

MINUTES  
UAF STAFF COUNCIL MEETING #130  
Wednesday, November 7, 2001  
Wood Center Carol Brown Ballroom

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

MEMBERS PRESENT:

Allen-Luopa, Joyce  
Burkhead, Tyrone  
Bywater, Casey  
Carlson, Kurt  
Comstock, Sarah  
Crews, Jean  
Hagen, Debra  
\*Hazelton, Gabrielle  
Howdeshell, Stacey  
Ledlow, Larry, Pres-Elect.  
Linn, Angela  
McCrea, Scott, Pres.  
\*Murawsky, Nici  
O'Neill, Rory  
Parzick, Julia  
Sharpton, Sue  
\*Simmons, Heidi  
\*York, DeShana

MEMBERS ABSENT:

Armstrong, Kim  
Esters, Yolanda  
Gray, Diane  
Moore, Donna  
Renfro, Carol  
Seymour, Matt  
Sowell, Pam  
Whitehorn, Joyce

OTHERS PRESENT:

Chapman, C.  
Humphrey, M.  
Lind, M.  
Long, P.  
Solano, E.

B. The minutes to Meeting #129 (October 12, 2001) were approved as distributed via e-mail.

C. The agenda was adopted with the addition of a motion on Staff Council 2002-2003 Meeting Calendar under New Business.

D. President's Report – S. McCrea.

Scott McCrea gave his report from Bethel via teleconference. He gave some background information on the Bethel area and the campus. The campus has about 20 employees, all who are very resourceful at their jobs, and have several different job titles attached to them. There are about 250 students, and 12 degree programs. Employee salary ranges from \$11.35 hr Grade 71-71 up to \$70.20 hr Grade 84-Step 20. There is a 38% differential in comparison to Fairbanks employee salary. The higher salary is due to the higher cost of living. Scott McCrea stayed in Kuskokwim residence hall, which houses 30-35 students. He met with staff and discussed some of the issues that Staff Council is working on. There are similarities of concerns between rural campuses staff and Fairbanks staff. Staff Training is one of the big issues. The Ad Hoc Staff Training Committee will want to ensure to take a look at the rural campuses. Scott McCrea visited the local high school and gave a recruitment presentation to the junior and senior class. The presentation included educational opportunities at UAF with Kuskokwim campus as an option. Scott McCrea will be flying to Dillingham tonight to meet with rural campus staff and speak at the local high school for recruitment purposes. Scott McCrea spoke of the importance of rural campuses and how the visit to UAF rural campuses has been educational and exciting. In regards to agenda item II. Old Business, B. Motion to Amend UA Nondiscrimination Statement, Scott McCrea suggested that the motion be postponed until the spring semester. He does not see this as backing down, rather as slowing down to take a closer look at the issue. He would like an opportunity for more education and to sponsor a campus forum on discrimination, which will allow Staff Council to get a better picture of discrimination that is taking place at UAF. Hopefully the forum will gather some testimony or examples of how discrimination of sexual orientation has taken place. Scott McCrea stated that because he brought this issue forth, rather than someone who was discriminated against, he does not see a problem with postponing the issue until more information is gathered.

II Old Business

A. Motion to Approve Proposed Academic Calendars for 2002-2003 and 2003-2004

Sarah Comstock raised concern about finals taking place on Saturdays. She feels there is too much pressure on the students due to finals, moving out of residence hall, and graduation. Not sure of solution and not sure who or how calendar is put together. Suggested that instead of starting classes on a Thursday, they could start on a Monday. Norm Swazo, Faculty Senate President, informs Staff Council that the calendar comes through the Registrar and is approved by the Governance Coordinating Committee (GCC). He suggests putting on agenda for upcoming GCC meeting, as well as talking to the Chancellor, Provost, and Registrar. Scott McCrea suggests postponing this motion until the December meeting, between now and then GCC will discuss further and get student input as well as meet with Registrar. Motion is postponed until December meeting.

MOTION

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The UAF Staff Council moves to approve the 2002-2003 and 2003-2004 Proposed Academic Calendars:

EFFECTIVE: Upon Chancellor's Approval

UNIVERSITY OF ALASKA FAIRBANKS  
ACADEMIC CALENDAR  
2002-2003 AND 2003-2004

**FALL SEMESTER-2002**

Labor Day	September 2, 2002
Fall-1 <sup>st</sup> day of instruction	September 5, 2002
Last day to register	September 13, 2002
Thanksgiving holidays	November 21-24, 2002
Last day of classes	December 13, 2002
Final exams	December 16-19, 2002

**SPRING SEMESTER-2003**

Martin Luther King / AK Civil Rights Day	January 20, 2003
Spring-1 <sup>st</sup> day of instruction	January 16, 2003
Last day to register	January 24, 2003
Spring Break	March 17-23, 2003*
All Campus Day	April 25, 2003
Last day of classes	May 5, 2003
Final exams	May 7-10, 2003
Commencement	May 11, 2003

**FALL SEMESTER-2003**

Labor Day	September 1, 2003
Fall-1 <sup>st</sup> day of instruction	September 4, 2003
Last day to register	September 12, 2003
Thanksgiving holidays	November 20-23, 2003
Last day of classes	December 12, 2003
Final exams	December 15-18, 2003

**SPRING SEMESTER-2004 (LEAP YEAR)**

Martin Luther King / AK Civil Rights Day January 19, 2004

Spring-1 <sup>st</sup> day of instruction	January 15, 2004
Last day to register	January 23, 2004
Spring Break	March 15-21, 2004*
All Campus Day	April 23, 2004
Last day of classes	May 3, 2004
Final exams	May 5-8, 2004
Commencement	May 9, 2004

\*To be coordinated with the Fairbanks North Star Borough School District

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

Larry Ledlow briefly discusses the meeting between himself, Scott McCrea, and President Hamilton regarding this motion. Staff Council needs to study the issues a little more. He feels that the motivation for the school district, which was really the start for this motion, was due to a more pressing need. Larry Ledlow states that Staff Council needs to move forward on this issue, but be careful in the way it is done because Staff Council has a good relationship with President Hamilton and he has a relatively good relationship with the Legislature. Kurt Carlson questions if President Hamilton had an opinion on the removal of the list of criteria and going with a simpler policy. Larry Ledlow says that his recollection of President Hamilton's view of the list as it existed was that federal and state law requires it. There is some discussion as to when it would be an appropriate time to bring issue forward. Scott McCrea states that the forum should take place in February/March time frame. Kurt Carlson will not be around after December and would like to ensure that Staff Council considers both possibilities; the current motion on the agenda and his amended motion, which is a blanket statement, and does not include a list. Scott McCrea promises that when this issue comes back up for discussion Staff Council will put forth both possibilities. Carolyn Chapman, Human Resources (HR), informs Staff Council that HR does take discrimination very seriously. She encourages that Staff Council strongly champion educational opportunities on these issues. The last two years HR has tried to put forth, every semester, a diversity and sexual harassment training opportunity for staff employees. Motion postponed pending February/March campus forum on discrimination and survey on attitudes of discrimination.

## MOTION

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The University of Alaska Fairbanks 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 meeting.

**RATIONALE:** Under the current policy, gay and lesbian students, staff and faculty could be discriminated against 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 further 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.

## III New Business

### A. Motion to Approve UAF Staff Council 2002-2003 Meeting Calendar

Motion passed unanimously with no discussion.

MOTION PASSED (unanimous)

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The UAF Staff Council moves to approve the FY03 meeting calendar as follows:

UAF STAFF COUNCIL

2002-2003 MEETING CALENDAR

8:45 a.m.

Wood Center Carol Brown Ballroom

MTG.#	DATE	DAY
137	September 18, 2002	Wednesday
138	*October 18, 2002	Friday
139	November 13, 2002	Wednesday
140	*December 13, 2002	Friday
141	February 12, 2003	Wednesday
142	*March 14, 2003	Friday
143	April 16, 2003	Wednesday
144	*May 16, 2003	Friday
145	June 4, 2003	Wednesday

\*Face-to-face meetings

EFFECTIVE: Immediately

RATIONALE: The Ad Hoc Calendar Committee will need all the meeting dates for 2002 to be incorporated in the Staff Council calendar. The 2002 calendar will be distributed at the December 14 Staff Council meeting.

IV Governance / Department Reports

A. ASUAF – D. Miller

Not present. No report was given.

B. Faculty Senate – N. Swazo

Faculty Senate postponed discussion on Nondiscrimination Policy until December meeting pending some review of the legal aspect. One motion that may be of interest to staff suspends the senate procedure for votes of censor or votes of no confidence of administrators. There was recent issue in one of the schools in which a staff member was concerned about not being able to participate in a vote that was to have been taken in a prospective vote of no confidence in a Dean/Director. Norm Swazo suggested the staff member consult with Scott McCrea and get some sense as to how he considers particular role whenever there are issues of dispute between various constituents of the university, and particular when there are prospective faculty votes of no confidence in Deans/Directors. Traditionally it has been the case, that when those types of votes occur they are within the purview of the faculty and not the staff. Norm Swazo suggests if there is concern from staff on these issues, they should be addressed through Staff Council and then sent up to Administration.

V Committee Reports

A. Staff Affairs – G. Hazelton

The committee held their last meeting on October 25. There was a great turnout of committee members and staff due to a Q&A with Jennifer Youngberg, UAF HR Benefits. Discussion included staff members going into to research faculty positions, disability insurance, and social security. The committee discussed the parking program update

given to Staff Council at October meeting and found some discrepancies that will be followed up on. Also briefly talked about discrimination on campus. Next committee meeting is November 20.

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

The committee held their last meeting on November 6. The committee is continuing to gather information regarding representation verbiage for bylaws. The bylaws representation verbiage will be based upon the description of a unit in the constitution. It will allow staff to petition Elections, Membership & Rules committee to have their own unit. The election results for Staff Council even unit representatives will be given at the December 14 Staff Council meeting. Next committee meeting is tomorrow, November 8.

#### C. Rural Affairs – H. Simmons

The committee has not met again in the month October mostly due to health issues of the chair. Heidi Simmons states that due to her health the committee has not been very active this year. She plans on asking the other Rural Affairs committee members if someone is willing to take over as chair. There is a subcommittee of Rural Affairs dealing with student services. The subcommittee's major concern is with College of Rural Alaska, Title III, which is a co written grant through College of Rural Alaska utilizing several funds. Each campus of the College of Rural Alaska evaluated their weaknesses, and although the grant was co written each campus can utilize funds the way they see necessary. The main purpose is to bring up rural campuses to the level they were before.

#### D. University Advocacy – S. Comstock

The committee has been working on the fall campus tour to be held November 9. Currently there are 18 people signed up. The tour will begin Wood Center and visit new areas such as CDE, and the map office in GI. The committee is looking forward to the tour and once it is over will be focusing on second UAF Day at the Southside Community Center, which may take place in late March.

#### E. Ad Hoc Staff Training – D. Hagen

The committee met on October 30. Debra Hagen reported that the staff survey was finalized and will be emailed to Larry Ledlow and Scott McCrea. One question the committee had was how to get information to and from rural sites. The committee is working on deadlines for the survey. The plan is to send survey out by November 12 and the deadline to return it would be November 30. The committee hopes to give report to Staff Council at December 14 meeting. Will work with Staff Council Secretary regarding distribution of the survey.

### VI Chancellor's Remarks – M. Lind

Chancellor Lind informs Staff Council that UAF is currently looking at the draft detail report from the accreditation review. The report requires response from the university and is mainly an effort to correct any factual errors and to clarify any other issues. The response goes back to the committee and then in turn to the commission. On December 13 will meet with entire commission to discuss report and shortly after should receive results on commissions vote. Overall Chancellor Lind is pleased with the report. The committee was impressed with the hard work that people had put into the self-study. Also this week, the Board of Regents (BOR) will meet in Fairbanks this Friday for the purpose of the 03 budget. They will be discussing both the operating and the capital budget. The amount the BOR will be looking at for the operating budget is about 18.5 million dollars of additional money over what the university is currently getting. On the capital side the proposal that will go to the BOR is for about 205 million dollars. Chancellor Lind mentions that the Top of the World will be taking place next week. Chancellor Lind opens upon discussion for questions. Rory O'Neill questions the role of the Governor in the capital budget. Chancellor Lind informs Staff Council that it is our responsibility to submit the budget to Governor first and then he conveys it to the legislature with his recommendations. Joyce Allen-Luopa questions whether there are any plans in the capital budget to build a parking garage. Chancellor Lind states that there is no parking garage in the current capital budget. Looking at the possibility of a parking garage long term, as we begin to project capital needs to 2009. Gabrielle Hazelton asks if there is any priority on the Fisheries building in Juneau. Chancellor Lind says that is the number one priority for UAF and is in with the top four new projects in the system as a whole for new construction.

### VII Guest Speakers – Carolyn Chapman, Director for Human Resources / Mike Humphrey, SW Director Benefits

Carolyn Chapman states that HR is now at full strength. October was designated as safety awareness month for UAF. This month HR's training is part of the fundamentals in supervision training and is going to be put on by Earlina Bowden. The training will be on sexual discrimination and diversity. The pilot program of the staff training and development initiative is going forth in December. HR is also working on two other programs. Career ladder for employees sits down with the employee, from both a supervisor and employee perspective, and outlines a career path for the employee. Career power for supervisors, is the perspective that the supervisor has to recognize if they are going to truly mentor the people that they supervise, this may also mean helping them leave is helping them to grow.

MOTION PASSED (unanimous)

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

EFFECTIVE: Immediately

Mike Humphrey informs Staff Council that November is open enrollment for the University of Alaska with respect to benefits program. HR is currently in the process of mailing out the packages to employee's home addresses. Janet Jacobs sent everyone letter that states what new health care plan rates are going to be. Web for employees is a program that allows employees to log onto the web with a pin number and view their personal information such as benefits, sick leave, annual leave, and pay. For more information log onto the UA HR website.

#### VIII Comments and Questions

None.

#### IX The meeting was adjourned at 11:05 a.m.

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.