

*Unofficial Minutes by Angela Linn*

**UAF STAFF COUNCIL MEETING #154**  
**WEDNESDAY, 2 JUNE 2004**      **8:45 - 11:00 A.M.**  
**Wood Center Conference Rooms C & D (upstairs level)**

Bridge Number: 1-888-305-8185  
Chair Passcode: 2021434 4490 #  
Participant Passcode: 2021434 #

**1. 8:45-9:00 CALL TO ORDER AND ROLL CALL**

- A. Adopt Staff Council Agenda #154 Wednesday, 2 June 2004
- B. Approve Staff Council #152 meeting minutes (Wednesday, 14 April 2004) and Staff Council #153 meeting minutes Friday, 14 May 2004 (if available).

**INFORMATION**

**2. 9:00-9:10 OFFICER REPORTS**

**A. Josh Steadman, President Staff Council**

- Congratulations go out to the committee for the Staff Appreciation Ice Cream Social. Josh has heard much positive feedback from those who attended.
- Today's meeting location (Wood Center conference room CD) is an attempt to test the "no cost" alternative to the audio problems we've been having.
- From the GCC level, the Diversity & Tolerance committee met with the Chancellor and the result is that a new Diversity & Tolerance board will be in consultation with Earlina Bowden's office (EEO) to promote diversity for all at UAF.
- The new chancellor has been selected – Steven Jones from U of North Carolina will begin in mid-July. Chancellor Lind will be at UAF until mid-June, after which Provost Reichardt will serve until Jones arrives. There will be a reception for Chancellor Lind at the Lola Tilly Commons, Friday June 4 at 5:30pm. **RSVP Chris Bennett, ext 7112**
- Staff Council is looking at putting some money towards a web designer to update the governance website in an attempt to make it more user friendly.

**3. 9:10-9:15 PUBLIC COMMENT**

-none

**4. 9:15-9:20 GOVERNANCE REPORTS**

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

- FS has had no meetings since their May meeting. However, at the last meeting they passed a motion regarding the core requirements of syllabi. Since then, they have been receiving feedback, both positive and negative. They will create a committee to review these comments and discuss recommendations.
- Abel informed us about the reallocation of \$400,000, based on academic performance criteria. This is being divided up between units, institutes and colleges. The Provost's council will be making the determinations about distribution.

**5. 9:20-9:35 COMMITTEE REPORTS**

- A. Staff Affairs - Gabby Hazelton (Attachment #s 1-3 / SA Minutes, Year-End Report, Staff Affairs comments about discontinuation of dial-up modem)

see attachments

**B. Elections, Membership, and Rules - Gary Newman (Attachment #4 - EM&R Annual Report)**

-will meet at least once at the end of summer to discuss plans for both the Odd-Unit elections, as well as a new President-Elect election. (Maya will be unable to serve as new Pres-Elect)

**C. Rural Affairs - Scott Culbertson**

-no business was conducted at the last meeting due to low attendance. Scott has encouraged rural reps to take over the chair of this committee. He will assist with the change-over in the fall. The rural staff recognition award was given to a staff member at Bethel, based on numerous excellent letters of recommendation.

**D. UAF Advocacy - Angela Linn (Attachment #s 5 & 6 - Advocacy Report and Year-End Report)**

No meeting since the last SC meeting, but will be meeting on June 14 at Pike's Landing to discuss summer actions.

**E. Ad Hoc Committee Work Place Ethics - Maya Salganek (Attachment #7 - WPE Report)**

Maya reported on the recent actions including a meeting with the Chancellor and one with upper administration to discuss some of the big issues the committee is looking at regarding workplace ethics. The committee hopes to forward an idea of "the perfect campus" in regards to training, grievance issues, standardization of policies, etc.

**F. Ad Hoc Committee on Performance Based Budgeting - Liam Forbes (Attachment #8 - Year-end report)**

Liam not present to discuss, but Sue Sharpton reported that the committee is in a "holding pattern" until they know which measures will be adopted. Abel Bult-Ito recommended that they take advantage of the Chancellor's ear and willingness to discuss his recommendations.

**G. Ad Hoc Staff Appreciation Day/Social/Raffle Committee - Paula Long (Handout Year-End Report)**

Lynette reported that we collected \$3,500 for the Carolyn Sampson Memorial Scholarship Fund.

**H. Compensation Task Force - Gary Newman: (Handouts)** Gary reported on the progress of the task force, including a printout comparison of salary figures originally compiled by Kurt Carlson. This chart compares UA salary figures with state and government employees. The task force is looking to forward recommendations and identify priorities to administration. The next meeting will be June 25, noon-2:00, Butrovich 212A and will be both video- and audio-conferenced. **Go to the website <http://www.arsc.edu/~kcarlson/UA/RangeIndex.html> for reference information on the Staff Compensation Task Force.** Need to make recommendations quickly to the committee so they can include the information in their reporting.

Committee Reports if available may be viewed at <http://www.uaf.edu/uafgov>

**6. 9:35-10:10 GUEST**

**A. Chancellor Marshall Lind**

-The chancellor wanted to extend his thanks to everyone on SC for assisting with communicating the message of need to the legislature this year. We were fortunate with our allocation and we will keep the momentum going. Next year's budget will be in the same situation, especially in terms of the PERS/TERS problems. Everyone is going to have to be careful with expenditures. FY06 and FY07 are bound to continue to be of concern.

-He also thanked SC for our commitment to shared governance and our interest in serving the university. The work we do is of true importance. This is especially evident as we examine issues raised by the D&T and WPE committees. We are getting the attention of the administration on behalf of all staff.

-He is happy with the choice of Steven Jones as his successor. Jones seems very excited and ready to start. He's especially interested in issues relating to the rural campuses and distance delivery.

-Members of staff council took this opportunity to thank the Chancellor for his years of service and his willingness to listen and assist with issues relating to staff.

**B. Dial-up Elimination - Richard Machida, Associate Director, Library Computing and Communications**  
(Steve Smith - 6 May 2004 memorandum regarding discontinuing University Modem Service (Attachment #9))

-Richard relayed the reasons behind the decision to discontinue this subsidized service. All reasons are the same as outlined in the Steve Smith memo (attachment).

-The three action items now are:

- 1) To establish discounted rates with a local ISP for students.
- 2) To establish a secure VPN for departmental access.
- 3) To put out an RFP for faculty & staff remote access

Many staff council members voiced strong opposition to this decision. Especially in the rural sites, students will be heavily impacted. Barb Olsen argued some of the points regarding availability of ISPs in rural locations and the negative impact this will undoubtedly have on rural students.

-Guests had no way really to respond to these comments by staff. The decision has been made and endorsed by the ACAS and other committees, and will be implemented at the end of December.

-There will be more communications regarding this as the cutoff date comes closer. Also, if training is required on how to access the new VPN, they will provide these opportunities.

-for more information go to <http://www.alaska.edu/its/projects/dialup/>

**C. New Probationary Period Issue - Jim Johnsen, VP of Faculty and Staff Relations Probationary Period - (Attachment #10 Rory O'Neill's memorandum with attached Staff Reactions to new promotional probationary period)**

-Johnsen reported on some of the HR issues that are being examined and worked on this summer.

**\*\*UA Choice:** The new benefits plan will be starting on July 1 and keying is still happening, so the statistics of plan numbers are not available yet. Good feedback so far. Mercer Human Resources consultants have assisted in a successful communication strategy. Premera-Blue Cross (P-BC) is looking at becoming a "For Profit" corporation instead of their current not-for-profit status. This decision will be made in Washington, but UA has been accepted as an "intervener" – someone who has an interest in the future of the company and then is given the opportunity to weigh-in. UA is interested in keeping the costs down as a result – historically, rates increase when a company makes this kind of change. The rationale for this change is that P-BC should have greater access to capital and therefore, able to make investments in new products, which they could then sell. The current contract between UA & P-BC will expire in 2 years, when it will go out to bid. **Admin Costs may go up 3-5% of the 5% that UA pays them. The tax structure will be lobbied to send a portion of those funds to support research in Alaska, traveling nurses and medical service providers in Alaska.**

**\*\*Job Family Reclassification:** The clerical and administrative group is just being completed, which puts the overall program at 75% completion. **Overall grid increase of staff salaries occurs July 1 - 1% overall.**

**\*\*Probationary Period for internal hire promotion:** This proposal is a long-time coming. For years UA policy has dictated that once you complete your initial-hire probationary period, you will not have any more during your employment, even if you are promoted. This new proposal that Johnsen will be presenting to the Board of Regents (BOR) at their meeting next week, seeks to establish a second probationary period when an individual is promoted from internally. The specifics of the program are still to be determined, but a committee will be established to create this language. The draft is on the BOR website: (<http://www.alaska.edu/bor/agendas/2004/040609agenda.html>)

The council had a series of questions & suggestions, outlined below:

**\*\* (Jean Crews) Supervisor training MUST go hand-in-hand with the implementation of this program. They**

should be trained on topics, like how to deal with employees, and they should really understand what it means to be a supervisor and the responsibilities of this position.

\*\* (Gary Newman) Regarding the length of the probationary period: there needs to be a balance between the time needed to learn the job and the amount of time it takes to fill your vacated position.

\*\* (Annette Chism) Employee evaluations are currently not being performed consistently across UAF now. How do you expect training and evaluation under this program when it's not being done now?

\*\* (Joyce Allen-Luopa) Recommends that the probationary period be the same for both outside hire and internal promotion (6 months). The learning curve should really be about the same for both individuals.

\*\* (Scott Culbertson) Encourages communication with the employee throughout the probationary period. Employee should be aware of when the end of the period is, how they are doing in the eyes of the supervisor well before that time, training needs to be made available for the employee.

\*\* (Maya Salganek) Recommends that the supervisor get a 360-degree or reciprocal evaluation with employee that might help identify the problems.

## **ACTION**

### **7. 10:10-10:20 OLD BUSINESS**

#### **A. Discuss President-Elect officer position status - Gary Newman**

President-Elect: Maya Salganek will not be able to take on the role of President-Elect and the runners-up were a tie. A new election will take place in the fall.

#### **B. Community Service Outreach Program status - Josh Steadman**

The specifics of implementing this program are being examined by UAFHR.

#### **C. Fall 2004-2005 Staff Council meeting calendar - Lynette Washington (Attachment #11)**

2004-05 meeting schedule posted.

### **8. 10:20-10:50 NEW BUSINESS**

#### **A. Administrative committee summer meeting Motion - Josh Steadman (Attachment #12)**

Motion passed unanimously

#### **C. Wellness-Program/FY05 Steering Committee - Josh Steadman (Attachment #13)**

names forwarded; members will await info on meeting plans

#### **D. Discontinuing use of Social Security Numbers - Josh Steadman (Attachment #14)**

UAF will discontinue the use of Social Security numbers as the university ID number. New Polar Express cards WILL NOT be issued at UAF; however, if you lose yours, you will receive a new one with your new ID #. Check UAOnline to get your ID.

#### **E. New Policy to Stop Pay Stub mail delivery- Josh Steadman (handout - Becky Conner, 12 May memorandum)**

UA will discontinue its policy to mail out paystubs for people with automatic deposit. This is a cost-saving device recommended by the ACAS committee. Employees must log onto UAOnline to view their paystubs. Information will be coming through the mail soon explaining how we can sign-up to keep the paystubs coming as-is.

#### **F. Review of staff eligible to receive Chancellor's Recognition award (Attachment # 15 -current Chancellor's Recognition award criteria)**

Over the past few years, several executive staff members have received this award and there is concern among constituents and council members that this group of employees should not be eligible to receive the award. The kinds of activities that this award recognizes should be part of the expected duties of an executive staff member and therefore, they should not be compared to staff who do these activities on

their own time, above and beyond what is expected of them.

10:50-11:00

## 9. STAFF COUNCIL ROUND TABLE

## 10. ADJOURNMENT

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Attachment 154/Attachment #1  
UAF Staff Council #154  
Wednesday, 2 June 2004

Staff Affairs Minutes  
May 24, 2004; 900 am  
Chancellor's Conference Room & Audio-conference:

I Roll Call  
Joyce Allen-Luopa  
Liam Forbes  
Gabrielle Hazelton, Chair  
Cathy Magnusen  
Steve Tate

Excused: Nici Murawsky

### II UAF

- A. UAF COMMUNITY SERVICE OUTREACH PROGRAM- voted May SC mtg, probably with Chancellor for review.
- B. 5 day internal recruit policy-referred to Workplace Ethics committee

### III. UA

- A. SW classification project-nothing new.
- B UA pension plan-referred to Compensation Task Force
- C. Performance Based Budgeting-Liam. Nothing new.

### IV New Business

- A. UA-dial-up issue-Liam <http://www.alaska.edu/its/projects/dialup/> The graphs show increase in usage, which is different than memo. Constituent feedback is mostly negative, citing required logon for paystubs, health insurance/provider lists, grades, etc.

Recent HR survey seems a sneaky way to see if people have private internet access and force them to use it to the UA benefit.

In addition, concerns were raised about

1. those non-desk jobs (facilities, etc) that do not have easy access to computer;
2. if using UA machines is in conflict with IT policy of personal use and
3. do employees get paid time to access paystub or must it be personal time.

Josh is inviting Steve Smith to next SC meeting; Gabrielle will Email to Josh with our concerns.

- A. Summer/fall schedule 6/28 chaired by Joyce, Gabrielle will be out of town; 7/26, 8/30, 9/27, 10/25,

11/29, no Dec.

B. Achievements FY04 & Goals FY05

Direct achievements: Summer 2003 Compensation Position statement and Health Care resolution.

Indirect achievements: support of SC attendance bylaw change and official HR Banner credit for SC participation

Goal-Parking fees to be electrical only with a firm cap, research outsource of a lot for a parking garage

V Next Meeting - June 28 at 9 am in Chancellor's Conference Room; Joyce Allen-Luopa will chair in Gabrielle's absence.

VI Adjourn

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Attachment 154/Attachment #2

UAF Staff Council #154

Wednesday, 2 June 2004

FY04 Direct achievements: Summer 2003 Compensation Position statement and Health Care resolution. Indirect achievements: support of SC attendance bylaw change and official HR Banner credit for SC participation

FY05: besides staying informed on the ongoing new classification project and performande based budgeting, one idetified goal is to review parking fees and suggest (costs cover electrical only with a firm cap and/or research outsourcing of a lot for a parking garage)

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Attachment 154/Attachment #3

UAF Staff Council #154

Wednesday, 2 June 2004

New Policy to Stop Pay Stub mail delivery

HR computer access survey email

5/12/04

In an effort to become more cost effective, the university plans to implement a new policy to stop pay stub mail delivery for employees who opt for direct deposit. Employees will soon receive mail notification that they must submit a request via UAOnline if they wish to continue to receive their pay stubs through the mail. There are a number of other changes in the not too distant future that will require employees to have computer access in order for the planned implementations to be successful. Please alert employees to watch their mail for these announcements. We believe that employees will be pleased with the new level of service the university will be able to provide via the internet, but would like to make certain that no individuals or groups will be excluded.

We need to identify any employees who do not have access to a computer at home or at the workplace, and the place where these individuals are located. I am asking all PPA's to take a survey to collect this information and submit that list by reply to this message by Friday, May 21st. Please do not include employees who are away on an intermittent basis, or who are on special short-term assignments at remote work sites.

Your assistance is greatly appreciated.

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Attachment 154/Attachment #4  
UAF Staff Council #154  
Wednesday, 2 June 2004

UAF Staff Council  
Election Membership and Rules Committee

Annual Report of Activities for FY 2004

Membership as of May 10, 2004  
Gary Newman, Acting Chair  
DeShana York, Previous Chair  
Joan Fiorenzi  
Gabrielle Hazelton  
Linda Harriger  
Michelle Dondanville  
Lillian Anderson-Misel  
Jeanette Skrob  
Josh Steadman  
Sue Sharpton

The EMR Committee worked on the following issues during FY 2004:

The attendance policy for Staff Council meetings was finally revised and adopted into the by-laws.

## SECT. 2 (ARTICLE IV-MEMBERSHIP)

### A. Representation

2. Staff Council members who have three unexcused absences within a six-month period will be encouraged to resign or face removal from the Council. If a representative is unable to attend a meeting requiring a quorum, it is the responsibility of that representative to contact the alternate for that unit to attend in their place. Excused absences will be granted for members at the discretion of the President.

We finally received a report showing number of staff members per unit for current and previous years from the Planning, Analysis, and Institutional Research (PAIR) folks. This is contained in an Excel spreadsheet and hopes are that it can continue to be maintained for historical record.

We subsequently also received a complete list of staff members assigned to these units, which was propagated to all Staff Council representatives and alternates.

We discussed the bylaw change of 2000, which allowed for greater than 3 representatives per unit, if the unit was larger than 199 staff. It was decided to not address this issue at this time.

Elections were held for even year units in October 2003. Many units were not able to fill their alternate positions.

An attempt to revise the bylaws and constitution to make them consistent stalled due to lack of time on the part of committee members.

EMR reviewed the procedure that will take place for the election of President-elect for FY 2005.

DeShana York resigned as chair in December 2004. Gary Newman agreed to accept the position of acting chair until another willing person will step forward.

The attempt to move forward on electronic balloting for surveys and elections continues with discussions with the Banner team and with ASUAF, who has conducted electronic elections in the past.

Future tasks include continuing to recruit staff for participation in Staff Council as representatives or alternates.

This completes the EMR Committee Report for FY 2004.

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Staff Council Meeting #154/Attachment #5  
UAF Staff Council #154  
Wednesday, 2 June 2004

Advocacy Committee  
May Meeting Summary  
Compiled by Angela Linn, Chair

The Advocacy Committee met on Monday, May 10, 2004 from noon-1:00 at the Wood Center Cafeteria. Members present were Joe Hayes, Angela Linn, Diane Leavy, and Maya Salganek. Scott McCrea was excused and submitted a written report on the UAF Day at North Pole event. He has received positive feedback so far from event participants, and will submit a final report once all are in.

The committee will assist with Staff Appreciation Ice Cream social on Friday May 14.

The committee will continue to meet over the summer to discuss plans for fall semester and upcoming issues.

Fall semester events will include: Fall tour, Get out and Vote campaign, and another Legislative Training session.

The committee will continue to meet the 2nd Monday of each month, over the noon hour. Default location will be the Wood Center cafeteria, with alternate locations TBA. Next regular meeting will be Monday June 14, noon-1:00.

Staff Council Meeting #154/Attachment #6  
UAF Staff Council #154  
Wednesday, 2 June 2004 Advocacy Committee Year-End Report

Year End Report  
2003-04  
UAF Staff Council Advocacy Committee

The UAF Staff Council Advocacy Committee, for the academic year 2003-04, had the following members, according to Governance records:

Nansi Chandler-Norum, Diane Grey\*\*, Joe Hayes, Krystal Huwe\*\*, Sandy Jefko, Diane Leavy, Angela Linn\*, Scott McCrea, and Maya Salganek.

The events sponsored by the committee each year are as follows:

#### Fall Tour

##### -Purpose:

- . To inform staff about the activities and departments on campus, in order to make them better advocates for the University.
- . To provide an opportunity to network with fellow staff members from other departments in a casual but informative outing

##### -Activities:

- . Arrange transportation to/from location, if required
- . Contact departments to visit and establish a contact person who will conduct informative presentation
- . Send out announcement inviting staff to participate
- . Arrange for food (if required)

#### Get Out to Vote Campaign

##### -Purpose:

- . To encourage voting participation

##### -Activities:

- . Provide voter registration forms to the UAF staff, students, & faculty
- . Become official registrars so that all of committee can sign up new voters

#### Legislative Advocacy Training

##### -Purpose:

- . To provide information to staff, faculty, and students on how to be a more effective advocate for the University when contacting legislators

##### -Activities:

- . Contact someone from Wendy Redman's office to lead an informal session on being an effective advocate
- . Post information on Advocacy's website

#### Spring:

#### Continue Voter Registration Campaign

#### UAF Day at North Pole

##### -Purpose:

- . To create a mini-campus in North Pole to educate the public about what is happening at UAF
- . To encourage community support of UAF through outreach

##### -Activities:

- . Coordinate date and time with North Pole Mayor (to be held in conjunction with Taste of North Pole)
- . Contact UAF departments to request participation
- . Arrange for advertising
- . Arrange entertainment
- . Arrange for tables, chairs
- . Set up / tear down at site of event
- . Participate during day of event

#### Assist with Staff Appreciation Event (picnic or ice cream social)

##### -Purpose:

- . To promote and encourage good will among staff at UAF
- . To show appreciation for UAF staff

##### -Activities:

Assist Picnic/Social committee with activi

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Staff Council Meeting #154/Attachment #7  
UAF Staff Council #154  
Wednesday, 2 June 2004 Work Place Ethics Year-End Report

Tuesday, 4 May 2004

2003-2004 Year in Review  
Staff Council Ad Hoc Committee on Workplace Ethics  
Compiled by Maya Salganek

Active Members:  
Annette Chism  
Dr. Christine Cooper  
Jean Crews

Angela Linn  
Maya Salganek, Chair  
Dr. LaJuana Williams

Former Members:  
Cheryl Katje

Denton T. Bedford

Non-Participating Members  
Diane Gray

Paula Long

The Staff Council Ad Hoc Committee on Workplace Ethics met over the course of the summer of 2003, and bi-weekly during the 2003-2004 academic year. We began the year by making a formal motion to change from the Staff Council Ad Hoc Committee on Diversity and Tolerance to our current name.

Over the course of this year we have identified and examined a variety of issues broadly pertaining to staff. We have tried several approaches towards remedying these problems, as noted below.

#### Issues Identified and Examined

- . Need for an approved Grievance Manual
- . Employee understanding of their rights and responsibilities as an employee Supervisory discrepancies in regards to Staff's use of leave with or without pay
- . Need for an informal resolution process
- . Supervisor accountability
- . Performance Reviews: Models and Options

#### Approaches taken to resolve identified issues

- . Summer of 2003
- . This committee met with Earlina Bowden, of EEO office in an effort to design a poster intended as a campus-wide outreach. The committee designed logos, wrote text, made flow charts, and prepared the document. The poster project was abandoned by November of 2003, as Ms. Bowden had not remained in contact with our committee.
- . Fall 2003

In September the committee redrafted an explanation of the Intuition Climate Forum, which encouraged Faculty, Staff, and students to share their issues regarding diversity and tolerance, as well as explore avenues of resolution. This description was to accompany publicity for the October 28 Climate Forum. The detailed description was never circulated by OMA.

In October, this committee helped host the Northern Inua show at the Wood Center as a part of the Native American Appreciation Event hosted by the Office of Student Activities. Alaskan Native Language Center, Native Arts, College of Rural Alaska, and the American Indian Science and Engineering Club all participated in the event.

In November, his Committee received several copies of outdated UA Grievance Manuals, one from 1995 and another from 1990. The manuals were reviewed thoroughly. In conversation with HR it was found that there was no intention to update the manuals because it was too labor intensive, and would need constant revision. The committee concluded that without the energy of HR behind the revision project the manual would be an "underground" document, which could potentially be used against staff, and certainly did not help our cause of making the workplace more ethical.

In December the Community Conversations (Institutional Climate Forum, as renamed by the GCC D&T committee), sponsored by this committee and the Office of Multicultural Affairs was cancelled the day of the event by upper administration. The Forum has not since had "permission" to resume.

#### Spring 2003

In January, the College of Liberal Arts hosted a Conflict Resolution Seminar with the aim of establishing understanding about the conflict resolution process on campus. It was identified that no informal conflict resolution process exists. The Chair of this Committee Volunteered to serve as a committee member of the CLA Conflict Resolution Committee. No meetings of this new committee have ever been convened.

In February, The Committee welcomed Annette Chism as a new member. The committee's mission statement was reworked. Concern was raised regarding layoffs at the physical plant, which are currently being arbitrated. We began working on a list of questions, which we could not answer regarding UA & BOR Policies and practices. Originally intended for General Council, it was decided that a workshop concerning these issues would be more beneficial.

.In March the committee met with the GI's HR Director, Michelle Johnson and GI Staff Council Representative, Julie Wagner. We reviewed our questions with them, and it was suggested we compose a formal objective as to the purpose of our "Ethics Workshop." The plan continued to have this as a panel discussion with the heads of administration. The more questions we had, the more intimidating this workshop began to feel. It was suggested that a facilitator be found to MC the workshop. The committee continued refining its list of questions, narrowing them down to the most important ones. A guest list was also drafted.

. In April, we meet as a committee with Dr. Christine Cooper of the Communications Department. Having been trained as a facilitator, Dr. Cooper has brought some important strategies and methods with her to our committee. Focus has shifted from presenting a list of questions to presenting the abstracted issues relating to those questions. The hope is that administration could come to the table with ideas and commitment to improving the state of affairs with staff. The Workshop will be a positive experience for all involved.

.In May, we've been working on examining alternative structures for conflict resolution as employed by the 5 Universities which UAF most commonly compares itself too. At our next meeting we will compare and contrast the structures and create a set of alternatives for UAF to consider. Annette and Maya intend to meet with Chancellor Lind prior to his retirement as a final examination of the issues and a hope for his endorsement of our workshop.

#### Summary

The WE Committee has evolved its strategies in solving areas of staff discontentment with administration. We've moved from a confrontational strategy to a problem-solving strategy. This process will hopefully bring us closer to making lasting improvements for un-represented UA staff.

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Staff Council Meeting #154/Attachment 8  
UAF Staff Council #154  
Wednesday, 2 June 2004  
Ad Hoc Committee on Performance Based Budgeting's year in review.

This was a pretty short year for the Ad Hoc Committee on Performance Based Budgeting. We formed mid-February with 5 committee members: Reyne Athanas, Jean Crews, Liam Forbes, Barbara Oleson, and Sue Sharpton. Our first meeting was February 26th. A web site was established as were a couple goals:

1. to help develop 3 - 5 performance measures relating directly to staff
2. to facilitate staff input into the development and transition processes

At our second meeting we discussed performance based budgeting with Russ O'Hare from the Statewide Office of Budget and Institutional Research (SWOBIR). He laid out the current status of the project as well as the goals.

Between March 4th and March 18th, we established a list of suggested performance measure concepts and sent that to SWOBIR. That list should be included with SWOBIR's full list that is forwarded to the President's Office for review. The list is available from the Committee's website.

Currently the Committee is waiting for the next 15 performance measure concepts to be chosen. Once they are, we intend to review them and provide initial feedback. Then we will choose the performance measures most relevant to staff and work with SWOBIR and hopefully the UAF Chancellor's Office to fully develop those measures and set reasonable targets. Until the next 15 measures are chosen though, the Committee is in a wait state without a future meeting schedule.

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Staff Council Meeting #154/Attachment #9  
Wednesday, 2 June 2004  
Steve Smith, 6 May memorandum regarding  
discontinuing the University dial-up modem

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Staff Council Meeting #154/Attachment #10  
Wednesday, 2 June 2004  
Rory O'Neill's memorandum with attached Staff Reactions to new promotional probationary period.

May 19, 2004

To: James R. Johnsen, UA Vice President Faculty and Staff Relations

From: Rory J. O'Neill, Chair

Re: Staff reactions to proposed Regent's policy regarding new promotional probationary period

Overall, the input received by UA's staff governance hierarchy since the April 2004 BOR meeting regarding the proposed Regents' policy that a probationary period accompany all promotions ranged from "This doesn't go far enough and it's years too late!" to "Is this a means to get rid of employees?" My summarization of the input we received has been organized by reference to distinguishable features of the proposed policy. It should be communicated that many comments received were more

applicable to university regulations and judging by that volume you should expect constituents to again engage their staff governance organizations or your office more directly as the associated regulations are developed. **Probationary Evaluation and Probationary Duration** It is reasonable to expect that departments will immediately backfill a position vacated by a promoted employee, particularly as the university becomes more efficient and staffing is finely tuned. When that occurs it is not reasonable to expect a department hold the new hire's employment hostage to the declaration of success of a promoted employee in some now perhaps distant situation. Therefore, the duration of the probationary period for promoted employees should focus solely on providing enough time for the promoted employee to succeed in their new role. A probationary period of six months is currently provided to staff joining the university system for the first time. The suggestions received by governance indicate that the duration of these two probationary periods should be identical and move together since they're believed to serve identical purposes.

Being faithful to the suggestions received by governance it also needs to be mentioned that the entrance criteria for probationary periods should include a documented set of mutually acknowledged expectations. The reason is that there are typically notable compromises made by hiring authorities when choosing from applicant pools, despite the minimum qualifications set forth in vacancy announcements and the breadth of responsibilities outlined in the underlying position descriptions. There should also be more timely and frequent communications between the employee on probation and those evaluating that employee, something that could be codified. Thus, staff sense an opportunity to emphasize these matters in the proposed policy and/or to strengthen university regulations regarding probationary period practices throughout UA. A suggested modification to the proposed policy follows:

"Promoted employees, with the exception of officers of the university and senior administrators and faculty, will serve a STANDARD probationary period. During this time A SUPERVISOR WILL, ON A REGULAR BASIS, EVALUATE, DOCUMENT AND INFORM THE EMPLOYEE OF the employee's work performance and/or general suitability for employment in the higher level position AS MEASURED AGAINST MUTUALLY ACKNOWLEDGED PROBATIONARY PERIOD EXPECTATIONS."

**Protections Against Misuse** There is significant, widespread concern over the preparedness of the current administrative pool to responsibly utilize a tool that includes a mechanism to layoff university employees. Although the policy at hand would act in part to eventually remedy this condition by identifying the shortcoming of individuals being transitioned to roles of greater responsibility, it is not retroactive to include those who would be utilizing it. \_ In general, employees in supervisory roles throughout UA are not and have not been certified to have adopted the proper attitude for administrative responsibility involving people \_ In general, employees in supervisory roles throughout UA are not and have not been certified to have achieved minimal proficiency in any supervisory skill prior to entering these roles \_ In general, employees serving in supervisory roles are not and have not been mandated to complete training and/or continuing education in supervisory or managerial skills, nor is such evidence required in order to retain those responsibilities (i.e., these roles is not internally regarded to be a 'profession'). One suggestion on how to move forward, put forth only to serve as a means to better characterize this concern, is that the university regulations promulgated from Regents' policy in this matter be over-specified so as to protect our labor pool until such time as an attitude/skills audit would yield a passing grade. Another would be to eliminate the layoff feature.

**Layoff Feature** The primary reason for this proposed policy is to provide a means to remove improperly prepared/screened employees from positions of greater responsibility. There has been near universal agreement from staff that this has been needed throughout UA for many years. This feature of the proposed policy represents a quality control mechanism that will improve the university and yield valuable data regarding segments of UA not expending adequate and/or uniform resources to prepare employees for greater responsibility or career advancement. As the implications of the layoff feature of this proposed policy have registered with and become understood by staff, they have voiced to governance a concern over being transitioning repeatedly into an 'at will' employment status. Is it normal with other employers to lose the protection of the 'for cause' termination process

achieved upon being advanced through the initial probationary period?

**Return to Similar Position Feature** If one purpose of this proposed policy is to provide a mechanism to push employees off the university's payroll, then as currently constructed it is believed that it will have that effect. If that is not the intent then many staff believe the proposed policy needs to be re-structured because in fact there will rarely ever be a position to return to. If the 'return to similar position' feature is genuine, then under Regents' policy or through associated regulations a mechanism might be established to allow departments to create and non-competitively re-employ unsuitable promotees. Most agreed, but some suggested that the originating department hold an open position in case the promoted employee doesn't succeed in that new role. Another suggestion was to have the originating department continue to pay the salary for the promoted employee until such time as the receiving department graduates that employee through the promotional probationary period. There are a number of intricate incentives embodied in this arrangement as well as a cost-sharing effect whose steady state is too complex to model in this memo (save for an HR Ph.D. dissertation!).

**Subset of Electronic Submissions** (all originated from identifiable e-mail authors) --- Begin Excerpts --- I've talked to quite a few staff regarding the promotional probationary period and most are very much against it if a "return" position at the lower level cannot be guaranteed. In fact, several staff said that they would not accept a promotion if there is any risk of being laid off - they would rather remain at a lower pay rate and a position they may have "out grown". Most felt that they had already served their at will time and should not be subjected to an additional un-guaranteed period. Staff also said that having only one evaluation would not provide an adequate amount of time to make improvements, if needed, in performance prior to being notified of moving back to a lower position or being laid off. If a "return" position was guaranteed, then some the staff I spoke to said it would be OK, but they still were not overly excited about it.

--- Next Message --- The main concern I've heard so far is that if we are "at will" during our original hire probationary period, then become "for cause" employees, being promoted puts us back into an "at will" status for that probationary period, which seems a bit unfair. I also agree with concerns about a clear definition of promotional status.

--- Next Message --- Reading the draft modification to the Board of Regent's policy concerning probationary periods for promotions I would like to express my concerns about the way it is written. Without any modifications of language it could be misused by managers or other persons with power to offer promotions and close open positions which is certainly not the intent of the BoR policy. Perhaps the draft should be more specified in a way that any misuse could be avoided.

--- Next Message --- I would like to express my concern regarding the draft modification to the BOR's policy concerning probationary periods for promotions. As it is written now, the draft language is very dubious and therefore, can have various implications on employees. The language needs to be more specific and explicit enough to allow no room for misuse or misinterpretations. --- Next Message --- I'm writing in reference to the draft modification to the Board of Regent's policy concerning probationary periods for promotions. As written, it appears to me that it could be used as a means of terminating employees without cause by dangling a promotion before them. I'm sure this is not the intent of the policy; however, without additional or modified language I am very concerned that the promotional probationary period is subject to misuse by managers or other persons with the power to offer promotions and close open positions. Perhaps a solution would be to guarantee the lower, vacated position be kept open for the promoted employee until the probationary period is completed.

--- Next Message ---

Just wanted to reaffirm my thoughts about the probationary regs that I sent before, and one more thought. If we are promoted and go through a second probationary period, that seems like we are going through double jeopardy, and triple or more jeopardy if we keep moving up. Another thought that just occurred to me, will this reg also apply to individuals who make lateral moves? And what

exactly is defined as a promotion? Taking another position which is on a higher salary grade? ---  
Next Message --- It was mentioned that perhaps a provision to protect a supervisor from egregious behavior should be included.

---End of Excerpts ---

CC: Pat Ivey, Executive Officer  
UA Staff Alliance membership

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Staff Council Meeting #154/Attachment #11  
UAF Staff Council #154  
Wednesday, 2 June 2004

#### 2004-2005 Staff Council Meeting Dates

All meetings will be at 8:45 - 11:00 a.m. in the Wood Center Carol Brown Ballroom unless otherwise indicated. All meetings that are not face-to-face will be set up as an audio-conference.

SC	155	Wed	15	Sept	2004		
SC	156		Fri	15	*Oct	"	
SC	157		Wed	10	Nov		"
SC	158		Fri	10	*Dec	"	
			Jan		2005		
SC	159		Wed	9	Feb		"
SC	160		Fri	11	*Mar	"	
SC	161	Wed	13		April		"
SC	162		Fri	13	*May	"	
SC	163		Wed	8	Jun		"

\*Asterisks indicate face-to-face Meetings

Note: Face-to-face meetings will be held in Conference rooms C&D next to the Wood Center Carol Brown Ballroom

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Staff Council Meeting #154/Attachment #12  
UAF Staff Council #154  
Wednesday, 2 June 2004  
Administrative Committee Summer 2004 meeting motion

#### MOTION

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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 2004. 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 2, 2004.

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 2004 and thus there is a need to support those activities and relay information to UAF staff at large.

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President, UAF Staff Council

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Date

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Staff Council Meeting #154/Attachment #13  
UAF Staff Council #154  
Wellness Program FY05 Steering Committee Membership

Date: May 19, 2004  
To: James R. Johnsen, UA Vice President Faculty and Staff Relations  
From: Rory J. O'Neill, Chair  
Re: Wellness Program - FY05 steering committee membership

I am pleased to forward for your consideration and use two UA Staff Alliance members who are keenly interested in assisting your office with the development of a university-wide wellness program. They have both been elected to their respective offices for FY2005: Kim Stanford, President UAA Classified Council Maya Salganek, President-Elect UAF Staff Council. Your staff will find these individuals to be productive, dedicated team players who act to continually broaden their perspective and who hold the university's best interests in the highest regard. On behalf of those serving the university through the governance ranks I again thank you for the opportunities you continue to extend to us to co-shape the working conditions throughout this complex institution.

CC: Pat Ivey, Executive Officer

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Staff Council Meeting #154/Attachment #14  
UAF Staff Council #154  
Wednesday, 2 June 2004  
Discontinuing Use of Social Security Numbers

TO: UAF Community  
FROM: Marshall L. Lind, Chancellor

In an effort to keep you informed about important changes to university processes, I'm writing to let you know that it will no longer be the practice of the University of Alaska to use social security numbers (SSN) as a primary means to identify students and employees. Generated student and employee identification numbers will now be used in place of SSNs UA system identifiers. The practice of moving away from the use of SSNs as default ID numbers is partly in response to student requests and will reduce the risk of identity theft and fraud for UA students and employees.

The tentative conversion date for SSNs to the new ID numbers is June 6, 2004. UA is still required to collect valid SSNs for tax, employment and federal financial aid purposes. After the conversion to new

ID numbers, students and employees will be able to access UAOnline using their previous ID numbers (i.e., SSN). However, once the conversion is complete it is highly recommended that each student and employee learn their new 8 digit ID number and use it to access online services. After logging into <http://uaonline.alaska.edu>, your new ID number can be found by selecting "New UA Identification Number" from the "Personal Information" menu. In addition, Polar Express cards issued after the conversion will be printed with the new UA Identification number. Students and employees who already have Polar Express Cards will not be issued new ones.

Further information and frequently asked questions can be found at:  
<http://www.alaska.edu/its/projects/ssn/>.

Questions, suggestions, or comments can be sent to [sygenid@alaska.edu](mailto:sygenid@alaska.edu).

Thank you for your attention to this important matter aimed at providing greater protection against fraud and identity theft.

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Staff Council Meeting #154/Attachment #15  
UAF Staff Council #154  
Wednesday, 2 June 2004  
Current Criteria for Chancellor's Recognition Award

## CHANCELLOR'S RECOGNITION AWARD

### OBJECTIVE

To recognize the University of Alaska Fairbanks staff for their continued service and outstanding contributions toward accomplishment of our institutional mission. For service that is work related or a public relations effort that is noteworthy by any UAF employee.

### ELIGIBILITY

All staff members occupying any position regardless of employment status in the University of Alaska Fairbanks are eligible to receive recognition as outlined in this program.

## EMPLOYEE RECOGNITION SUBMITTAL FORM

NAME (Name of person to be recognized.):

DEPARTMENT:

DATE:

Why do you think this person deserves this award?

How has this person made a difference for UAF?

Give a specific example of how this person excels.

How is this person a good role model for students, staff, and/or faculty?

Additional comments.

NAME (Name of person submitting this form. Please print or type):

PHONE:

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SIGNATURE:

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Date:

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\*\*\* For more information regarding UAF Governance, check out our  
website at: <http://www.uaf.edu/uafgov/index.html> \*\*\*

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UAF Staff Council                fystaff@uaf.edu  
312 Signers' Hall               Lynette Washington  
Governance Office               Executive Secretary  
University of Alaska Fairbanks Phone: 474-7056  
Fairbanks, Alaska 99775-7500 Fax: 474-5213  
Josh Steadman, President, josh.steadman@uaf.edu 474-2752