

MINUTES

UAF STAFF COUNCIL MEETING #139

Wednesday, 13 November 2002

Wood Center Carol Brown Ballroom

I. The meeting was called to order by Larry Ledlow at 8:45 a.m.

B. Roll Call

Members Present Members Absent

Allen-Luopa, Joyce	Armstrong, Kim
Bauer, Cynthia Fields	Wanda
Burkhead, Tyrone	Whitehorn, Joyce
Chism, Annette	
Comstock Sarah	
Cook, Linda	
Crews, Jean	
Forbes, Liam	
Gray Diane	
*Hazelton, Gabrielle	
Howdeshell, Stacey	
Ledlow, Larry	
Linn, Angela	
Littell, Michelle	Guests
*Murawsky, Nici	
Newman, Gary	Marshall Lind, Chancellor
O'Neill, Rory	Steadman, Josh
Salganek, Maya	Washington, Lynette
*Simmons, Heidi	
Truncali, Christine	
Wegner, Julie	
*York, DeShana	

C. Deferred approval of Minutes to Meeting #138, 18 October 2002.

D. The agenda was adopted as distributed via e-mail.

E. President's Report - Larry Ledlow

Proposition C a general obligation bond was approved targeting \$61 million to UA. The health care issue is still a concern and will continue to be. Recently I attended a diversity and anti-discrimination training session for anti-discrimination advisors. The goal of the advisors is to establish peer points of contact for staff. The Governance Coordinating Committee is establishing a new standing committee on diversity and tolerance.

We have Governance communication and participation problems. Direct e-mail contact with our constituents is one of the problems. The web survey distributed by Staff Alliance was not communicated well to UA constituents. Basically, we don't have an effective system. We need to move forward and get more staff participation. Heidi Simmons has addressed rural campus issues. We need to make sure that we include the Rural campuses in our deliberations and get their input. They are at risk of being disenfranchised. UAS is looking at a constitutional change to promote more participation. There might be a solution in their efforts that we want to review. We want all to feel that Staff Council is an effective interface between Staff and the Administration. The sense of purpose that Staff Council has could be refined.

1. Representatives continued the discussion to improve communication:

Getting information to constituents is really important. It creates apathy when staff does not hear from Staff Council. Keep your constituents informed. It is the responsibility of Reps to know who their constituents are. It is

important that we are not duplicating information sent to staff from other sources. What it boils down to is how do you as Representatives manage your communications locally? Hopefully we can develop better communication that is effective and consistent amongst units. Messages sent out should clearly target whomever messages are from, meant for, and shared with.

Larry Ledlow: Please ask Reps to send ideas to him about improving communication.

It was suggested that a weekly summary be sent out to Staff Council Reps and Alternates.

2. President-Elect's Report - Rory O'Neill:

The Health Care Review Committee, the official interface between the staff and executives, has refined its charter, purposes, and goals, as well as trying to find a way to keep costs from fluctuating.

The Committee is trying to draw in more fiscal people. There is a position for one person from Governance. It is still influx and the changes have not been implemented.

II. A. Guest Speaker -- Marshall Lind

Welcome to the Council and thank you for your willingness to serve. Staff Council activities are important to the University. I'm pleased that you are willing to take time to help. We need a strong shared-governance arrangement with the University and Staff Council is one way to do that. From the Administration's point of view Staff Council is a very important function. I hope to be available at future Staff Council meetings. It gives you an opportunity to ask me questions directly. The activity to improve communications with all of the units is being spearheaded by University Relations. In this kind of effort a way will be found to improve communications along the lines that you were discussing earlier.

Enrollment: Enrollment this fall was very good; it is the best that we've seen probably going back to 1995. Retention is up 60/70%. One of the examples that we use, is the excellent retention rate that the Kuskokwim campus shown with the Emerging Scholar's Program.

Student Tuition Increase: The Board approved the 10% increase for next year. It was not approved for the second consecutive year. The BOR agreed with the recommendation made to them by the President and supported by the Chancellor that special consideration be given to the rural campus students who have significant financial need.

The passage a week ago of the bond issue helped with the West Ridge building - two million was retained. We plan to be in that building in Feb of 2004. Action was taken to officially transfer the Courthouse building to UAF with the passage of the Bond issue. We've got two million to help with the move so that we can convert some of the courtrooms to classrooms. That is a big boost to our TVC programs and helps us with space needs at the University.

We've set fiscal year 2009 as the Golden Anniversary year. That's the anniversary of statehood. What will the University look like in the 2009 period? What will our enrollment look like? What will our facility needs look like? What programs are likely to grow between now and 2009

The Recognition Program is established; it will be a two-year pilot course to recognize staff with financial and other ways of rewarding staff members for their work contribution.

Questions:

Why is parking not more of an issue and what steps are being taken to replace parking space loss?

Chancellor: The Parking and Circulation Subcommittee is looking at a number of issues related to parking. Annual parking fees amount to about \$400,000. Steps are being taken to replace the parking that we lost.

What about a parking garage?

Chancellor: A parking garage is being considered for placement on the East end of the campus.

What is the plan for non-research related construction?

Chancellor: The Bookstore is a disaster and we are giving it serious consideration. Money is being allocated towards expanding Wood Center further to the West. We are looking at other uses for the Lola Tilly Commons. One idea is to put the Bookstore into Lola Tilly and make that a student mall. The Fine Arts Complex is a priority and Music is being worked on now. The Liberal Arts Center is also being looked at.

What about handicap access that has been deferred?

Handicap access is being improved in all of the buildings.

III Committee Reports

A. Staff Affairs Report by Joyce Allen-Luopa

The last meeting was October 29. The Committee discussed the plan regarding pedestrian access and on-campus daycare. We believe that the pedestrian issue involves people not stopping at the crosswalks. We've seen what other universities are doing tremendous things and they also offer daycare for staff and students. We looked into the Student Rec Center fees and LIFE Lecture costs. The biggest question was since we are actively encouraged to attend these lectures - why should we be charged? The next Staff Affairs meeting is 26 November.

Stacey: I've made contact with Ed Foster and new signs have been added at some cross-walks and other ideas are being worked on to improve safety.

Annette Chism: If you see something unsafe on campus contact UAF.edu/safety online. Report your issues to Codes and Safety.

Question: What about first-aid kits? The policy is that UAF won't provide them and most offices buy the kits.

Annette: A new Director is being hired at Safety and Codes, so some of the policies may be changed.

B. Elections, Membership, and Rules Report - DeShana York

The election process is coming up. The Committee will help with process. We discussed the Rural Affairs position being vacated by Heidi. At the next Rural Affairs meeting one member of EM& R will sit in to help answer any questions about Staff Council. We've been dealing with unit representation trying to find out what is really current. Our next meeting is 6 December, 10:00 a.m. We need more help on this Committee if anyone is interested please join us.

C. Rural Affairs - H. Simmons

We are still searching for a chair. We have a lot of rural sites that call in and are active. Site members are not unit members on Staff Council. Therefore, they are not eligible to be a Chair. What we need is to work out

an arrangement where the Chair position is shared for Rural Affairs. One person would arrange the meeting and take care of the agenda and minutes. The other Staff Council member would report back to the Administrative Committee and Staff Council. It would be less complicated if we could find a chair that is a member of Staff Council. The communication with Staff Council is very good. The University as a whole works very strongly with us.

A Motion was made and seconded to extend the meeting to 10:50 a.m.

D. University Advocacy - S. Comstock

The campus tour was cancelled due to a lack of people signing up for the tour. The Committee discussed the spring tour plans to improve advertising efforts. We will utilize Scott McCrea's list from the January new employee orientation event.

5. Ad Hoc Committee on Diversity and Tolerance - Maya Salganek

We met with the Governance Coordinating Committee (GCC) and discussed some of the issues related to Diversity and Tolerance. The GCC decided that they want to be more involved. A motion was made to take our Committee and turn it into a Governance Coordinating Committee. It would be composed of two faculty, two students, and two people from Staff Council. It doesn't just relate to staff. There is an attachment to include this in our laws and we need to vote.

Larry: We have a motion under the new business section. Each governing body must approve changes to the GCC procedures by a two-thirds vote. Motion 139/3 will be reviewed under New Business. Its purpose is to establish the new GCC standing committee.

Comment: This brings up the issue do we want to continue having a staff specific committee that relates only to staff issues at the same time as having this general governance committee?

Larry: I leave it up to the Council to decide whether or not having a committee to address staff specific issues would be worthwhile. I think this is a positive development, but I think continuing as a Staff Council Committee would only be feasible if we have enough commitment and reason to do it.

Comment: Should we table this idea? If we feel that there are bigger issues to deal with?

Maya: I agree. It is actually going to take a few weeks for it to get through the governing body, before it is formed as an actual committee.

Question: How does the Governance Coordinating Committee report within the structure of UAF and the Chancellor? Would that Committee convey things through us or will it go to the Chancellor?

Larry: The Governance Coordinating Committee consists of the ASUAF President and Vice President, the Faculty Senate President and Vice-President, and the President and President-Elect of Staff Council. In this way issues that address more than just a particular constituency can be addressed. For example, the Sexual Orientation amendment to the policy could have been more appropriate if we had all coordinated. It's a bi-directional open meeting; you may come and present issues that are relevant. GCC doesn't meet that often, but the Committees can meet more frequently.

6. Ad Hoc Committee on Organizational Assessment.

Larry: We discussed ideas to help us track complaints and questions to make sure that things don't fall between the cracks. We discussed how to direct issues to the right units within UAF and how to address working conditions. Before we do any of that we need to get the communication problems resolved.

Annette Chism was going to provide us with suggestions for feeding into Codes & Safety. Having her presence here is extremely useful. I don't have a formal report. The Committee will meet in about two weeks.

7. Ad Hoc Committee on RIF Plan

Larry: At our last meeting we had a presentation from Deon MacMillan on the G.I. RIF Plan that is under development at the G.I. The RIF Committee hasn't met, but I did solicit feedback and questions from the Committee members. This is the last chance for Staff Council to provide comments. By the end of the week send me your feedback. I will send out a letter responding to the information.

Comments: We haven't received written communication regarding the RIF plan.

Larry: I don't think that we will, so we must respond based on what we have.

Joyce: Gabby mentioned that there is a statute that reads that longevity is a required part of the lay-off procedure.

Larry: Longevity is something that may be considered when it comes time to making the decisions.

Rory: The RIF Plan is not a lay-off process. It is non-retention of term-funded employees at the end of their term.

Comment: It is a reduction in force based on term-funded positions.

Larry: These kinds of considerations are management decisions not Human Resources. Management has the responsibility to communicate what their considerations will be, but has not conveyed that information to date.

9:55 IV Old Business

Attachment 139/1
UAF Staff Council 139
13 November 2002

A. Deferred Item: Opportunity for Staff Council Reps to act as a Staff Council Officer

Rory O'Neill: I'd like to see who amongst UAF Staff Council Reps might be interested in representing us at the next level. In other words, this would be a mentoring or test-the-waters of opportunity to see what it's like as an officer of UAF Staff Council (taking my place at a meeting of one's choice). There are a number of standing and special issue committees that need to be supported; this is a fairly complete list:

- * UAF Staff Council Committee of the Whole - 2.0 hours per month
- * Admin Committee - 1.5 hrs per month
- * Elections, Membership & Rules Committee - 1.0 hrs per month
- * Ad Hoc Committee(s) - 1.0 hrs per month each
- * UAF Chancellor Meeting - 1.0 hrs per month
- * UAF Governance Coordinating Committee - 2.0 hrs per month
- * UA Staff Alliance Committee of the Whole - 2.0 hrs per month
- * UA System Governance Committee - 2.0 hrs per quarter
- * UA Health Care Review Committee - 2.0 hrs per month

The impact of trying to satisfactorily support these commitments while continuing to fulfill the expectations of one's day job reveal why very few reps volunteer for officership roles. Perhaps the EM&R committee can suggest

changes so that a more diverse set of personalities represent us across all those meetings. The UAF Staff Council President's schedule is even more hectic.

Discussion: Rory: Who amongst you want to move up to the officers of Staff Council? Through the process of learning about the structure - you don't realize what you are committing to as President-Elect. I want to look at the reasons as to why not many compete for this role. Also, should the Elections, Membership, and Rules Committee look at suggesting changes to some of the other Governance groups and the roles that the officers play? I need a show of hands, how many of you will be competing for President-Elect?

Josh Steadman indicated his interest in an officer position for Staff Council.

Larry: It is important that people understand the level of commitment. How can we work more effectively? If you have one or two people handling the interfacing, you have continuity, but also a tremendous workload.

Rory: I want to be sure that our message is not lost or filtered. At this level, you form a personal relationship with the Chancellor meeting with him and a variety of administrators. Learn to appreciate the actual authority, role, and structure of what the Council can do. It can be really frustrating when you realize that in the end it is simply a memo to the President, from the Alliance or a memo to the Chancellor from the Council. It is important that more of us come to understand that and we will be more effective. Throughout the whole Staff Alliance and Staff Council there should be consistency and whoever shows up should be informed and engaged throughout the process.

Larry: This is an opportunity for each of you to participate in Governance.

Rory: I am interested in if being an officer in Staff Council needs to be adjusted? I'd like to get a sense of that by making a formal request to the Elections, Membership, and Rules Committee to research that.

Stacey: It would be good to have a white sheet that is kept up to date for your use or anyone who might represent you. It would be a synopsis of current issues. Maybe it is in our minutes but it is hard to get through what is going on.

Question: How many hours does a Staff Council Officer schedule monthly?

Larry: It is about 20 hours a month for me. Rory: I charge about two hours a week on my time sheet, but the commitment exceeds that.

Larry: Contact Rory if you would like to participate more to get insight on how the system works.

Gary: Is there some way to make quick updates to our website for our use and communication? Is there a better way to post? That way you don't clutter mailboxes.

Larry: I'll add that to some of the considerations to update the website information.

B. Technology Advisory Board update

Larry: I'd like to introduce Josh Steadman our representative on the Technology Advisory Board. As representative he is here to report the Board's activity.

The Technology Advisory Board reviews requests. This semester we have about

\$180,000 to spend on general innovative technology and equipment for lab use. Out of that \$180,000 we spent \$63,000. The Board is composed of two staff, two faculty, four students, and the chair. We meet and read the proposals for funding, then rank the proposals. We increase opportunities for students. We approved a new digital ceramic kiln for Fine Arts. The Engineering Department got new software. We funded an earthquake shake-table that engineering students utilize when they set-up displays at high schools. We funded a video projection system for the Salisbury theatre. We receive proposals for labs, but due to the amount of labs we can't always provide the requested funding.

Larry: Josh is our representative on the Board, so if you see things in your work place that can help bring it to his attention.

Question: Are these proposals accepted each semester? Do you have the deadline for next semester?

Josh: Actually, you can find this information online at "uaf/tab". The Web page has past reports, current proposals, and the timeline.

A Motion was made and seconded to extend the meeting time to 11:00 a.m.

V New Business

A. Motion: Staff Council's position on the Student Tuition increase (Attachment 139/2).

The first motion that is drafted is one addressing the tuition increase as approved by the Board of Regents. This is a statement to endorse the tuition increase. The UAF Staff Council moves to endorse the tuition increases as approved by the Board of Regents on November 12, 2002.

MOTION =====

In as much as any tuition increase may have a disproportionate and deleterious impact on certain students, the UAF Staff Council strongly urges the University of Alaska Administration to adopt procedures and programs to maximize retention of any disadvantaged by these and future changes in tuition and fees.

EFFECTIVE: Immediately

RATIONALE: Increases in tuition relate directly to the availability of funds to augment existing programs and services as well as the ability to establish new ones at UAF. In this way, staff employment security and opportunities for career advancement are also enhanced.

MOTION APPROVED (1 opposed)

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Comment: Since the Regents have already done this is this rendered moot?

Larry: The GCC discussed the need to have Staff Council's endorsement, reminding the Administration that there are considerations that they need to make. We are not asking for a tuition increase; we are endorsing it with the rationale that there may be interests pertinent to Staff involved in this issue.

MOTION =====

B. Motion to amend the GCC Procedures

The UAF Staff Council moves to amend the UAF Governance Coordinating Committee (GCC) Procedures for the purposes of establishing a new standing Committee for Diversity and Tolerance. The GCC Procedures shall be amended as indicated below:

EFFECTIVE: Immediately

RATIONALE: The promotion of diversity and tolerance at UAF transcends any single group of constituents, and the activity extends beyond a limited timeframe. The GCC has determined the need to address topics of discrimination, freedom of speech, and a multicultural campus environment can be served best by leveraging support from all UAF governance bodies.

MOTION PASSED (unanimous)
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GOVERNANCE COORDINATING COMMITTEE PROCEDURES

Deletion = [[]] Additions = CAPS

ARTICLE V Committees

Sect. 1 The standing committees of the UAF Governance Coordinating Committee shall include:

- * Intercollegiate Athletics Committee
- * Rural Affairs Committee
- * Health Issues
- * DIVERSITY & TOLERANCE

Sect. 2

A. Standing committees shall have at least one representative from each of the governance constituencies; exception will be made when agreed upon by all constituencies. Terms of all committee members will be one year for students and two years for faculty and staff.

B. Committee chairs will be elected from and by the respective committees.

C. Committee chairs shall forward committee business to the UAF Governance Coordinating Committee for disposition, except when limited by University of Alaska regulations.

D. Policy items from the standing committees must be forwarded to the Individual governance bodies for action.

E. In addition to the committees' specific charges, the primary responsibility of the committees is formulation and oversight of university-wide policies under the purview of each committee.

F. Committees will meet as needed during the academic year to fulfill their duties.

G. The chairs of the standing committees will report recommendations at the [[monthly]] UAF Governance Coordinating Committee meetings.

Sect. 3 Standing Committees Charges

A. Intercollegiate Athletics Committee

The charge of the Intercollegiate Athletic Committee shall be to:

- a. Exercise oversight of the direction of the Intercollegiate Athletics Program.
- b. Investigate compliance with NCAA and conference regulations.
- c. Participate in the evaluation of intercollegiate programs

B. Rural Affairs

The charge of the Rural Affairs Committee shall be to:

1. Oversee the general welfare of the UAF community not residing on the Fairbanks campus.
2. Monitor all activities affecting compliance with the Rural College mission statement of the University of Alaska Fairbanks.

C. Health Issues Committee

The charge of the Health Issues committee shall be to:

1. Address health issues that affect the work environment.
2. Coordinate efforts with the Health Center, Fire Department, Risk Management, and Public Safety to find solutions to health issues.

D. DIVERSITY AND TOLERANCE COMMITTEE

THE CHARGE OF THE DIVERSITY AND TOLERANCE COMMITTEE SHALL BE TO:

1. ADDRESS ISSUES REGARDING THE PROMOTION OF DIVERSITY AND TOLERANCE OF THE UAF CAMPUS AND AFFILIATED RURAL SITES.
 2. RECOMMEND POLICIES, PROCEDURES, AND ACTIVITIES TO PROMOTE NON-DISCRIMINATION, HARASSMENT PREVENTION, FREEDOM OF SPEECH, AND MULTI-CULTURAL AWARENESS.
 3. COORDINATE EFFORTS WITH THE OFFICE OF MULTI-CULTURAL AFFAIRS, THE ASSISTANT TO THE CHANCELLOR FOR CAMPUS DIVERSITY AND COMPLIANCE, UAF HUMAN RESOURCES AS WELL AS OTHER OFFICES OR GROUPS NEEDED TO ACCOMPLISH THE COMMITTEE'S MISSION.
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VI Other Business/Discussion Items

- A. Staff Council get well card for Michelle Combelick.

VII Public Comment

Angela Linn: The Union is distributing signature cards to request an election.

Larry: Your constituents will be asking about what is going on.

Angela: If constituents have questions building Reps may be contacted. I'm on the organizing committee so I can be contacted outside my responsibilities as a Staff Council member.

Chris Lace: I'd like to make a request for future presentations: Master Planning Committee.

Larry: That's a good idea.

Linda Cook: Please send E-mails regarding parking issues and concerns to Linda at linda.cook@uaf.edu.

VIII Adjournment

The meeting was adjourned at 11:10 a.m.

Tapes of this Staff Council meeting are available in the Governance Office, 312 Signers' Hall, if anyone wishes to listen to the complete tapes. Submitted by Lynette Washington, Executive Secretary, Staff Council.