

Draft

STAFF COUNCIL MINUTES
Meeting #147
Friday, 17 October 2003
8:45 - 11:00 A.M.
Wood Center Carol Brown Ballroom

1. Call to Order and Roll Call

Members Present:

*Reyne Athanas	Chris Lace	Ramona Pierce
Annette Chism	Angela Linn	Maya Salganek
Jennifer Collier	Denise Ringhand for Michelle	Josh Steadman
Linda Cook	Littell	Christine Truncali
Jean Crews	Andrew Martinez	Julie Wegner
Scott Culbertson	Gary Newman	LaJuana Williams
Liam Forbes	Rory O'Neill	Angela Camos for DeShana York

Members Absent:

Joyce Allen-Luopa	Gabrielle Hazelton	*Barbara Oleson
Frances Bedel	Larry Ledlow	Jeanette Skrob
Joan Fiorenzi	Michelle Littell	
Diane Gray	Paula Long	

Guests Present

Marshall Lind	Joe Trubacz	Lynette Washington
Abel Bult-Ito	Carla Browning	
Mike Humphrey	Terry Dowdy	

A. Adopt Agenda

The agenda was adopted as distributed via email

B. The Minutes for Staff Council #146 were not available for approval.

INFORMATION

2. Officer's Reports

A. President's Report - Rory O'Neill

Rory O'Neill shared with Staff Council a number of items involving various tasks force. He updated Staff Council on President Hamilton's appointments to the Chancellor's search committee.

Rory O'Neill informed the Council that it is not clear if Governor Murkowski's campaign pledge to fund the university five percent every year will take place.

Rory O'Neill informed the Council that the Chancellor's from each MAU are forwarding the names of three persons to be on the Sustainability Task Force. It is suggested that the final committee be composed of three members from UAA, three from UAF and three from UAS and that at least one person from each governance group to be on the committee. The committee will examine budget shortfall scenarios.

Rory O'Neill reported to the Council that Jim Johnsen is opening an eight-month plus dialogue between his office and governance represented staff.

Rory O'Neill stated that this is a break through in staff and administrative relations. He stated that the meetings would be scheduled every other week for one hour. Issues about compensation for non-unionized staff and other specific issues would be discussed with the goal of identifying relevant data that can be taken to the Board of Regents. Rory O'Neill stated that we need endorsement if we want action. He informed the Council that he is seeking the names of four persons who are not governance members to join this group.

Rory O'Neill reported that on the topic of governance administrative relations, Vice President Jim Johnsen agreed to enter into an open discussion about the role of Governance, and hopes to include President Hamilton.

Rory O'Neill stated that Staff Alliance is seeking a centralized capability using BANNER and UA Online to conduct statistically valid, authenticated surveys of all the staff and constituents. He stated that the efforts to conduct the research and draft guidelines is moving slowly.

Rory O'Neill informed the Council that in the future it is proposed that performance reviews would be designed to show you and your supervisor how you fit into the mission of the University. This information was reported by Joe Beedle, Vice President of Finance during a Staff Alliance meeting.

Rory O'Neill informed the Council of plans to make Staff Council very web-based. He stated that all of the Staff Council committees would be asked to take ownership of their web presence. He stated that there would be user-ids and log-in names. He requested Staff Council's committee chairs to identify a person that is HTML savvy to put issues and current projects on the web.

Linda Cook stated that she has a nomination form in front of her. She stated that she is trying to decide if she should sign it and remain a member of Staff Council for the next two years. Linda Cook asked what impact has Staff Council had in the last two-years. Linda was encouraged by Rory O'Neill to make her comments and that no offense is taken. Rory O'Neill reminded her that we are not a decision making body and that Staff Council does not make administrative decisions. He stated that, President Hamilton coined a term, and he changed it to "Informed Advocate". That is the extent of our authority.

Linda Cook responded, even a lobbyist can lobby to make some changes. She stated that she is frustrated in the sense that she doesn't see us making the in roads that we should be for a committee of this size or for the recommendations that we are putting forth, so what are we doing? Rory O'Neill responded to Linda Cook and asked the question, "What are we doing wrong"? If the sensation you have has been there for two years, and there is nothing specifically that you are proud of, then we need to analyze that. Linda Cook replied that we have minimal participation. There is apathy that abounds amongst the people that are elected to represent the rest of the constituents. I think that my frustration is more with participants than with administration, because we are not doing our job.

Rory O'Neill responded that this is exactly why the Governance/Administration topic came up, because this is not a unique position. The same sensation occurs at every campus and that is that your day job is busy and overwhelming enough. The feeling is that there is not enough time allotted to people who volunteer. We talked about this at the Admin. meeting recently. He stated that for those of you who participated in the Staff Council Workshop with Larry Ledlow as President, we discussed how do you conduct an audit if you do not know who your constituents are. Maybe you have never had a meeting with them; maybe you have never sent an e-mail. If you do not have dialogue or conversation at all, it really invalidates your presence here.

Julie Wegner stated if we could find issues that we could accomplish then we might be able to address and do as a Council something that will mean more to the staff members.

Rory O'Neill stated that when we put agendas together the Admin. Committee could be outspoken. Push creativity and information, and topic selection up the chain.

Jean Crews stated that some things that Rory O'Neill stated are a step in the right direction, in the sense that Staff Council must push hard enough to be recognized. It is not about us, and what we can do, but it is about whether or not they will listen to us and take our recommendations.

Rory O'Neill stated that it is important that Staff Council open up dialogue and communication with Chancellor Lind, President Hamilton and other top administrators and governance groups. He stated that it is important in the sense that communicating with individuals that make decisions and inform the President is critical to Staff Council members and their

constituents. Rory O'Neill stated that if you want to be heard and really be effective, it comes down to your person-to-person working relationship with each one of those members on the Chancellor's Cabinet and others such as Carolyn Chapman. That is how we can be effective getting them in the room here and talking to them.

Getting the information correct and conveying it face-to-face is very powerful. Rory O'Neill stated that we should not put a lot of expectation into the memorandum and the formal motions that are going forward. It is in the dialogue. Step up, and invite these folks to your committee meetings. If you want the sensation to feel like you are making a difference call and invite them to your committee meetings, that is where all the work is done.

B. President-Elect's Report - Josh Steadman

Josh Steadman said that what he got from the Administration is that they try to do a cultural exchange. What we can do is nag the Administration and put forth our ideas. We can get people recruited into these committees. We should have Staff Council members on various committees. It may not happen immediately, but at least our voice is heard. There are definite reasons why people are involved. Josh Steadman stated that Rory O'Neill had a good word "ownership". You are feeling that we are not making an impact. We need to do more to get people involved. When you are actually involved with committees you feel like you are having an impact. When there are more of us, we can do more things with larger events. Even though there is only one person that can make a decision up at the top, sometimes it takes everybody at the bottom to actually push that up.

3. Public Comment

A. Irene Downes, Representative from Horace Mann asked that Staff Council members let their constituents know that Horace Mann offers educator discounts no matter if you are a staff member, faculty member, or student. She stated that Horace Mann is offering a fellowship program and that Horace Mann gives away \$50,000 every year. She referred the Council members to the Horace Mann web site at www.horacemann.com to find out more about the fellowship. She left brochures about homeowners and auto insurance.

4. Governance Reports

A. Abel Bult-Ito, Faculty Senate President-Elect

Abel stated that the Chancellor vetoed the Faculty Senate's motion on classified and proprietor research. Subsequently, a Reconciliation Committee composed of three members from Faculty Senate and three members appointed by the Chancellor has been formed. Hopefully, they will iron out differences and come up with a motion that will be approved by the Chancellor.

Abel stated that the Faculty Senate is also involved in outcomes based budgeting as mentioned by Rory O'Neill. Abel encouraged the Council members to get involved, because it is a major change in how the University is going to be run. Coming up with outcomes, assessment, and metrics has been completely Statewide driven up to this point. Faculty and staff were on the side of the flow chart and there was no real way of getting faculty and staff involved.

The Faculty Alliance worked hard with Statewide to get input into the program with mixed results. They have been working on one of the outcomes, called High Demand Programs. I have had significant input into this one. They have very little to no input into the other outcomes such as student retention, student credit hours, research focus, and alternative funding sources. At the UAF level, Abel is part of a Provost's Committee on Metrics and making sure that we get faculty input into the metrics that are developed for UAF specifically.

Abel stated that it is very important that the Council get involved in this and get involved with some of the committees.

Abel informed the Council that it is not clear how these outcomes are going to be used, but that President Mark Hamilton tells us that after three years there is going to be about twenty outcomes. The outcomes will be sort of an overall report card on the University that can then go to the Legislature to tell them what we are doing. Abel stated that there is a catch to that, in the sense that MAUs may be judged separately and funding may be allocated according to their outcomes, based on those twenty outcomes. This may set up a competitive system among the MAUs. It is very important to get faculty and staff input into the process to make sure that the staff and faculty needs are met with these metrics.

Abel Bult-Ito gave a brief summary of the Faculty Alliance President's Retreat. He stated that President Mark Hamilton reported that the increase in enrollment is making it a really good year for the University. Abel stated that Mark Hamilton hopes that this will have some weight with the Legislature in funding decisions. Abel stated that Mark Hamilton talked about some of the priorities that he sees in the University being health and biomedical research. Abel talked about the importance of training teachers for the State of Alaska. The possibly ugly future with a Governor who might want to cut \$250 million

dollars out of the State budget. The Governor did promise a five percent increase to the budget. However, in the worse case scenario, we would be faced with a \$24 million dollar shortfall.

The retreat had two guests, Mike Sfraga and Jason Ohler who talked about distance education and programs such as UA Online, web-based courses, registration, and financial aid. They are really trying to streamline the distance education component. Faculty have to create the content of these distance education courses and some faculty feel that there is no true support system to do that.

A Council member replied that there is support for it, because the people at Black Board have faculty trained for Black Board and the Center for Distance Education where faculty can have their courses developed through us.

Abel Bult-Ito stated that he was talking about recognition on the faculty workload that we are actually teaching a full course and we are talking more about whether or not this is going to be included in our tenure and promotion reviews.

Abel Bult-Ito reported that Provost Paul Reichardt was at the retreat and he focused on some of the things that might have to be done, if faced with a \$24 million dollar shortfall.

A Council member asked if the outcome based assessment process that they are looking at is funding at the department level. Rory O'Neill mentioned that it might replace the step increases, but you have a different employment contract. Therefore, Rory wondered whether the outcome process is mainly focused on departmental funding.

Abel Bult-Ito replied that this is where we are a little apprehensive about the process. What we are hearing is that this is only programmatic or departmental review at the most, but mostly focused at the MAU at least from the statewide point of view.

5. Guest Speakers

A. Marshall Lind

Chancellor Marshall Lind commented on the conversation about the significance of Staff Council. The Chancellor stated that he could not think of a more important time for Staff Council right now. He encouraged the Council members to recognize that although they do not always see the results of their work, believe that it is important that you have an organization, that you have a presence, and that you have a mechanism to express your concerns and the thoughts of your colleagues. Chancellor Marshall Lind stated that from his standpoint, he sees Staff Council as being one of the players and that -- when decisions are made all aspects of the University are taken into account.

The Chancellor stated that when a decision is made, we always have to balance out how this is going to play with the various members. He stated that the primary concern from his standpoint and what has been the major fact is -- what is going to be the impact on students -- that is number one. The Chancellor stated that he wanted to make that point very clear, that is what the decision comes down to and we cannot lose sight of that. The Chancellor stated that we are here, because of the students. They want an education and we are here to provide it.

The Chancellor said that in this process of making decisions we have to weigh all sides to the extent that we can. He commented that the role that Staff Council plays is important. Chancellor Lind stated that all of the issues that Abel Bult-Ito reported regarding future challenges are really going to require Staff Councils involvement, help, and advice. He stated that it would be a real loss to the University if a strong Staff Council were not retained; we need it. He stated that Staff Council is not forgotten in the decision making process and that we would not let them forget about us and that is great.

The Chancellor stated that if you have not been very involved, get involved.

The first thing that you need to do to get involved. The Chancellor stated that you have to sometimes look outside the confines of your little work area.

Pay attention to what is going on with the University as a whole and UAF particularly and the role it plays not only in the community, but also in our State.

The Chancellor stated that he really gets frustrated at times, not with the Council, but with a number of other people associated with the University who don't have a clue about what is going on outside the confines of their work environment. They are not aware of the tremendous contribution that people are making on behalf of UAF and the impact that it is having down town, around the State and around the country. Pay attention, because then I think you can offer advice and consultation to whomever is in the leadership position up here. You can offer consultation that will be helpful.

The Chancellor stated that most of you have done a really, really good job. I can tell you that the work that you do really makes a difference, if nothing else it is the attitude that you portray and demonstrate that makes such a difference. It really is so important that you convey this attitude of a positive nature and an attitude that shows that we are here for the students. The Chancellor stated please figure out how you can generate enthusiasm for being involved with your Council. The kinds of things that the Council should be doing. Right now, we are at such a critical point with the University as a whole, we need the advice, consultation and the help of everybody to assist us to get through some of the tough times that Abel Bult-Ito mentioned. Look what has happened with Fairbanks as a whole in terms of our enrollment compared to the statewide average and other institutions, at all locations.

Look at the great people that we attract to come here and work with staff and faculty, and some of the professional positions, these are great people. Look at the quality of the students. Look what is going on around the campus. The beautification, the new buildings it is a sign of vitality. We have to keep it going. Do not get discouraged with your involvement with Staff Council.

It is really important, and it is going to be very important for whoever succeeds me. They will need your advice, your support, just as you provided it to me for the past four years plus. It is not always, what takes place in here. This is just one part of it, but your individual comments, your individual consultation, the fact that you know who I am and you can stop me anywhere you see me and say I've really got a problem with this or ask me if I have thought about this idea... Use this vehicle, the Council as a formal organized body to make sure that you have a voice and that we pay attention.

Liam Forbes asked the Chancellor if he could follow-up on outcomes based budgeting

Chancellor Lind replied that this is new to some extent for us. It has come about because there is a big push on it at the statewide level, from Legislature, the current administration, and the current Office of Management and Budget. They would like a better way of assessing how we are doing in terms of our performance. We tried to figure out different ways to assess some of the things that are done. Abel Bult-Ito indicated that we are looking at identifying six or seven areas that are important to us. At some point and time, there will be a system design that will have incentives attached to these or as indicated some possible sanctions. That will transform to the different units, departments, and programs. Will we continue to automatically distribute the dollars the way we have in the past without looking at these indicators? We will probably say that if you expect a certain amount of additional funding whether or not it comes from your tuition or whatever, we are going to expect you to have performance that will show that you've got the students, that the students are progressing or whatever other measures that we want to put into place. We still have not arrived at an agreement as to which of those measures are the most important to us. That is what the committee is working on now. It is something that is not new to higher education. It is just that it has rather taken on a stronger emphasis this year in Alaska. Now if you go back to the strategic plan that we had several years ago, we had a number of indicators. Those indicators that were spelled out in that strategic plan are very much the same with what we are talking about with performance indicators. We were talking about retention, enrollment, and progress in certain areas that can indeed be measured. This is not new, but the incentives or sanctions part is the additional part that I think will bother people the most.

Maya Salganek stated that she is concerned that this is going to cause a bit of competition between departments or at least more so than in the past. She stated that departments do not see their role on campus as multi-faceted. She stated that she would like to know if there is any sort of structure built into the system that will incorporate people to work on multiple levels rather than breaking everybody down to compete against each other.

Marshall Lind replied that he does not know to what extent they really thought about that. He stated that he does not know how far the committee has progressed. It is something that is going to have to be considered.

Abel Bult-Ito stated that from the faculty point of view that the six percent cut has made everyone less effective. He stated that if getting an even bigger cut like that across the board is something that faculty really don't think should be done. He stated that it really hurts everyone, where everyone is going to perform poorly.

LaJuana Williams asked, if you are going to an outcome based assessment and the first pink slips are coming out in the spring, is there enough time to establish a baseline between now and then?

Marshall Lind replied, probably not, because time would not allow it. He stated that the first efforts with the pink slips would be arbitrary when you think about where we are between now and February. Not that is the best way to do it by any means. He stated that we would be faced with tough decisions in the next few months.

Josh Steadman stated that we are not using the new metrics. He stated, he thinks that is why we are going to this form as the old ones are going to become arbitrary.

Gary Newman stated that it strikes him that there may be some merits to this.

He stated that if you are not able to show progress, to show forward motion enough to where sanctions may come, then maybe it is because you do not have the resources. He stated, so because you do not have the resources you are then cut further, that is a contrary sort of thing.

Abel Bult-Ito replied that once we have this outcome in place, if we do not really have a good idea, what are the consequences going to be. What level do we have to perform to get an incentive? Those things are not going to work out at all.

Rory O'Neill stated that it is the first year of a three- year implementation, so keep that in mind.

Abel Bult-Ito stated that the statewide and the MAU levels have been sensitive to that issue and are willing to adjust the outcomes. He stated that he thinks that there is a genuine push to really make this work and not to start out with something that really does not work.

Jennifer Collier stated that there are two components of leadership and representation. She stated that it is incredibly important to have charismatic leaders and representatives who can actually make those things happen, but to emphasize that over the resolutions we make as a representative body is obviously to miss an absolutely crucial component of what democracy or a representative body is.

Rory O'Neill stated that one thing that the Chancellor mentioned was the idea of Staff Governance representing a network and the need to be effective. The biggest compliment is that if another committee with a different set of people is convened and then comes up with the same conclusion; what that means is that you reached out to your constituents. It really boils down to what are you doing when you leave this room. We have the same problem at the Staff Alliance level where the connection is not that good and the Administration can see that. How many of you come here empowered by conversations with your constituents or are you just coming here with your own opinions? It is obvious as we talk, whom you are representing. It boils down to your dialogue with your constituents and if you are conducting it, it will show through.

Chancellor Lind replied that he did not mean to imply that the resolutions and formal statements are not important. It is the balance, and the opportunity to do the resolutions and the formal statements, but also take advantage of the one-on-one. It is a powerful way of getting a message across.

The Chancellor stated that the challenges we face are not new and that we have had them before. He told the Council that a few new words have been put in and that we now talk more about outcomes and outcome measurements, but that we will figure out a way to work through the current challenges, but it takes the effort, cooperation and working together of groups in order for us to be successful.

Julie Wegner stated that what Staff Council is trying to say is that we would like to have feedback on any resolution that we bring forth. She stated the administrative level should send an acknowledgement to Staff Council after receiving a motion, letter, or whatever, to inform the Council of the status of the document.

B. Carla Browning, Public Information Officer and Terry Dowdy, Director of
Environmental Health, Safety and Risk Management - Crisis
Communication and Emergency Operation

Carla Browning reported to the committee that she and Terry Dowdy are visiting various groups to discuss the Crisis Communication Plan and the Emergency Operation Plan. The purpose is to let everyone know what we are doing as an institution in these areas, in order to be prepared in the event of emergency.

Basically, communication is being beefed up to let folks know what already exists. Carla Browning stated that University Relations recently updated their crisis communication plan and made it available online. She stated that in an effort to let staff know what the plans are, University Relations incorporated on the back of the UAF telephone directory -- emergency contact numbers, emergency response and procedures, emergency information online, and where do you turn in the event of an emergency. She stated that a new recorded hotline is 474-UAF. In the event that the University would close, you may call the number 474-UAF to find out what the status of the University is and to get other emergency information. She encouraged Staff Council to review the information on the back of the current directory and to visit the Crisis Communication web site online. She stated that the UAF Newsroom online might also be another vehicle for receiving information online in the event of an emergency. She encouraged all to find out what plans exist in their own

individual areas, such as fire drills and headcounts. She stated that some of the rural campuses have different procedures. She stated that we really need to rely on each other to make sure that the number one priority is the safety of students, staff, and faculty.

Terry Dowdy, stated that he is the new director of Environmental Safety, Health and Risk Management (ESH&RM). He stated that the rule in the crisis communication process is to serve as one of the responders, along with the University police and fire departments. He stated that ultimate goal is to become an environmental one-stop shop. He stated to the Staff Council that the handouts he brought to the meeting informed employees what to do in a particular type of emergency. Terry Dowdy informed the Council that Annette Chism is updating the department web page, that includes information about safety alerts and tips on a monthly basis. Terry Dowdy stated that the ESH&RM organization focuses on training and service.

He stated that Annette Chism does ergonomics work and workstation reviews. He stated that he listened to the reports and comments made today at Staff Council, about the hard times ahead for the University, but he stated that the bottom-line is that we can never give up. He stated that it is much easier to focus on negative rather than positive things. He stated that he knows that there is a lot of hope here regardless of what we will face within the next couple of years. He encouraged the Council to look at the department web site at www.uaf.edu/safety/fycodes@uaf.edu.

Terry Dowdy informed the Council that "Service is our business and safety is our concern", is the Environmental Health, Safety and Risk Management motto.

Terry Dowdy replied that his intention is to visit every campus at least every two years, but currently is focus is on training and raising people's awareness about situations they might encounter.

Lynette Washington asked about CPR training and Annette Chism replied that there are two safety officers qualified to teach the American Red Cross CPR, First Aid, and AED training. She stated that currently it is being offered to people who are required to have the training for their job.

C. Joe Trubacz - Director Financial Services

Joe Trubacz discussed the FY04 and FY05 budget handout. The handout included information about what the University committed to for this year. The handout included information about discretionary funding and expenditures that come up during the year. The handout also included information about the six-percent budget cut, and what the tuition increase would be used to cover. Joe Trubacz stated that the priorities come from the deans and directors and are discussed at the Chancellor's Cabinet meetings. He stated that the handout is still in draft form and not totally adopted, but that he wanted Staff Council members to have an opportunity to look and ask questions.

D. Angela Camos - Sustainability Report
(attached to agenda)

Angela Camos stated that part of the goal of the Sustainability meeting is to get everybody to work together cross-curriculums and that staff already does that. She stated that we need to think about our ethics and morals and how we can build that into what we teach.

Due to time constraints the following agenda items were not discussed.

6. Committee Reports

- A. Staff Affairs - Gabrielle Hazelton (Staff Affairs report attached to the agenda)
- B. Election's Membership and Rules - DeShana York
- C. Rural Affairs - Scott Culbertson
- D. UAF Advocacy - Angela Linn (Advocacy report attached to the agenda)
- E. Ad Hoc Committee on Diversity & Tolerance - Maya Salganek

Due to time constraints the following agenda items were not discussed.

ACTION

7. Old Business

- A. Update on paperless election and current even numbered nomination process - Josh Steadman B. Healthcare Resolution - Rory O'Neill

8. New Business

- A. Motion for the Staff Council proposed meeting calendar for 2004-2005.

Rory O'Neill informed Staff Council members that due to time constraints that the motions attached to this agenda would be handled through an e-mail vote. He stated that other issues and concerns would be discussed at the next Staff Council meeting.

Rory O'Neill reminded the Council that due to the six-percent budget cuts the Staff Calendar would not be published and distributed this fall. He stated that efforts to seek alternative funding to produce the calendar are being made. He informed Staff Council members that other items affected by the budget cut include the staff picnic, refreshments, and travel.

Due to time constraints the following items will be discussed at the next Staff Council meeting on 12 November.

- B. Staff Affairs Motion regarding Compensation and Staff Affairs letter to Chancellor Marshall Lind.
- C. Committee/officer ownership of web content
- D. Governance presence on UAF web calendar and Sun Star newspaper as a governance resource
- E. Group photograph for Staff Council website
- F. Committee Appointments - Search Committee for UAF Chancellor
 - classified
 - Food Services West Ridge - Oct 29th, 9:00 a.m.
 - UAF Chancellor Selection Committee
 - UA Staff Compensation Task Force
 - UA President's Committee on Cost Savings
 - EM&R committee chair ship
 - Rural Affairs chair ship
- G. Diversity & Tolerance Committee proposed name change: Workplace Ethics Committee
- H. Event substitute for annual picnic and Staff Council Raffle
- I. TDA vendor presentation on Windfall elimination provision and PERS (Attachment 7) Letter from Rory O'Neill regarding Horace Mann

9. Adjournment

The meeting was adjourned at 11:20 a.m.

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Staff Council
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