

MINUTES
UAF STAFF COUNCIL MEETING #94
Wednesday, November 5, 1997
Wood Center Ballroom

- I Paula Long called the meeting to order at 8:38 a.m.
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| MEMBERS PRESENT: | MEMBERS ABSENT: |
| Bender, L. | Cushing, N. |
| Bublitz, E. | Frey, B. |
| Dufseth, K. | McHenry, Y. |
| Enochs, K. | Powell, D. |
| Gieck, B. | Stubsjoen, A. |
| Harris, L. | |
| Kenworthy, M. | OTHERS PRESENT: |
| Leavy, D. | Downes, I. |
| Long, P. | Mosca, K. |
| Magee, P. | Phillips, S. |
| Moore, D. | Poole, J. |
| Murawsky, N. | Scholle, M. |
| Oleson, B. | Wadlow, J. |
| Plowman, C. | Witt, D. |
| Scalise, G. | |
| Thomas, M. | |
| Wilson, K. | |

- B. The minutes to meeting #93 (October 8, 1997) were approved as distributed via e-mail.
- C. The agenda was adopted as distributed via e-mail.

- II Vice Chancellor for Administrative Services Remarks
- M. Rice

Vice Chancellor Rice was out of town, no report.

- III Chancellor's Remarks - J. Wadlow

Public hearings for the redesign of the system office are scheduled for Friday, November 7. The RSO Committee met with the Board of Regents' Planning Committee and made revisions to the report. The document is located on the Board of Regents' web page at <http://info.alaska.edu/ua/bor/>. There are significant changes from the initial report. The proposed service center will be managed by campus jointly and not a seven member board. The President's Council which was initially called the Executive Council was renamed. The establishment of a Research Foundation, a stand alone, non-profit organization, caused a lot of confusion during the discussion. It is premature to establish this foundation at this time. The RSO Committee did not recommended further study and didn't make a model for substitution. The next step is the president and three chancellors will work together to formulate a report by the president to the Regents.

Chancellor Marshall Lind is chairing the Rural Site Committee. The chair summarized that he sees no major structural change. The various sites have different needs. The committee is looking at funding challenges and documenting contributions from the communities.

Chancellor Lee Gorsuch is chairing the Allocation Committee and is looking at a model used by the University of Missouri. The Committee is struggling with the formula which would take into account the research mission and the needs of physical plant and facilities.

Workshop Follow-up - One suggestion from the workshop was to spend more time on lobbying the legislature. The University is trying different approaches. Three weeks ago there was a legislative task force on deferred maintenance. Non-university folks, Jeff Cook, led the presentation on deferred maintenance along with Kathleen Shedler from Planning and Project Services.

Parking and Police Advisory Board Proposal - Responses are being compiled and a decision will be reached next week.

Master Planning Committee - This will be the next committee

to be restructured. Deb Wells has taken over Walter Ensign's position as space manager. Look for information on restructuring the Master Planning Committee in December and a request for input. Representative Scholle commented that she has seen positive results of Deb Wells' work in her new capacity. The Chancellor does not see a change to their committee except to look at the master plan and update it. The Chancellor will also be giving the committee a recommendation for new parking lots on campus.

Cross Roads - A great deal of staff participation went into this event and Carolyn Wallace from SALRM co-chaired the event.

Evenings of Excellence - There will be a presentation by Pinky Nelson, a former astronaut with NASA, who established strong ties with K-12 programs in science in Washington. This event will promote UAF to high school students and their parents.

Studies by Outsides Agencies - Representatives asked if internal sources were looked at to conduct the studies which were utilized in the redesign of the System Wide Office and the other committees looking at the rural sites and allocation model. Most of work was done by faculty, staff, and administrators. The Kaludis firm has been asked to provide assistance by the Regents and the president for the redesign of the system office. The recommendations were the work of the committee and not an outside source.

Banner - Representatives were asked if the report on Banner gave the Regents the false impression that this system is running smoothly and there are no problems. Representatives reiterated that there are a number of problems and the system is not user friendly. Staff Council will be forming an ad hoc committee to address the problems and make possible recommendations to the programmers. The Chancellor stated that it would be possible to meet with her and discuss these recommendations. President Long stated that she spoke with Steve Smith from Computing. Computing is also setting up a committee of technicians who will be working to alleviate Banner problems. The Chancellor also stated that at the Regents' meeting she heard that Banner has been implemented and that there are some problems, but that it would not be wise at this time to change to another system.

Service Center Concept - Certain administrative functions would be performed by the campus. They are closer to the people served and layers are eliminated. Annual evaluations would be based on service throughout the system. Productivity will be measured by national standards. The centers would be MAU based or campus based. The charge of the committee was to find savings at the three main campuses and not the rural sites. The Chancellor stated that ideally it would be nice to coordinate findings, but the time table did not allow this coordination. Consolidation was the phrase used by the Board when the committee was given their charge.

IV Governance Reports

A. Faculty Senate - M. Schatz

No report available.

B. ASUAF - S. Nuss

No report available.

C. Staff Alliance - M. Scholle

Leave Share Program - UAF has taken the lead in formulating a new proposal for the Leave Share Program. Other governance groups from around the system are looking at the recommendations proposed by Staff Council.

President's Retreat - The President's retreat will be on November 11. The theme will include such topics as where do we go from here, proposed cuts, and how staff can assist the University in this transition. A recommendation was made to show legislators that some deferred maintenance has been addressed. This is the

first staff retreat with President Komisar.

University Budget - The proposal for the redesign of the system office estimates a savings of \$3 million over time. The best the university can hope for is no decrease in the current budget. However, the University is still looking at a deficit. Staff Alliance will be asking the President what contingency plan is being developed to address a deficit.

Preliminary Hearing on Redesign Proposal - Dr. Kaludis gave an external review of the proposal and this proposal was not an administrative review. The President feels that vice presidents titles for finance and university relations are necessary in order to effectively perform their duties. The Board requested a detailed organization chart regarding the service centers to include PCN numbers and who will stay and who will go regarding the redesign proposal and where are the savings. Representatives expressed curiosity regarding the fee for Kaludis service. Representative Scholle was not sure how much will be implemented of Kaludis' recommendations. A recommendation was made to have Kaludis make a presentation to the legislature. Marie Scholle believed that Kaludis will be making a presentation but was not sure in what capacity.

Banner Report - The report to the Board of Regents regarding Banner did not adequately reflect the problems with the system. The cost of the program does not reflect the difficulties with the program. President Long was pleased that Steve Smith in Computing contacted her to help resolve this problem and that Staff Council is taking a proactive response to the problem.

University Support Cards - Barb Oleson suggested a resolution and requested more cards for the rural sites. Support from the rural sites is essential. Also, Madeline Schatz read a petition in support of the University prior to the symphony and a number of community folks signed the petition on the break.

Alumni Association New Director - Jake Poole is the new director. He was stationed at Fort Wainwright from 1992-95 and is thrilled to be associated with the university. The Alumni is actively working on the ³I support the University and I vote!² campaign. There is an editorial in the News Miner today on alumni participation in the community. Friday, November 14 is Alumni day at UAF. Show your support by wearing a UAF T-shirt, sweatshirt, button, etc. The alumni association is working on a resolution of full funding for the University. Another resolution regarding the land grant is being worked on.

System Governance Council - Alumni now has a representative to the Council. A recommendation was made to have a report from the Alumni Association under Governance Reports.

V President's Report - P. Long

Police Advisory Board - The Coordinating Committee met and forwarded recommendations. These recommendations included selection of board members by their peers and not by administration. Concerns were expressed over clarifying the appeals process. Representative Enochs served on the previous committee and stated that there was no indication that the previous Parking Committee was going to be disbanded. Representatives expressed concerns regarding accountability regarding funds from the parking account. At this time, Internal audit is conducting an audit on this account. In the past, the committee did not receive information regarding accountability of the funds from that account. A recommendation was made to get a copy of the report from Internal Audit. A motion was made and seconded and passed with unanimous approval.

MOTION PASSED (unanimous)
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Staff Council moves that Staff Alliance acquire a copy of the internal audit report on the parking reserve account and forward this report to Staff Council.

EFFECTIVE: Immediately

Two Staff for Governance Coordinating Committee - This committee has been inactive in the last year and the Coordinating Committee is reviving this committee. Barb Oleson volunteered to serve on the committee.

Chancellor's Recognition Award - Staff Council selected two locations for this award for a plaque, the Great Hall and the Natural Science Facility. One plaque is already hung in the Chancellor's Office and the other is in the Red Building.

Computer Skills Training - President Long asked representatives if they would like the Chancellor to set up computer skills training for staff who may need these skills updated. Representatives Plowman stated that there is a company in town that provides this service and we may be in competition with the private sector. Representative Oleson stated that staff should take advantage of their tuition waiver to upgrade their skills. Other representatives concurred. Representative Thomas stated that TVC offers a number of computer training sessions. They can also arrange training sessions, contact the computing department at TVC for more information. Representative Weflen also stated that the Division of Computing and Communication provides training.

VI The Council took a five minute break.

VII Committee Reports

A. Elections, Membership & Rules - L. Bender

All units are up for election this year due to reconfiguring of the units. Nomination forms were distributed and due back in the Governance Office by November 14. Ballots will be distributed shortly thereafter. The results will be announced at the December 5 meeting. The new unit configurations are:

- Unit 1 Bristol Bay, Chukchi, Kuskokwim, Northwest and will have 1 representative and 1 alternate.
- Unit 2 College of Rural Alaska, Interior-Aleutians Campus, Alaska Cooperative Extension, Tanana Valley Campus and will have 2 representatives and 2 alternates.
- Unit 3 College of Natural Resource, Development, and Management and will have 2 representatives and 2 alternates.
- Unit 4 Institute of Arctic Biology and will have 1 representative and 1 alternate.
- Unit 5 Geophysical Institute and will have 3 representatives and 3 alternates.
- Unit 6 School of Fisheries and Ocean Sciences and will have 3 representatives and 3 alternates.
- Unit 7 Student Services and will have 3 representatives and 3 alternates.
- Unit 8 College of Liberal Arts and will have 2 representatives and 2 alternates.
- Unit 9 Chancellor's Office, Global Change, Conference & Special Events, Governance Office, Graduate School, Institutional Research & Planning, Arctic Research, International Programs, Proposal Office, Registrar, Summer Sessions, UA Press, University Relations and will have 2 representatives and 2 alternates.

- Unit 10 College of Science, Engineering & Mathematics, Institute of Northern Engineering, Arctic Region Super Computing, Water Research Center, UA Museum and will have 2 representatives and 2 alternates.
- Unit 11 Facility Services, Planning & Project Services, Physical Plant, Utilities, and will have 2 representatives and 2 alternates.
- Unit 12 Vice Chancellor for Administrative Services, Contract Services, Financial Services, Personnel Services, Safety Services and will have 3 representatives and 3 alternates.
- Unit 13 Rasmuson Library and will have 2 representatives and 2 alternates.

B. Rural Affairs - B. Oleson

The committee addressed rural staff representation on Staff Council and the possible loss of a seat. Concerns were expressed over staff having little input into the proposed \$16 million in cuts. Rural supervisory training is in progress. The committee addressed ways to increase morale and stressed that everyone needs to work together and there should be no in-house fighter, turf protection, or urban versus rural issues. A unified front will better serve the University and its staff. Representative Oleson will be working with Marie Scholle on the grass roots campaign of "I support the University and I vote."

C. Staff Affairs - N. Murawsky & L. Harris

1. Motion to approve Leave Share Program

Representative Enochs stated that Staff Affairs re-addressed the motion and the committee addressed the comments that Patty Kastelic made at the October meeting regarding eligibility. The new language will read, "You will be determined to be eligible to apply for Sick Leave Bank withdrawals given the catastrophic medical event of yourself or an immediate family member that requires your absence from work for a period of time that extends 10 working days in excess of all accrued leave balances." 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 criteria for a Sick Leave Bank:

ELIGIBILITY

Employees are eligible to become a member and contribute leave to the Sick Leave Bank when they have been employed by the University of Alaska Fairbanks in a regular or term-funded position for ninety (90) days.

Employees are eligible to request withdrawals from the Bank when they have been a member of the Bank for ninety (90) days. If there has been a break in service, there will be another ninety (90) day waiting period.

This will mean that new employees will have a total waiting period of 180 days (equal to the 6 month probationary period).

MEMBERSHIP

Membership in the Bank will commence by submitting a completed membership form to Personnel Services during the initial membership drive. Membership forms will be distributed to new employees by Personnel Services at initial orientation. Upon set-up of the program, membership in the Bank will be offered in tandem with the short-term disability insurance during open enrollment in November. Membership for those employees joining the program

during open enrollment in November will commence January 1 of the following year.

Employees electing not to join the Sick Leave Bank during the initial membership drive will not be eligible for membership until the next open enrollment.

The Bank shall be administered through the same administrative channels and regulations as for sick leave except as noted in this Article.

LEAVE CONTRIBUTIONS

Contributions of leave to the Bank constitutes one (1) day of annual leave and one (1) day of sick leave at the time of membership and an additional one (1) day of sick leave each January thereafter as long as you remain a member.

The Sick Leave Bank Committee will consist of one (1) member from Personnel Services, one (1) member appointed by the Staff Council, and one (1) member at large from the Bank membership, to be appointed by the Staff Council President and one (1) alternate from each designated group. The Committee will inform all members of the Bank if the Bank balance falls below a minimum level (to be determined by the Staff Council Staff Affairs Committee after the initial membership drive). The Committee shall be authorized to require additional sick leave donations to bring the balance up to the designated level.

At the time of termination, an employee may contribute up to 80 hours of accrued sick leave to the Sick Leave Bank.

Leave contributions to the Bank cannot be reinstated to the employee's personal accrued leave balance.

WITHDRAWALS

All accrued leave hours must be exhausted prior to utilization of Sick Leave Bank hours. Employees will continue to accrue leave while using leave donated from the Bank, but the employee's personal accrued leave during the pay period will be applied before Bank hours are used.

Requests for withdrawals from the Bank shall be reviewed and approved or denied by the Sick Leave Bank Committee within 5 working days from the receipt of the application for withdrawal.

Withdrawals will not be approved if the Sick Leave Bank balance falls below the minimum number of hours. The leave in the Bank will be held until additional sick leave is donated.

Applications will be accepted and reviewed at any time but will not take effect until all personal accrued leave has been used. A Physicians Medical Certification Form must accompany all requests, which will include the following information from the employee: name, patient's name, diagnosis, date condition commenced, probable duration of condition, and treatment to be prescribed. The following additional information will be required for a member of the immediate family: necessity of employee's attendance, and the period of time needed. All information submitted will be kept confidential and retained with the employee's medical records.

While on leave, employees may be required to report periodically to the Committee regarding the status of the leave and their intent to return to work.

A minimum of 520 hours, or until long-term disability takes effect, will be permitted for withdrawal. In no case shall the maximum withdrawal that can be drawn on any given illness or injury exceed 520 hours.

APPLICATION PROCEDURE FOR WITHDRAWAL

- 1.) Request withdrawal form with accompanying envelope from your PPA.
- 2.) Fill out the form and attach necessary documentation.
- 3.) Seal the request in the envelope and forward it to the Governance Office.

GENERAL GUIDELINES

Special circumstances can be brought before the Committee.

Yearly review of the Sick Leave Bank shall be conducted by members of the Staff Council Staff Affairs Committee and a statistical report will be published and made available upon request.

Approval or denial of Sick Leave Bank requests by the Committee shall be final and not subject to the grievance procedure.

The Sick Leave Bank Committee shall keep records of all actions taken by the Committee.

GUIDELINES FOR COMMITTEE USE IN DETERMINING ELIGIBILITY CRITERIA

You will be determined to be eligible to apply for Sick Leave Bank withdrawals given the catastrophic medical event of yourself or an immediate family member that requires your absence from work for a period of time that extends 10 working days in excess of all accrued leave balances.

DEFINITIONS

Immediate family shall be defined by University Policies and Regulations.

EFFECTIVE: Immediately

RATIONALE: Statewide has expressed concerns with the use and abuse of the existing Leave Share Bank along with the growing cost of operating such a program. This new policy will be forwarded to the Staff Alliance for inclusion in a systemwide Leave Share Bank.

2. Discussion on UA Police Advisory Board

Staff Affairs did not feel there was a need for a Police Advisory Board because of the lack of implementation of the previous committees' recommendations. The previous committee made a number of recommendations that were not implemented. Concerns were expressed regarding the Board makeup; clarifying role and function of the administrative officer; and the function of the appeals board. In the past, there were a large number of appeals and concerns were expressed regarding the volume of work for one individual. President Long will hand carry Staff Council concerns regarding the Advisory Board to the Chancellor.

Health Care Packets - Concerns were expressed regarding employees being charged for benefits. Representatives from Seward stated that they have not received the open enrollment package, also.

D. Staff Training - K. Mosca

Staff Training Committee is moving right along with the training program. The wrap-up session will be on December 10 at 3:15 in 201 of the Natural Science Facility. Send any recommendation for supervisory training session to the Governance Office at fystaff@uaf.edu.

E. Picnic Committee - I. Downes

1. Motion to Change Meeting #100 from June 5 to May 29

Irene Downes was elected chair of the committee. The committee is moving along with some new ideas for the picnic and has a large list of vendors to contact for door prizes and raffle prizes. A motion was made to change the last meeting from June 5 and May 29 to increase participation by staff who are not on 12 month contract. The vote was unanimous. If you would like to serve on this

committee, contact the Governance Office at
fystaff@uaf.edu.

MOTION PASSED (unanimous)
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The UAF Staff Council moves to approve the change of Meeting #100
from June 5 to May 29, 1998.

EFFECTIVE: Immediately

RATIONALE: The Ad Hoc Picnic Committee has
 selected May 29 for the staff picnic. Changing the
 meeting date would ensure that rural
 representatives traveling to Fairbanks for the
 face-to-face meeting would also be able to attend
 the picnic. The change in meeting dates would also
 enable 9 month staff to attend the picnic prior to
 being off contract.

VIII OTHER BUSINESS

- A. Motion to approve 1998-99 Staff Council meeting
 calendar

The FY99 meeting calendar was presented for
ratification so that this information can be included in
the 1998 Staff Council calendar, which is being printed
and will be distributed at the December 5 meeting. A
friendly amendment was made to change the last meeting
date to May 28 to enable staff who are not on 12 month
contracts attend the staff picnic.

MOTION PASSED AS AMENDED (unanimous)
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The UAF Staff Council moves to adopt the following meeting
calendar for the 1998-99 academic year:

MTG.#	DATE	DAY	TYPE
101	September 16, 1998	Wednesday	audioconference
102	*October 9,1998	Friday	face-to-face
103	November 4,1998	Wednesday	audioconference
104	*December 4, 1998	Friday	face-to-face
105	February 3, 1999	Wednesday	audioconference
106	March 3, 1999	Wednesday	audioconference
107	*April 2, 1999	Friday	face-to-face
108	May 5, 1999	Wednesday	audioconference
109	*May 28, 1999	Friday	face-to-face

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

EFFECTIVE: Immediately

- B. Ad Hoc Committee on Banner

The UAF Staff Council has formed an ad hoc committee to
address problems with the Banner system and make
recommendations to the programmers. The makeup of the
committee will be as broad as possible to include input
from every area of Banner usage. Karen Enochs, Irene
Downes, and Gabrielle Scalise volunteered to serve on
the Ad Hoc Banner Committee. If you are interested in
serving on this committee, contact the Governance Office
at fystaff@uaf.edu.

- C. Reorganization of Research Business Office - Joe Trubcz,
 chair of the committee gave a report to IAB. The
 reorganization is going to be implemented and there may

not be cost savings. He assured staff that they would not have to worry about their jobs. However, staff would have to reapply for the positions. A number of staff were insulted by the comment that they had to reapply for the positions. Staff Affairs was asked to address this issue. Written clarification was recommended regarding the reorganization and if staff will indeed have to reapply for the positions.

IX Comments and Questions

- A. Time Sheets - Concerns were expressed regarding staff not getting paid on time when their time sheet is not submitted on time. Faculty do not have to submit a time sheet. Concerns were expressed that staff and students are not getting paid in a timely manner. Students and staff have contacted the Department of Labor regarding the stringent regulations regarding the time sheet due dates and not receiving their pay check in a timely manner. Extra payroll runs can be made. President Long directed the representative to contact Betty Hoch to identify the holdup in employees being paid in a timely manner. Concerns were also expressed regarding paperwork that comes up missing once it goes to Personnel on the campus level and from the rural sites.
- B. Suggestions regarding the reorganization of the redesign of the system office - Representatives reminded everyone that the suggestions made go to everyone involved and should reflect this.
- C. Representatives expressed positive comments from their area, for example, Diane Leavy joined the Business Office and Marie Scholle received funding to continue her education.
- D. Sabra Phillips, representing the Dean of Students and her management team, attended the meeting. There will be a member of the management team (directors from the Student Service unit) at each Staff Council meeting to further facility communications with Student Services.

X Announcements

- A. November Meeting Schedule

 NOVEMBER 26 - 9:00 a.m., Administrative Committee -
 Wood Center Conference Room A

 NOVEMBER 27 & 28 - Thanksgiving Holiday

XI The meeting was adjourned at 11:02 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.