Marie Scholle introduced Pat Ivey, executive officer of the System Governance Office. System Governance distributes a great deal of information electronically. President's retreat for staff governance will take place in November. Pat Ivey gave a brief review of System Governance. Marie Scholle and Paula Long have been active supporters of staff at the system level. For effective lobbying, it is important that staff throughout the University system participate and contribute to legislative campaigns in their areas.

IV Committee Reports

A. Elections, Membership & Rules - L. Bender

1. Motion to reconfigure staff units

The University structure has changed over the past few years and Staff Council needs to conform to this new structure for ease of representatives communicating with their constituents. An amendment was made to title Unit 11 Facility Services and list the three areas underneath, Planning & Project Services, Physical Plant, and Utilities. A friendly amended was made to spell out Bibliographic Access Management. A motion was made and seconded. The motion passed with one nay.

MOTION PASSED (1 nay)
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The UAF Staff Council moves to reconfigure constituent units as follows and elections will take place in the fall to fill vacant positions.

- Unit 1 Bristol Bay, Dillingham
 - Chukchi Campus, Kotzebue
 - Kuskokwim Campus, Bethel
 - Northwest Campus, Nome

- Unit 2 College of Rural Alaska
 - Dean's Office
 - Alaska Center for Rural Health
 - Center for distance Education/Independent Learning
 - Department of Alaska Native & Rural Development
 - Interior-Aleutians Campus
 - Aleutians/Pribilof Center
 - McGrath Center
 - Nenana Center
 - Tok Center
 - Yukon Flats Center
 - Yukon Koyukuk Center
 - Alaska Cooperative Extension
 - Tanana Valley Campus

- Unit 3 College of Nature Resource, Development, & Management
 - School of Management
 - School of Mineral Engineering
 - School of Agriculture & Land Management

- Unit 4 Institute of Arctic Biology

- Unit 5 Geophysical Institute

Unit 6 School of Fisheries and Ocean Sciences

Unit 7 Student Services

- Admissions
- ASUAF
- Athletics & Recreation
- Bookstore
- Career Services
- Health & Counseling
- Financial Aid
- Judicial Services
- Multicultural Affairs Office
- Residence Life
- Rural Students Services
- Upward Bound Program
- Wood Center

Unit 8 College of Liberal Arts

- Alaska Native Language Center
- Alaska Native Language Program
- Alaska Native Studies
- Anthropology
- Art
- Communication
- Community Psychology Program
- Cross Cultural Communications Program
- Dean's Office
- Education
- Elderhostel
- English
- Foreign Languages & Literature
- Geography
- History
- Honors
- Journalism & Broadcasting
- Justice
- KUAC
- Library Science
- Linguistics
- Military Science
- Music
- Northern Studies
- Philosophy/Humanities
- Political Science
- Psychology
- Social Work
- Sociology
- Rural Alaska Honors Institute (RAHI)
- Theatre
- Women's Study

Unit 9 Chancellor's Office

- Center for Global Change
- Conferences & Special Events
- Governance Office
- Graduate School
- Institutional Research & Planning
- International Programs
- Proposal Office
- Provost Office
- Office of the Registrar
 - Graduation Office
 - Records Department
 - Scheduling
 - Testing Services
 - Veterans Affairs
- Sponsored Programs
- Summer Sessions
- Super Computer
- University of Alaska Press
- University Relations
 - Development Office

Unit 10 College of Science, Engineering, & Mathematics

- Biology & Wildlife
- Chemistry & Biochemistry
- Geology & Geophysics
- Physics
- Civil Engineering
- Electrical Engineering
- Environmental Quality Engineering & Science

Program
Mechanical Engineering
Mathematical Sciences
Institute of Northern Engineering
Water Research Center
UA Museum

Unit 11 Facility Services
Planning & Project Services
Physical Plant
Utilities

Unit 12 Vice Chancellor for Administrative Services
Contract Services
Financial Services
Personnel Services
Safety Services

Unit 13 Rasmuson Library
Alaska Polar Regions
Bibliographic Access Management
Collection Department
Computing and Communications
IMPACT
Library Science
Reference

EFFECTIVE: Immediately

RATIONALE: Colleges and schools have been restructured over the past few years and the proposed Staff Council unit structure corresponds to the existing college/school structure.

President Long received letters of resignation from Peg Banks and Suzie Underwood. Julie Shalvoy will be replacing Peg Banks and Darlette Powell will be replacing Suzie Underwood.

B. Rural Affairs - B. Oleson

The committee has not met yet and will be setting their fall meeting schedule.

C. Staff Affairs

Staff Affairs will address the Leave Share Bank and will be meeting shortly. The following representatives volunteered to serve on Staff Affairs, Linda Harris, Karen Enochs, and Irene Downes. A new chair will be selected at their first meeting of the fall semester.

D. Staff Training - D. Powell

1. Fall Supervisory Training

The fall supervisory training schedule was distributed for the fall semester and is available on the Governance Office web page at: <http://www.uaf.edu/uafgov/www/ST-www/schedule.html>. All the training sessions are scheduled in the Natural Science Facility to better accommodate staff on the ridge and lower campus. Representative Powell received a request for student participation in the training sessions, and they will be allowed to participate. The training room holds 200 participants. The committee will be working on the spring training schedule and the longevity awards program. The next meeting is scheduled for October 3 at 8:30 a.m. in Wood Center Conference Room A. The committee is looking for a co-chair and more members. GI will be having training sessions, some of these sessions may fulfill the supervisory training requirement and will be noted on the web page once it is received from GI. Paula Carroll stated that the Rural College is setting up audioconference training sessions for the fall and these are open to everyone.

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

VI OTHER BUSINESS

A. Motion to establish Ad Hoc Calendar

Paula Long, Laura Bender, and Carter Howald have volunteered for the committee. A motion was made and seconded and passed with unanimous approval.

MOTION
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The UAF Staff Council moves to establish an ad hoc committee to organize the 1998 Staff Council calendar and the following people have volunteered to serve on the committee:

- 1. Darleen Masiak, Chair
- 2. Paula Long
- 3. Laura Bender
- 4. Carter Howald

EFFECTIVE: Immediately

RATIONALE: Work on the 1998 Staff Council calendar needs to begin immediately in order to meet printing deadlines, so that the calendar can be distributed at the December 5 meeting. The theme this year is rural sites.

VII Comments and Questions

Picnic Committee - A recommendation was made to establish the committee as soon as possible so that work can begin immediately. A motion was made and seconded and passed with unanimous approval.

MOTION PASSED (unanimous)
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The UAF Staff Council moves to establish an Ad Hoc Picnic Committee to be begin planning the staff picnic and the annual raffle. The following staff have volunteered to serve on the committee:

- Irene Downes
- Shannon Christensen
- Cheryl Plowman
- Kathy Mosca

EFFECTIVE: Immediately

A recommendation was made to have the picnic the 3rd or 4th week of May to better accommodate the staff who are on 9 and 10 month contracts. President Long stated that historically the picnic has been the same date as the last Staff Council meeting. A recommendation was made to move the Staff Council meeting date.

VIII Announcements

A. FY98 Staff Council Meeting Schedule

UAF STAFF COUNCIL
1997-98 MEETING CALENDAR

MTG.#	DATE	DAY
93	*October 8,1997	Wednesday
94	November 5,1997	Wednesday
95	*December 5, 1997	Friday
96	February 4, 1998	Wednesday
97	March 4, 1998	Wednesday
98	*April 8, 1998	Wednesday
99	May 6, 1998	Wednesday
100	*June 5, 1998	Friday

NOTE: All meetings begin at 8:30 a.m. and are in the Wood Center Ballroom, except the March 4 meeting, which will be in Conference Room C and D.

B. A recommendation was made to have President Komisar and Chancellor Wadlow reiterate their support for staff to participate in governance.

IX The meeting was adjourned at 10:37 a.m.

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

Submitted by Kathy Mosca, Staff Council Secretary.