

MINUTES

UAF STAFF COUNCIL MEETING #128

Wednesday, September 12, 2001

Wood Center Carol Brown Ballroom

I Scott McCrea called the meeting to order at 9:00 a.m.

MEMBERS PRESENT:

- Allen-Luopa, Joyce
- Armstrong, Kim
- Carlson, Kurt
- Comstock, Sarah
- Crews, Jean
- Hagen, Debra
- *Hazelton, Gabrielle
- Ledlow, Larry, Pres-Elect.
- McCrea, Scott, Pres.
- Moore, Donna
- Sharpton, Sue
- *York, DeShana
- *Murawsky, Nici

MEMBERS ASENT:

- Burkhead, Tyrone
- Bywater, Casey
- Culbertson, Scott
- Esters, Yolanda
- Gray, Diane
- Howdeshell, Stacey
- Linn, Angela
- O'Neill, Rory
- Parzick, Julia
- Renfro, Carol
- Seymour, Matt
- *Simmons, Heidi
- Sowell, Pam
- Whitehorn, Joyce

OTHERS PRESENT:

- Brazell, T.
- Horst, J.
- Keeler, T.
- Lind, M.
- Long, P.
- Solano, E.
- Swazo, N.

Thomas, D.

Trabant, T.

Yauney, J.

Zimmerman, G.

The minutes to Meeting #127 (June 1, 2001) were approved as distributed via e-mail.

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

D. President's Report – S. McCrea

President McCrea welcomed the representatives back to another school year.

President McCrea speaks of the tragedy of the terrorist attacks upon the US and calls for a moment of silence. The following President's report was sent via email.

Message from the President

Welcome back to another exciting year at UAF and with Staff Council!

After our last meeting in June, I entered the summer with high expectations of getting the ball rolling on the five goals I wanted Staff Council to focus on for the 2001/2002 year, my reasoning being that summer would be "downtime" at Tanana Valley Campus. You would think that after years at the university as a student and staff that there is no such thing as "downtime". While I didn't get a chance to tackle much this summer, a lot has progressed within the past few weeks.

STAFF ALLIANCE

President Elect Larry Ledlow and I both sit on the Staff Alliance, the systemwide governance groups that consists of two governance reps from each of the three MAUs and Statewide. We had our Annual Retreat in August in which we received reports from President Hamilton and his executive staff. Two of the more interesting things to come out of the retreat was the update on Classification and Staff Development by Janet Jacobs, Director of Statewide Office of Human Resources, and the report on the FY03 budget by President Hamilton.

Ms. Jacobs and her staff will be giving our group an update on Classification today so I don't want to touch upon that too much. I will say, however, that it appears as if the departure of Dale Seay has not delayed the process any and in fact, things may be expedited because she has even more staff than she did before. Still, Alliance is concerned that the total process is going to take too long, thus we passed a motion asking that President Hamilton designate the funds and resources necessary to have the project completed by July 2002. This motion will be before our Council today, and I ask for your unanimous approval of it.

President Hamilton stated that he would be inserting another 1.5% increase to the staff salary grid in the FY03 budget. This will be discussed during the Board of Regents meeting, which takes place Sep. 13 & 14 in Anchorage. Hamilton added that he would most likely ask for another 1.5 increase in the FY04 budget. It appears that this number was chosen because it was politically realistic. Given that every percentage increase means an additional \$1 million, this was a number that the president feels would make it through the fires in Juneau. Alliance is completely understanding of that approach and recognizes the reality of the

situation, however, we felt that the increase had to be slightly higher than last years, thus we passed a motion asking for a 2% increase. Alliance Chair Robert Sewell of Juneau will be testifying at the BOR meeting in support of that amount. This endorsement is going before Staff Council as well, and I also ask for your support on this one.

One more item to come out of the Retreat is the formation of an Ad-Hoc Committee on Volunteer Leave. You'll note that this was one of the goals I had for our Council for this year. Anchorage and Juneau reacted very positively to the concept of advocating a volunteer leave program, so we decided to make this a statewide effort. The committee will consist of myself as well as the UAA Classified Council President and the UAS Staff Council President-Elect, plus two reps from each MAU. I'm encouraged by the attention this goal has received and look forward to getting the process going.

CELEBRATING STAFF BROCHURE

In August I sent a memo to the Chancellor and Debra Damron, Director of University Relations, requesting that the university publish a Celebrating Staff brochure. I am pleased to report that University Relations is discussing this as a potential project for this year, which is a big step for this project. I am working with Tiffany Seth at UR to put together a Celebrating Staff display that will be used during the accreditation site visit as well as at other functions on campus; this could help lay the groundwork for the brochure.

NEW STAFF ORIENTATION

On September 28th I will be conducting a New Staff Orientation in the Wood Center Memorial Conference Room. New employees hired over the summer will be invited to the Orientation, which will consist of the following:

- Welcome from the Chancellor
- Historical Overview of UAF
- UAF Today: Mission and Goals
- "Hidden Benefits" of Working at UAF
- Making the Tuition Waiver Work for YOU
- Presentations from Dining Services, Library Services, Computing, LIFE Program
- Walking Tour of Main Campus

Each participant will receive a Welcome to UAF packet that will consist of passes/discounts to various events on campus, at the Bookstore, etc. The plan is to conduct the Orientation once every three months. This is a project I am pretty passionate about, so I am going to run with it for now, however, I will be seeking input and guidance from the Ad Hoc Committee on Staff Training (once it is formed).

NONDISCRIMINATION POLICY

This is one that just came up this week. The School Board Meeting on September 4th reminded me that the University of Alaska does not have "sexual orientation" in their nondiscrimination policy. The Board is currently reviewing whether or not to add it to the School District's nondiscrimination policy, and a university professor who testified in support of it was asked how our nondiscrimination policy reads. As it stands now, the policy (P04.01.020) reads:

"In accordance with federal and state law, illegal discrimination in employment against any individual because of race, color, religion, national origin, age, sex, veteran status, physical or mental disability, marital status or changes in marital status, pregnancy or parenthood is prohibited. Decisions affecting an individual's employment will be based on the individual's qualifications, abilities and performance, as appropriate."

It seems to me that an institution where open mindedness and respect for all peoples should be a top priority, our nondiscrimination policy needs to include this segment of our students, staff and faculty. This amendment went before the BOR in 1993 but it did not pass. However, the BOR we have today is entirely different. I have been discussing this with our colleagues in ASUAF and Faculty Senate, and we will be bringing this to the table at our first Governance Coordinating Committee of the year. I expect to have something before Staff Affairs or Staff Council next month.

OTHER ITEMS

- I will be attending the BOR meeting Sep. 13 & 14 in Anchorage and will email a report to Council upon my return. One item I am very interested in is the report to the BOR/HR committee on the UA Employee Satisfaction Survey.
- I will be attending the Chancellor's Summit with Deans and Directors September 26-27, and will report on the summit at our October meeting.

I am excited about the upcoming year and hope that you share my enthusiasm. We have a lot of proactive items on the table for this year, and I am confident in this council's ability to achieve them.

Best wishes,

Scott McCrea

Governance / Department Reports

ASUAF – A. Carrothers

un Carrothers had class and thus there was no report from ASUAF.

Faculty Senate – N. Swazo

y Senate will hold first meeting of the year on September 24th. The Chancellor has signed off on a motion approved by the Senate to adopt a policy statement on Principal Investigator Eligibility. Senate will be initiating a discussion on questions whether UAF should be engaged in classified research. Faculty Affairs Committee is reviewing the draft regulation on Faculty/Staff/Student Governance.

Career Services – T. Trabant

Counselor and Employer Recruitment Coordinator helps students build and develop resumes, and decide what they want to do with degree. The largest document Career Services produces is the Graduation Report. The 2000 Graduation Report can be accessed through their website or by requesting a hard copy from their office. Student Employment Program offers direct service to departments and students through Student Job Fairs, Student Applicant Database, and the Companion Website to the UAF Human Resources site.

III Committee Reports

A. Staff Affairs – G. Hazelton

Staff Affairs met on August 31. Gabrielle Hazelton was re-elected chair. New classification system – The committee recognized its limited scope of influence, but is very concerned about the lack of leadership from frequent personnel changes at Statewide and overall confusion from lack of information. At one point, to foster confidence, a website with timeline and information was promised, but does not appear to be active. Internal recruitment policy – Expires December 31, 2001. Will suggest the Chancellor renew and explore the possibility of policy becoming permanent.

Other miscellaneous items were discussed. The next Staff Affairs meeting is scheduled for Thursday, September 20 at 9:00 a.m. in Wood Center Conference Room B.

B. Elections, Membership & Rules – D. York

The committee has not had the chance to meet yet. Some discussion items for committee will include representation for IARC and necessary provisions to bylaws. Thanks to Gabrielle Hazelton for joining committee. DeShana York will be working with Staff Council Secretary to set up regular meetings.

C. Rural Affairs – H. Simmons

Heidi Simmons was not present for the meeting therefore no report was given.

D. University Advocacy – S. Comstock

Committee will continue with UAF tours this year with tentative times of November and late April. UAF day to be held at the Southside Community Center this spring. Working with ASUAF this year to support the budget increase that President Hamilton put forward. The next committee meeting will be held on Thursday, September 20 at 12:00 p.m.

IV Chancellor's Remarks – M. Lind

ASUAF is a great group to work with indicated by last night's vigil, held due to terrorists attacks. Chancellor commends staff on outstanding job with student orientation. Currently there is an increase in applications and admissions, however, the university still faces the serious issue of retention. Project improvements throughout university include Rasmuson Library, Brooks Building, and the Taku parking lot. Chancellor is pleased with all improvements thus far and believes UAF is moving in right direction. Next year's activities include the Museum expansion. Work being done now includes looking at a new bioscience research laboratory to be built somewhere on west ridge. Working with Board of Regents to get funding for projects. There are substantial requests for improvements at community campuses. Accreditation effort is moving along. Chancellor is hopeful that Staff Council will come up with a plan that will work for New Staff Orientation. Joyce Allen-Luopa questions if steps and handrails will be installed in parking lot for safety. Chancellor believes there will be handrails, however, could not respond on steps but will look into the issue.

V Guest Speakers

Dana Thomas, Co-chair (Accreditation 2001)

The self-study is complete and available on line at Provosts Web page. Hard copies available in library. Evaluators will tentatively visit rural campuses October 3-5. Evaluation team will be in Fairbanks October 8-10 and will conclude with teleconference on October 10 in the Wood Center Carol Brown Ballroom. There will be a room full of exhibits in Wood Center C. Any suggested exhibits please call Hild at Provosts Office. UAF has been continuously accredited since 1934 and there is no anticipation of losing accreditation. Some recommendations are anticipated and will be announced at a December meeting, which the Chancellor Lind and Dana Thomas will attend.

Paula Long (Union Update)

The Classified Staff and APT are seeking union representation from Alaska Public Employees Association (APEA) and Alaska Federation of Teachers (AFT). Faculty Union, Crafts and Trades, Community College of Unions, and Adjunct Faculty have endorsed the unionization efforts. Paula Long gave an explanation of collective bargaining cards. The card is not a vote it simply authorizes APEA/AFT to represent us. There was a discussion on fair competition between Joyce Allen-Luopa and Troy Brazell, APEA/AFT.

Josh Horst & James Yauney (Classification & Professional Development)

Due to time constraints Professional Development was the only item presented. Josh Horst and James YauneY gave the presentation. Any questions not answered by them will be forwarded to Janet Jacobs. All responses to questions will be forwarded to Staff Council Secretary and will then be sent out to Staff Council. Jean Crews questions where the What Counts/What Doesn't list came from and who made it. James YauneY relays that is just a generalization explaining that if it is the requirement of the job it counts. Josh Horst inputs that the list was provided from Janet Jacobs and he will ask her where it came from. Scott McCrea asks about completion of project. James expecting things to flow smoothly, hopefully can report on timelines at next Staff Council meetings. Jean Crews questions why compensation and budget were not mentioned. Concerns relating to increases and being compensated more fairly. James YauneY will check with Janet Jacobs to get an answer.

VI New Business

Due to the lack of quorum for voting, New Business will be postponed until October meeting. Scott McCrea says there is a possibility of calling a special meeting to vote on issues.

VII Comments and Questions

Scott McCrea comments on the New Staff Orientation to be held on Friday, September 28. Requests Staff Council members spread the word to any new employees to attend.

VIII The meeting was adjourned at 10:50.

A tape of this Staff Council meeting is available in the Governance Office if anyone wishes to listen to the complete tape. Submitted by Elizabeth Solano, Staff Council Secretary.