

MINUTES
UAF STAFF COUNCIL MEETING #135
Wednesday, May 15, 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
Bauer, Cynthia
Burkhead, Tyrone
Comstock, Sarah
Cook, Linda
Fields, Wanda
Forbes, Liam
Gray, Diane
Hagen, Debra
*Hazelton, Gabrielle
Howdeshell, Stacey
Ledlow, Larry, Pres-Elect.
Linn, Angela
Littell, Michelle
McCrea, Scott, Pres.
Moore, Donna
O'Neill, Rory
Salganek, Maya
Sharpton, Sue
*Simmons, Heidi
Truncali, Christine
Wegner, Julie
*York, DeShana

MEMBERS ABSENT:

*Murawsky, Nici
Noll, Suzanne
Overturf, Mary Beth
Whitehorn, Joyce
Zierfuss, Nathan

OTHERS PRESENT:

Brownfield, Deborah
Chapman, Carolyn
Chukwu, Godwin
McHenry, Yvonne
Miller, Derek
Neumayr, Mark
Solano, Elizabeth
Trabant, Tonya

B. The minutes to Meeting #134 (April 12, 2002) were approved as amended. III Vice Chancellor for Administrative Services – M. Neumayr, second paragraph, first sentence, replace Mark Neumayr with UAF.

C. The agenda was adopted as distributed via email.

D. President's Report – S. McCrea

Scott McCrea informed Staff Council that the Alaska State Legislature was scheduled to adjourn yesterday, however, went into overtime to conduct business. Scott McCrea said there are a couple of legislative items that affect the university. One item is the budget. Scott McCrea said it is his understanding that the budget stands right now, and he is not sure if the university will see the 1.5% salary grid increase, because it was contingent on the Legislatures approval. The other item affecting the university is that the Legislature did not confirm the Governors appointments to the Board of Regents, which included Joe Hardenbrook, Mark Begich, and Marlene Johnson.

Staff Alliance met a couple of weeks ago and took action on the Classification Project. They passed a motion supporting the job family description, but did not support sub step increases and compensation piece of the project.

Staff Council and the Office of Multicultural Affairs hosted the 2nd Campus Forum on Discrimination and

Campus Climate on April 26. There were about 33 people in attendance. There are plans to continue with the forums next year. Staff Council will bring the issue to the June meeting.

Scott McCrea encouraged everyone to join the staff longevity awards and picnic being held tomorrow, May 16 in the Wood Center Carol Brown Ballroom.

Scott McCrea presented the following certificates of appreciation and thanked Staff Council for their hard work this year: Gabrielle Hazelton, chair of Staff Affairs; Heidi Simmons, chair of Rural Affairs; Sarah Comstock, chair of University Advocacy; DeShana York, chair of Elections, Membership and Rules; and Larry Ledlow, president-elect.

II Vice Chancellor for Administrative Services – M. Neumayr

Vice Chancellor Neumayr went over 2002-2003 Construction Overview handout. The projects on the handout included the following: Arctic Health Sprinklers, Subarctic Agricultural Research Unit, Loftus Road Extension, Administrative Services Center Parking Lot, O'Neill/MIRL Lab Renovations, Irving Building Window Wall, UA Museum Expansion Project, Roads and Parking Lots, Hess Village Housing Complex, Wood Center Renewal – Phase 1, Constitution Hall ADA, Fine Arts Complex Renewal Phase 1 – Music Wing, Brooks Building Deferred Maintenance, Eielson/Gruening/Brooks Office Moves, Rasmuson Library Deferred Maintenance, Power Plant Code Corrections – Phase 1, and Other Possible Capital Projects.

III Governance / Department Reports

A. Career Services – T. Trabant

Tanya Trabant informed Staff Council of the online job board. The job board includes student jobs on campus, and a separate page of listings for jobs off campus. Employers who do not have their own website can post on this site, however the job cannot be posted elsewhere on line. The website is <http://www.uaf.edu/career/>. Click on students or alumni to view job board.

Tanya Trabant gave an update on Career Expo 2002. This was the largest employer event ever held on campus. There were 70 employers, which was 15 more than last year. A reception was added to the event this year, however, did not go over well. The participating employers were asked what skills they are looking for in employees. The three specific things the employers listed were communication skills, work ethic, and positive attitude.

Tanya Trabant spoke about the upcoming Career Services Guide, which is the premier publication focused on student and alumni. Career Services is looking for input on the publication. This is a summer project for Career Services and will go to print on August 1st.

Tanya Trabant asked for questions from Staff Council. Representative Linda Cook asked if Tanya Trabant has asked UAF and Statewide Human Resources (HR) to put link on their website to the Career Services job board. Tanya Trabant said that she will check with HR. Representative Linda Cook asked if the Career Services Guide publication is on line. Tanya Trabant said no, however, it will be available on line next year.

B. Faculty Senate – G. Chukwu

Faculty Senate held last meeting on May 6. Godwin Chukwu assumed president duties and Pete Pinney assumed president-elect.

Faculty Senate wants to appoint an ad hoc committee to continue to deliberate with classified research issue this summer and wants a staff member on committee. Godwin Chukwu will give Staff Council an update on classified research in September.

Faculty Senate will be discussing censorship on administrators at their next meeting. Another issue that Faculty Senate is working on is the evaluation of administrators, including Joseph Kan, Dean of Graduate School, and Vera Alexander, Dean of School of Fisheries. Paul Reichardt, Provost, will be evaluated next academic year.

Godwin Chukwu called for questions from Staff Council. Representative Rory O'Neill asked whether the Faculty Senate meets year around. Godwin Chukwu said yes, with the exception that only the Administrative Committee meets in the summer. Representative DeShana York asked when an evaluation is done and is less than satisfactory based on the committee, what happens at that point. Godwin Chukwu said that the Provost decides what to do with recommendation from committee.

C. ASUAF – D. Miller

Derek Miller said that the ASUAF budget was passed. KSUA received an increase, and hope to use the funds next year to run student television directed by students. The Sun Star also received an increase for purchase of equipment. The Sun Star would like to incorporate color and increase pages for next year. The budget will also be used to hire an assistant for Sabra Phillips.

Jake Poole presented an award to ASUAF for the support that has been given to Tanana Valley Campus. ASUAF held a blood drive in April and plan on holding more next year. ASUAF passed a resolution making Joe Hayes the first President Emeritus.

Scott McCrea asked if there has been any discussion, about what will be done now that ASUAF lost Joe Hardenbrook as the student regent to the Board of Regents (BOR). Derek Miller said no, however will make a decision at the next coalition meeting that will be held June 8. Representative Rory O'Neill asked what is the source for the ASUAF budget. Derek Miller said the \$3 student fee that is charged to anyone taking three or more credit hours funds the ASUAF budget.

IV Committee Reports

A. Staff Affairs – G. Hazelton

Sick leave conversion to retirement/PTO—After review of PTO information, committee decided not to explore it. Joyce Allen-Luopa proposed the following as a starting place and will take this to Mike Humphrey, SWOHR, and he will be invited to the next meeting.

At a time when President Hamilton and Chancellor Lind are making great strides to implement employee appreciation programs and much needed salary increases, I want to suggest an area that has been overlooked. I want to suggest a proposal for limited sick leave conversion to PERS at retirement. I believe this is a way to express appreciation to long-term employees who have helped to keep our cost of health care down by not taking sick leave unless they absolutely needed it, in a manner that would not be overly expensive to the University.

First: I suggest a stipulation that this would only apply to employees who retire with 1000 hours or more. That would be the qualifier.

Second: I suggest that employees who qualify will have all of their sick leave converted to PERS time. Example: if you retire with 4000 hours of sick leave on the books, you would receive an extra 2 years of PERS credit.

Third: Possible amendments to my suggestion may include a need to access a sliding scale of conversion. I would like to see 100% conversion for any employee who has the qualifying amount of time. After all, 1000 hours of sick leave amounts to an extra six months of time spent on the job. In all probability, it amounts to six months of extra time spent on the job when you were sick. It represents an extra benefit to the University in terms of employee productivity and it amounts to an extra amount of employee dedication that should be

rewarded. But if there are a very large number of employees who have 1000+ hours of sick leave, perhaps we would need to establish a sliding scale.

Example: at 1000 hours you qualify but only receive an 80% conversion of time to PERS. At 2000 hours you qualify and receive 90% conversion of time to PERS. At 3000 + hours you qualify for the program and receive 100% conversion.

I propose we find out how many employees this suggest would affect and attempt to move forward with the proposal.

Rumors of step increase freeze & removal of tuition waivers. Gabrielle Hazelton has asked many people, and did research on many webpages, there appears to be no basis for these rumors.

New Business

Employee Recognition Program DRAFT from Carolyn Chapman, Director HR. The following comments will be sent to the Administrative Committee & then to Carolyn Chapman.

We agree with Carolyn's justifications for such a program as outlined on page one. We are encouraged by the simplicity and versatility of the levels of recognition outlined and are happy about the ability to award immediate recognition rather than wait for the annual, campus-wide opportunities such as "make students count" and others. Rural sites are especially happy they could recognize their staff without having to compete against main campus departments for campus-wide opportunities.

Understanding that departments foot the bill for any recognition program, small or large, some concept comments are:

Is there a way to bypass supervisors who will not recognize any employee for any reason? If passed by the Chancellor, can his distribution memo contain words of strong encouragement to participate in such a program; to encourage supervisors/managers who are against such recognition? Potentially using some of Carolyn's own points of justification?

Can there be any equality between departments that usually have a budget excess and those departments that routinely have minimal funds? Or any recourse for those departments that want to recognize employees, but can't financially (even to purchase a plaque)? Was the concept of a campus-wide pool of money considered? What is the timeline for implementation?

Some practical/end user questions are:

For leave, will there be a special earnings code, Used for both budget prep & program usage? Or does this become a "comp" system that conflicts with the university's "no comp leave" policy? For non-monetary gifts, will there be a special account code to record items purchased? Used for both budget prep & program usage? Has the Bookstore been approached about selling items at cost for recognition awards? Or having specific items be "recognition" items that can be sold at cost? What types of staff are eligible-student, permanent, term funded? If term-funded staff are included, grants will not pay for such items, should it be made clear that departments pick up the tab for those also? If term-funded staff are not included, is there a discrimination based on funding source? Is this just for non-represented staff? If no, is there a conflict with union issues? Can the Representation Allowance be used to take a team out to lunch, etc-provided proper documentation is given?

Mike Humphrey, Director of Benefits, SWOHR, left a message for the group. Health Care costs are increasing. It is medical inflation, there is no clear area of fault. There is no definite response to these increases as of yet.

Staff Affairs will hold their next meeting on June 4 at 10:00 a.m. in Wood Center Conference Room B.

B. Elections, Membership & Rules – D. York

Election of president-elect. DeShana York informed Staff Council that Rory O'Neill and Joyce Allen-Luopa

were listed on the ballot and called for nominations from the floor. Tyrone Burkhead and Angela Linn were nominated but both declined the nomination. There was a decision to reveal election results at the end of the meeting.

C. Rural Affairs – H. Simmons

Rural Affairs held their last meeting on May 3. Mike Humphrey, Statewide HR, participated in the meeting. Rural Affairs asked Mike Humphrey if there was an official policy allowing extensions on nine and ten months employee contracts to use leave. Mike Humphrey said there is not for a couple of reasons. One reason is that official UAF policy does not accept contract extensions and extensions are controlled by local departments. Mike Humphrey said that contract extensions cause additional costs to university for PERS and other benefits. College of Rural Alaska (CRA) is working on videos of the university system at rural campuses. CRA also has newsletter online. Kurt Madison is new director at Center for Distance Education. Rural Affairs has scheduled their fall meetings for October 11, November 15, and December 6.

D. University Advocacy – S. Comstock

UAF Day at Southside Community Center will be take place on Saturday, May 18. There will be about 20 UAF departments participating in the event. The University Advocacy committee will be losing about three members next fall and needs recruitment.

E. Ad Hoc Staff Training – D. Hagen

Debra Hagen informed Staff Council that this was her last meeting and her last day of work will be May 31. She thanked fellow committee members and Scott McCrea. Debra Hagen said that a motion regarding staff training would be brought forward at the June meeting.

F. Ad Hoc Longevity Awards – D. Hagen

Debra Hagen encouraged everyone to join in and support staff at the longevity awards/picnic that will take place tomorrow. The program will include recognition of staff that have had military service in the last two years. The program will also include a special presentation for Ann Tremarello, Registrar, who will be retiring.

G. Ad Hoc Staff Picnic – A. Linn

Angela Linn said that the picnic committee would be purchasing all of the food for the picnic this afternoon and set up tomorrow morning at 8:45 a.m. The picnic will take place tomorrow at 12:00 p.m. in the Wood Center Carol Brown Ballroom. This year there will be four food lines to get everyone fed before the longevity awards begin. Raffle tickets will continue to be sold throughout the longevity program. The bookstore is selling t-shirts that coincide with the longevity/picnic patriotic theme. Angela Linn encouraged Staff Council to show support by buying a t-shirt and attending the longevity/picnic program.

Five-Minute Break.

V Guest Speakers

Deborah Brownfield, Director Space Planning & Management
Update on UAF Master Plan

Deborah Brownfield updated Staff Council on the UAF Master Plan and stated that it should be available and approved sometime in June 2002. Deborah Brownfield said that a campus master plan is not an academic plan, but rather a plan of the physical environment. The UAF Master Planning Committee contains 16-17 members appointed by the Chancellor. The committee began reviewing the 1991 UAF Master Plan and decided that it

needed to be redone. In the past 15 years there has been more attention paid to physical environments paid on campus. Surveys say a student can completely overlook education opportunities because dorms are not clean. The UAF Master Planning Committee started a long lobbying effort to get a new plan, which included getting a consultant. A national firm, Wallace Roberts & Todd, was hired as the consultant. The consultant conducted a workshop in April 2001 to create a sense of order and place for UAF. Deborah Brownfield went over UAF Master Plan Goals and Actions handout. The committee developed a series of planning goals. Action steps were developed from the goals. There is a whole section in the plan devoted to implementation and phases. The committee made the plan to be a user-friendly and flexible so if something doesn't work it can be revised. There is a built in five-year review of plan, followed with a ten-year rewrite. One of the most important pieces of the plan is completion of Tanana Loop, which is about a 1.2 million dollar project. Deborah Brownfield informed Staff Council that UAF Master Plan information can be found at <http://www.uaf.edu/mastplan/> and any questions can be sent to Deborah Brownfield via email fdnhw@uaf.edu.

MOTION PASSED (unanimous)

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

EFFECTIVE: Immediately

Carolyn Chapman, Human Resources (HR)
HR Year in Review/Plans for Coming Year

Carolyn Chapman said that some good things came out of banner this year. One occurred in April, which allows personnel payroll technicians to view their reports on line. This allows personnel payroll technicians to remedy any changes that are wrong with paychecks before payroll is finalized. Also, in June 2001 HR implemented a new software program called Skill Check. This is the testing program used for applicant skill testing. When a person applies for a position at another department there are a number of screen tests that go along with it and has on line capability to test people at sites. HR also implemented Applicant Tracking in November 2001. This allows HR to follow a person from the time they applied for a position, every job ever applied for within the university, and gives HR a way to report to affirmative action if need be. Also, in November the UA Online Web Request was implemented. This allows employees to check all personal demographics and is restricted to with a password. HR went through a legislative audit on incentive plan for retirement and according to legislative guidelines UAF was doing it right. HR now offers monthly skills building training for PPA's. HR has been providing employee orientation and payroll for statewide employees for last three years. The HR website has been under constant state of improvement and hope to have interactive search engine. This is the first year HR funded training for rural staff, including financial and personnel. Rural employee's came to Fairbanks for a three-day training, which went over very well. The Staff Convocation was held in May. Joe Gilliam was the speaker. This was the second year to have a nationally recognized speaker. HR is now open during noon to serve UAF employees.

Yvonne McHenry, HR Assistant Director, gave a follow-up of Career Power. The plan is to roll out the job families first and move away from the Job Evaluation (JEF) process. Once the job families are on line, Career Power will make more sense to employees, as a career builder for professional development. For information on the classification process go to <http://www.alaska.edu/hr/classification/>. This site provides update of classification on a whole. HR hopes to have everyone classified into a job family by July 2003. The intent that once all job families are established the JEF process will go away.

VI Other Business/Comments

A. Turn in Raffle Tickets

Scott McCrea reminded Staff Council representatives to turn in raffle tickets to Staff Council Secretary.

Scott McCrea asked Elections, Membership, & Rules Chair to read the election results for president-elect.

Election Results: Rory O'Neill is new President-Elect.

MOTION PASSED (unanimous)

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The UAF Staff Council moves to approve the election of Rory O'Neill as president-elect.

EFFECTIVE: Immediately

VII The meeting was adjourned at 11:15 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.