

MINUTES
 UAF STAFF COUNCIL MEETING #99
 Wednesday, May 6, 1998
 Wood Center Ballroom

- I Paula Long called the meeting to order at 8:33 a.m.
- A. Guest Speaker - Paul Reichardt, Dean, College of Science, Engineering and Mathematics
- Dean Reichardt thanked Staff Council for the opportunity to speak at the monthly meeting and welcomed the opportunity to say a few comments regarding his new position. Dean Reichardt has given himself the title of provost-in-waiting.
- A few items which need to be focused on are those that don't have big price tags. Also, figure out ways to remain focused on what we are doing and what we can do, rather than focus on the uncertainties. Accept the situation that we have and focus on what we can do which will enable students to have a better experience at UAF. Being in a difficult situation can be a good motivator. On the contrary, the analogy of circling the wagons and shooting inward is not productive for anyone. Channel this energy into something constructive. The staff training session sponsored by Staff Council on "How to Deal with Change" is a positive step for staff to take. Change is inevitable and we should take advantage of this.
- Partnerships are an approach that the University can capitalize on. An example of this is the partnership with IBM. IBM placed a high power computer (AS 4,000) in the Computer Science program and asked that this be incorporated into the curriculum. Plus IBM will provide internships during the summer and will hire some of the Computer Science graduates. IBM has already upgraded the computer. IBM will also be donating a server for the Electrical Engineering program. These are a few examples of incorporating partnerships.
- Another partnership is an NSF proposal from the Chemistry Department that will purchase much needed equipment. This is another example of a creative way of stretching funds.
- The third item to focus on is getting the University's message out in an appropriate way. A good example of this is the overall effort of persuading the legislators that the University needs adequate funding. This effort needs to continue. Letters to the editor is an effective means of getting the message out. Talk up the University with your friends and neighbors, also.
- President Long stated that the effort with the legislature was a combined effort by staff, faculty, students, and alumni, and Marie Scholle was instrumental in this effort.
- Representative White made the observation that the University has lost their identity and needs to refocus on its mission. President Long encouraged the new Provost to look at new partnerships and asked that he encourage his administration to look at partnerships. As people are leaving their jobs, the remaining work force are left with more and more work. This issue needs to be recognized by the administration. Again, President Long welcomed Paul Reichardt as the new Provost.
- B. Roll Call
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|----------------------------|-----------------|
| MEMBERS PRESENT: | MEMBERS ABSENT: |
| Anderson, L. | Enochs, K. |
| Barnaby, T. (for B. Gieck) | Findlay, G. |
| Bender, L. | Leavy, D. |
| Candler, R. | Magee, P. |
| Christensen, S. | Murawsky, N. |
| Comstock, S. | Rogers, P. |

Downes, I.
Hazelton, G.
Long, P.
Martinez, R.
McClellan, L.
Oleson, B.
Powell, D.
Scalise, G.
Scholle, M.
Segla, D.
Thomas, M.
Twitchell, P.
White, P.
Wilson, K.

Stubsjoen, A.
York, R.

OTHERS PRESENT:
Gatterdam, R.
Kirts, C.
Mosca, K.
Reichardt, P.

- C. The Minutes to Meeting #98 (April 8, 1998) were approved as distributed via e-mail.
- D. The agenda was adopted as distributed via e-mail.

II Governance Reports

A. Faculty Senate - R. Gatterdam

President Long welcomed Ron Gatterdam. Ron Gatterdam, professor of mathematics and computer science was elected president-elect of the Faculty Senate at their May meeting. The Faculty Senate addressed the following issues at their May meeting: common grading policy, petition process, Regents' students right and responsibility policy, minor changes to the regulations regarding art courses for the core, recommended committee members on distance learning, formed new committees, and elected chairs of the new committees. The Senate will be focusing their efforts on the relationship between the Senate and the union.

Representative Segla asked if the Senate is going to design an evaluation tool for administrators, i.e. the Chancellor and the Provost. Ron Gatterdam stated that this had been requested by some faculty. The Senate will be addressing this and the mechanics of the evaluation process.

- B. ASUAF - S. Nuss - No report available.
- C. Staff Alliance - M. Scholle

Representative Scholle stated that at this time UAF is looking at \$37 million for deferred maintenance, the expansion for Hutchison Career Center is a go, the museum will receive \$500,000, and the funding for the operating budget will be flat plus \$2 million. The UAA library is still in limbo and UAS did not get their physical education center. The University funding came out very well and that was a result of everyone's effort. Various legislators stated that they had not seen such support for the University in ten years.

- D. Alumni Association - J. Poole - No report.

III President's Report - P. Long

This is President Long's last meeting as she will pass the gavel at the May 29 meeting to Bev Frey. Her office is going to be consolidated and they will be incorporating a number of duties into her job description. President Long charged President-Elect Frey to effectively voice the concerns of staff, especially staff who after retirements are given extra duties.

The results of the union election are: 262 for the union, 438 for no bargaining unit, 42 challenged ballots, and 13 rejected ballots.

President Long was again approached by an APT staff and asked that a raise in pay be requested. This item was referred to Staff Affairs.

Chancellor Wadlow approved the following motion regarding internal recruitment. The UAF Staff Council moves to support

the extension of the Chancellor's mandate, whereby a mandatory 5 day internal recruitment will be conducted for all staff positions prior to external recruitment, through December 31, 2001. It is understood that internal recruitment can be waived by the Affirmative Action Officer to comply with targeted EEO/AA goals; that is, to hire "protected candidates", i.e. Natives, women and other minorities, in a unit where they are underrepresented. EFFECTIVE: Upon Chancellor's Approval (Chancellor Wadlow approved this motion on May 4, 1998.) RATIONALE: Internal recruitment procedures were established to provide University employees with a positive support system when, in times of serious budget reductions and limited financial resources, employment within the University system have been reduced and/or eliminated. Over the past 5 years, this has been a successful mandate and continues to benefit employees. Five people have been re-employed from layoff status this year already.

President Long stated that a tool should be developed for evaluating supervisors. There are a number of supervisors who need feed back on their role as a supervisor, as well as areas of improvement. Representative Christensen stated that the definition of a supervisor needs to be clarify, also.

President Long recognized the committee chairs for their outstanding leadership provided over the past year. Awards were presented to Bev Frey as president-elect, Helen Connor as chair of the Ad Hoc Committee on Banner, Darlette Powell as chair of the Staff Training Committee, Irene Downes as chair of the Picnic Committee, Barb Oleson chair of Rural Affairs, and Lydia Anderson as chair of Staff Affairs.

President Long wished President-Elect Frey and the incoming president-elect a rewarding year and encouraged everyone to consider running for the position.

The Council thanked Dean Carla Kirts for her outstanding role as grand madame in the staff longevity awards program, as well as the Staff Training Committee. Staff also commended Dean Kirts on having the directors in her area attend a Staff Council meeting.

President Long welcomed the rural representatives, Rudy Candler - Palmer, Barb Oleson - Northwest, and Gabrielle Hazelton - SFOS-Juneau to the meeting.

IV The Council took a five minute break.

V Committee Reports

A. Elections, Membership & Rules - P. White

1. Election of President-Elect

Shannon Christensen, from UAF Police, threw her hat in the ring for President-Elect. After hearing no other nominations. Shannon Christensen was elected with unanimous approval.

MOTION PASSED (unanimous)

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The UAF Staff Council moves to elect Shannon Christensen as President-Elect of the Staff Council for 1998-99.

EFFECTIVE: Immediately

B. Rural Affairs - B. Oleson

The committee has extended membership to include staff from Chukchi and Kuskokwim. Staff morale at the rural sites is down because the extended sites will be downsizing \$4 million. The rural sites are in limbo as to the results of this restructuring. The committee is also working on how to better serve their rural constituents. Representative Oleson stated that it is up to each and every staff member to promote the university in a positive manner.

C. Staff Affairs - L. Anderson

The committee discussed the upcoming union election at their last meeting and addressed the item of employee training. As a result, the following motion was recommended to correct the bylaws. The issue of staff training is handled by a separate committee. The motion received the first reading.

FIRST READING

MOTION

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The UAF Staff Council moves to amend the Staff Council Bylaws as follows:

Delete = (())

Add = CAPS

Sect. 4 (ARTICLE VI. - COMMITTEES)

B. PERMANENT COMMITTEES

3. Staff Affairs Committee

- a. The President shall appoint a chairperson from the elected representatives.
- b. The committee shall work on policies related to the following:
 - 1. Benefits
 - 2. Compensation
 - 3. Grievance procedures
 - 4. Position evaluation and hiring procedures
 - ((5. Employee training and development.))
 - ((6))5. Any matters which effect the health and welfare of the staff.
- c. The chairperson of the committee shall establish a subcommittee structure relevant to the issues and to the expertise.

EFFECTIVE: Upon Chancellor's Approval

RATIONALE: Training and development is covered under the Staff Training Committee.

D. Staff Training - D. Powell.

The Bill Carmack training session on "How to Deal with Change" was outstanding and those that were not able to make the session really missed out on a great training session. The staff longevity awards program was successful even though there was some problems with the Theatre. All the administrators in attendance stayed for the entire program. There will be a Peaceful Settlements Conference on May 14 and 15. This training will count hour-for-hour on the supervisory training requirement. The wrap up session will be on May 19 at 3:00 p.m. in 214 Elvey.

There will be three training sessions for the summer. Clarification was requested on who is required to have ten hours of training. Any staff member who supervises either another classified, APT, or student employee is required to fulfill 10 hours to training each year.

Representative McClellan was asked by an employee what will happen if an employee does not complete this requirement. The employee should not receive a satisfactory performance appraisal. A suggestion was made to have a section on the evaluation form which specifically asks if the employee has completed the 10-hour training requirement.

E. Picnic Committee - I. Downes

Representative Downes asked that each representatives

take a picnic poster and distribute it to the staff in their area. A sign-up sheet was passed around for setup, cooking, and cleanup the day of the picnic. Bev Frey held up the lazy Susan she made for the raffle.

The following picnic information will appear in the May 22 Cornerstone. Get your tickets now, they are selling fast. The UAF Staff Council will again be raffling off two Alaska Airline tickets to any U.S. city served by Alaska Airlines outside of Alaska. Proceeds from the raffle will go to the Carolyn Sampson Memorial Scholarship, established by the UAF Staff Council. There will also be runner-up prizes:

- *Two season tickets for UAF Hockey, courtesy of UAF Athletics.
- *One individual Student Recreation Center Pass, courtesy of UAF Athletics.
- *Quilt, courtesy of Jann Laiti and Kathy Mosca.
- *Alaskan birch bowl, courtesy of the Great Alaska Bowl Company.
- *One crab buffet dinner, one ticket to the Malemute Saloon Show, and one ticket for the Crown of Light Show, courtesy of the Ester Gold Camp & Malemute Saloon.
- *Two tickets for the Golden Heart Review, courtesy of the Palace Saloon.
- *One handmade Golden Days woman's costume with accessories, courtesy Char Chaffin.
- *Two tickets on the Riverboat Discovery, courtesy of the Binkley Family.
- *Two balcony tickets for Can You Score Top of the World Classic, courtesy of UAF Athletics.
- *A pair of earrings, courtesy of Fishing for Gold.
- *Overnight for two and two swim passes, courtesy of Chena Hot Springs.
- *\$100 gift certificate, courtesy of the Turtle Club.
- *Lazy Susan, courtesy of Bev's Woodwork.
- *One Broose Moose and 50 gallons of gas, courtesy of Tesoro.
- *One Broose Moose and 50 gallons of gas, courtesy of Tesoro.
- *Two tickets for the Golden Heart Review Late Show, courtesy of the Palace Saloon.

Tickets are \$5 each or 5 for \$20 and are available from Staff Council representatives or the Governance Office, 312 Signers' Hall. The drawing will be on Friday, May 29 at the staff picnic. You need not be present to win.

The UAF Staff Council named the scholarship in memory of Carolyn Sampson, former executive secretary in the Governance Office. Carolyn was instrumental in obtaining support services for the Staff Council and provided support for the Faculty Senate and Academic Council while employed at UAF. The scholarship is designed to provide new career paths or retraining to applicants wishing to re-enter the job market or whose work activity may be threatened by economic, health or other factors. For more information, contact your Staff Council representative or the Governance Office.

The following food items have been assigned to the various units for the Staff Picnic on Friday, May 29 at 4:00 p.m. next to the Student Recreation Center. If there is rain, the picnic will be moved to the Wood Center. Also the Chancellor has approved release time for all staff to attend the picnic.

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| Unit 2 | College of Rural Alaska,
Tanana Valley Campus,
Alaska Cooperative Extension | Vegetable Trays & Dip |
| Unit 3 | College of Natural
Resource, Development, &
Management, SME, SOM,
SALRM | Salads/Baked Beans |
| Unit 4 | Institute of Arctic Biology | Fruit |

Unit 5	Geophysical Institute	Salads/Baked Beans
Unit 6	School of Fisheries & Ocean Sciences	Hamburger & Hot Dog Buns
Unit 7	Student Services	Desserts
Unit 8	College of Liberal Arts	Fruit
Unit 9	Chancellor's Office, Center for Global Change, Governance, Registrar's Office, Graduate School, Provost's Office, Summer Sessions, University Relations, Development, UA Press, Proposal Office, Institution Research, Arctic Research	Salads/Baked Beans
Unit 10	College of Science, Engineering & Math, UA Museum, INE, Arctic Region Supercomputing Center	CONDIMENTS - mustard, ketchup, pickles, onions, lettuce, and tomatoes (Representatives will be collecting \$2 from constituents to purchase economy size mustard, ketchup, etc.)
Unit 11	Facility Services, Planning & Projects, Physical Plant, Utilities	Chips
Unit 12	VCAS Office, Contract Services, Financial Services, Personnel Services, Safety Services	Desserts
Unit 13	Library	Salads/Baked Beans

F. Information Coordinating - B. Frey

The System Governance Office now has a web page providing information on pending legislation in the State House of Representatives and the State Senate. This page is updated weekly, making current information easily accessible for all UA staff. Continued budget cuts have increased the workload for all staff and duplication of effort must be avoided whenever possible. The Staff Alliance representative on Staff Council, the Staff Council President, and President-Elect provide effective communication between equivalent MAU staff governance bodies. Thus the disbanding of the Information Coordinating Committee will eliminate duplication of services.

FIRST READING
MOTION
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The UAF Staff Council moves to amend the Staff Council Bylaws as follows:

Delete = (())
Add = CAPS

Sect. 3 (ARTICLE V. - Officers)

B. PRESIDENT-ELECT

1. The duties of the President-Elect shall be to:
 - ((a. serve as chairperson of the Information

Coordinating Committee.))
((b))A. serve on the Administrative
Committee.
((c))B. serve on the UAF Governance
Coordinating Committee
((d))C. assume the duties of President when
the President is absent.

Sect. 4 (ARTICLE VI. - COMMITTEES)

B. PERMANENT COMMITTEES

- 1 The permanent committees shall be:
 - ((a. Information Coordinating Committee))
 - ((b))A. Staff Affairs Committee
 - ((c))B. Rural Affairs Committee
 - ((d))C. Staff Training and Development
- ((2. Information Coordinating Committee
 - a. The President-Elect shall be the chairperson.
 - b. The committee shall have the following responsibilities:
 - 1. Follow news and information pertaining to legislation effecting the University.
 - 2. Communicate with the equivalent staff governance bodies of the other Major Administrative Units.))

EFFECTIVE: Upon Chancellor's Approval

RATIONALE: The System Governance Office now has a web page providing information on pending legislation in the State House of Representatives and the State Senate. This page is updated weekly, making current information easily accessible for all UA staff. Continued budget cuts have increased the workload for all staff and duplication of effort must be avoided whenever possible. The Staff Alliance representative on Staff Council, the Staff Council President, and President-Elect provide effective communication between equivalent MAU staff governance bodies. Thus the disbanding of the Information Coordinating Committee will eliminate duplication of services.

VI OTHER BUSINESS

A. Motion to Amend UAF Staff Council FY99 Meeting Calendar

Staff Council had a request from Career Services to use the Wood Center Ballroom for their career fair on March 3. Thus a recommendation was made to change the March meeting to March 2. Also after the last trip to Juneau, President Long and President-Elect Frey stated that it would be very beneficial for the president and president-elect to attend both Board of Regent meetings in Juneau. The number of face-to-face meetings was decreased by one to accommodate this request. A motion was made and seconded. The motion passed with one abstention.

MOTION PASSED (1 abstention)
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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	audioconference
105	February 3, 1999	Wednesday	audioconference
106	March 2, 1999	Tuesday	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

RATIONALE: The December face-to-face meeting will be changed to an audioconference meeting to free up funds which will enable the president and president-elect to travel to Juneau for the February and April Board of Regents meetings and lobby on behalf of UAF staff. Meeting #106 will be changed from March 3 to March 2, to accommodate Career Services, so that they can schedule the Wood Center Ballroom for their career fair.

VII Comments and Questions

- A. Nominations for the Chancellor's Award will still be taken until May 8. Forms are available on the Staff Council web page. The Chancellor's Award will be announced at the staff picnic on May 29.
- B. Concerns were expressed over the Ad Hoc Committee on Health Benefits which will be meeting three times over the summer. Representatives expressed their concerns, especially that the suggestions from the previous committee regarding curtailing the cost of health benefits was ignored. President-Elect Frey is a 12 month employee and will be tracking this issue.

VIII Announcements

- A. Upcoming Meetings
 - May 22 Picnic Committee, 1:00 p.m., Chancellor's Conference Room
 - May 29 Staff Council, 8:30 a.m., Wood Center Ballroom
 - May 29 Staff Picnic, 4:00 p.m., next to the Student Recreation Center

IX The meeting was adjourned at 10:05 a.m.

A tape 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.