

MINUTES  
 UAF STAFF COUNCIL MEETING #134  
 Friday, April 12, 2002  
 Wood Center Memorial Conference Room

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

MEMBERS PRESENT:

Allen-Luopa, Joyce  
 Armstrong, Kim  
 Bauer, Cynthia  
 Burkhead, Tyrone  
 Comstock, Sarah  
 Cook, Linda  
 Crews, Jean  
 Forbes, Liam  
 \*Hazelton, Gabrielle  
 Linn, Angela  
 Littell, Michelle  
 McCrea, Scott, Pres.  
 \*Murawsky, Nici  
 O'Neill, Rory  
 Salganek, Maya  
 Sharpton, Sue  
 \*Simmons, Heidi  
 \*York, DeShana

MEMBERS ABSENT:

Fields, Wanda  
 Gray, Diane  
 Hagen, Debra  
 Howdeshell, Stacey  
 Ledlow, Larry, Pres-Elect.  
 Moore, Donna  
 Noll, Suzanne  
 Truncali, Christine  
 Whitehorn, Joyce

OTHERS PRESENT:

Branley, Cindy  
 Dershin, Carrie  
 Lind, Marshall  
 Miller, Derek  
 Neumayr, Mark  
 Senechal, Jeannine  
 Solano, Elizabeth  
 Stickel, Tim  
 Thompson, Theresa

B. The minutes to Meeting #133 (March 1, 2002) were approved as distributed via e-mail.

C. The agenda was adopted as amended. Resolution "Take Your Child To Work Day" was added under VII. Other Business/Comments.

D. President's Report – S. McCrea.

Scott McCrea just returned from the Staff Alliance Retreat in Juneau. Every year at this time Staff Alliance holds annual retreat to go over what has been accomplished for the year and what is ahead for the next year. Staff Alliance members also spend a day meeting with the legislators. A good amount of time at the retreat was spent listening to Jeannine Senechal giving an update on the classification project. Staff Alliance made two motions at the beginning of the year requesting that the grid increase be 2% instead of 1.5% and requesting that the classification project be completed by July 2002. The motions were sent forward to President Hamilton, however no feedback was ever received. Staff Alliance made a motion requesting that any correspondence that goes from Staff Alliance to Administration that there is written feedback received within a designated timeframe. Scott McCrea met with about 12 legislators during the retreat and feels that they support the university, but do not know where to get the money to support it. The legislators are still not hearing from their constituents, and Scott McCrea encouraged Staff Council to get in touch with legislators to let them know that the university is important. Scott McCrea informed Staff Council that Representative Vic Kohring has a 10-Point "Save Alaska" Plan, which includes an idea to cut any campus in the university system that is not on the road system. Scott McCrea encouraged rural campuses to send a message to Representative Vic Kohring regarding the importance of rural campuses.

Scott McCrea said that Staff Council and Multicultural Affairs will be hosting 2nd Campus Forum on Discrimination / Campus Climate on April 26, 1:00-3:00pm, in Schaible Auditorium. Chancellor Lind has been supportive on this issue and it was discussed at the Chancellor's Summit.

Scott McCrea said that the Community Service Outreach Program should be presented to President Hamilton in the next couple of weeks. Many questions have been raised on this issue and before time is spent on answering them Scott McCrea would like to know whether President Hamilton would endorse the program. Some questions being raised regarding the Community Service Outreach Program are the risks of doing volunteer work on university time, official tracking and unofficial tracking, and the costs involved. The original program plan included 20 hours of volunteer leave time, however that has now changed to 12 hours a year. Scott McCrea said that they are hoping to get some feedback from President Hamilton and take it to the Board of Regents in June.

## II Chancellor's Remarks – M. Lind

Chancellor Lind said that there are many efforts underway to help university get additional dollars in the budget. Chancellor Lind also stated that there are various maneuvers being executed, but he is not sure what is going to work. Chancellor Lind encouraged Staff Council to let the Legislature know the university is important to the state. Chancellor Lind commended Wendy Redman, University Relations, for working hard to get the university the money that it needs. The Legislature is beginning to put some of the pieces together for capital budget, which is extremely important to UAF because of several major projects that are going to require legislative help. One of the projects is the facility in Juneau to help our research efforts in fishery, and another project is the major science facility at the Fairbanks campus to be located on the west ridge.

Chancellor Lind introduced Mark Neumayr, Interim Vice Chancellor of Administrative Services, and informed Staff Council that Frank Williams is devoting all of his time to supercomputer operation. UAF will be working on recruitment for Vice Chancellor of Administrative Services position after this year's budget is complete. UAF will also be working on recruitment for Dean of Students Services to replace Carla Kirts, who will be retiring on August 1, 2002. Chancellor Lind said that possible restructuring of certain components in Student Services area might take place. Scott McCrea is chairing a committee to find a new Athletic Director. The committee hopes to complete final interviews for telephone applicants in the next week or two and bring finalists to Fairbanks in early May to meet with members of the community and the campus. The position in Center for Distance Education has been filled Kurt Madison.

Chancellor Lind asked for questions from Staff Council. Representative DeShana York asked if anything has been heard on the 1.5% increase for staff. Chancellor Lind said that he has not heard anything but Mark Neumayr might have some information. Representative Rory O'Neill questioned how the university is funded by the legislature in comparison with other states. Chancellor Lind said that a lot of other states are experiencing some financial difficulties, and that University of Alaska is probably not too far from the average in terms of the amount of state support. In the case of Fairbanks this fiscal year, the state provides about 33% of the operating budget. The university is becoming less dependent on state money, but is able to bring in additional dollars from other things, particularly research. Chancellor Lind said that he anticipates amount of state money to continue to decrease.

## III Vice Chancellor for Administrative Services – M. Neumayr

Mark Neumayr, a lawyer from statewide, has been with the university about 20 years and said he was flattered when Chancellor Lind asked him to give a hand at Administrative Services.

Mark Neumayr has been successful in getting some new national institutes of health programs funded, however there is no space for the programs. Currently working at building what is referred to as a surge building, which will allow successful programs to move into building. The university is going to borrow about 8 or 10 million dollars to build about a 38,000 square foot building on Westridge. The tenants of the building are going to pay

half of debt service and the other half will be paid by overhead recovery of 25 other departments, who have committed to support the science programs.

Mark Neumayr informed Staff Council that President Hamilton has officially authorized Chancellor Lind to implement a staff bonus program for exceptional service, subject to preparing appropriate guidelines. Carolyn Chapman, Human Resources, will be working on the first draft of the program and will probably come to Staff Council for input.

Mark Neumayr said that Ron Pierce has been the Interim Director of Dining Services for the past couple of months. The hope is to have the position filled in the next six to eight weeks.

Mark Neumayr asked for questions from Staff Council. Representative Nici Murawsky questioned if there is going to be a moratorium put on staff increases in FY03. Mark Neumayr said there has been no official talk on staff increases moratorium. Representative Liam Forbes asked if there is a timeframe when more information will be available on the staff bonus program. Mark Neumayr said probably toward end of FY02 or early FY03.

#### IV Committee Reports

##### A. Staff Affairs – G. Hazelton

Sick leave conversion to retirement—e-mail has been sent to Scott McCrea requesting his advice on how to proceed. After discussion, the committee felt that maybe Paid Time Off (PTO) is better route to follow. Gabrielle Hazelton said she would route PTO information to the committee; last action date was March 27, 2000.

On campus daycare-Paige McLaughlin, Director of Bunnell House, Early Childhood Lab School, sent a wonderful e-mail. Gabrielle Hazelton will clarify the expansion timeline & effects. Nici Murawsky was not available to give update on geographic differentials.

Veteran's Day activities –Gabrielle Hazelton will contact University Relations with committee's comments about not enough publicity.

2000-2001 projects:

- a. PERS credit for <12 mo employees. 3/20/02 e-mail to Senator Gary Wilken requesting information about how the university can participate. Issue has fallen thru the UA governance cracks; since it is cost neutral to the university it was suggested to go directly to Senator Wilken.
  - b. New classification info.alaska.edu/hr/classification/- Janet Jacobs gave a presentation to BOR regarding a salary step phase-in plan. For people who are nervous about the new classification project, they should reference the FAQs section of the website and talk with IS people and how the process is treating them. Otherwise, it is a "wait & see" game.
- Rumors of staff tuition waiver benefit being taken away?-Gabrielle Hazelton will contact UAF HR for validity.

Reducing staff fee for the Student Recreation Center from \$135 to \$75, the same as if staff took 1 credit class. Larry Ledlow will contact SRC. UAF Life lectures-used to be free, now a \$25-30/semester charge. Larry Ledlow will include with info request above.

Staff Affairs will schedule next meeting date via e-mail.

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

The Elections, Membership & Rules Committee has not been able to meet, however have been corresponding via email. The committee is working to fill the representative for Staff Council Unit 14, which was established through motions at Staff Council April meeting, and approved by Chancellor Lind. Nominations are open for

Staff Council President-Elect and should be sent to the Staff Council Secretary. The elections for President-Elect will take place at the May Staff Council meeting.

C. Rural Affairs – H. Simmons

The Rural Affairs Committee met on April 5. One of main concerns of the committee is that students at rural sites have the best service possible. Christine Truncali, Center for Distance Education Bookstore, hosted a discussion about the bookstore and the various concerns the committee has. Rural students get there books various ways, which tends to be confusing, and the Rural Affairs Committee would like to find ways to solve book problem. The committee plans to host audio conference at end of month talking about book services.

Rural Affairs next meeting will be held May 3. The committee has a question in to Mike Humphrey, SW Human Resources, regarding annual leave. The committee asked if there is a formalized UA policy that allows campus directors and supervisors to extend employees contracts so that annual leave can be used during off time.

D. University Advocacy – S. Comstock

UAF Day at Southside Community Center has been changed to Saturday, May 18 from 12:00-4:00pm. The committee has broken up into subcommittees to work on different projects for the day.

E. Ad Hoc Staff Training – D. Hagen

Not present. No report.

F. Ad Hoc Longevity Awards – S. McCrea

The theme for this year's ceremony will be patriotic and the plan is to have to local Air Force Band play. University employees who have been in military service will be recognized at the longevity awards program. This year's program will present awards from highest years of service, which is 35, down to the five-year awards. The committee is going to try and recognize employees receiving awards for total years of service.

G. Ad Hoc Staff Picnic – A. Linn

The committee has met three times since the last Staff Council meeting and the next meeting will be held on April 15. The raffle and door prizes for the event have been confirmed. Raffle tickets will be sold at Wood Center on payday Friday's and Staff Council representatives can sign up to sell tickets with the Staff Council Secretary. Advertising for the picnic includes, flyers sent out to all departments, banners at Wood Center, ad in Cornerstone, and Picnic Info -

<http://www.uaf.edu/uafgov/staff/picnic/picnic.html>

What to bring <http://www.uaf.edu/uafgov/staff/picnic/bring.html>

Info on Door Prizes - <http://www.uaf.edu/uafgov/staff/picnic/doorprize.html>

Raffle Ticket Info - <http://www.uaf.edu/uafgov/staff/picnic/raffle.html>

V Governance / Department Reports

A. Alumni Association – C. Branley

The Alumni Association is moving reunion to October 3-5. The reunion will include bonfire, faculty lectures, and an awards banquet. Elections were recently held and a few new members have been acquired. Saturday, May 4 from 8:00pm to midnight the Alumni Association, Wood Center Pub, and ASUAF will hold Grad Bash and encourage everyone to participate and congratulate students. The third job shadow was just completed with 25 matches. Students shadowed a large range of career fields. It was a great program this year and the Alumni Association, in a partnership with Career Services, will continue to have in the future.

## B. Faculty Senate – N. Swazo

Not present. No report.

## C. ASUAF – D. Miller

ASUAF held a full funding rally last week and had support of staff and faculty. The rally included speakers talking about what the university means to them. There will be a march to end sexual assault in the Fairbanks community, on April 27 and it begins downtown at the courthouse. ASUAF will hold a blood drive on April 15-16 and will be in competition with Anchorage Campus blood drive. Tanana Valley Campus (TVC) Fair will take place on Wednesday, April 17 in Wood Center and will be a venue to inform students of the programs that TVC offers. ASUAF Fair is being held on Thursday, May 18 in Wood Center. ASUAF will be informing students how to get involved with student government.

## VI Guest Speakers

Jeannine Senechal, SW Compensation Director

Jeannine Senechal informed Staff Council that the Classification Project was started about a year ago and began with IT jobs for a number of reasons, including the fact that they represent a fairly large number of the total staff. The concept is grouping jobs into families with each job family having different levels reflecting the nature and complexity of the work. The IS family has four groups to include, manager, professional, consultant, and technician. Each group has several levels. With the job classification system there will be a salary range associated with each level. So that if someone is in professional level one there will be one salary range associated with that level, meaning that everyone who is in professional level one will be paid in the same salary range. This is different from what is being done now. Currently, people with the same title and similar functions may be at different salary ranges on different campuses in different organizations because there hasn't been a consistent way to look at some of those jobs. Part of the reason for doing the class study is to bring some consistence and continuity across the organization. In developing job families and determining how the levels are going to be assigned we need to match the families in the levels to the current salary grid. The job classification project can be looked at the first step of a two-step process. The first step is to create a system that classifies jobs. The second step, which is out in the future after the first step is implemented, is to look at the compensation structure. Keeping in mind that the first step is not compensation, it is really about getting the system in place, the focus is moving people onto new grid and not giving raises. When the project was started President Hamilton said that no one would lose money as a result of implementing the program, realizing that there could be a variety of outcomes in terms of how positions get leveled. When the project was being reviewed, it was discovered that there are a lot of people who are pretty low in there salary grades, who will be going up one or two grades because of the change in the system, and it turned out that it was going to be very expensive to implement. It was going to cost about half a million dollars just to implement the IT group. Due to the costs, a phased approach using a transition grid will be used. Once program is implemented reclassification activity for the group will be frozen for nine months. Currently working on prioritizing next groups and hoping to have Facilities Engineers group ready in July. Call Jeannine Senechal with any questions at 474-7237.

Jeannine Senechal asked for questions from Staff Council. Representative Jean Crews said that she thought the original intent of the program was to bring the IT group up, as far as salaries go, so that employees would not leave the university. She questioned what is the real benefit of moving up two grades to get a four-cent raise, besides the benefit of being a higher grade. Representative Jean Crews stated that it would probably cost more to implement the program than what would be given to the staff as a result. Jeannine Senechal replied that it is important to keep in mind that the first step to the classification project is not about raises, but to get the system implemented. The second step, looking at the compensation piece, cannot be done until we have a consistent system to compare. Representative Linda Cook asked if an employee raised to certain level leaves the university, at what level would their replacement be hired at. Jeannine Senechal replied in using a transition

grid there was concern to keep in mind that there has to be equity and alignment in organizations, so with the implementation of the transition grid the lowest step on the transition grid will become the first step on the range for purposes of recruitment.

MOTION PASSED (unanimous)

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

EFFECTIVE: Immediately

VI Guest Speakers (continued)

Jeannine Senechal, SW Compensation Director

Representative Joyce Allen-Luopa asked if the 1.5% university wide step raise would be implemented on or before the July deadline. Jeannine Senechal said that it would be based on whatever the salary grid is in July.

Tim Stickel, Assistant Dean First Year Experience Program

Tim Stickel, Assistant Dean First Year Experience Program, Theresa Thompson, Community Development Manager of United Way, and Carrie Derschin, Special Programs Coordinator of UAF Student Activities, informed Staff Council about the Leadership Program. A few years ago a Student Leadership Conference was held that catered to about 25 students. The energy produced from the conference led to the development of the Leadership Development Steering Committee made of students, staff, and faculty. The committee's mission is to cultivate leaders. Leadership has begun to develop at various institutions across the nation. Although, the Leadership Development Steering Committee looked at several of these institutions programs and borrowed ideas from them, the vision is to be nationally recognized for their own programs and projects. The committee believes that the program is crucial to student, staff, and faculty success. The committee values excellence, integrity, professional competence, and selfless services. The 2001 Fall Leadership Conference is viewed as the premier leadership development opportunity for campus and it was created and implemented by a committee of student and staff volunteers. There was a 430% growth in attendance from the first year to the second year. The conference brought about different program and activities to include the UAF Leads Program, an Outstanding Leaders Reception, Emerging Leaders Scholarship, and the Alaska High School Emerging Leaders Institute. One of the Leadership Development Steering Committee's goals for 2002 is to get funding and with some of the funding hire a director for the Leadership Center. Another goal, in addition to establishing a foundation for the center, is to continue to enhance existing projects and implement some new ones.

MOTION PASSED (unanimous)

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The UAF Staff Council, for quorum sake, moves to vote on VII. Other Business/Comments, Resolution "Take Your Child To Work Day".

EFFECTIVE: Immediately

The following resolution was distributed as a handout. After a brief discussion, the resolution passed with unanimous approval

RESOLUTION PASSED (unanimous)

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WHEREAS, the UAF Staff Council recognizes the importance of its employees and their children; and,

WHEREAS, the Staff Council supports the future educational and professional interests of these children; and

WHEREAS, Staff Council believes in the importance of exposing these children to different opportunities in the business and educational world to boost self-confidence and self esteem; and;

WHEREAS, the nationally recognized "Take Your Child to Work day" on April 25<sup>th</sup> is an occasion to introduce the children of UAF staff and faculty to varied careers and employment opportunities, as well as the opportunity for them to learn more about the university and the important role their parent(s) play there; now,

BE IT RESOLVED that UAF Staff Council requests that UAF recognize and encourage participation in "Take Your Child to Work" day on April 25<sup>th</sup>; and,

BE IT FURTHER RESOLVED that Chancellor Lind officially endorse the day by encouraging supervisors and managers to allow staff and their children to participate in this special day.

Effective this 12<sup>th</sup> day of April, 2002.

VI Guest Speakers (continued)

Tim Stickel, Assistant Dean First Year Experience Program

Tim Stickel said that Staff Council could show support for the Leadership Program by spreading the news about leadership, looking for publications, attending the programs. He also encouraged Staff Council to share any expertise they may have and encourage other staff, faculty, and students to attend and participate in the program. For more information go to <http://www.uaf.edu/leadership/>

VII Other Business/Comments

A. Union Update – A. Linn

Angela Linn stated that the union effort is continuing with the education program, brown bag luncheons, and will have a speaker at next brown bag luncheon/meeting on Tuesday, April 23 at 417 IARC. The union effort is also continuing by holding bi-weekly meetings on second and fourth Wednesday's at 5:15 p.m. at the APA office on College Road and the statewide meeting with the south central and southeast on the first and third Wednesday's at 6:00 p.m.

VIII The meeting was adjourned at 11:00 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.