

# MINUTES

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UAF STAFF COUNCIL MEETING #145

Wednesday, 4 June 2003

8:45-11:00 A.M.

WOOD CENTER MEMORIAL CONFERENCE ROOM

I. Larry Ledlow, Staff Council President called the meeting to order at 8:45 a.m.

### A. ROLL CALL

#### Members Present

Allen-Luopa, Joyce

Bedel, Frances

Blair, Mark

Olson, Ian for Annette Chism

Cook, Linda

Boyette, Marcia for Jean Crews

Culbertson, Scott

Forbes, Liam

Fiorenzi, Joan

Travis, Barbara for Chris Lace

Ledlow, Larry

Linn, Angela

Carlson, Kurt

Littell, Michelle

Long, Paula

Martinez, Andrew for Wanda Fields

Murawsky, Nici

Newman, Gary

O'Neill, Rory

Oleson, Barbara

Salganek, Maya

Skrob, Jeanette

Steadman, Josh

Truncali, Christine

Washington, Lynette

Wegner, Julie

Williams, LaJuana

#### Members Absent (FY2003 cumulative):

Anthanas, Reyne (1)

Bauer, Cynthia (1)

Collier, Jennifer (1)

Drygas, Emily (1)

Gray, Diane (1)

Hazelton, Gabby (1)

Pierce, Ramona (1)

York, DeShana (1)

#### Guests:

Marshall Lind, UAF Chancellor

Mike Humphrey, UA Director of Benefits

B. The agenda was adopted with the following instructions:

Healthcare cost update by Mike Humphrey as Item B. under Section

IV. Staff Council Guest,

Staff Council Achievement Award update as Item D. under

Section V. Old Business.

C. The minutes to Meeting #144(16 May 2003) were approved as distributed by e-mail after correcting the spelling of Ian Olson's name.

D. President's Report - Larry Ledlow

Larry Ledlow did not give a report, but chose to begin presenting certificates of appreciation to the following list of current and previous Administrative Committee Chairs and the President-Elect for their support of Staff Council: Scott Culbertson, Rural Affairs; Gabrielle Hazelton, Staff Affairs; Angela Linn, Advocacy; Rory O'Neill, President-Elect; Maya Salganek, Ad Hoc Committee on Diversity and Tolerance; DeShana York, Elections, Membership and Rules; and Heidi Simmons, previous Chair of the Rural Affairs committee.

E. Resolution of Appreciation for Outgoing UAF Staff Council President

Rory O'Neill read and presented the resolution of appreciation to Larry Ledlow for his exemplary services to Staff Council.

F. President-Elect's Report - Rory O'Neill

Rory O'Neill reported that he attended the Provost retreat on 21 May. The morning session of the retreat was focused on the UAF Budget. Rory reported that the Provost presented a draft budget for UAF based on the expectation of UAF receiving \$10.3 million dollars in funding from the legislature. The Provost asked attendees what should his priorities and the Chancellor's Cabinet be in the event funding from the legislature is not forthcoming? The Provost saw four items that warranted follow-up committee work and one of those was tiered internal incentives to units. For example, if your department's enrollment is at 10% and you are able to bring it up to 15% then an incentive may be that you get to keep a greater percentage of the tuition represented by the increased enrollment. The same with grants and contracts, such as the more funding you bring in over a certain level the department may be able to keep a larger percentage. Discussion about the curriculum consolidation involved identifying what UAF's basic curriculum is. Many attendees voiced dismay about the six-percent internal tax levied across the board in a blanket fashion. If this happens in the future, the hope is that it is not in a blanket fashion, but more in a targeted fashion. Many would like to have a longer term look at how UAF will continue on its trajectory of growth against the backdrop of uncertain legislative funding while maintaining a positive fiscal image in the minds of students and parents.

Rory O'Neill reported that Staff Alliance met on May 30 to discuss the healthcare plan. The significant change involves the employer stepping up to increase its contribution to health cost.

Maya Salganek, stated that individuals are concerned about losing their jobs.

Rory responded that Carolyn Chapman was at the Provost's retreat to explain the procedures of laying off employees. Supervisors were asked to work closely with Human Resources if it is determined that staff must be reduced. Carolyn stated that if employees are brought back within a year that the policies and regulations support a recall

process.

#### G. Pass the Gavel

The President's gavel was passed from Larry Ledlow to Rory O'Neill the new Staff Council President.

Larry Ledlow asked Josh Steadman, the new President-Elect to move up to the President-Elect chair.

#### II. Public Comment

No public comment received

#### III. Committee Reports

##### A. Staff Affairs- Gabby Hazelton

Rory O'Neill asked if anyone was present to present the Staff Affair's report for Gabby Hazelton? No one was present to report in her absence.

The Staff Affair's report was attached to the agenda for review.

##### B. Elections, Membership & Rules - DeShana York

Gary Newman reported for the Elections, Membership and Rules committee for DeShana York. Gary Newman reported that the committee is working on attendance issues, and electronic balloting. He reported that the committee has collected staffing level numbers and is working on representation issues and concerns.

Josh Steadman reported that the Staff Council Bylaws and Constitution are being worked on during the summer months.

##### C. Rural Affairs - Scott Culbertson

Scott Culbertson reported that the committee last met on 2 May. The committee will plan to meet next on Friday, 8 August, 9:00-10:00 a.m., in the Kayak room of the Rasmuson Library. The committee plans to continue meeting on the first Friday of each month.

Rory O'Neill asked about the committee's level of members?

Scott Culbertson stated that he would like to see the level increase for the three rural sites that regularly participate.

##### D. UAF Advocacy - Angela Linn

Angela Linn reported that the committee would meet on Monday, 9 June at Pikes on the deck. Angela reported that the committee would not meet in July and discuss planning for the fall staff tour. The committee plans to strategize and plan for next fall. The committee will meet on Monday, 11 August at Noon for its next summer meeting.

Rory O'Neill asked if the committee plans to discuss any special subjects at the summer meetings?

Angela Linn responded that the committee may have a few training sessions with Joe Hayes. Joe Hayes has specialized knowledge on interacting with legislators and trying to be more effective in advocating for the budget. Angela stated that possibly there might

be a workshop for staff in general during the fall. Marcia Boyette asked if others would be invited to the workshop with Joe Hayes?

Angela Linn replied yes and that the information would be advertised and put on the web calendar.

#### E. Diversity and Tolerance - Maya Salganek

Maya Salganek reported that the committee continues its work on the grievance resource manual. Earlina Bowden, Director, UAF EEO gave the committee a poster about how to file a grievance. The Ad Hoc committee on Diversity and Tolerance plans to use it as it as a model/template for the resource manual.

Rory O'Neill asked about the committee's membership and meeting attendance?

Maya responded that the meetings in general have good attendance and that there are many tasks, so they could use new members.

#### IV. Staff Council Guests

##### A. Chancellor's Report - Marshall Lind

The Chancellor commented that healthcare continues to be a big issue. He stated that the Staff Council should assure that information about this issue should come directly from the people involved with. He recommended that we invite them to our meetings.

The Chancellor reported that the Board of Regents would be in town during the week of June 8. The Chancellor hopes that the Regents will be able to look around campus and see what is going on. He stated that there has been a bit of controversy about the BICS Building obscuring a portion of the IARC Building's upper level. The Board wants to see first hand what is being planned. The Board will be able to see the plans for the BICS Building and what the impact will be. The Board approved the budget for this building last November, but while in session during February the new members of the Board desired to have a better look at the plan. The Chancellor noted that he wants the BOR to get a better feel for the magnitude of the research that is being done not only here in the Fairbanks' system, but throughout the UA system.

The Chancellor reported that Phyllis Morrow accepted the appointment to the CLA Dean position. He stated that she is a very good candidate and is very pleased. He stated that other positions, such as the Dean of Student Services, the Women's Basketball Coach, and the Dean of the Graduate School are still in process.

The Chancellor thanked the Staff Council for their work on the Picnic and Longevity/Staff Recognition day events. He noted that he is supportive of giving more money for better longevity awards. He stated that ways to improve the food and serving of food are also being looked at. He noted that the administration is very supportive and values this activity and that Human Resources will do whatever they can to assist.

The Chancellor thanked Larry Ledlow for his leadership role in Staff Council during the pass year. He is looking forward to working with Rory O'Neill the new Staff Council President.

The Chancellor informed Staff Council that the six-percent model is still being worked on. He stated that we still do not know what the final version of the budget will be, as the Governor has not acted on the University portion. He stated that we are hopeful that the Governor's support will continue. The main fund shift that we must be careful about is the \$2.3 million dollars from the Alaska Science and Technology Foundation that was put into our budgets. The primary use of that money was for the School of Natural Resources and Agricultural Sciences. The legislature chose to eliminate ASTF and that funding went to another general fund of the University. In order for that amount to be made up in the System, some of the \$6.9 million approved by the legislature had to be offset. That amount of money was about \$2 million dollars, so it is really not new money in that sense. The remaining \$4 million will be for statewide distribution not just UAF. It will be distributed amongst the three MAUs as well as statewide and there isn't enough to cover all of the obligations in the area of employee salary adjustments and the benefit fees. We can take a portion of that and then we have to match it up with some of what we are collecting on the six percent. For example, in order for us to meet our obligation in the salary and benefits portion we will get \$1.7 million from the state appropriation that the legislature gives us and then we must take another \$2.6 million out of this six percent pool that we are gathering and put that with it and then distribute it out to the units. This tax thing is not the best way to do business, but it was the only way we could do it within the time frame. Whatever is left in this pool will be redistributed to the various units based on the different needs that the units have. Our primary focus will be at the instructional, academic, and the student support areas. Those areas are high in priority, because that is what we are all about. We are going to make this work, but it will put a strain on the units until we get this sorted out. There will be some things that we will not be able to do, because we just don't have the money. The various obligations that the University has are spelled out in the various documents that we have put on the web and discussed with people. There are things that we will cut back and delay for a while. We are looking at various creative funding mechanisms, but it takes a lot of time and you will hear a variety of things and why we needed to go forward with this tax. There are positions that you may not be able to fill or just won't fill.

The Chancellor asked if there are any questions?

Josh Steadman asked the Chancellor about the Gorsuch memo. Josh reported that he heard that all of the Chancellor's got together and realized that there is a problem with some staff members doing a little bit too much Governance work, so the Chancellor's wanted to address the issue and the Gorsuch memo came out. Josh stated that he heard that Debra Damron wrote a memo for Chancellor Lind, but he is not sure this is true.

Chancellor Lind stated that it might be true, but that he is not familiar with the details of it. The Chancellor stated that there is a feeling that sometimes people get so tied up in Governance issues that they are spending far too much time on Governance matters and that their work suffers. Not only their work, but because they are a critical part of a team some others are have to pick up the slack. If something does come out it is going to be a reminder to make sure that we keep it in balance, so that we don't have people devoting a majority of their time to Governance matters. Some people would like to do that quite frankly and not be assigned to their regular duties, but that is not the way it works. Every now and then we have people that like to be Governance

junkies although some of it might be valuable that is not their full-time job. If they want to do that then maybe they need to find some other way of setting their position up so that they can do that. Everybody that is involved has another job to do primarily and Governance is a piece of that, but we don't want to abuse it.

A question was asked about the allowable number of hours for an employee to work on Governance matters?

The Chancellor replied that he did not know if we have said anything about that and does not know if we have any written guidelines. He noted, that this might be part of the problem. He commented that certain issues might require more time than others. He stated that he doesn't know if there are any hard and fast rules. The Chancellor stated that most of this is determined by just good common sense. He stated that it should be talked about with your supervisor. The Chancellor stated that, we are involved with committees, because we want Staff Council to be represented, so that is why it gets kind of difficult to apply hard and fast rules.

Paula Long commented that we should bear in mind that we have alternates. If a person has a heavy workload you can designate an alternate to attend the meeting.

Scott Culbertson commented that he would like to see some type of guidelines before the letter goes out. It would be good to have some type of guidelines about service.

Linda Cook commented that for the most part people are reasonable about time use and make sure that they get their work done. Linda commented that there is nothing wrong with guidelines and in doing something like that you can also set the tone to encourage to use time wisely and to make sure that your job is getting done.

Chancellor Lind commented that he does not hear about many abuses quite frankly. He stated that most people after doing this a few times do not want to go to meetings unless there is really something wrong with them.

Rory O'Neill commented that one thing that sets UAF apart from UAA and UAS is that we have moved to an explicit supervisor acknowledgement and sign-off. Rory stated that this is very positive and key to employee/supervisor interface. Your supervisor will understand that you need to commit a few hours a week and maybe when something big comes up you might need more time. Rory stated that he is hopeful that the Chancellor will draft a memo encouraging administrators and managers to allow people to step up the Governance role, which is a key part of the University. Rory advised that we keep supervisors informed. He added that we should be aware of our manager's expectations and ask for a little feedback.

The Chancellor thanked the Staff Council and wished all a pleasant summer.

#### B. Update on Healthcare Costs - Mike Humphrey

Mike Humphrey reported that there is good news about the health plan and some bad. The Finance committee is looking at ways that the University can contribute a significant amount of money towards the healthcare plan. That will help to moderate employee costs and slow down how much employees pay. The University is talking about increasing its defined contribution by 20% in FY04 and then 10% and then another 10%. This means a significant

increase in what the University will contribute towards the cost of the healthcare plan. The University plans to change the method of accounting from the calendar year to a fiscal year plan. This should also help with the staff benefit rates. The University needs to bridge about nine million dollars. The University will not ask this of employees. This concept is still in draft form and the impact of the plan to the University and employees is still under review. One thing that employees should be aware of is the Opt out plan. If this plan is chosen employees must show proof of insurance under another plan.

Joyce Allen-Luopa asked if the secondary coverage plan has a right to deny coverage?

Mike Humphrey replied that one should make sure you know what the rules of the secondary coverage plans are. He added that these issues are being reviewed with the military and other government organizations. He noted that some organizations have creative plans that shift the higher percentage of costs to the University and some have ceilings of about \$10,000.

Rory O'Neill stated that this January employees are looking at a 50% increase in their healthcare contributions.

## V. Old Business

A. Motion on Administrative Committee's summer meeting and proposed meeting schedule - Attachment 145/2

Rory O'Neill asked the Council to read along with him the Motion on the Administrative Committee's proposed summer authority and meeting schedule. After a brief discussion the motion passed with unanimous approval

MOTION PASSED (unanimous)  
=====

The UAF Staff Council moves to authorize the Administrative Committee to act on behalf of the Council on all matters within its purview, which may arise until the Council resumes deliberations in the fall of 2003. Representatives and Alternates will be kept informed of Administrative Committee meetings and will be encouraged to attend and participate in these meetings. The Administrative Committee reserves the right to convene emergency meetings of the entire UAF Staff Council during this period for action on issues it considers are more appropriately resolved by the entire body.

EFFECTIVE: Immediately upon Staff Council approval June 4, 2003.

RATIONALE: The business of shared governance at UAF is not limited to an academic calendar, but rather is a year-round activity. The need to represent staff and be responsive to requests for staff input are as important during the summer months as they are during the academic year. In addition, a majority of the UAF Staff Council committees plan to conduct business from June to September 2003 and thus there is a need to support those activities and relay information to UAF staff at large.

Rory O'Neill relayed to the Council that this is an attempt to respond where needed. It is an effort to focus in on what needs servicing, so that the committees will not be overwhelmed with business and motions during the fall.

B. Update on UAF version of Chancellor Gorsuchs' memo - Josh Steadman

Rory O'Neill asked Josh if he knew when Chancellor Lind's memo would be released? Josh Steadman replied that he is not sure, but will check with Debra Damron.

C. Picnic and Longevity events follow-up - L. Washington

Lynette Washington reported that the Longevity and Picnic committees would hold a public meeting on Friday, 6 June at Noon in the Chancellor's Conference Room. The Council was invited to either to share their comments and suggestions during Staff Council or to e-mail their input to fystaff. It was noted that Susan Miller from Human Resources will attend the follow-up meeting to convey the Chancellor's Cabinet's suggestions.

Maya Salganek recommended that some type of award might be planned for supervisors that support staff.

D. Outstanding Staff Council Achievement Award Program - Rory O'Neill

Rory O'Neill stated that the Provost's Office sponsored Staff Council Achievement Award Program was previously approved, but has not been acted upon. He recommended that Staff Council act on it in the fall and the members agreed.

E. Josh Steadman - President-Elect's Closing Comments

Josh Steadman reminded the Council that he and Pete Pinney are moving forward with the project to identify all committees on campus.

Josh Steadman stated that he and Les Secrest are continuing their efforts to improve the audio-conference equipment and sound system in Wood Center. He stated that with the ongoing renovation in Wood Center hopefully good things would happen for Staff Council.

Josh Steadman recommended that the Administrative Committee might work on being more responsive as a Governance body. Josh stated that he and Rory O'Neill had discussed these ideas with the Chancellor. A couple of things that Staff Council might think about are forming ad hoc or subcommittees to deal with a) health issues and b) budget issues. This would take some of the pressure off of the Staff Affairs committee. Josh suggested that perhaps the Administrative Committee could discuss this further during the summer meetings. Josh stated that regarding the ad hoc budget committee that this would not mean that Staff Council would support or deny the University budget. Basically, it would be an effort to get three or four people active on this committee. The individuals would become well educated about what is going on with the budget. This would give Staff Council the power of education and help us to move more quickly and be more responsive/mobile when action is needed. The same could be done with the health issues ad hoc committee if formed.

Joyce Allen-Luopa commented that this action might split up Staff Affairs too much and limit the effectiveness of Staff Affairs.

Josh Steadman apologized and commented that he plans to discuss these ideas more with the Staff Affairs' committee chair and members.



Maya Salganek stated that she doesn't know what good a budget committee might do as we do not have any authority.

Liam Forbes stated that perhaps the Chancellor is looking at it from the point of view of having the budget committee review information that is published about the budget. Later after Staff Council input the information could be presented to the Chancellor as the Council's ideas and suggestions.

Gary Newman stated that looking at the UAF budget is an enormous task, but that we might see areas of opportunities for better efficiencies where the budget is concerned.

Jeanette Skrob asked if there are any statistics available about what employees would like by department as far as what health plan is preferred and where costs can be cut?

Mike Humphrey replied that it isn't what the employees would like the plan to be. There are many diverse needs and desires and it is hard to integrate them.

Rory O'Neill stated that we are basically trying to understand just fundamentally how the budget and health processes work.

Joyce Allen-Luopa recommended that we could set-up clearly defined ideas about where we could save money and present it in a more formalized manner to administration.

Joan Fiorenzi asked if the University has a formal suggestion program? A comment was made that individuals submit letters to the Chancellor. Linda Cook suggested an award be given to employees that submit cost saving ideas that work.

## VI. New Business

A. Request Staff Council Committees to plan meeting schedules for fall 2003 - L. Washington

Lynette Washington requested the Staff Council committee chairs to work on selecting fall meeting dates and times.

Lynette Washington reminded the committee chairs to also select meeting dates and times for the Administrative Committee meetings.

## VII. Adjournment

Rory O'Neill reminded the Staff Council members and representatives to designate an alternate to attend the meeting on their behalf, if unable to attend.

Angela Linn asked about reclassification?

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Rory O'Neill replied that if a job has not been reclassified an updated position description should be submitted to statewide human resources by July 15, but that individual waivers would be allowed to accommodate those who need longer to respond for various reasons.

Angela Linn asked if individuals should go to the website and download the form? Rory O'Neill replied that he was not sure, but the requirement to get the information in is the responsibility of the supervisors/administrators of the department. Employees should be allowed to assist. Angela Linn asked what should she pass along to her constituents? Rory O'Neill replied that the administrators have been informed, but do what you can to assist (start by requesting a copy of your JEF). It is in an employee's best interest to maintain a current job description.

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

The next meeting will be Wednesday, 17 September 2003 8:45-10:45 a.m. in the Wood Center Carol Brown Ballroom.

A tape of this Staff Council meeting is available in the Governance Office if anyone wishes to listen to the complete tape. Submitted by Lynette Washington, Staff Council, Secretary.

Lynette Washington  
Staff Council  
Phone: 474-7056 Fax: 474-5213

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