

MINUTES

UAF STAFF COUNCIL MEETING #129

Friday, October 12, 2001

Wood Center Carol Brown Ballroom

I Scott McCrea called the meeting to order at 8:50

MEMBERS PRESENT:

Allen-Luopa, Joyce

Armstrong, Kim

Burkhead, Tyrone

Bywater, Casey

Carlson, Kurt

Comstock, Sarah

Crews, Jean

Esters, Yolanda

\*Hazelton, Gabrielle

Ledlow, Larry, Pres-Elect.

Linn, Angela

McCrea, Scott, Pres.

O'Neill, Rory

Seymour, Matt

Sharpton, Sue

\*Simmons, Heidi

\*York, DeShana

MEMBERS ABSENT:

Gray, Diane

Hagen, Debra

Howdeshell, Stacey

Moore, Donna

\*Murawsky, Nici

Parzick, Julia

Renfro, Carol

Sowell, Pam

Whitehorn, Joyce

OTHERS PRESENT:

Branley, C.

Childress, W.

Connor, H.

Hill, M.

McHenry, Y.

Miller, D.

Pinney, P.

Solano, E.

B. The minutes to Meeting #128 (September 12, 2001) were approved as distributed via e-mail.

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

D. President's Report – S. McCrea

The first New Staff Orientation was launched on September 28, 2001. Good feedback was received and some suggestions for improvement next time around. Staff Alliance Ad Hoc Volunteer Leave Committee met for the first time to begin to formulate a plan on how to undertake the subject of adding volunteer leave to staff benefits. The committee is currently trying to find other public organizations that maintain a volunteer leave program. The committee would like to model the program around a public organization rather than a private organization. Staff Alliance met this past Tuesday. Janet Jacobs reported results of employee opinion survey. The survey went out to 1000 randomly selected employees. 402 of the surveys were returned. Some of the categories of questions were broken down to job satisfaction, benefits, salary, and representation, specifically dealing with what governance is doing for employees. The plan is to have entire results of the survey available on the web in a couple of weeks. Janet Jacobs also reported that there would possibly be charges for health benefits come 2002. The Board of Regents will be voting on their budget November 9 in Fairbanks. The salary increase for staff is still listed as 1.5%, although Staff Alliance is still pushing for 2%. Scott McCrea reported on some of the accreditation results. The University received commendations on progress of deferred maintenance, assessment of core curriculum, joint appointments, and planning and research. Recommendations for improvement included addressing space issues, addressing faculty salaries, creating faculty/staff handbooks, securing student records, better integrating the College of Rural Alaska, and addressing the direct appointments of senior officials.

Larry Ledlow reported on the Chancellor's Summit, which included institute directors and academic heads. The focus of the sessions attended were explaining strategic planning at university. Historically strategic planning has been a random activity. The guest speaker at the Chancellor's Summit gave history of land grant universities, focusing on how universities have gotten very disconnected from local communities. The summit was held at Hess Center and included displays on plans for campus. Staff received good exposure at the Chancellor's Summit, including the Celebrating Staff display by Scott McCrea.

## II Governance / Department Reports

A. ASUAF – D. Miller

ASUAF fall staff was lined up this week and finalized through Human Resources. The staff includes newly hired Government Relations Officer and TVC Relations Director. The proposed amendment, of adding sexual orientation, to the nondiscrimination policy was brought to the attention of the Student Affairs Committee this week. Scott McCrea is going to attend the student meeting on Sunday to talk some more about that. According to Derek Miller, as of right now, on the surface, it seem as if the students support this proposed amendment.

B. Faculty Senate – N. Swazo

Not present. No report was given.

C. Alumni Association – C. Branley

Annual reunion held in July and gave out of awards. It was well received by those in attendance. The Alumni Association is currently in the process of developing a survey to send out to alumni to change the time of reunion to the fall. Working with athletics to provide alumni with more benefits and discounts. Cindy Branley traveled to Oregon in June with development office to get out and meet with Alumni. Also, traveling to Portland December with Chancellor to meet with an alumni group. Informed Staff Council of the alumni wreath sale. The cost is \$20 with an additional \$5 for a bow. Scott McCrea recently elected president of

Fairbanks Chapter of the Alumni Association.

### III Committee Reports

#### A. Staff Affairs – G. Hazelton

Committee met on September 20 and passed the Internal Employment Recruitment Policy to forward to Staff Council. The committee is currently looking into sick conversion to retirement, PERS to TERS/ORP conversion for staff moving to faculty, disability benefits between social security and PERS. Other business included request from staff member to research on campus daycare/daycare benefit, and overtime and hours worked definitions. Next meeting is scheduled for October 25.

##### 1. Motion to Support Internal Employment Recruitment

Discussion on how policy originates. Staff Council prepares motion and forwards it to the Chancellor for final approval. After a discussion about deleting wording “until further notice” in motion, it was passed as amended with unanimous approval.

MOTION PASSED AS AMENDED (unanimous)

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DELETION = [[ ]]

The UAF Staff Council moves to support the extension of the Chancellor’s mandate, whereby a mandatory 5 working days internal recruitment will be conducted for all staff positions prior to external recruitment [[until further notice]]. 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” in a unit where they are underrepresented.

EFFECTIVE: Upon Chancellor’s Approval

RATIONALE: Such a policy allows experienced staff to have a preference for promotion opportunities and gives that prior experience and knowledge to departments. The exclusion of “until further notice” makes the policy permanent.

#### B. Elections, Membership & Rules – D. York

Committee met October 2 via teleconference. Discussion included upcoming elections for even numbered units. The Staff Council Secretary sent out the constituent lists to Staff Council representatives to be updated. Please update those lists and get them back to her so nomination letters can get sent out. Another item of discussion included IARC representation. Posed a motion some time ago regarding IARC representation, however still discussing. The committee is in favor of having representation for units that need additional representation that they do not receive. The committee will be meeting after Staff Council meeting adjourns to discuss the bylaws regarding this issue. Next meeting is scheduled for November 6.

#### C. Rural Affairs – H. Simmons

The committee will hold first meeting sometime this month and hopes to have new executive dean attend. Rural Affairs has a subcommittee that was put together through the emergence of the Title III Grant. The first meeting will be held in October with the main focus on specific student service issues of recruitment, retention, and advising. Rural Affairs has somehow turned out to be mostly College of Rural Alaska committee. Heidi Simmons would also encourage other rural sites, other than Unit 1, attend committee

meetings.

D. University Advocacy – S. Comstock

Currently working on first UAF campus tour of the year. The Alumni Association donated furniture to the Wood Center and will be dedicated October 26. Also working on Southside Community Center UAF day that will hopefully be held in early March. The second UAF campus tour will take place in May around Staff Council face-to-face meeting. Next meeting is today.

E. Ad Hoc Staff Training – S. Sharpton

Committee met on October 4. The first action item is to gather information regarding the different types of new employee orientation and training conducted on campus. Compiling questions for a survey to send out to the departments. Example questions are how are new employees trained, who does this training, is a manual or checklist used. This should be ready to go in November. Next meeting is scheduled for October 30.

IV Break

V Guest Speakers

Melissa Hill and Josh Horst, Statewide Human Resources Professional Development

Professional Development program was devised with the idea that managers and the organization would work together collaboratively towards employee career development goals. The presentation was given and then open to discussion. Sue Sharpton issues concern regarding time paid for employees training. Melissa Hill informs Staff Council that from statewide standpoint it is relevant to work, so employees should be paid as such and statewide expects managers to agree. Rory O'Neill questions overall timeline of goals for participation. Melissa Hill says that specifically with UAF a pilot group will be going through the program first and it will be in full launch next fiscal year for all staff. Yvonne McHenry, Assistant Director of Human Resources, informs that it will be a pilot program within Human Resources Department. Purchasing will participate as well as some of Financial Services. Then the plan is to attempt is to role it out into other departments. Larry Ledlow has concerns from experience in last few years that managers and supervisors have little incentive in taking active role in professional development for their staff. Questions what incentive or mechanism is in place with this program to ensure that managers do take an active role in this program. Melissa Hill said that President Hamilton will send out a letter to all statewide employees encouraging them to participate and follow up letter to managers letting them know that they are in a leadership role. Gabrielle Hazelton questions if there is a difference between faculty and administrative managers. Yvonne McHenry says that faculty would be handled in different manner. Further discussion was held on how to inform supervisors of this training and how to track that the training is completed. The presentation will be sent out to Staff Council via email.

MOTION PASSED (unanimous)

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The UAF Staff Council moves to extend the meeting time to finish business.

EFFECTIVE: Immediately

William Childress, Associate Director Parking Services

Parking Services moved off campus, however they do have an office set up in the Eielson building. Decal

prices, citations, and towing costs went down this last year. William Childress presented Staff Council with UAF Parking Services FY02 Budget. Also provided a handout with the budget summarized in last two pages. Scott McCrea thanks Parking Services for providing their budget, which Staff Council has been requesting for years. Staff Council members raise concerns about parking costs and whether there is a plan to build a parking garage in the future. William Childress says that Parking Services does not wish to raise parking prices again and that there has been discussion regarding a parking garage, but there is immediate needs that need to be met before that can happen.

## VI New Business

Due to a lack of quorum for voting, New Business, Item A will be postponed until November meeting. Move on to New Business, Item B.

### B. First Reading of Motion to Amend UA Nondiscrimination Statement, Policy #04.01.020

Scott McCrea speaks of some of the history regarding this issue. First went to the Board of Regents (BOR) in 1993, but did not pass. Currently the school board is thinking of adding it to policy and have heard public testimony a couple of times. They are hearing some of the same testimony the BOR heard when this first came up in 1993. Scott McCrea feels the university should look at this, being an institution of higher learning, and should serve as a model for the rest of the State in terms of respecting and welcoming people. Discussion held on whether the motion on the nondiscrimination policy should be a blanket statement or include of list of specific issues. Gabrielle Hazelton questions whether discrimination has ever been included on Staff Council surveys. Scott McCrea informs Staff Council that it has not. Rory O'Neill suggests changing wording in rationale from "could be fired" to "could be discriminated against". DeShana York suggests inviting Earlina Bowden, Assistant to the Chancellor EEO/AA, to the next Staff Council meeting. Scott McCrea informs that she will be invited to attend.

## MOTION

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The UAF Staff Council requests that the University of Alaska Board of Regents amend the UA Nondiscrimination statement (Policy #04.01.020) as follows. Additions to the statement are in bolded caps.

In accordance with federal and state laws, 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, or **SEXUAL ORIENTATION** is prohibited. Decisions affecting an individual's employment will be based on the individual's qualifications, abilities and performance, as appropriate.

Staff Council further requests that copies of this motion be sent to the UAF Faculty Senate and ASUAF for voting consideration, and that once acted upon, copies be forwarded to staff, faculty, and student governance groups at the other two MAUs for their consideration.

**EFFECTIVE:** Staff Council requests that first discussion of the amendment be placed on the Human Resources Committee agenda at the March BOR.

**RATIONALE:** Under the current policy, gay and lesbian staff and faculty could be fired simply because of their sexual orientation. As an institution of higher learning, the University of Alaska should be setting an example to the rest of the state in terms of recognizing and respecting all of the diverse peoples of Alaska. By adding sexual orientation to the policy, the university is sending a message to gay and lesbian students, staff, and faculty that this is a place where they are welcome, accepted, and protected against discrimination.

VII Comments and Questions

Scott McCrea comments on getting the message to Staff Council representatives that they need to be present to vote.

VIII The meeting was adjourned at 10:25

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.