

MINUTES
UAF STAFF COUNCIL MEETING #127
Friday, June 1, 2001
Wood Center Carol Brown Ballroom

I Scott Culbertson called the meeting to order at 8:55 a.m.

MEMBERS PRESENT:

Allen-Luopa, J.
Armstrong, K.
Baergen, A. (for D. Hagen)
Burkhead, T.
Carlson, K.
Comstock, S.
Crews, J.
Culbertson, S.
DeKerlegand York, D.
Gray, D.
Hazelton, G.
Howdeshell, S.
Jackson, V.
Ledlow, L.

MEMBERS ABSENT:

Bywater, C.
Esters, Y.
Linn, A.
Moore, D.
O'Neill, R.
Parzick, J.
Renfro, C.
Seymour, M.
Sowell, P.
Whitehorn, J.

OTHERS PRESENT:

Chism, A.
Cross, J.

Staff Council wishes to acknowledge the many contributions of Scott Culbertson and expresses its appreciation for his exemplary service.

Date this 1st day of June, 2001.

1.5% Salary Increase - This will be presented to the Board of Regents at the June 7 and 8 meeting as an increase to the base and not a bonus. If passed by the Board, this will be effective July 1. President McCrea will be testifying on this topic at the Regents meeting and will emphasize that this is the first step in solving the compensation issue. Representatives were encouraged to attend and testify on this issue, also. There will be three new Regents at the June meeting including Joe Hardenbrook from UAF who was appointed as the student Regent. Mark Begich from Anchorage and Marlene Johnson from Juneau were the other Regents appointed by Governor Knowles. The Board of Regents will be touring the UAF campus on Wednesday, June 6.

Chancellor's Summit - President McCrea attended the retreat with the Chancellor, deans, directors, and Faculty Senate president. Discussion focused on the accreditation self study reports. One issue addressed is the problem with hiring and retention of faculty and staff. None of the department notebooks stated the problem with hiring staff because of salaries. However, a number of deans and directors gave examples of this problem. A recommendation was made to include this information in the department notebooks.

President McCrea outlined his goals and objectives for the coming year.

Top Goal:

"By the end of the 2001/2002 academic year, UAF Staff Council will be looked at by other university governance groups and the university administration as a model of how a truly effective and efficient governing body should operate."

GOAL I. DEVELOP A STATEWIDE VOLUNTEER LEAVE PROGRAM FOR UNIVERSITY EMPLOYEES

OVERVIEW

Many organizations and corporations offer a volunteer leave program for employees. The Fannie Mae Corporation, for instance, grants its¹ employees 10-hours per month of volunteer leave that can be used to helping out in an elementary school to assisting at one's favorite charity organization.

While a 10-hour per month program for the university is not realistic, a 10-20 hour per year program would be quite feasible. Such a program would be a benefit in every sense of the word because the employee is not the sole beneficiary. The community and civic organizations benefit because of the extra assistance, something that they are always in need of. The university as a whole benefits because such a program is a wonderful "talking point" when addressing legislators and donors on what the university contributes to the community and the state of Alaska a whole.

PLAN

Staff Council will research the issue the beginning of the semester by finding out how other businesses have utilized the program, and will also work with HR to solicit their expertise. A plan will be developed by December to forward to Staff Alliance to try and make this a statewide benefit. If a program can be developed that will be agreed upon by both staff and administration, the idea would be to take it the BOR for their March 2002 meeting for a first reading, with approval to take place in June 2002.

GOAL II. IMPROVE STAFF TRAINING AND ORIENTATION FOR NEW EMPLOYEES

OVERVIEW

How a new employee is initiated into their position plays a crucial role in shaping their future and attitude within the organization. In Public Management magazine (Vol. 81, no. 1), public information director John McGillicuddy writes:

"One of the first and most lasting impressions new employees have of their employers is how they are greeted and treated on their first day of work. Perhaps, then, employee orientation is a new employee's most critical introduction to an organization."

The UAF HR office does a fine job with their orientation program, but this only addresses the issue of benefits. It is generally left to the employee's respective department to provide further orientation and of course, training. That being the case, just how are employees being trained within their department? Who does the department task with training a new employee, whether it be staff or faculty? If that person is an administrative assistant, is that assistant being provided with the training he/she needs to take on that responsibility, and even more importantly, since this can be looked at as a supervisory duty, is that person being compensated adequately?

PLAN
Staff Council will form an ad-hoc committee on Staff Training to look at how different departments on campus are currently training and orienting their new employees. Departments will be asked who provides the training, is the new employee given a "checklist" to make sure all pertinent areas are covered, how that employee learns of the role the department plays within the university system, etc. This data will be used to write a plan and recommended guidelines that could be used by all departments on campus for the purpose of training new hires. Collaboration with HR is crucial on this project.

The second part of this plan will be to develop a monthly UAF Orientation Plan for new employees. Once a month, all new hires will be invited to attend a "mini-convocation" that will hit upon areas such as:

- University History
- Current Mission and Goals
- Campus Resources (library, SRC, Career Services, Dining Services)
- How to Best Use the Tuition Waiver
- Other items

Attendees would be welcomed by the Chancellor. To enhance the presentation, speakers would include someone from some of the various departments such as Career Services, the library, etc. As an incentive to attend, attendees would receive a Welcome Packet that would include such items as a day pass to the SRC, a ticket to a sporting event, a coupon for Dining Services, a discount at the UAF Bookstore, etc. The presentation would conclude with a short walking tour (weather permitting) of the main part of campus, to be conducted by a UAF Student Ambassador. While this orientation would be used on the main campus, we would also need to try and develop a similar program that could be used at the rural campuses.

GOAL III: WORK C be usedCurrentTJ Toj5 Tw 0 tntntntntnt3nclude III:ATdecam,RURsed would TOcam,UNIVERSI

the rural campuses. During these visits, I will meet with staff and the campus directors to find out what their needs are there. Rural and Staff Affairs will work together to forward and pursue recommendations for improvements with the incoming CRA Director and Chancellor Lind.

GOAL IV: IMPROVE STAFF RESPECTABILITY/IMAGE ON CAMPUS AND WITHIN THE COMMUNITY AND STATE

OVERVIEW

There is not a single administrator who would downplay the important role that staff play for the university. But in terms of respectability, staff are generally not viewed in the same light as faculty and students. This is a problem faced in universities across the country, as was stated in a recent column entitled "They Serve Who Cook and Collate" by Sarah Stockton in the May 3rd Chronicle of Higher Education:

"Yet one of the most valuable resources a university can have, its staff, is often overlooked, unrecognized, and undervalued. Staff members are not faculty members, who have reached the finish line of higher education and are in the winner's circle; they are not students, who are at the starting gate. They are somewhere in between, providing the resources needed to hold the race at all."

Staff Council should take the lead in enhancing the respectability and image of university employees, and communicating to the various audiences of the important role that we play at UAF.

PLAN

The Advocacy Committee has made some strides in this area with the tours and the UAF Day at the Southside Community Center. By attaching Staff Council's name to these events, our presence is known and staff are recognized for providing valuable service to the university.

To communicate our importance to an outside audience, namely donors and legislators, Staff Council will work with University Relations to produce a Celebrating Staff brochure, similar to the ones being done for faculty, students, and alumni. A brochure centered on staff would have the same purpose of the aforementioned brochures, at the same time it would be a morale booster to employees who may feel as if they are not looked at as significant contributors to the university. Other ideas would be to include introducing a different staff person at the Chamber of Commerce luncheons on a monthly basis, hosting brownbag special topics luncheons, etc.

GOAL V: CONTINUE WORKING ON ONGOING ISSUES

OVERVIEW AND PLAN

Staff Council will continue to work on issues that have previously been brought to the table, as well as projects that have under our "umbrella" for many years. These issues include:

- Monitoring of Reclassification System
- Compensation
- Staff Development
- Red Lining
- Cash Out of Annual Leave
- Parking
- LIFE Program
- Health Benefits
- Longevity Awards/Staff Picnic
- Staff Convocation
- Raffle
- Advocacy Committee Projects
- Revisions of Bylaws
- Other?

SUMMARY

One of the final goals Staff Council should try and communicate to staff is to help make employees aware of the unwritten benefits that come with working in a university setting. This includes working in an enriching environment, being surrounded by diverse peoples, and the personal satisfaction of knowing that you are playing a part in one of life's most important missions--- education. True, there are jobs out there that would add more to our paychecks, but is that worth giving up the aforementioned benefits that enhance our lives in ways that money cannot?

While the above goals are certainly time consuming, they are all attainable if we approach them in the right manner. By working in a cooperative and proactive manner with the administration, while at the same time holding true to what we believe in, we can accomplish a lot.

II Guest Speaker: Representative Joe Hayes

Representative Joe Hayes thanked Staff Council for the opportunity to speak at the meeting. The legislative session did a number of things this session to move Alaska forward. The legislature increased funding to the University by \$14.4 million. Folks in the legislature are finally realizing that supporting the University is essential to the future of Alaska. The Chancellor, student government, staff, and faculty have done a good job getting the word out to support the University. The additional \$1.5 million the University requested in March, did not receive favorable review by the legislature. In the future, the University should submit their request all at once. Representative Hayes congratulated Scott Culbertson and Scott McCrea on an outstanding job communicating the needs of the University to the legislature while they were in Juneau.

Representative Hayes stated that the atmosphere on campus is very positive. Increased signage, along with addressing deferred maintenance puts a positive light on UAF.

This year a number of legislators put aside party affiliations and looked at issues that are beneficial for Alaska. The legislature is working on a long range fiscal policy. Drunk driving is another issue in the forefront. The gas pipeline is a topic of interest but there are concerns about getting the gas out of the ground economically. The Legislature will be in special session next week to address cruise ship pollution. Hopefully this issue will be addressed quickly.

The floor was opened for questions. Representative Allen-Luopa asked Joe Hayes for input on why the legislature didn't fully fund the University. Representative Hayes stated that there is still an atmosphere among some of the legislators not to increase any budget. This is not the way to move Alaska forward.

Representative DeKerlegand York asked about the request for 1.5% to the salary schedule. Representative Hayes stated that this did not go over well in the legislature. Accountability was a concern with the additional request. It would have been received more favorably if it was included in the initial budget request.

President McCrea presented Joe Hayes with a UAF Staff Council mug and thanked him for speaking at the June meeting.

III Chancellor's Remarks M. Lind

Chancellor Lind thanked staff for the work they did on the convocation and staff longevity awards program and picnic in May. Both programs were well received and Chancellor Lind was pleased to see the suggestions for next year which will make the programs even better.

Board of Regents - Joe Hardenbrook will be following in Joe Hayes' foot steps as a student Regent appointed by Governor Knowles. Marlene Johnson from Juneau and Mark Begich from Anchorage were also appointed. The Regents will be touring UAF on Wednesday, June 6 and then will hold meetings June 7 and 8. The tour will include the Downtown Center, as well as various renovation projects. UAF is trying to acquire the old Court House building and this will be included in the tour.

University Budget - Chancellor Lind and the other chancellors are recommending to President Hamilton that the 1.5% salary increase be added to the base of the salary schedule and effective July 1. This will be addressed at the Board meeting next week. Hopefully in the future, additional compensation issues will be included in the initial budget request. The Museum expansion was approved, along with the classroom expansion at Bristol Bay Campus. A reception was held for the Interior Delegates and they were thanked for their hard work this past year. The University did not receive all the funding it had requested, so some of the initiatives will not be funded.

However, the University will be going back to the Legislature next year and request full funding.

Representative Carlson made the comment that there were concerns regarding the compensation request that the University was putting forward without staff input.

Staff Council Goals for the Coming Year - Chancellor Lind stated that he has discussed the goals that President McCrea has for the coming year and is in support of them.

Staff Council presented Chancellor Lind with a birthday cake and took a 10 minute break.

MOTION PASSED (unanimous)
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The UAF Staff Council moves to extend the meeting time to address staff governance business.

EFFECTIVE: Immediately

IV Committee Reports

A. Staff Affairs G. Hazelton

Staff Affairs submitted the following year end report.
Committee Goals identified August 29, 2000 and current status:

New Classification Project. Committee closely monitored Statewide's progress and encouraged updates from Janet Jacobs & Dale Seay at Staff Council meetings. All members attended at least one of Dale's two hour presentations. From these presentations, members were concerned about the lack of staff involvement in the process of writing job families. A motion to "encourage Statewide Human Resources to include participation of non management staff in each job family in the writing of the job family descriptors" was presented and passed at the April 4 Staff Council Meeting. IT managers are writing their job families now and this process will be a guideline for the future.

Staff Council Co-Presidents. This was considered outside of the committee's purview and forwarded to Elections & Rules Committee.

Rural staff as president. This was not considered an immediate priority. There are no known obstacles that couldn't be overcome with planning.

Staff Involvement and Communication. Each member considered it their obligation to keep their constituents fully informed of Staff Council activities and therefore, promote awareness and involvement.

\$400 Wellness Benefit Clarification. Committee recognized confusion and misinformation among staff during the first year of this benefit. After questions were collected, Mike Humphreys gave a presentation at the Oct 13, 2000 Staff Council meeting.

Geographic Differentials. This is a large project that needs comprehensive research. The preliminary work is underway.

Other projects that came up during the year:

Fall 2000 Staff Council Survey. In an effort to inform staff and promote awareness (goal above!) the issues in the survey were broken into groups-completed, will review, cannot affect. E-mails were sent to Staff Council representatives for distribution and clearly listed the issues and the current status. Very little feedback was received; maybe Fall 2001 Staff Council survey will show results.

Compensation Executive Summary. The final result of a Staff Affairs resolution showing the staff's frustration with salary and job satisfaction at the university. This informational document was passed at the Oct 13, 2000 Staff Council meeting. Some issues identified will be addressed by the new classification project. Other issues have not been addressed.

Parking. The committee was glad to see the new rates in effect and look forward to a report of the year.

Staff Training. Discussions were had with Human Resources about their concept and process for training. While a new project for them, they look forward to the challenge. Problem with no identified solution-enforcing attendance for those supervisors who are red-lined or in a union.

Limited Annual Leave Cash Out. UA Staff Alliance is reviewing a policy for recommendation. The committee looks forward to such a policy.

PERS credit for <12 month staff. Senate Bill 9 was passed by the Alaska Legislature and effective 7/1/99. It allows 9-month support staff in school districts the option of contributing to their PERS retirement account to reflect a full years service during the months they are not receiving pay. It is a voluntary program, paid by the staff member and is no financial burden to the employer. Committee felt strongly that University 9, 10, 11 month staff could benefit from being included. A motion was brought to the April 4, 2001 Staff Council meeting and was passed. Rumor has it that Statewide is supportive of the University's inclusion, however due to the late timing in the legislative session, it will be pursued next year.

Take Your Child to Work Day. While half-heartedly recognized on campus, the committee felt that a stronger show of support was necessary. A motion was presented at the November 2000 Staff Council meeting. The Chancellor was in support of wider recognition of UAF participation and would draft a flier in March 2001.

Veteran's Day Activities. Committee felt it was important to have activities similar to Martin Luther King Jr. Day since each was equally important. There was little action required; the ROTC office held their first event in 2000 and look to have a bigger event in 2001. We encouraged the ROTC office to include Staff Council in their notices for wider circulation and attendance.

Accreditation Top 5 Staff Concerns. As with other committees, Staff Affairs drafted issues and forwarded them for the December 2000 Staff Council meeting.

Human Resources Reorientation for Staff and Union Information meeting. Committee wholly supported these events.

Staff as Project Investigators on research grants. Policy writing is in the infancy; a motion was passed at the May 16, 2001 Staff Council meeting encouraging staff review of policy when drafted.

Policy/regulation review. Committee, along with others, were asked to review IT and HR salary admin policies. Committee felt that staff often don't find out about new policy/regulations until almost the end of the process. Motion drafted for June 1, 2001 Staff Council meeting that a tracking/notification system should be utilized so staff can know BEFORE changes are made.

Goals for 2001-02

\$400 Wellness Benefit. Check how year two has gone.
Geographic differentials.
Sick leave conversion to retirement.
Campus walking safety.
Disability info: social security, PERS and pension coordination
Staff-to-faculty retirement issues.
Mail-in pharmacy questions.
Travel grants for rural staff receiving longevity awards.

2. Motion Regarding Tracking System

After a brief discussion, representatives expressed the need for communication when policies are being reviewed. The motion was passed with unanimous approval.

MOTION PASSED (unanimous)
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UAF Staff Council encourages System Governance to revise/resurrect a tracking system for issues and encourage administrators to fully

have participation from the Executive Dean.
Guest speakers and training updates from other UAF departments that support rural sites.
HR to provide a more formalized structure for rural site supervisory training: more opportunities via distance for rural sites, personal letters to staff notifying them of what training has counted and how many more points are still needed.
Ergonomic and safety evaluations performed at rural sites.
Continue to invite and encourage active participation from other rural programs within the university.

D. University Advocacy S. Comstock

The University Advocacy submitted the following year end report. The 2000-01 projects included UAF Tour Friday, November 17

Visited 7 different sites on campus

Hosted 20 staff members

UAF Tour Thursday, March 1

Visited 7 different sites on campus

Hosted 14 staff members

UAF Day at the Southside Community Center Saturday, March 31

25 UAF departments hosted booths, or volunteered their time to assist the committee in preparations

5 Fairbanks businesses donated goods

Hosted 30 members of the Fairbanks community

2001-02 Projects

2 UAF Tours

UAF Day at the Southside Community Center

E. Ad Hoc Staff Longevity A. Baergen

President McCrea stated that the motivational speaking for the convocation was outstanding. The Longevity Committee submitted the following year end report. The Ad Hoc Staff Longevity Awards Committee members are Alice Baergen, chair; Debra Hagen; Scott McCrea; Peter Prokein; Darlette Powell; and Joyce Whitehorn.

The committee met on 25 May 01 to discuss the successful awards program and picnic held on 17 May 01. Following are comments and/or suggestions for next year's event.

Committee members have heard very positive comments regarding the changes we made this year. Reading the 5, 10 and 15 year award names cut the program length by at least 2 hours or more. It was suggested that next year we reverse the order of the awards. Honor the 30-year folks first and then continue with 25 and 20, reading 15, 10 and finally 5 years. Concentrate on keeping the program short, encouraging speakers to make brief comments about their staff member.

It was suggested that we change the name from Staff Longevity Awards Program. Suggested names include: UAF Service Recognition Day, UAF Staff Appreciation Day. Current committee liked the first suggested name. Reasoning behind the change, longevity denotes "being old".

Begin picnic at 12:00 with the Longevity Awards Program beginning promptly at 1:00. This year, due to the large participation, the line to get food was long and ran right through the middle of the room causing distraction. It was suggested that next year we have the line form to the side of the room or have people come in at a different door rather than the main ballroom entrance. When the list goes out to what unit is bringing what food item, have a sentence that says, "if your students are going to attend, please bring extra food to share so we won't run out". Also, perhaps a sentence (we shouldn't have too, we should all have manners) that says "take a single helping until everyone is served, then help yourself to seconds".

Have drawings for door prizes during the lunch period also, keep it moving. Have the airline ticket drawing the last item in order to keep people at the program.

When HR sends out the list to PPA's to verify service years of staff, at same time send broadcast requesting those staff that have had a break in service to contact HR. Inform HR as to when they first started with UAF, date of break and for how long etc. etc. We would like to recognize those folks during the program

1 Roundtrip Ticket from Fairbanks to Anchorage Edee Gail
Lazy Susan Jeff Jackson
1 Broose Moose and gas coupons Laura Milner
1 Broose Moose and gas coupons Harikumar Sankaran
Gift Certificate Mary Jo Brebner
Necklace and Earrings Roxanne Stickel
2 Tickets on Riverboat Discovery Tamara Clark
2 Ticket to Eldorado Gold Mine Joyce Whitehorn
2 Season Passes for Tanana Valley Fair Kathy Gruenig

The UAF Staff Council named the scholarship in memory of Carolyn Sampson, former executive secretary in the Governance Office. Carolyn was instrumental in obtaining support services for the Staff Council and provided support for the Faculty Senate and Academic Council while employed at UAF. This scholarship is designed to provide new career paths or retraining to applicants wishing to re-enter the job market or whose work activity may be threatened by economic, health or other factors. For more information, contact your Staff Council representative or the Governance Office.

V New Business

A. Comments and Questions

Goals for Coming Year Representative Howdeshell asked when would Staff Council be working on these issues. President McCrea stated that since there are a number of representatives who are not in attendance, a portion of the goals will be reviewed in September. Representative Carlson expressed concern regarding the issue of employees using State funds to do volunteer work. This might not be viewed by legislators in a favorable manner. A recommendation was made to have other incentives for employees that volunteer, such as a discount on parking, hockey tickets, etc. Representative Luopa asked President McCrea about Staff Council's roll if the University unionizes. President McCrea stated that if the union goes through, Staff Council's role will change and that will be something Staff Council will have to address. Representatives stated that the goals are positive and upbeat and look forward to working on them.

Communication - Representative Crews stated that further communication is needed to let constituents know that Staff Council is here to serve them. Also, if they have comments or concerns to contact their Staff Council representative. President McCrea stated that one idea is to have a brown bag lunches throughout the year at different locations around campus and discuss issues with staff. Representatives were also encouraged to e-mail their constituents regarding staff issues. Representatives were also encourage personal contact with the constituents.

B. Off Road Vehicle Policy

Forward your comments to the Chancellor's Office regarding the Off Road Vehicle Policy.

Note to all: Chancellor Lind is asking for a final review of the "draft" Off Road Vehicle Policy. Your comments along with those of the Master Planning Committee and ASUAF have been incorporated into this version. Please feel free to make comments directly to fychanc@uaf.edu or fax to 6725. Thanks!
Chris Bennett, Assistant to the Chancellor

University of Alaska Fairbanks
Policy #2001-001
Effective date 00/00/01

Off Road Motorized Vehicles
Policy: There shall be no use of off road motorized vehicles on the UAF Fairbanks Campus other than use designated as work related.

Background: There have been several incidents on the UAF Fairbanks campus that have resulted in loss to research projects. Additionally, numerous near miss accidents attributed directly to off road motorized vehicles have occurred. In order to help ensure the general safety of our campus users, and to ensure that property and long and short-term research are

properly protected, this policy was considered and enacted.

Definition: Off road motorized vehicles would include but not be limited to all terrain vehicles (ATVs) like 4 X 4 or four wheelers; snow mobiles or snow machines; tracked vehicles; motorized trail bikes; and others. Some off road motorized vehicles are limited to a particular season and some are for all seasons. In an attempt to capture all categories, the definition of an off road motorized vehicle is any motorized vehicle that is manufactured or constructed to be operated off the improved and unimproved state road network.

Guidelines: UAF work related off road motorized vehicles are vehicles that are required to perform tasks that co(and)-46 -0.923 TD [(ve-46(5(ca(wd)-alroved)] ew-