

MINUTES
UAF STAFF COUNCIL MEETING #93
Wednesday, October 8, 1997
Wood Center Ballroom

I Paula Long called the meeting to order at 8:37 a.m.

MEMBERS PRESENT

Bender, L.
Bublitz, E.
Carroll, P.
Duhr, B. (for K. Dufseth)
Enochs, K.
Frey, B.
Gieck, B.
Harris, L.
Kenworthy, M.
Leavy, D.
Long, P.
Magee, P.
Moore, D.
Oleson, B.
Plowman, C.
Scalise, G.
Stanley, L. (for Y. McHenry)
Wilson, K.

MEMBERS ABSENT

Cushing, N.
Johnson, J.
Murawsky, N.
Powell, D.
Shalvoy, J.
Stubsjoen, A.
Thomas, M.

OTHERS PRESENT:

Camm, J.
Chapman, C.
Combellick, M.
Craven, J.
Jonaitis, A.
Kastelic, P.
Mosca, K.
Rice, M.
Schamhl, M.
Scholle, M.
Wadlow, J.

B. The Minutes to Meeting #92 (September 17, 1997), were approved as distributed via e-mail.

C. The agenda was adopted with the following additions: under VII Committee Reports, B. Staff Affairs, a motion to approve criteria for the Leave Share Program, and a motion on the FY99 academic calendar; and item D. Elections, Membership and Rules report and motion. The president's report was moved after the guest speakers.

II Vice Chancellor for Administrative Services Remarks - M. Rice

Thank You - Vice Chancellor Rice thanked Staff Council for the opportunity to speak at the monthly meetings.

Chancellor's Workshop and Energy Conservation - A number of staff attended the workshop at the Chancellor's residence. Energy conservation was one of many topics on the agenda. For a number of years, there has been an effective energy conservation program on campus. Through September 1997, the university has had lower energy consumption than the previous year. A great deal of energy is being consumed when employees leave their computers on all night. The Vice Chancellor asked that computers be turned off at night. The hard drive will not be damaged by turning them off at night and the University will realize substantial savings.

Mode of Communication - In the past, information received from the Police Department via fax has been very effective and a recommendation was made to send out information on turning off computers in this same manner.

Coal Water Fuel Component - The assistant secretary of state has signed off on Phase II and III of the coal water fuel component to the power plant. Once completed, there will be substantial savings to the utility cost on campus. Emissions will also be cleaner than the oil burning boilers.

President Long thanked the Vice Chancellor for revisiting the issue of shuttle service and reinstated partial service.

III Chancellor's Remarks - J. Wadlow.

Workshops - There were two days of workshops consisting of deans, directors, and governance at the Chancellor's residence. Then a follow up workshop giving briefings on the recommendations from the workshops.

Enrollment and Retention - Steps that are being taken to increase enrollment, recruiting, and retention were addressed

at the workshop. Talks are being planned about paying our bills and a summary was distributed at the workshop. Themes included energy savings, review all programs (no sacred cows), and are we getting our money's worth from the Board of Regents' mandated reallocation. There was a big desire to make budgetary decisions earlier for FY99 than were made for FY98. The window for the RIP is much shorter than last year.

employees to 8 employees and the workload has increased. Personnel is up-to-date on data entry for this pay cycle.

RIP Process - Representatives asked if RIP positions will be frozen or filled. Carolyn stated that the RIP positions will be effected and Fund 1 money requires Chancellor's approval to refill. Fund 5 money requires the Provost's approval. In either case, the department will need to make a strong case for refilling the position.

JEF Process - A question was asked if positions are coming back through Personnel to be re-evaluated. Carolyn stated that the employee can submit a new JEF which will be evaluated by the regional office. Then sent to the statewide office to be evaluated. There is an appeal process if the employee is not satisfied with the results. The appeal committee is on a system level.

Confidential Files - A question was asked of who has access to personnel files. Carolyn stated that personnel files access is on a need to know basis. Personnel is discreet in who is allowed to see the file, supervisors, law enforcement, etc. and it is documented. The University is not exempt from public information because we are not exempt from the Administrative Procedures Act. Any request needs to be in writing and is noted in the file. This does not include medical files, since they are not a part of the employee's personnel file.

Re-evaluation of Positions - With downsizing and redistributing the workload, are JEFs being rewritten for employees. Carolyn stated that after a brief period, four months or so, departments needs to look at these employee's position and write a new JEF if needed. Have the duties significantly changed and are they a regular part of the employees duties. If so, a new JEF should be written.

Carolyn Chapman thanked Staff Council for the opportunity to speak at the meeting.

B. Michelle Combellick, Chair, Health Issues Committee -
UAF LIFE

UAF LIFE - <http://www.life.uaf.edu>

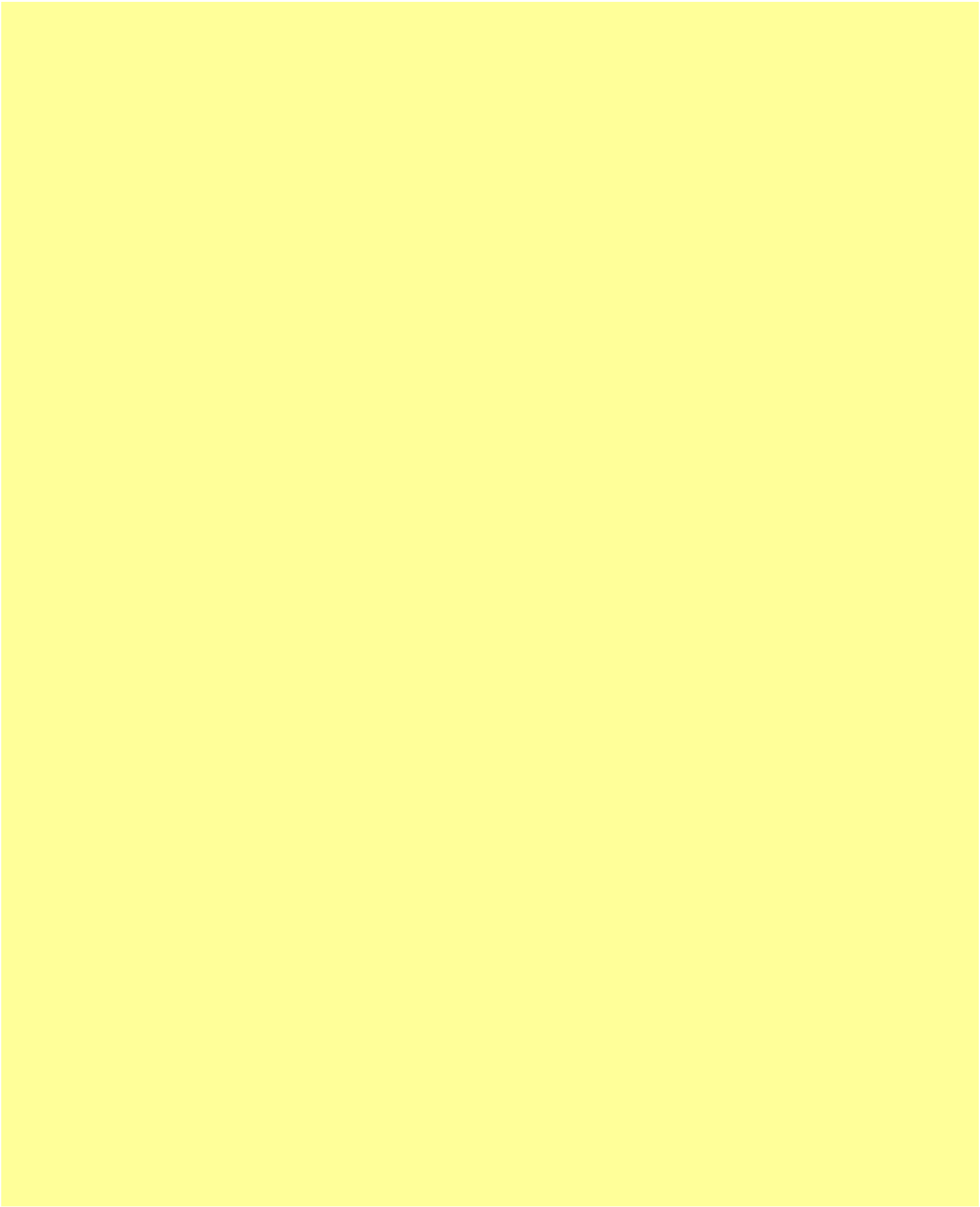
Michelle opened her presentation with some stretching exercises. UAF Life has a lecture series and attendance has increased with each seminar. The Health Issues Committee developed a wellness program that is self support and will increase faculty, staff, and students outlook. The wellness program includes six multidimensional areas: social, occupational, spiritual, physical, intellectual, and emotional. The committee has been working with the Student Recreation Center and offers a facility use card at a reduced rate for UAF LIFE participants. There are three different activity times. Various deans and directors have approved flexible work schedules for employees to exercise. Also, this program has been endorsed by the Chancellor and Provost. It is up to the employee to make up time they miss while participating in the wellness program. There are staggered times to workout to accommodate the most employees.

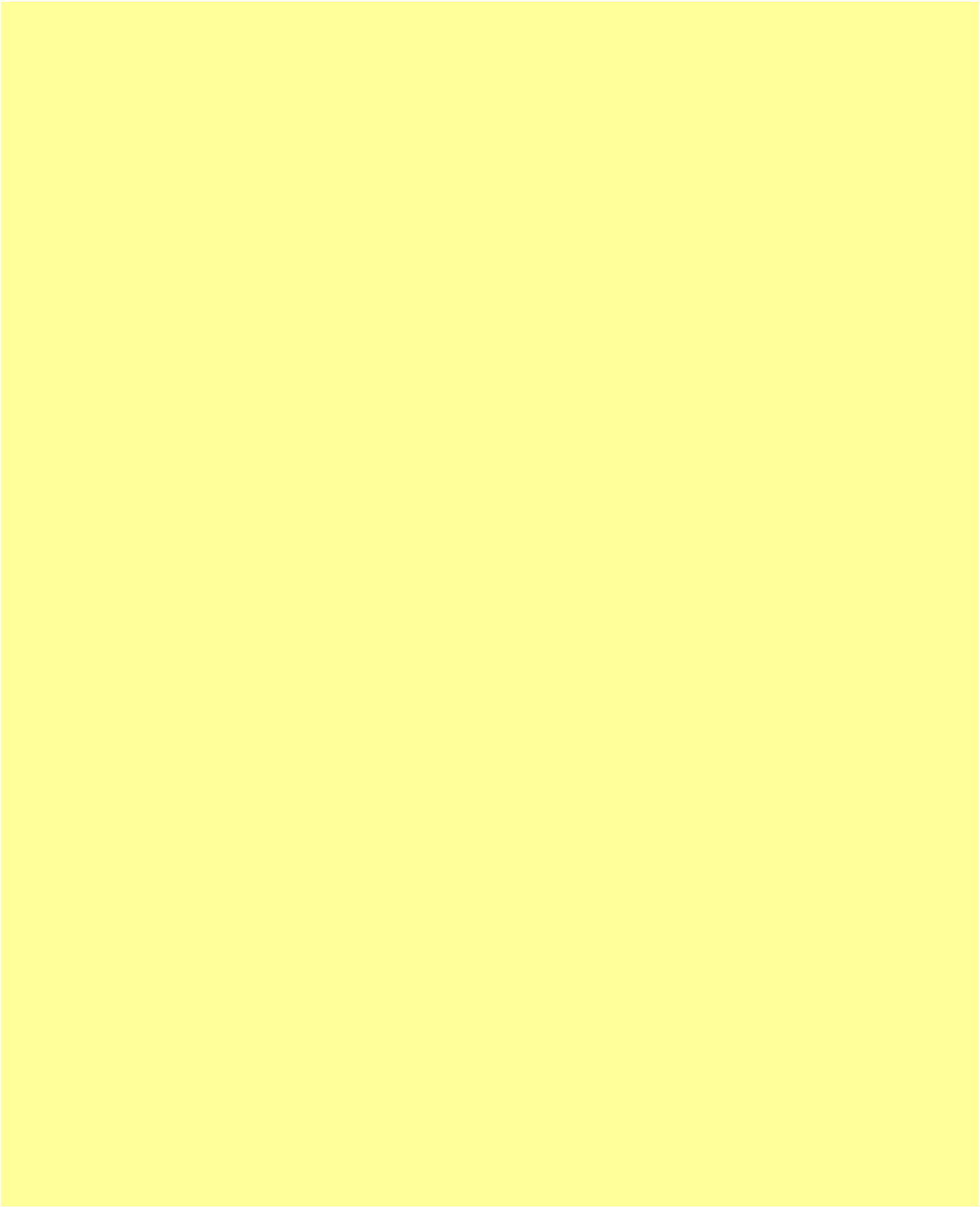
Liability was an issue in the past and the committee has developed a health history form with a liability statement. Also, an employee is on their own time when participating in the wellness program.

The committee will be presenting UAF LIFE to the UAF community at the supervisory training session on October 15. Representatives were reminded that the SRC fee is calculated on a yearly basis and is payroll deductible. Michelle asked Staff Council to take an active role in promoting and participating in this program. Staff Council thanked Michelle for all the work she has done on establishing this program.

C. Aldona Jonaitis, Director, Museum.

Last summer, Westours pulled the Museum from their tour and three years ago Princess pulled out. There has been a reduction of 39% for paid customers from the summer of 1996 to the summer of 1997. This does not include the cuts that the





additional one (1) day of sick leave each January thereafter as long as you remain a member.

The Sick Leave Bank Committee will consist of one (1) member from Personnel Services, one (1) member appointed by the Staff Council, and one (1) member at large from the Bank membership, to be appointed by the Staff Council President and one (1) alternate from

You will be determined to be eligible to apply for Sick Leave Bank withdrawals if you are unable to perform with reasonable continuity the material duties of your own occupation.

DEFINITIONS

Immediate family shall be defined by University Policies and Regulations.

EFFECTIVE: Immediately

RATIONALE: Statewide has expressed concerns with the use and abuse of the existing Leave Share Bank along with the growing cost of operating such a program. This new policy will be forwarded to the Staff Alliance for inclusion in a systemwide Leave Share Bank.

2. FY99 Academic Calendar

Ann Tremarello, Registrar, submitted three options for the 1998-99 academic calendar. Each option incorporates a "make up day" for the Alaska Civil Rights day. The first option suggests beginning instruction one day earlier, on Wednesday instead of on Thursday. The difficulty is that it would be very confusing to students and everyone else to begin the semester with one day and call it something else and would be impossible to make certain everyone understood the swap. Option two suggests beginning instruction at the beginning of the week and adds three more days, including a Monday, to the calendar. The spring semester already more than meets the minimum number of contact hours required. This proposal would shorten the time between the end of the fall semester and the beginning of the spring semester. Option three suggestions adding a Monday class day at the end of the semester and push final exams back one day. This creates a problem in that the study day would be eliminated. The deadline for submitting senior grades would be one day later making it impossible to certify all graduating students available

C. Staff Training - K. Mosca

The fall supervisory training schedule is on the web at: <http://www.uaf.edu/uafgov/www/ST-www/schedule.html>. Sessions this month include UAF Life on October 15 and Mentoring on October 22. Kerrie Dufseth is the new co-chair of the committee. The committee is currently working on the spring schedule and some topics for supervisory training include Employee Assistance Program and Family Medical Leave and the Supervisors Responsibility. The committee is also planning the longevity awards program which will be in May.

D. Elections, Membership & Rules - L. Bender

Staff from the Arctic Region Super Computing (ARSC) had a concern that their employees would be split between two units. Currently there are employees who are under the Institute of Northern Engineering and ARSC. To alleviate the confusion, a motion was made and seconded to have ARSC move to Unit 10. The vote was unanimous.

MOTION PASSED (unanimous)

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The UAF Staff Council moves to place the Arctic Region Super Computing in Unit 10 along with the Institute of Northern Engineering.

EFFECTIVE: Immediately

RATIONALE: This will alleviate members of the same area being split between two different units. There are a few staff members who fall under both areas. At the present time, Arctic Region Super Computing is located in Unit 9 and the Institute of Northern Engineering is located in Unit 10.

IX OTHER BUSINESS

A. APT Representative on Grievance - P. Long

There is an APT staff vacancy on the Grievance Council and the term will expire April 30, 1998. Becky Duhr from the School of Management volunteered to serve on the committee.

X Comments and Questions

T-shirts and sweatshirts that say "I support the University and I vote!" are still available in the Governance Office. T-shirts are \$10 or \$15 (XXL or XXXL) and sweatshirts are \$20 or \$25 (XXL or XXXL). Bumper stickers and cards of support are free. If you would like any items, contact the Governance Office at fystaff@uaf.edu.

XI Announcements

Technology Advisory Board - Bob Gieck, staff representative on the UAF Technology Advisory Board informed Staff Council that the Board is soliciting proposals. The deadline is October 31 and information is located at: <http://www.uaf.edu/tab/RFP2.html#rfp>

Staff Council nominations and elections information will be distributed this fall.

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

Tapes of this Staff Council meeting are in the Governance Office, 312 Signers¹ Hall, if anyone wishes to listen to the complete tapes.

Submitted by Kathy Mosca, Staff Council Secretary.