

STAFF COUNCIL MINUTES
Meeting #146
WEDNESDAY, 17 SEPTEMBER 2003
8:45 - 11:00 a.m.
Wood Center Carol Brown Ballroom

1. Call to Order and Roll Call

Josh Steadman called the meeting to order at 9:03 a.m.

Members Present:

Allen-Luopa, Joyce
*Athanas, Reyne
Carlson, Kurt
Collier, Jennifer
Cook, Linda
Culbertson, Scott
Forbes, Liam
* Hazelton, Gabrielle
Travis, Barbara for Lace,Chris
Linn, Angela
Long, Paula
Martinez, Andrew
* Murawsky, Nici
Newman, Gary
*Oleson, Barbara
Steadman, Josh
Boyette, Marcia for Wegner, Julie
Williams, LaJuana
*York, DeShana

Members Absent

Bedel, Frances
Blair, Mark
Chism, Annette
Crews, Jean
Fields, Wanda
Fiorenzi, Joan
Gray, Diane
Lace, Chris
Ledlow, Larry
Littell, Michelle
Pierce, Ramona
Salganek, Maya
Skrob, Jeannette
Truncali, Christine
Wegner, Julie

Guests Present

Carolyn Chapman
Mike Humphrey
Mark Neumayr
Tonya Trabant
Irene Downes
Lynette Washington

2. Adopt Agenda

The agenda was adopted as distributed via email with the exception of substituting Mark Neumayr, VCAS for Chancellor Marshall Lind.

3. Staff Council Minutes for meeting #145
(June 4, 2003) were approved
as distributed via email.

4. President-Elect's Report - Josh Steadman

Josh Steadman reported that during the summer months the Administrative Committee of the UAF Staff Council focused on human resource issues, budget issues, the BOR's Human Resource Regulations, and the Career Ladder. He stated that Carolyn Chapman is a guest today to discuss the Career Ladder and that Mark Neumayr would discuss the six-percent budget cuts.

He stated that information about

outcomes based budgeting is attached to the agenda and may be viewed at the following link:
<http://www.alaska.edu/swbudget/process/budgetprocess.html>
This link offers information on the transition to outcomes based budgeting. He urged Staff Council members to become familiar with this information. It will be a discussion point at future meetings for the next three to five years.

He reported that the proposed salary grid was also an issue of interest and that in the current BOR's agenda is a motion for a one percent salary grid increase. If passed it would be for the payroll period July 1, 2004. He reported that Jim Johnsen, Vice President of Faculty and Staff Relations, Statewide Human Resources, is seeking to put together an administrative group from each MAU to discuss the salary grid and other salary issues. Staff Council members should contact Rory O'Neill, Josh Steadman, or Lynette Washington if interested in joining the group. The names will be forwarded to Jim Johnsen. It will probably either meet during the Staff Alliance meeting or meet separately. He stated that Mike Humphrey is present to give an update on healthcare issues.

5. Public Comment

Irene Downes, Account Representative from the Horace Mann Company reported that Horace Mann is the educator's insurance company. She stated that Horace Mann offers educational discounts of five to fifteen percent on auto, home, life, and annuities. Recently the company acquired a pay roll slot with the University to provide employees with a 403B plan.

6. Guest Speakers

Josh Steadman informed Staff Council that at least two or three guest speakers will be invited to each Staff Council meeting. The purpose being to give informational updates about the top three to five important issues. He encouraged the Council members to call the guest speakers after meetings to answer questions or get more information.

A. Mark Neumayr, VCAS

Mark Neumayr expressed Chancellor Marshall Lind's regrets for not being able to attend the meeting due to the Board of Regent's meeting in Palmer, Alaska. Council members were reminded to attend the upcoming Chancellor's Convocation on Tuesday, 23 September.

Mark Neumayr informed Staff Council that we would see more administrators at future meetings. He informed the Council that improving communication efforts will help us all to get more things accomplished and to build better relationships.

He reported the success of UAF enrollment increases for both UAF and TVC. Credit hour production is at a 6.1% increase. Enrollment is higher than it has been within the last ten years.

Mark Neumayr stated that renovation and construction projects on campus are going well. Overall this involves about \$120 million dollar's worth of construction.

He reported that the residence hall occupancy level is about ninety-eight percent and that approximately 1,100 signed up for meal plans, that is an all time high.

He said that the budget request is going to be a five percent increase to the state general fund, i.e., about a \$10.5 million dollar increase. That amount is consistent to what the Governor said he would support before he was elected. Overall, you must still factor in salaries, benefits, and the cost of PERS and TERS.

Mark Neumayr reported that the operating costs of the Alaska Scholars Program will be increased about \$3 million dollars; even with the \$10.5 million dollar increase we are looking at being \$13 - \$14 million dollars short. If UAF gets flat-funded there could be an \$8 - \$10 million dollar shortfall.

He reported that President Hamilton will convene a blue ribbon committee consisting of members of the campuses and statewide, basically to help

deal with institutional accountability. How can we best meet fiscal challenges? You will see increased public relation efforts of communication of the university system and the campuses.

He stated that we are transitioning towards a performance based budgeting system, that is basically looking at the strategic plan, identifying areas of importance to you and then coming up with appropriate indicators that you can quantitatively track to determine if you are making progress towards meeting your goals.

Mark Neumayr reported that alternative plans are in place to seek funding. The Scholars Program is likely to change its criteria for staying in the program. He said that UAF is not alone in its PERS and TERS problems. He stated that overall it will be a challenging budget year. You are going to hear about possible outsourcing, possible partnering, and ways to become more efficient. It will be a challenge to keep the momentum going.

He said that everyone's fund one budget was reduced by a six-percent tax last year. It equated to approximately \$8 million dollars. The Provost and the Chancellor solicited requests from the Deans, Directors, and Department Chairs as to where the cuts were too deep. The responses were sorted through to determine where the reallocations should be distributed. Out of \$8 million about \$5 million was reallocated to increased salary and benefit costs. About \$2.5 million went to the academic departments, primarily towards teaching loads and to cover required courses. Approximately \$500,000 was held in reserve to be spent when the occasion arises. Effectively resources were reallocated to further our strategic and academic development plans.

Gary Newman asked about the methods of dealing with the budget shortfall and the teacher to student ratio. He said that it might take a paradigm shift with some of the departments trying to actually collaborate on classroom space. He asked Mark Neumayr how he sees that falling into the mix.

Mark Neumayr replied that he sees it as a big paradigm shift. In order to address the issue we need enrollment data. The PAIR office and the Enrollment Management offices are looking at enrollment numbers, classroom utilization, and what the trends look like.

Joyce Allen-Luopa asked if there is a plan afoot to enhance online education or distance education.

Mark Neumayr replied that Curt Madison is over the Center for Distance education and that although he doesn't have specific numbers there has been a dramatic increase in business.

Joyce Allen-Luopa stated that she's noticed bogus universities online and that the University of Alaska has ample facilities to offer a real university education online.

Mark Neumayr replied that people are looking at education as a way to get a degree, but also to get certain skills and talents. I think if we are really going to be successful and grow, we are going to have to do it using distributed education recognizing that our students aren't necessarily at a distance, but that Fairbanks people want to take classes online as well.

B. Tonya Trabant - Student Leadership Conference

Tonya Trabant requested Staff Council members to inform students, announce, and post the information about the 4th Annual UAF Student Leadership Conference, to be held Saturday, October 18th from 9:00 a.m.-5:30 p.m. in the Wood Center Carol Brown Ballroom.

C. Carolyn Chapman - HR Update and Career

Carolyn Chapman informed staff that the Training and Development Program this year will focus on the individual. She advised staff to take a proactive hands on approach to develop their own careers. She reminded staff to look at the training and development calendar located on the Human Resources web site.

Carolyn informed Staff Council that the job family project would begin reviewing the administrative support group. It is the largest group of all of the job families. She stated that it is important for everyone to get in an accurate job description.

She informed the Council that at the next Business Council meeting the final changes to regulation changes 04.05 through 04.06 will be discussed. She stated that 04.05 and 04.03 address changes to compensation.

One of the changes is called the In Grade Step Movement. It allows a supervisor to recognize an employee's exceptional performance. The supervisor may want to recognize the employee because of added duties. The supervisor can work with Human Resources to allow an in grade step movement. It requires approval of the statewide human resource's office or the President's office/Jim Johnson, based upon the recommendation received from UAF Human Resources and the availability of funding.

Carolyn discussed promotional hires and several more changes that the new regulations will allow. Please contact the Human Resource office for more information at 474-7700.

D. Mike Humphrey (Health Care Update)

Mike Humphrey reported that nationally the cost of healthcare is still increasing with no end in sight. He reported that the calculation for the defined contribution for this year is not available, but might be in the \$1,500 a year range. This would be a \$500 increase from last year. He stated that the University is moving towards a projection model during the next fiscal year. The new plan will not be available for the November enrollment, but more information will be included about what is coming in July 1 of 2004. In April of 2004, there will be another open enrollment and you will be able to select between three multiple plan options or use other healthcare coverage and avoid the employee charges. In April, an announcement letter will be distributed to help inform and educate employees about the changes and how to make choices between healthcare plans.

7. Committee Reports

A. Staff Affairs - G. Hazelton

The committee report was attached to the agenda. Gabby Hazelton informed Staff Council that the Staff Affair's committee input to the UA salary grid increase was delayed, but that President Hamilton was planning for a one percent salary grid increase.

B. Election's Membership and Rules - D. York

Gary Newman reported that the EM&R committee looked at reapportionment issues. He stated that the committee worked with Ian Olson of PAIR to put together a method to generate employee lists and employee counts. He reported that the regulations state there is one representative per fifty staff members. If you have fifty-one staff members that means you go to two representatives. It may be to some advantage to ameliorate that a little by increasing the count from fifty-one staff to maybe sixty to sixty-five staff before another representative can be added to the count or something that comes closer to giving an accurate representation. If we are going to pursue this, we probably should do a Bylaw change to try to get a more accurate representation.

C. Rural Affairs - Scott Culbertson

Scott Culbertson reported that the Rural Affairs committee elected not to meet during the summer. He stated that there were scheduling problems recently, but that he will contact members to schedule the next meeting.

D. UAF Advocacy - Angela Linn
(The committee's report for 8/12/03 and 9/8/03 were attached to the agenda)

Angela Linn reported that the Advocacy committee is planning a get out and vote campaign. She plans to send out a registration packet to all representatives through inner campus mail. The committee is planning a legislative training session sometime in November. The committee is also working on the fall tour. She informed Staff Council that the Advocacy committee is losing members and asked SC to help promote the committee.

E. Ad Hoc Committee on Diversity & Tolerance - Angela Linn

Angela Linn reported for Maya Salganek. She reported that the committee met several times, but due to lack of attendance the committee did not get a lot done. The committee's big project was to put together a poster that would outline the process that people go through to file a grievance. The project was to be funded by the EEO officer Earlina Bowden, but that plan fell through. She reported that committee is still on ad hoc status, but will be deferring to the GCC level.

8. Old Business

A. Update on Electronic Balloting - Josh Steadman

Josh Steadman reported that the process is its final stage, but that this stage will take the longest. He stated that we would probably do the non electronic ballot process this fall and hopefully next year we accomplish electronic balloting.

Gary Newman commented that he hoped that efforts were being coordinated with PAIR. He stated that PAIR did not actually put our units into BANNER, but maybe a way could be found to do that.

Josh Steadman replied that the EM&R would work more with PAIR to work out what the units are.

9. New Business

A. Staff Council Future Guest - Josh Steadman

Josh Steadman informed Staff Council that future guests would be based on whatever the committee's important issues are or issues that are important for everyone to hear directly from the invited guest. Staff Council members were encouraged to contact him, Rory O'Neill or Lynette Washington about guests that they would like to invite to a meeting.

Josh stated the Administrative Committee discussed information flow, determining that there is probably too much information and not the best information. He stated that the next couple of items on the agenda are pointed at cutting down the amount of information flow that goes out by half, but maybe make that information just as good if not double what it currently is. The goal of these things is to try to improve information. These are things that we can discuss throughout the year. Josh encouraged the Staff Council members to discuss or pass on suggestions that will help improve information flow.

B. Restructuring Distribution of Information:

1. UAF Newsroom: SC will utilize this site to publish Meeting Announcements, SC month-at-a-glance, and SC events. The web site is: <http://www.uaf.edu/news/news.html>

Lynette Washington informed Staff Council that the month-at-a-glance calendar would be published on the UAF Newsroom site.

2. Staff Council Publications in the Cornerstone and Sun Star

Lynette Washington informed the Staff Council that information could be forwarded to fystaff@uaf.edu if a committee wanted something published in the Cornerstone or Sun Star. She stated that deadlines for getting information into the publications are online. The publications would be used to advertise events that are important to Staff Council.

3. Proposed idea for governance site on

the UAF Master Web Calendar

Lynette Washington reported that the Staff Council was trying to get University Relations to put a new site on the web calendar that specifically pointed to all the Governance groups. University Relations was not open to the idea, but would look into the idea more.

C. Format for committee agendas, minutes, and reports

Lynette Washington requested committee chairs to submit their committee reports in the format of a brief summary and that the reports be sent at least a week and a half prior to the Administrative Committee meeting.

Josh Steadman asked if there were any questions.

Paula Long responded that she was not aware that today was a Staff Council meeting.

10. Adjournment

The meeting was adjourned at 11:00 a.m.

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