

# Soundings

Vol. 6, No. 21• June 25, 1993

## Ethics reminder:

Employees must fill out new ethics disclosure forms before the end of the fiscal year. Each employee must fill out a form every year.

The forms are available in UAS administrative offices.

## Last call at the Bookstore for FY93

The UAS Bookstore is continuing its Pre-Inventory sale through Friday, June 25 at 4 p.m.

The store will be closed on Monday, June 28 through Wednesday, June 30 for inventory. It will re-open Thursday, July 1 at 9 a.m.

## Totem pole to be raised at Auke Lake campus

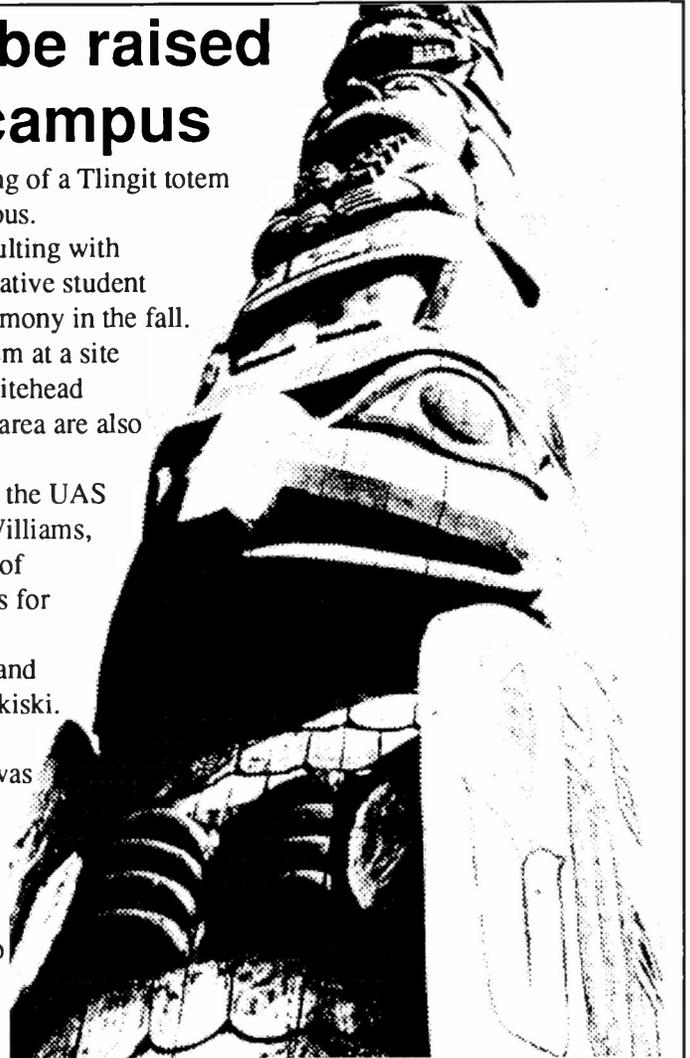
Plans are underway for the raising of a Tlingit totem pole this fall on the Auke Lake campus.

Campus administrators are consulting with members of Woch Een, the UAS Native student club, on plans for a pole-raising ceremony in the fall. Current plans call for raising the totem at a site directly across the road from the Whitehead Building. Plans for landscaping the area are also under development.

The 38-foot pole was donated to the UAS by Chevron, U.S.A. and Robert F. Williams, a former president of the University of Alaska Board of Regents, who works for the company.

It was originally commissioned and erected at a site near a refinery in Nikiski. Renovations forced the company to remove the pole from its site and it was decided to donate it to UAS.

Some restoration work will be done on the totem before the ceremony. Northwest Coast Art instructor Ray Watkins has agreed to oversee restoration and he will receive help from student volunteers.



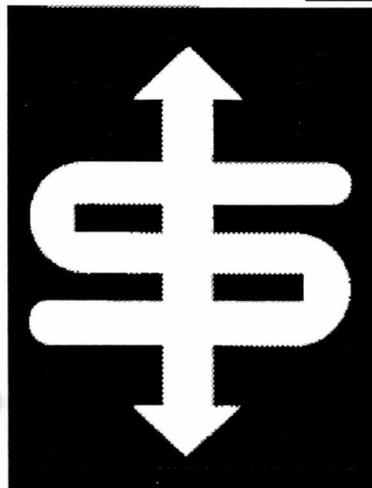
## Salary advance? What salary advance?

Some employees are apparently confused about UAS policies regarding the purpose and availability of a salary advance.

Under extreme, extenuating circumstances, an employee may be eligible for a salary advance of up to 55 percent of gross wage from the next paycheck.

"Our payroll system allows us to assist employees when extraordinary situations occur. However, we cannot entertain non-critical requests," said Tom Dienst, personnel manager. "We encourage employees to plan ahead for upcoming financial needs."

Salary Advance Request Forms are available from payroll offices. All requests are subject to the personnel manager's approval. Each request is analyzed to determine if it is related to a financial emergency or if it is a matter of convenience that may be solved in another way, such as by direct deposit of a paycheck.



## Ketchikan News

### Ketchikan Borough cuts UAS funds

The Ketchikan Gateway Borough Assembly has cut its financial support for the Ketchikan campus by about 20 percent. The campus was one of several local organizations that received funding cuts from the assembly as it sought to avoid raising property taxes.

The borough appropriated \$120,000 to the campus for fiscal year 1994. The appropriation for the fiscal year 1993 was \$156,000.

The campus uses the borough money for continuing, technical and community-service education and to support its Learning Center. Ketchikan is the only local government in Southeast Alaska that provides cash support to its local UAS campus.

### Ketchikan to get new phone system .... finally!

An antiquated phone system at the Ketchikan campus broke down for the last time this month, forcing administrators to replace it during the summer break.

The campus has been suffering from frequent phone system failures. Service calls and other costs associated with keeping the old system in operation added up to as much as \$2,000 per month.

A new switch, switchboard and 10 new phones are being installed. The new system will have standard office telephone capabilities and can be upgraded later with voice mail and other features.



## Juneau News

### Reminder: New public hours at Student Services

As of Thursday, July 1, new "open to the public" hours of 9 a.m. to 5 p.m. will be instituted for the Records & Registration, Admissions, Student Activities & Housing, Advising and Financial Aid offices on the Juneau campus.

Employees requested the change so that they could use the first hour of the day for uninterrupted work at their desks. The Student Resource Center, 465-6457, will continue to open at 8 a.m. and will take phone calls for all the offices during the first hour of the day.

Staff will answer voice mail and other calls promptly after 9 a.m.

### No food on July 1-2

The Mourant Food Service will be closed July 1-2 for inventory. It will re-open on July 7, the first day following the holiday weekend.



## What is Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting the person;
- Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

If you feel that you may be the victim of sexual harassment, you need not face the situation alone. There are people at UAS who can help you, whether you want to talk, find out more about sexual harassment, or remedy the situation.

Contact the offices listed below, or your dean, director or supervisor. All initial discussions are confidential, and no further action will be taken on your behalf unless you agree to it.

- Affirmative Action Office  
Mourant Building, 465-6263
- Student Resource Center  
Novatney Building, 465-6457
- Director of Student Services  
Novatney Building, 465-6461

## Calendar

### June/July

- 28-30 Bookstore Closed for Inventory
- 1-2 Cafeteria Closed
- 5-6 Holiday-- Campus Closed

*Soundings* is published by the UAS Office of Public Information. It is distributed to UAS employees each pay period, and to others upon written request. The deadline for submissions is Tuesday noon prior to that Friday's publication. Send submissions to 11120 Glacier Highway, Juneau, Alaska 99801, 465-6530.