

MINUTES  
 UAF STAFF COUNCIL MEETING #133  
 Friday, March 1, 2002  
 Wood Center Carol Brown Ballroom

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

MEMBERS PRESENT:

Allen-Luopa, Joyce  
 Armstrong, Kim  
 Burkhead, Tyrone  
 Comstock, Sarah  
 Cook, Linda  
 Crews, Jean  
 Fields, Wanda  
 Forbes, Liam  
 Gray, Diane  
 Hagen, Debra  
 \*Hazelton, Gabrielle  
 Ledlow, Larry, Pres-Elect.  
 Linn, Angela  
 Littell, Michelle  
 McCrea, Scott, Pres.  
 Moore, Donna  
 O'Neill, Rory  
 Salganek, Maya  
 Sharpton, Sue  
 \*Simmons, Heidi  
 Truncali, Christine  
 \*York, DeShana

MEMBERS ABSENT:

Bauer, Cynthia  
 Howdeshell, Stacey  
 \*Murawsky, Nici  
 Noll, Suzanne  
 Whitehorn, Joyce

OTHERS PRESENT:

Bowden, Earlina  
 Miller, Derek  
 Solano, Elizabeth  
 Trabant, Tanya

B. The minutes to Meeting #132 (February 8, 2002) were approved as distributed via e-mail.

C. The agenda was adopted as amended. V. New Business. B. Community Service Outreach Program was replaced with an update of the unionization efforts.

D. President's Report – S. McCrea.

The Campus Forum on Discrimination was held on February 21. Scott McCrea, who helped put forum together, was out sick and unable to attend. The forum was broadcast on KSUA and included about 20 participants, including Chancellor Lind. Pete Pinney, Lee Hendrix, Carolyn Chapman, George Charles, and LaJuana Williams made up the panel. Five people came forward to testify. Scott McCrea feels that a second forum is needed because of the low turnout. Scott McCrea stated that once people hear how the first forum went, and that it was an avenue for people to express their concerns, a second forum may be more successful in terms of a turnout. The Classification Project now has a website, which gives an update of where the project stands and where it is going. The website gives some information in terms of what the draft job families are looking like. The three groups they are starting to look at are engineering, accounting, and research. For more information visit the website at [www.alaska.edu/hr](http://www.alaska.edu/hr). Scott McCrea hopes to have Janet Jacobs, Statewide HR, give formal presentation of where project is at the next Staff Council meeting. Scott McCrea gave an update of where Staff Council stands on the goals it set forth at the beginning of the year. He is pleased with where Staff Council is in terms of the goals; in particular with the work that the Ad Hoc Staff Training Committee has completed in compiling training surveys. The Community Service Outreach Program, the volunteer leave plan that Scott McCrea had brought forward, is making progress at the statewide level. Scott McCrea stated that there is still a sense of frustration because people feel that Staff Council is not doing anything about big-ticket

items; the main item being compensation. Scott McCrea said that he is not sure what can be done about issues such as compensation because Staff Council is only as an advisory group. Scott McCrea suggested that it might be time to look at Staff Council and decide if there is a way of strengthening body to be more than just an advisory group.

## II Governance / Department Reports

### A. ASUAF – D. Miller

Derek Miller, along with other students, just returned from the road show to Juneau where they requested full funding from the legislature. Derek Miller said that the road show was a tremendous success and really got message across to legislature. Derek Miller attended the recent Campus Forum on Discrimination and would like ASUAF to participate more in next one. ASUAF recently passed a bill to send students down to UAA to attend UAA vs. UAF hockey. Tanana Valley Campus recently had a town hall meeting where students addressed concerns and issues that directly pertain to them. Derek Miller informed Staff Council of a public policy forum to be held in March. The forum will be used to talk about different statewide issues, including economic issues, permanent fund, industry issues, and university issues. The Chancellor's Cabinet and Carla Kirts want student input on study day and all campus day for Academic Calendar 2003-2004. Study day and all campus day push finals back to a Saturday. ASUAF is looking to put this issue on a ballot for the next election in early April. The ballot will give brief explanations of what the different options are, including going to class on all campus day, or getting rid of the study day.

### B. Career Services – T. Trabant

Career Services will hold a Career Expo on March 27-28 in Wood Center. Career Expo is the premier employment event on campus and includes local and national employers. This is an opportunity for students, staff, and faculty to network with the employers who are recruiting students. Tanya Trabant informed Staff Council of National Student Employment Week (April 8-12). She stated that this is an opportunity to recognize and honor the over 1000 student employees who work at UAF. Monday, April 8 will be the nomination deadline for this semester's exceptional student employee award. Career Services will be working with the Alumni Association on the job-shadowing program. This program has UAF students shadow alumni or other business people in the community.

## III Committee Reports

### A. Staff Affairs – G. Hazelton

Last meeting was February 19. There was a small turnout. The discussion included sick leave conversion/use after termination, review of the updated new classification website, the Bunnell House daycare facility and the need for wider notice of Veteran's Day activities on campus. The next meeting is March 27, 9a.m.

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

Elections, Membership & Rules committee has continued to focus on unit designation within Staff Council in order to try to assist a request from IARC to have their own unit. The committee had brought this issue forth to Staff Council last year, however, there was some discussion and it did not go forward. Now the committee has put together a more formal process to allow people to petition to add or change their unit designation. DeShana York said that nominations for Staff Council President-Elect are open and should be sent to the Staff Council secretary. Staff Council will vote for President-Elect at the May meeting.

#### 1. Motion to Amend Bylaws

After a brief discussion the motion was passed as amended with unanimous approval.

MOTION PASSED (unanimous)

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The UAF Staff Council moves to amend the bylaws as follows.

EFFECTIVE: Upon Chancellor's Approval

RATIONALE: The Staff Council manages its own definition of units for the purposes of providing staff not otherwise represented by a collective bargaining agency a non-binding method of representation to the university's administration. Petitions to change unit designations should be submitted to the Staff Council and conveyed to the Elections, Membership, & Rules Committee who will work with the petitioning constituents to refine and qualify each petition prior to moving it forward for a vote by the Staff Council body. In order for a petition to be eligible for formal action it must address all criteria for such changes as set forth in the Staff Council's Bylaws and its Constitution. This amendment provides such a process, and also adds language to authorize the Elections Membership & Rules Committee to periodically conduct administrative reviews of existing Unit designations, generate petitions for unit changes based upon these periodic reviews, and, subject to all rules for such petitions, forward them to the Staff Council body for formal action.

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#### Sect.4 (ARTICLE VI-COMMITTEES)

#### E. STANDING COMMITTEES

#### 3. Elections, Membership, and Rules Committee

a. The chairperson shall be elected from the committee.

b. The committee shall have the following responsibilities:

1. Conduct elections for unit representatives, alternates, and President-Elect.
2. Review unit composition and maintain a membership list.
3. Review the Bylaws and Constitution to reflect the needs of the body.
4. ((Responsible for parliamentary procedure of the Staff Council meetings.))
4. REVIEW UNIT DESIGNATIONS AND GENERATE PETITIONS FOR UNIT DESIGNATION CHANGES AS REQUIRED.
5. ACCEPT PETITIONS FOR PROPOSED CHANGES TO UNIT DESIGNATIONS FROM CONSTITUENTS.
6. BASED UPON GUIDELINES SET FORTH IN THE STAFF COUNCIL CONSTITUTION AND ELSEWHERE IN THESE BYLAWS, PRE-QUALIFY UNIT CHANGE PETITIONS PRIOR TO FORWARDING THEM TO THE STAFF COUNCIL BODY AS MOTIONS FOR FORMAL ACTION I) IT WILL BE SUBJECT TO FORMAL ACTION IN THE PRESENCE OF A QUORUM, AND II) SHALL BE APPROVED UPON RECEIVING A TWO-THIRDS AFFIRMATIVE VOTE. THERE IS NO LIMIT TO THE NUMBER OF ORIGINAL OR REVISED UNIT DESIGNATION CHANGE PETITIONS SUBMITTED TO EM&R FOR CONSIDERATION BY A GROUP OF ELIGIBLE CONSTITUENTS.
7. RESPONSIBLE FOR PARLIAMENTARY PROCEDURE OF THE STAFF COUNCIL MEETINGS.

#### 2. Motion to Amend Bylaws

After a brief discussion the motion was passed with unanimous approval.

MOTION PASSED (unanimous)

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The UAF Staff Council moves to amend the bylaws as follows.

EFFECTIVE: Upon Chancellor's Approval

RATIONALE: The proposed changes to the bylaws establish a fair and formal process for constituents to petition for changes to Staff Council unit designations, including the creation of new units. This amendment also includes language supporting periodic administrative reviews of Unit designations by the Elections Membership & Rules Committee who may then also generate petitions for unit changes which are subject to all rules for such petitions prior to being forwarded to the Staff Council body as motions for formal action.

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Staff Council Bylaws

Sect. 2 (ARTICLE IV-Membership)

#### A. REPRESENTATION

1. The UAF Staff Council shall be composed of representatives elected by permanent full-time and permanent part-time non-faculty, non-student employees. University employees who hold executive appointments shall be excluded from representation by the UAF Staff Council.

2. Representatives and alternates must be from the unit they represent.

3. ((Unit representation shall be as follows:

1 representative for units of 1 – 50 people

2 representatives for units of 51 –100 people

3 representatives for units of more than 100 people))

3. UNITS SHALL HAVE 1 VOTING REPRESENTATIVE FOR EVERY GROUP OF 1 TO 50 CONSTITUENTS.

4. A PETITION TO CHANGE UNIT DESIGNATIONS, INCLUDING ADDING OR DROPPING UNITS, SHALL:

A. BE CONVEYED IN WRITING TO THE ELECTIONS, MEMBERSHIP, & RULES COMMITTEE,

B. INCLUDE LANGUAGE THAT ADDRESSES EACH OF THE CRITERIA THAT DEFINE A UNIT AS SET FORTH IN ARTICLE IV, SECT. 2 OF THE STAFF COUNCIL CONSTITUTION,

C. BE SUBJECT TO THE UNIT CHANGE GUIDELINES SET FORTH IN THIS ARTICLE AND SECT. 4, ARTICLE VI, SECT. A OF THESE BYLAWS,

D. INCLUDE A CURRENT LISTING OF QUALIFIED CONSTITUENTS WITHIN AFFECTED UNIT(S).

3. Motion to form IARC as a new unit

After a brief discussion the motion was passed with unanimous approval.

MOTION PASSED (unanimous)

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The UAF Staff Council accepts the petition of the International Arctic Research Center (IARC) to the Elections, Membership, and Rules Committee to form a new representational unit of the Staff Council comprising eligible staff members of IARC.

EFFECTIVE: Upon Chancellor's Approval

RATIONALE: To better represent the interests, goals, and aspirations of the classified and APT staff of the International Arctic Research Center, a request was made by the IARC staff in late 2000 to form a new unit of Staff Council. Currently the Geophysical Institute unit represents the IARC constituency.

As the Geophysical Institute has grown over the years, the number of staff represented by each elected representative has also grown. The IARC dedicated in August of 1999, is also continuing to add more staff. The two institutes are operating more and more independently. IARC is required by its governing cooperative agreement from the National Science Foundation to be independent by the spring of 2003. IARC's independence is supported and encouraged by Provost Reichardt.

The Elections, Membership & Rules Committee has received a listing of current IARC staff and has ascertained that they are qualified constituents, and furthermore, that the petition for unit designation change has adequately satisfied the criteria for such changes as defined by the Staff Council Constitution and its Bylaws. In the spirit of representative democracy, the committee recommends formation of this new unit.

C. Rural Affairs – H. Simmons

Rural Affairs held their last meeting on February 8. Most of discussion was focused on how to find information on the web that is useful to rural staff. There was some discussion regarding the UA online pin numbers that were mailed out to employees. The next Rural Affairs meeting is scheduled for March 8 and the committee hopes to have Bernice Joseph, Executive Dean of the College of Rural Alaska attend.

D. University Advocacy – S. Comstock

University Advocacy held their last meeting on February 27. The committee is currently working on the UAF Day at Southside Community Center to be held Saturday, April 13. The committee will contact UAF departments to participate.

E. Ad Hoc Staff Training – D. Hagen

The committee will put a proposal together from information gathered from the training survey. The proposal will be sent to Scott McCrea and Larry Ledlow via email and then distributed at the next Staff Council meeting.

F. Ad Hoc Staff Picnic – A. Linn

The committee held their first meeting February 18. The picnic will be held in conjunction with the longevity awards Thursday, May 16 in the Wood Center Carol Brown Ballroom. A patriotic theme was suggested. Donation request letters were sent out for raffle and door prizes and should be confirmed by Monday, March 4. The raffle tickets will be printed and sent to Staff Council representatives in a couple of weeks. The committee needs more help. The next meeting will be held Monday, March 4 in the Chancellor's Conference Room.

G. Ad Hoc Longevity Awards –

A chair or co-chair has not been elected. The committee needs more members. The work of this committee does not take a lot of time away from an office and it's a fun committee. On May 16, 2002 day of the picnic and the Longevity Program is the only time one would be away from the office a while. Scott McCrea has agreed to prepare the longevity program as it's already on his computer and he would make the corrections for this year's program. He will also contact Jan Sanders at University Relations and see if she will create a patriotic "Bosco Bear" for our use on the program as well as the advertising posters that will be put up around campus. In keeping with the patriotic theme, Bambi Bellflowers will contact the Army Band at Fort Wainwright to see if they might be willing to play prior to the longevity awards program for entertainment during that time staff are going through the food line and eating. Alice Baergen has confirmed that Terry Vrabec is willing to be the master of ceremonies for the UAF Service Recognition Awards Ceremony. He said he'd see what he could do about getting McGruff to attend also. Members of the committee have agreed that we should honor staff for their entire service at UAF. Therefore, we will honor the staff for the actual years

they have worked without a break in service, but recognize that they have actually worked at the university for a total of xxxxx years. At the next meeting Debra Hagen will be able to give us a list of staff showing years of service they are being honored for, as well as including their years prior to their break in service. After the list is produced with this years honorees, we can tell what awards have to be ordered. The committee will request money to offset the cost of the awards. Debra Hagen will check and see what needs to be ordered and report next meeting. The next meeting is scheduled for March 12th at 2:30 in the Admin Services Center Vice Chancellor's conference room.

- IV Chancellor's Remarks – M. Lind  
Not present. No report was given.

V New Business

A. Chancellor's Recognition Award  
Nominations for the award come through Staff Council and are reviewed by a committee, which includes Scott McCrea. The committee then forwards the top three nominations to Chancellor for the final determination.

## **CHANCELLOR'S RECOGNITION PROGRAM**

### **OBJECTIVE**

To recognize the University of Alaska Fairbanks staff for their continued service and outstanding contributions toward accomplishment of our institutional mission.

### **ELIGIBILITY**

All staff members occupying any position regardless of employment status in the University of Alaska Fairbanks are eligible to receive recognition as outlined in this program.

### **PROGRAM OUTLINE**

The recognition program will consist of:

- I. Longevity Recognition: For service in increments of five years of employment within the University of Alaska system. The Director of Personnel shall maintain this program and assist the Staff Council in sponsoring a recognition ceremony.
- II. Chancellor's Recognition: For service that is work related or a public relations effort that is noteworthy by any UAF employee. Recognition is a Chancellor's level award. All departments are encouraged to recognize their employees in addition to this award. The Chancellor shall maintain this program in conjunction with the UAF Staff Council. A copy of the award will be placed in the employee's personnel file.
- III. Monetary Recognition: For service that results in cost savings or revenue enhancement for UAF. The Chancellor shall maintain this program. A copy of the award will be placed in the employee's personnel file.

### **RESPONSIBILITIES**

The Staff Council President shall review this program annually prior to the end of the elected term of office and submit suggested changes to the Chancellor for implementation. UAF employees shall review this program and submit suggestions for improvement to the Staff Council President.

B. Union Update

Angela Linn informed Staff Council that the unionization effort is now combined for APT and Classified. Last fall a vote was put on hold due to the percentage of returned cards. Angela Linn stated that most people feel that they don't have enough information about the unionization effort, therefore are not interested. In an attempt to get people interested, they are starting a newsletter, holding open meetings, and sending out a survey. Angela Linn said they will attempt to hold an election next fall.

VI Guest Speaker - E. Bowden, Assistant to the Chancellor  
EEO/AA

Earlina Bowden informed Staff Council of the recruitment procedures that UAF has in place, which she stated are helpful and very straightforward. She said that some of the challenges come when individuals attempt to circumvent. Earlina Bowden reviews every recruitment for permanent positions to ensure that they meet the regulations. When there is a challenge of someone being non-selected, Earlina Bowden has advised all persons involved in the recruitment to contact her, because she is the one who signed off. In the recruitment process, the preliminaries should address the qualifications and the intermediate can go into levels involving, quality of experience, depth of knowledge, and specifics. The questions asked of an applicant should be related to ability to perform the job. Earlina Bowden informed Staff Council that the university just completed the Affirmative Action Plan. She also said that Strategic Plan 2005 states that the university is going to have 50/50 minority and women. To meet that target goal the university must start today with every recruitment. Earlina Bowden said that she could provide training when requested by an individual or department and is available to answer questions anytime.

VII The meeting was adjourned at 10:35

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.