

UAF STAFF COUNCIL
COMMITTEE LIST AND INFORMATION

Information related to all permanent committees:

- After the annual election via e-mail, representatives are requested to select a committee on which to serve; alternates may also select a committee.
- The Staff Council secretary establishes an e-mail list of volunteers and works with the committee chair and members to select meeting dates, times, and locations.
- Committee chairs are responsible for preparing committee meeting minutes and providing a report to the UAF Staff Council via the Staff Council Secretary.

Committee Meetings: Council members are required to serve on one committee and plan to attend monthly meetings. All committee and Council meetings are open to the public. Committee Chairs: Committee chairs should work with the Council Secretary to project meetings fall through spring. The chair works with committee members to select the best time for all to meet. The secretary selects the location and sends out the reminders to the committee members about the monthly meetings. The Chairs send the meeting minutes to the Council secretary; the secretary includes the monthly committee minutes in the Council meeting agenda. Please note that all committee chairs automatically become members of the Administrative committee. Committee Chairs and Staff Council Officers meet during the Administrative committee meeting to set the monthly Staff Council meeting agenda.

ADMINISTRATIVE COMMITTEE

Purpose of Administrative Committee – Responsible for preparing the Agenda for UAF Staff Council meetings, providing a committee report to Staff Council, and representing and acting on behalf of the Staff Council between Staff Council meetings. The committee is composed of the Staff Council officers and chairs of standing and permanent committees. The President shall be the chairperson. This committee is a standing committee of the UAF Staff Council.

ELECTIONS MEMBERSHIP & RULES COMMITTEE (EMR)

Purpose of Elections Membership and Rules – Responsible for conducting elections, maintain a membership list, review the bylaws and constitution to reflect the needs of the body, review unit composition and designations and generate petitions for unit designation changes as required, accept and pre-qualify petitions for proposed changes to unit designations from constituents. This committee is also responsible for parliamentary procedure of the Staff Council meetings. The chairperson shall be elected from the committee. This committee is a standing committee of the UAF Staff Council.

RURAL AFFAIRS COMMITTEE (RA)

Purpose of Rural Affairs - Oversees the general welfare of the UAF community not residing on the Fairbanks campus. The committee monitors all activities affecting compliance with the College of Rural and Community Development (CRCDD) mission statement of the University of Alaska Fairbanks. The chairperson shall be elected from the committee. This committee is a permanent committee of the UAF Staff Council.

STAFF AFFAIRS COMMITTEE (SA)

Purpose of Staff Affairs - Works on issues such as benefits, compensation, grievance procedures, position evaluation and hiring procedures, and any matters that affect the health and welfare of staff. This is in an advocacy role, as Staff Council has no organized recognition as a bargaining unit within the University of Alaska (UA) structure. The chairperson shall be elected from the committee. This committee is a permanent committee of the UAF Staff Council.

UNIVERSITY ADVOCACY COMMITTEE (ADV)

Purpose of Advocacy Committee - The committee organizes events and functions that increase staff morale and promote awareness of the University. The chairperson shall be elected from the committee. This committee is a permanent committee of the UAF Staff Council.

AD HOC COMMITTEES

Information about Ad Hoc Committees:

- All ad hoc committees are appointed by the Staff Council President as demand warrants.
- The President calls for volunteers usually at a Council meeting, but may also call for volunteers via e-mail.
- The chairperson shall be elected from the committee.
- The Staff Council Secretary establishes an e-mail list of volunteers and works with the committee members to select meeting dates, times, and locations.
- Committee chairs are responsible for preparing minutes and providing a report to the UAF Staff Council via the Staff Council Secretary.
- Council members and staff at large may serve on these temporary committees.

Ad Hoc Staff Calendar Committee

The committee serves to support annual activities associated with creating a yearly calendar. The Staff Council President calls for volunteers usually during the October Council meeting. The committee then works to create a calendar to be published by mid-January. The committee works with UAF Printing Services to design and lay out the calendar or may use other available graphic artists on campus if desired. The committee coordinates with the Staff Council secretary to collect information about the Staff Council membership after the annual election is completed, if results are to be used on the calendar.

The committee solicits photographs in order to select one that will be used on the calendar. Information that will appear on the calendar includes Staff Council monthly meetings, holidays, pay days, and campus closure. After the calendar is published the Staff Council Secretary and committee members counts out calendars in batches of ten, and contacts all unit staff via e-mail to announce the calendars availability.

Ad Hoc Staff Appreciation Day and Longevity Awards

http://www.uaf.edu/uafgov/sc_appreciation.html

This committee serves to support annual activities associated with Staff Appreciation Day and the Carolyn Sampson Memorial UA Foundation funded scholarship. A call for volunteers to serve on this committee is usually requested at the October Council meeting.

The group meets as necessary to plan the program, solicit prizes, and assign various tasks that will take place on the day of the event.

Ad Hoc Staff Make Students Count Committee

<http://gov.alaska.edu/Staff/studentscount/>

Annually the President of the University recognizes nominated staff for their excellent service to students. This committee makes recommendations for the award from nominations received from UAF. The Staff Council President calls for volunteers to serve on the committee at the November Council meeting. The committee does not become active until after the guidelines and deadlines are published by the UA President's Office. The Council Secretary announces the award via the all staff e-mail address. The committee completes its purpose annually between mid-March and the first two weeks of April or within the deadline as published by the Office of the UA President. Nominations are sent to the Staff Council office and collected by the Staff Council Secretary. After the committee reviews the nomination materials the Chair writes a memo to the UA President, the Secretary prints the memo on letter head, copies are made of each nominee's material and along with the memo are sent to the office of the UA President for final review and selection. The President announces the award and presents them at the June Board of Regents' meeting.

Ad Hoc Chancellor's Staff and Supervisory Recognition Award Committee

The committee serves to recommend to the UAF Chancellor a Staff member's and a Supervisor's sustained outstanding contributions toward accomplishing and enhancing the UAF mission and strategic plan. The nomination period is made available to all staff via the all staff e-mail address. Nominations are collected by the Council Secretary and made available to the committee to review, select, and recommend the top nominees to the Chancellor. The secretary forwards the cover letter and nominee materials to the Office of the Chancellor. The Chancellor makes a decision and informs the Secretary of his decision. The Secretary informs the committee and then works with the Chancellor's office staff to assure that the Chancellor's gifts to the award recipients are available on Staff Appreciation Day, when the Chancellor announces the award recipients.

Ad Hoc Staff Council Recognition Award Committee

The committee serves to recommend/recognize outstanding contributions of Staff members towards governance activities. The Council Secretary creates and publishes the deadlines and the approved guidelines. The information is made available to all staff via the all staff e-mail address. Nominations are collected by the Council Secretary and made available to the committee to review and select the top nominee(s). The committee is composed of the previous year's award recipients. Traditionally the Staff Council President presents the award recipient(s) with the plaques at the annual Staff Appreciation Day event.