

MINUTES  
UAF STAFF COUNCIL MEETING #95  
Friday, December 5, 1997  
Wood Center Ballroom

I Paula Long called the meeting to order at 8:40 a.m.

|                                  |                 |
|----------------------------------|-----------------|
| MEMBERS PRESENT:                 | MEMBERS ABSENT: |
| Bender, L.                       | Cushing, N.     |
| Bublitz, E.                      | Harris, L.      |
| Carroll, P.                      | Magee, P.       |
| Christensen, S. (for C. Plowman) | McHenry, Y.     |
| Duhr, B. (for K. Dufseth)        | Moore, D.       |
| Enochs, K.                       | Stubsjoen, A.   |
| Frey, B.                         | Thomas, M.      |
| Gieck, B.                        |                 |
| Kenworthy, M.                    | OTHERS PRESENT: |
| Leavy, D.                        | Anderson, L.    |
| Long, P.                         | Camm, J.        |
| Murawsky, N.                     | Chapman, C.     |
| Oleson, B.                       | Creamer, D.     |
| Powell, D.                       | Damron, D.      |
| Scalise, G.                      | Davis, P.       |
| Shalvoy, J. (for D. Segla)       | Downes, I.      |
| Zito, I. (for K. Wilson)         | Fisher, K.      |
|                                  | Jozwiak, E.     |
|                                  | Masiak, D.      |
|                                  | Nuss, S.        |
|                                  | Poole, J.       |
|                                  | Potrikus, L.    |
|                                  | Rice, M.        |
|                                  | Scholle, M.     |
|                                  | Trubacz, J.     |
|                                  | Wadlow, J.      |

B. The Minutes to Meeting #94 (November 5, 1997) were approved with the following corrections. Deb Segla was present. Joe Trubacz sent via e-mail a clarification to Section VII, Item C - reorganization of the research business office. When he spoke to IAB, he clearly stated that savings from this consolidation would be as a result of not filling vacated positions, and he truly feels that there will be cost savings from consolidating and streamlining research business functions. The Chancellor also clarified an issue regarding parking. The Parking Committee had received a memorandum on September 18, 1997 from the Chancellor, expressing her appreciation for their contributions and the disbanding of the committee.

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

II Vice Chancellor for Administrative Services Remarks - M. Rice

Restructuring of the University - UAF is working on the same amount as the 1987 appropriation. Vice Chancellor Rice is meeting with all his directors to discuss restructuring and the motion passed by the Board of Regents. Vice Chancellor Rice served on the Restructuring Committee along with Chancellor Wadlow and Vice President Creamer. The restructuring will allow the University to look at other universities and businesses to develop a process for conducting business in the most efficient manner. The \$10 million savings will come from the RIP, turning off the big IBM mainframe computer, finding ways to simplify the work and empower the employee, as well as attrition. There will not be huge layoffs at the beginning of the spring semester. The recognition by the Governor that education is an important element to the state is beneficial for UAF.

Energy Conservation - The University can realize substantial savings if everyone turns off their computer at night. The CSOs have been checking on how many computers are left on at night and there are approximately 33-40% of the computers left on at night. If the computers were turned off, the University would realize approximately \$150/year for each computer. Vice Chancellor Rice will be including this information in the Cornerstone, also. The Vice Chancellor received comments that turning off a computer is hard on the hard drive. In the past this was true, but not any more. According to manufacturers of hard drives, it will not hurt the hard drive drives to be shut off at

night. Representative asked about shutting off computers in the computer labs. If the lab is not open 24-hours, than the computers should be shut down when the lab closes.

Retirement Incentive Program - Vice Chancellor Rice was asked if these positions will be replaced. At this time there is not enough information to say if the positions will be replaced. The numbers are not firm on how many people will actually RIP this year and what level of appropriations the University will receive for next year.

IBM Mainframe - Representatives recommended delaying shutting down the IBM mainframe until Banner is stable. Vice Chancellor Rice stated that this has been considered and everything will be transferred over prior to the shut down.

Rural Sites - A representative stated that there has been rumors that the rural sites will fall under Sitka. Vice Chancellor Rice stated that there is a committee which is addressing the restructuring of the rural sites and no decision has been made at this time. The Board is committed to the rural mission.

Re-Evaluation of Positions - Representatives commented that the remaining employees in a unit will need to have their positions re-evaluated when the functions of a unit are changed. Representatives also commented empowering the employee was a step in the right direction. Restructuring will necessitate the need for the re-evaluation of positions when there has been a significant change in the position.

Cold Water Fuel Project - A representative asked if the cold water project will realize utility savings for the University. Vice Chancellor Rice stated that the University will realize savings from the cold water project and will be beneficial when the electrical need grows on campus. Also, emissions will be less. This will also add to the research potential.

RIP - Representatives asked if the Vice Chancellor will be taking the RIP. Vice Chancellor Rice confirmed that he has applied for the RIP.

III Chancellor's Remarks - J. Wadlow

Role Model - Chancellor Wadlow cited President Long as a role model and the benefits of staff development at UAF. President Long has taken Russian classes at UAF and she has been very beneficial in the greeting of Russian guests for a current conference.

Remarks by Con Bundy - An article in the December 5 Daily News Miner stated that Representative Bundy would transfer funds from UAF to UAA and UAS. Senator Wilken and the other interior delegates are ready and eager for this discussion to take place. Tim Lamkin, former ASUAF president, will be working for Senator Gary Wilken. If you would like to comment on this article, the audio number for Representative Bundy is 1-800-478-6540. Chancellor Wadlow stated that all three universities need additional funds and there is no need to raid each other.

Hutchison Career Center - The Board of Regents' Facilities and Finance Committee will meet next week. A new item will be proposed by UAF. UAF will be working with the local school district for an expansion of Hutchison Career Center. The expansion is needed in order to meet the needs of programs at Hutch.

Retirement Incentive Program - Representatives asked what savings will be realized from the RIP. The first step is to know firm numbers and what the legislative appropriation will be for next year. Starting in January, planning will begin for filling the vacant positions. UAF will have \$4 million in new costs next year that must be covered.

Representative Scholle stated that Chancellor Wadlow has been the most vocal in supporting the "I support the University and I vote" campaign and thanked her for her support.

Chancellor Wadlow wished everyone a happy holiday.

IV Guest Speakers

A. David Creamer, Vice President for Finance and Planning

Restructuring - The Regents passed a motion at their last meeting that briefly touches on restructuring. President Komisar has not had the opportunity to speak with the Board of Regents since the last meeting.

Q. Is the University going to hire seven new administrators to address restructuring?

A. The article misinterpreted what was trying to be communicated in the President's Council paper to the Board of Regents'. Creation of seven service centers and a leak that there was going to be a need for seven new people to run these service centers was incorrect. The design is not going to expand senior management.

Q. Regarding Service Centers, would staff have to move?

A. The goal is not to relocate people. The services would be linked together, but would not be located in a single location. The Service Centers would be close to the people they are serving.

Q. The Geophysical Institute has service centers and continuity of work is difficult to attain. If components of the service centers are scattered all over the state, than how is the continuity going to be maintained and avoid a build up of bureaucracy?

A. The key is try and avoid a build up of bureaucracy. The services across the system need to be standardized.

Q. What encompasses support of library systems?

A. The service center approach to the Library is not clear at this time. The desire is to recognize that we do not have enough holdings and capacity across the system. The resources need to be shared and enhanced, as well as collaborate to make the most of the holdings.

Q. Representative Scholle recommended staff participation in the planning process for the Service Centers. Other representatives reiterated the benefits of staff participation.

A. All levels of the University will be involved in the planning process.

Q. Is there a perception to empower the employees more and minimize the number of layoffs and is this the same from Statewide administration?

A. This is the overall goal, but it is not clear how the reorganization will occur. It is difficult to make a commitment and not have more information.

Q. How long will it take to reorganize?

A. The motion from the Board of Regents does not provide a clear plan. The process will probably start after the holidays.

Q. Why is the University considering outsourcing a number of tasks.

A. Nothing has been decided on this topic at this point of time. The University must evaluate the pros and cons of using other providers of services. This does need to be studied to see if it is more beneficial or to show that it is not beneficial. Thus the University can respond to questions as to why certain functions are outsourced or not.

President Long thanked Vice President Creamer for speaking at the meeting.

B. Carolyn Chapman, Acting Director, Personnel Services

Payroll - Representatives stated that there have been a number of concerns expressed regarding communication between Payroll and Personnel. Staff Affairs has addressed this in their meetings and felt that the problem is partially banner, but mostly being under staffed to the point that people who input payroll are overwhelmed with work. The slightest problem delays

a person's paycheck considerably. Carolyn Chapman stated that Personnel staff has worked very hard to stay current on the paperwork. The reason there may be a delay in someone's paycheck could be because of the I-9. Personnel cannot enter data without this form completed and this is a federal form. Carolyn encouraged staff to call her if there are problems with getting someone paid or any other items of concern. The staffing level in Personnel has gone from 16 to 8 in the last five years without changing the workload.

Banner - There has been enormous problems with getting the deductions straight on Banner.

Representatives stated that since the change of leadership in Personnel, the staff have been very pleasant to deal with. Carolyn Chapman thanked the Council and stated that Personnel had set two major goals in June when she took the position of acting director and that was to improve their image and streamline the processes.

V Governance Reports

A. Faculty Senate - M. Schatz

No report available.

B. ASUAF - S. Nuss

ASUAF is coordinating the Santa Claus letter writing efforts and welcomes assistance from staff for responding to these letters. If you are interested in helping, stop by the ASUAF office.

Video Project - The Student Coalition is developing a promotional video on the activities of students in the entire University of Alaska system. The tape can be used for presentations to Rotary, Chambers of Commerce or any other presentations.

Students are concerned regarding the future of the University. The direction is very vague.

Representatives asked for clarification on Tim Kelly's comments on rural education. Steve Nuss stated that his understanding is that Tim Kelly stated that the focus needs to be placed on areas where there are jobs available for the students once they graduate.

C. Staff Alliance - M. Scholle

Internal Audit on UAF Parking - The field work has been completed and the next step is for a response from the campus. The information will be compiled and made public. The information should be available sometime in January.

Legislative Attitudes - At the present time, there is the legislative attitude that the rural sites are not necessary. It is very important that signature cards from the rural sites on "I support the University and I vote" campaign are sent in. It is also essential to have support for the University at legislative audio conferences. Staff needs to maintain their active role in this campaign and continue to lobby. Representative Scholle commended Chancellor Wadlow on her support for UAF staff and this campaign. The other Chancellor's have not been as supportive.

Working Together - Staff Alliance has worked together under one common unit. However, this has not been the case with some administrators and faculty. The Board of Regents listen to the staff and even the Governor noted the staff's efforts in his address and complimented System Governance on their lobbying efforts.

D. Alumni Association - J. Poole

The Governor mentioned the "I support the University and I vote" campaign. This campaign has gotten the attention of the Governor and the legislators. The Alumni Association continues to support this effort. Jake Poole spoke with members of the interior delegation regarding University funding and expressed concerns from alumni regarding flat

line funding for the University. The Alumni Association passed a resolution for increased funding for the University. This resolution will go to the Governor and legislators, along with University of Alaska administration. According to the Chronicle of Higher Education, Alaska ranks 50th for educational funding. Alumni is revitalizing two programs, mentoring and internships. Jake Poole asked for assistance in revitalizing these programs. Contact the Alumni Office at 7081. Representative Bublitz commented that teaching, research, and public service are all components of the University mission and that service be included in the resolution. Jake Poole concurred.

VI President's Report - P. Long

Board of Regents' November Meeting - The Regents' passed the reorganization and expressed concerns about the vagueness of the process. Comments from John Craven, Faculty Senate President regarding the Regents' meeting were read. The Regents' passed a motion stating that they received the recommendations from President Komisar regarding the redesign of the University of Alaska administration system and the creation of administrative service centers, expresses its tremendous thanks to President Komisar for appointing the committee and the work that Dr. Wadlow and her committee for the very fine work they did and directs President Komisar to reengineer function and organize the administrative system according to the following seven points: 1. Maintain a strong presidency with the ability to concentrate on policy issues but responsible to the Board of Regents for both the executive and service functions. 2. Endorse the concept of the President's Council. 3. Clearly distinguish between executive and service functions. 4. Maintain a university wide system that avoids unnecessary duplication to the maximum extent possible. 5. Assure that reengineering of functions and organization results in a new reductions of executive/administrative costs of at least \$2 million a year for a total of \$10 million over the next four years beginning FY99. 6. Keep operational authority closest to customers. 7. To assure that this be done in a form which actual savings can be projected and reported. The guidelines are very general. Representative Scholle distributed stuff moose with Santa hats holding a Nestle crunch candy bar. The candy bar symbolized the budget crunch. Regent Gagnon sent Marie a thank you note and thanked her and everyone on Staff Council for their devotion to the University.

Meeting with the Chancellor - President Long requested a gold decal parking space for the longevity award programs. However, the Chancellor will donate a gold decal for the outstanding staff. The Chancellor was also informed that Staff Council has formally requested a report of the internal audit on UAF parking. The motivational speaker for College Town Days funded by Phil Yunker will be incorporated in the longevity award program. President Long asked representatives to take some of the "I support the University and I vote" T-shirts and sweatshirts and sell them.

Certification of Appreciation - May Kenworthy, longtime representative from Chukchi was presented a certification of appreciation for her outstanding work on the Rural Affairs Committee and Staff Council, as well as a strong voice for the rural issues.

VII The Council took a five minute break.

VIII Committee Reports

A. Elections, Membership & Rules - L. Bender

1. Election results were announced.

Unit I Rep: Barb Oleson  
Alt: Phil Fyfe

Unit 2 Rep: Marty Thomas  
Rep: Ron York  
Alt: Elaine Bublitz  
Alt: DeShana DeKerlegand

Unit 3 Rep: Rudy Candler  
Rep: Deb Segla

Alt: Kerrie Dufseth  
Alt: Becky Duhr

Unit 4 Rep: Karen Enochs  
Alt: Vacant

Unit 5 Rep: Stephanie Kocer  
Rep: Amy Stubbsjoen  
Rep: Darlette Powell  
Alt: Ray Martinez  
Alt: Vacant  
Alt: Vacant

Unit 6 Rep: Laura Bender  
Rep: Gabrielle Hazelton  
Rep: Nici Murawsky  
Alt: Christine Packett  
Alt: Vacant  
Alt: Vacant

Unit 7 Rep: Lydia Anderson  
Rep: Gabrielle Scalise  
Rep: Sarah Comstock  
Alt: Linda Harris  
Alt: Vacant  
Alt: Vacant

Unit 8 Rep: LaTanya McClellan  
Rep: Pam Twitchell  
Alt: Vacant  
Alt: Vacant

Unit 9 Rep: Patty White  
Rep: Vacant  
Alt: Vacant  
Alt: Vacant

Unit 10 Rep: Irene Downes  
Rep: Bob Gieck  
Alt: Tanya Barnebey  
Alt: Vacant

Unit 11 Rep: Priscilla Magee  
Rep: Pete Rogers  
Alt: Penny Bales  
Alt: Dave Mullis

Unit 12 Rep: Diane Leavy  
Rep: Patty Duvlea  
Rep: Shannon Christensen  
Alt: Jeannette Swan  
Alt: Marie Scholle  
Alt: Vacant

Unit 13 Rep: Karen Wilson  
Rep: Glenda Findlay  
Alt: Susan Singler  
Alt: Vacant

B. Rural Affairs - B. Oleson

The rural theme will be used next year for the calendar and Rural Affairs will be working closely with the Calendar Committee. Supervisory training schedule for the rural sites should be finalized shortly. Suggestions were received from supervisors in the rural sites. The committee addressed the loss of rural representatives and the difficulty that one representative will have getting feedback from all the areas.

C. Staff Affairs - I. Downes & N. Murawsky

1. Motion to Clarify Leave Share Program Guidelines for Eligibility

The committee meet on November 11 and addressed parking, clarification on the eligibility for the Leave Share Program, and Patty Kastelic's comments on open enrollment. Karen Enochs recommended some changes to clarify eligibility for the Leave Share Program. Also clarification to withdrawals was made to change minimum



to maximum.

A motion was made and seconded to passed the amended motion regarding the eligibility statement. The motion passed with unanimous approval

MOTION PASSED AS AMENDED (Unanimous)  
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The UAF Staff Council moves to clarify the Leave Share Program Eligibility Guidelines as follows:

GUIDELINES FOR COMMITTEE USE IN DETERMINING ELIGIBILITY CRITERIA

You will be eligible to apply for withdrawals from the Sick Leave Bank if you have a catastrophic medical event of yourself or an immediate family member. This event must require your absence from work for a period of time that exceeds 10 working days in excess of all accrued leave balances.

EFFECTIVE: Immediately

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D. Staff Training - D. Powell & K. Dufseth

The Wrap Up session will be on December 10. The Staff Training Committee will be developing the spring supervisory training schedule. Topics thus far include Family Medical Leave, Employee Assistance Program, and UAF LIFE. The committee has already received comments to move the location and vary the times for the spring training. Representatives gave positive comments on the training sessions that were offered fall semester. If you have any recommendations, send them to Staff Council at fystaff@uaf.edu.

E. Picnic Committee - I. Downes

The Committee will be meeting on December 9. The Committee is in need of more members. If you are interested in serving on this committee, contact Irene Downes at fneid@uaf.edu or the Governance Office at fystaff@uaf.edu. The Committee is continuing to gather raffle and door prizes.

IX OTHER BUSINESS

A. Motion on UAF Staff Representation on the Job Evaluation Appeals Committee

Staff Alliance has requested two staff members from the University of Alaska Fairbanks to serve on the Job Evaluation Appeals Committee. Laura Bender from the Institute of Marine Science has agreed to continue serving on the committee. Becky Duhr from the School of Management has volunteered to serve on this committee.

MOTION PASSED (Unanimous)  
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The UAF Staff Council moves to approve the following staff as UAF representatives to the Job Evaluation Appeals Committee.

- 1. Laura Bender, IMS
- 2. Becky Duhr, SOM

EFFECTIVE: Immediately

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B. Distribution of the 1998 Staff Council Calendar

The 1998 Staff Council calendar was distributed at the December 5 meeting. A photo by Cal White is featured on the 1998 calendar. Last year there were a number of complaints regarding certain units not receiving calendars. This year to alleviate such problems, the calendar will be distributed at a ratio of 2 staff to 1 calendar for the unit. Representatives picked up the calendars at the meeting for distribution to their constituents. Contact the

Governance Office after the holiday closure for additional calendars at [fystaff@uaf.edu](mailto:fystaff@uaf.edu). A special thank you went out to Printing Services

X           Comments and Questions

Police Commission - The new police commission is under development and Staff Council will need to begin to think about staff representation on this commission.

Representatives expressed concerns regarding information distributed by the union. Information from the union has not been accurate. Representatives also expressed concerns how the custodians were handled. The union has acquired enough signatures to have a vote for unionization for classified staff. If unionized, the staff will take an immediate 25 cent pay cut to fund the union, \$40/month dues. Representatives stated that they should inform their constituents on these issues. A recommendation was made to have a union representative and Jim Johnson, UA Labor Relations, speak at a Staff Council meeting or a open meeting. A panel discussion was recommended and have this audio conferenced for the rural sites.

XI           Announcements

A.           The December meeting schedule was distributed.

XII          The meeting was adjourned at 11:35 a.m.