UAF is an AA/EO employer and educational institution.

Revised 3/6/2013
## 2013 Staff Council Meeting Schedule

<table>
<thead>
<tr>
<th>Meeting Number</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Meeting Type</th>
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</thead>
<tbody>
<tr>
<td>235</td>
<td>Wednesday, January 23, 2013</td>
<td>8:45-11:00 AM</td>
<td>Wood Center Ballroom</td>
<td>Audio Conference</td>
</tr>
<tr>
<td>236</td>
<td>Tuesday, February 19, 2013</td>
<td>1:30-3:45 PM</td>
<td>IARC 501</td>
<td>Face-to-Face and Audio Conference</td>
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<tr>
<td>237</td>
<td>Wednesday, March 27, 2013</td>
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<tr>
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</tr>
<tr>
<td>244</td>
<td>Tuesday, November 19, 2013</td>
<td>8:45-11:00 AM</td>
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<td>Audio Conference</td>
</tr>
<tr>
<td>245</td>
<td>Wednesday, December 11, 2013</td>
<td>8:45-11:00 AM</td>
<td>Wood Center Ballroom</td>
<td>Audio Conference</td>
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</tbody>
</table>

All Staff Council meetings are open to the public.

**APPROVED 8/15/2012**

**UPDATED 2/11/2013**

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**UAF STAFF COUNCIL OFFICE**

Signers’ Hall Room 314  
PO Box 757500  
Fairbanks, Alaska 99775-7500  
Phone: 907-474-7056  
Fax #: 907-474-5213  
Email: uaf-staff-council@alaska.edu  
Website: www.uaf.edu/uafgov/staff-council

**UAF Staff Council Audio Conference Information**

*Unless otherwise noted*

Toll Free #: 1-800-893-8850  
Participant PIN: 8244236
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
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<td>2013 STAFF COUNCIL MEETING SCHEDULE</td>
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<td>NOTES</td>
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</table>
UAF Staff Council
UAF Staff Council provides non-exempt and exempt employees an avenue to help formulate new policies, change existing policies or working conditions, and other matters that affect services provided by the support staff of the University of Alaska Fairbanks. With membership elected from all non-bargaining UAF support staff, the Council provides a medium of exchange between the support staff and University administration.

Over the years, Staff Council has been responsible for a number of employee benefit improvements, including: increased educational benefits for employees; additional University holidays - Martin Luther King Jr. Day, extra day at Thanksgiving, Christmas, and New Year’s, and a personal holiday for non-exempt staff; increase in sick leave benefits; leave share program; and extension of benefits to permanent half-time employees (on a prorated basis). Members have worked on refining health and leave benefits, implementation of the benefit plan that replaced Social Security, development and implementation of the new salary system, correspondence with State legislators on bills concerning the retirement system and the University budget, and consultation with the Office of Human Resources on UAF hiring procedures.

The representatives on SC provide another important benefit to staff, an open line of communication to administration. Our meetings are open to everyone, so bring your constructive ideas and valuable time and help us create a better work environment for all.

How Staff Council Came To Be
A Classified Employees Advisory Committee was established in 1970 by the Office of the President to serve as a body to represent the views of the classified staff in matters of concern to them. In June 1981, the name was changed to Support Staff Council to reflect changes in the composition of the committee when the administrative/professional/technical employees voted to join the Council. The elected APT representatives were added to the Council membership in October 1981. The group's name was changed once again in 1987 during the restructuring of the University system to University of Alaska Fairbanks Staff Council.

For more information, you may contact Nicole Dufour, Staff Council Executive Secretary at 474-7056, uaf-staff-council@alaska.edu, or Staff Council President, Juella Sparks, at 474-7115, jtsparks@alaska.edu.
UAF Staff Council Contact Information

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General UAF Staff Council Information:

Agenda and Minutes are created and distributed to all unit representatives by the Staff Council secretary. They are also posted on the ‘Meetings’ page of the Staff Council website based on availability.

Attendance: Council representatives should plan to attend all monthly Staff Council meetings as published. If a representative is not able to attend the meeting, check with the alternates under your unit to see if they can attend in your place. If you will not be available, send the name of the rep or alt that will be taking your place to uaf-staff-council@alaska.edu. Alternates are encouraged to attend monthly meetings if possible.

Representation: Each unit has one vote per every fifty staff members in their unit. An alternate may vote only if a representative has contacted the alternate to be present in their stead. If that representative happens to be able to attend that meeting, the alternate cannot vote.

Communication:

UAF Staff Council Blog:  
http://uafstaffcouncilinfo.blogspot.com/  
The University of Alaska regents believe that “the opportunity for faculty, staff and students to participate in the governance of the university is important to its effective operation.” UAF Staff Council is your “opportunity” to participate in governance and contribute to the future of our university. Staff Council needs input, concerns, issues, suggestions and comments from staff so that we can more effectively represent staff both through Staff Council and to the administration. Encourage staff to visit the blog regularly for updates on current issues and to submit comments and voice their concerns.

UA Staff Alliance Blog  
http://uastaffalliance.wordpress.com/  
The UA Staff Alliance blog is another great place to find updates on current issues and to read about concerns shared by staff throughout the University of Alaska system.
Constitution of the University of Alaska Fairbanks Staff Council

Revised 6/19/2012

Article 1. Name and Purpose

A. The name of this organization shall be University of Alaska Fairbanks Staff Council.

B. Authorized by the Board of Regents Policy 03.01.01 to represent both APT and Classified staff of the University of Alaska Fairbanks in its entirety, the organization formed by this Constitution enhances the staff’s ability to serve the university and the public, provides a communication network between staff and the rest of the University community, and offers the considered views of staff necessary for decision making and problem solving on issues of common importance to achieving the mission of the University.

C. Those actions requiring the Chancellor’s approval must be forwarded for review, acceptance or veto.

D. To act as a constituent body of the UAF governance process and to provide, from and by the UAF Staff Council, representatives to other constituent bodies, including but not limited to the UAF Governance Coordinating Committee and Staff Alliance.

Article 2. Qualifications of Members

A. The UAF Staff Council of the University of Alaska Fairbanks shall be composed of representative members of the APT and Classified constituents. The officers, elected and appointed membership of the UAF Staff Council duly elected or appointed in accordance with this Constitution and the UAF Staff Council Bylaws, are to be afforded reasonable release time from their other duties to participate in the activities of the UAF Staff Council and its committees.

Article 3. Officers

A. The Officers of the UAF Staff Council shall be a President, a Vice-President, and a Past President.

B. The Vice-President shall become President in the event that the office of President is vacated.

C. The President and Vice-President shall be elected from the current council and staff at large by the representatives.
D. The President and Vice-President represent UAF Staff Council on the UAF Governance Coordinating Committee.

E. The President and Vice-President shall ensure representation of UAF Staff Council on the Staff Alliance.

F. The President will have the opportunity to occupy the Past President officer position once their term as President has been fully served.

Article 4. Meetings

A. There shall be a minimum of six regular scheduled meetings during each academic year. Other meetings may be called by the President or President’s designee or by petition of twenty percent of the representatives.

B. Meetings may be conducted using teleconferencing and other electronic media.

Article 5. Amendments

A. Amendment(s) to the Constitution may be proposed by members of the UAF Staff Council. The proposed amendment(s) shall be sent to all members of the UAF Staff Council.

B. The President shall schedule a first reading and discussion of the proposed amendment(s) at the first scheduled meeting of the UAF Staff Council after distribution.

C. Approval of amendment(s) to the Constitution requires a quorum and two-thirds vote of all representatives present. The proposed amendment(s) shall be subject to a final vote at the next scheduled meeting. The vote will be by roll call.

D. All amendment(s) to the Constitution approved by the UAF Staff Council shall be forwarded to the UAF Chancellor for approval or veto.

The parliamentary authority shall be from Robert’s Rules of Order Newly Revised.
Section 1. Preamble

The UAF Staff Council is a representative organization for all APT and Classified employees of the University of Alaska Fairbanks in accordance with Article I of the Constitution. The UAF Staff Council's structure provides a means of dealing with issues concerning the welfare of employees and facilitates our role in the self-governance process.

Section 2. Purposes, Rights, Responsibilities and Authority

A. The UAF Staff Council representatives to the UAF Governance Coordinating Committee shall be the President and the Vice-President.

B. To provide official representation for the staff, both Classified and APT, of the University of Alaska Fairbanks and all its campuses in matters which affect the general welfare of the staff, the university and the accomplishment of the University’s goal.

C. To function as a representative body for staff not covered by collective bargaining agreements or applicable state or federal laws to initiate, develop, review policies and procedures and make recommendations concerning issues pertinent to the staff and to the conduct of the mission of the University of Alaska Fairbanks including but not limited to:

I. Appointment, reappointment, affirmative action, transfer, termination, non-retention and retirement
II. Leave
III. Performance evaluation
IV. Advancement and promotion
V. Position evaluation
VI. Grievance
VII. Health and safety
VIII. Compensation and benefits
IX. Ethics
X. Staff development
XI. Other matters affecting the welfare of the staff
XII. Budget process

D. To provide consultative services by considering all appropriate matters referred to it by the Chancellor of the University of Alaska Fairbanks or other governing units.

E. To provide a means of communication to and from the administration, faculty, students, staff, alumni, the government of the state, and the public.
F. To participate in periodic reviews by the University of Alaska Fairbanks into its purposes, missions, planning, goals and objectives, and make recommendations to the Chancellor.

G. To review and comment on the annual budget request of the University of Alaska Fairbanks before final approval.

Section 3. Membership

A. Representation

I. The UAF Staff Council of the University of Alaska Fairbanks shall be composed of representative members of the classified and non-classified constituents who shall be elected for two year staggered terms by permanent full-time and permanent part-time non-faculty, non-student employees. University employees who hold executive appointments shall be excluded from representation by the UAF Staff Council.

II. Units will be defined giving due consideration for equitable representation according to a combination of geographic locations, community interest, and population.

III. Representatives shall be elected from and by the unit they will represent.

IV. Units shall have 1 voting representative for every group of 1 to 50 constituents, with a maximum of 4 representatives for any unit.

V. A petition to change unit designations, including adding or dropping units, shall:
   a. Be conveyed in writing to the Elections, Membership, and Rules Committee for review,
   b. Include language that addresses each of the criteria that define a unit as set forth in Section 2, Article A, Subsection II of the University of Alaska Fairbanks Staff Council Bylaws,
   c. Include a current listing of qualified constituents within affected unit(s).

VI. In order to remain a member of Staff Council, each voting representative must serve on at least one permanent committee or serve a special appointment.

B. Alternates

I. There shall be one non-voting alternate for every representative. Alternates are ranked by number of votes received or date appointed.
II. Vacancy of a representative's seat shall be filled by the first alternate of that unit and the alternate shall serve the remainder of the term.

III. Vacancy of the alternate seat will be filled in good faith by the representative(s) choosing an eligible person from their unit, with approval by the President through the Elections, Membership, and Rules Committee.

IV. If an elected representative is unable to attend a meeting, the representative will request that a (the) designated alternate attend and act as proxy.

V. The alternate must indicate they are acting as proxy for a specific representative during Roll Call. When acting as proxy the alternate will have the same voting rights as the representative.

VI. Alternates are encouraged to participate in permanent, ad hoc, and external committees and will have full representative rights within the committee(s).

C. Attendance

I. Staff Council members who have three unexcused absences within a six-month period may be encouraged to resign or face removal from the Council defined in Section 10, Article B of the UAF Staff Council Bylaws.

II. If a representative is unable to attend a meeting, it is the responsibility of the representative to contact an alternate for that unit to attend in their place as a voting proxy. Excused absences will be granted for members at the discretion of the President.

D. Length of Terms

I. Elected representatives and alternates shall serve two-year terms beginning January 1 and ending December 31.
   a. There are no term limits for representative or alternates.
   b. Representatives and alternates up for re-election must submit a nomination form and go through the election process.

II. Even numbered unit representatives and alternates shall begin their term on an even numbered year. Odd numbered unit representatives and alternates shall begin their term on an odd numbered year.

E. Elections

I. The Elections, Membership, and Rules Committee shall be responsible for conducting elections.
II. The elections for representatives and alternates shall adhere to the following:

a. Elections will be conducted in the fall. The voting time frame will be a minimum of 30 days.

b. The election results will be reported during the December meeting.

c. A successful candidate election to office is valid upon supervisor’s approval.

d. January 1 newly elected representatives take office.

III. Elections for President and Vice-President shall be conducted as follows:

a. Notice of election to fill the office of President and Vice-President shall be announced in the regular meeting in March for the election to be held in May.

b. Suggestions for possible candidates should be presented to the Elections, Membership and Rules Committee in order to prepare a slate of candidates for presentation to the Staff Council. Nominations may also be submitted at the March or April Staff Council Meeting.

c. The final call for nominations will take place during the May meeting where the slate of candidates will be presented and any further nominations from the floor will be accepted.

d. Voting shall be limited to representatives and designated alternates by using secret ballots on site and using voice vote for the outlying areas.

e. Three non-candidate representatives shall count the ballots.

f. A successful candidate election to office is valid upon supervisor’s approval.

g. A special election will be held if the candidate does not obtain their supervisor’s approval.

IV. Special elections for President and Vice-President shall be conducted as follows:

a. One-month notice of election for the Vice-President shall be given if that office is vacated.

b. In the event that both offices are vacated simultaneously, one-month notice shall be given for elections to be held for both offices and the chairperson of the Staff Affairs Committee shall assume the duties of President until a person is elected.
F. Special Appointments

I. Special appointments are made by the President;

II. Serve at the pleasure of the President;

III. Will expedite a specific duty of the President or Vice President;

IV. Will report to the President, and Staff Council Administrative Committee; and

V. Can be made for the following duties:

a. Staff Alliance Representation for the President.

b. Staff Alliance Representation for the Vice President.

Section 4. Officers

A. President

I. The duties of the President shall be to:

a. Preside over meetings.

b. Serve as member of the Administrative Committee.

c. Serve on the UAF Governance Coordinating Committee.


e. Attend and report Staff Council issues to Faculty Senate.

f. Meet with the Chancellor.

g. Appoint ad hoc committees.

h. Provide leadership in issues of concern to UAF staff.

i. Report to the Staff Council on the outcome of all relevant meetings and events in which the President participates.

j. Serve as representative on Staff Alliance or make a special appointment to serve on Staff Alliance in their place.

k. Confirm appointments to external committees.

l. Make special appointments in accordance with Staff Council Bylaws Section 3. F.

II. Term of office shall be for one year, beginning June 1 and ending May 31.

B. Vice-President
I. The duties of the Vice-President shall be to:

a. Serve as chairperson of the Administrative Committee.

b. Serve on the UAF Governance Coordinating Committee.

c. Serve as representative on Staff Alliance or make a special appointment to serve on Staff Alliance in their place.

d. Meet with the Chancellor.

e. Assume the duties of President when the President is absent.

II. Term of office shall be for one year beginning June 1 and ending on May 31.

C. Past President

I. The duties of the Past President shall be to:

a. Provide advice, guidance, and continuity for the President and Vice-President positions.

b. The position will have no specified duties other than those assigned to it by the current President and Vice-President.

c. Assigned duties to the Past President position require approval of the Staff Council.

II. The term of office shall be until the current President completes their term of office. The Past President officer position may be vacated for a representative or alternate position on Staff Council if the existing Past President is elected to represent their unit. The office may also be vacated upon an approval vote of the President, Vice-President, and Staff Council.

Section 5. Committees

A. Permanent Committees

I. The Permanent Committees shall be:

a. Administrative Committee

b. Elections, Membership, and Rules Committee

c. Staff Affairs Committee

d. Rural Affairs Committee

e. University Advocacy

II. Administrative Committee
a. The Vice-President shall be the chairperson.

b. Other members of the committee shall be:
   1. Chairpersons of the permanent committees.
   2. Special appointments of the President or Vice President.

c. The committee shall have the following responsibilities:
   1. Prepare for approval the draft agenda for Staff Council meetings.
   2. Report on any activities taken on behalf of Staff Council at the next scheduled Staff Council meeting.
   3. Represent and act on behalf of the Staff Council between Staff Council meetings.

d. The chairperson of the committee may establish subcommittees for specific issues.

III. Elections, Membership, and Rules Committee

a. The chairperson shall be elected from the committee members.

b. The committee shall have the following responsibilities:
   1. Conduct elections for unit representatives, alternates, Vice-President, and President.
   2. Responsible for filling vacancies in units with no representation.
   3. Review unit composition and maintain a membership list.
   4. Review and maintain the Bylaws and Constitution to reflect the needs of the body.
   5. Review unit designations and generate petitions for unit designation changes as required.
   6. Accept petitions for proposed changes to unit designations from constituents.
   7. Based upon guidelines set forth in the Staff Council Constitution and elsewhere in these Bylaws, review unit change petitions prior to forwarding them to the Staff Council body as motions for formal action
      i. It will be subject to formal action in the presence of a quorum
      ii. Shall be approved upon receiving a two-thirds affirmative vote.
      iii. There is no limit to the number of original or revised unit designation change petitions submitted to Elections,
Membership, and Rules for consideration by a group of eligible constituents.

8. Responsible for parliamentary procedure of the Staff Council meetings.

c. The chairperson of the committee may establish subcommittees for specific issues.

IV. Staff Affairs Committee

a. The chairperson shall be elected from the committee members.

b. The committee shall work on policies related to the following:
   1. Benefits
   2. Compensation
   3. Grievance procedures
   4. Position evaluation and hiring procedures
   5. Other human resources issues pertaining to staff
   6. Any matters which affect the health and welfare of the staff as outlined in the UAF Staff Council Bylaws Section 2, Article C.

c. The chairperson of the committee may establish subcommittees for specific issues.

V. Rural Affairs Committee

a. The chairperson shall be elected from the committee members.

b. As an ex-officio member of the committee, the President is charged with communicating concerns of the Rural Affairs Committee to the Chancellor and Governance Coordinating Committee.

c. The committee shall have the following responsibilities:
   1. Oversee the general welfare of the UAF community not residing on the Fairbanks campus.
   2. Monitor all activities affecting compliance with the College of Rural and Community Development mission statement of the University of Alaska Fairbanks.

d. The chairperson of the committee may establish subcommittees for specific issues.

VI. University Advocacy

a. The chairperson shall be elected from the committee members.
b. A representative from the Alumni Association and ASUAF will serve on the committee.

c. The committee shall have the following responsibilities:

1. Organize events and functions to help make the public aware of the value of University staff, as well as students and faculty.

2. Organize events and functions that increase staff morale and awareness of the University.

3. Other items to be determined by the committee on an annual basis.

d. The chairperson of the committee may establish subcommittees for specific issues.

VII. Ad Hoc Committees

a. Ad hoc committee membership shall be appointed by the President and shall report to the UAF Staff Council.

b. The ad hoc committee chair shall be elected from the committee members.

c. If the committee elects no chair, the President may appoint a chairperson.

d. Membership is not limited to Staff Council representatives or alternates.

e. A time frame shall be established for the longevity of the committee and a deadline determined for their final report.

VIII. External Committee Appointments

a. The governance office will track membership on external committees and notify Staff Council of pending appointment expirations.

b. The President will call for candidates for the external committee appointment.

c. Staff Council will vote on the nominated candidates.

d. The President will confirm the appointment of successful candidate.

e. The successful candidate will report to Staff Council the status of the external committee during regular Staff Council meetings.

B. The chairpersons of each permanent committee shall be individually empowered to act on behalf of their committee to Staff Council. They are not empowered to present an official UAF Staff Council position statement without the approval of the UAF Staff Council.
Section 6. Amendments

A. Amendments to the bylaws must be proposed in writing by members of Staff Council at an Elections, Membership, and Rules committee or Staff Council meeting.

B. Elections, Membership, and Rules committee will verify the proposed amendment does not conflict with the existing UAF Staff Council Constitution, Bylaws, or UA Board of Regents Policy.

C. If there are conflicts Elections, Membership, and Rules Committee will work with the amendment proposer to resolve any issues.

D. Once verified, the Elections, Membership, and Rules Committee will forward it on to the Administrative Committee for addition to the draft agenda of the next Staff Council meeting. The proposed amendment will be distributed before the next Staff Council meeting.

E. The Administrative Committee shall schedule a reading, discussion, and vote of the proposed amendment(s) at the next scheduled meeting of the UAF Staff Council after distribution of the copies.

F. Approval of amendment(s) to the Bylaws requires a quorum and two-thirds vote of all members representatives present eligible to vote in the UAF Staff Council. The vote will be by roll call vote.

G. Suspension of bylaws must cite the specific section to be suspended and be approved by a two-thirds vote of the Staff Council members present.

Section 7. Quorum

A. A majority shall consist of 51% of the total count of unit representatives on Staff Council.

B. The presence of a majority of the representatives or their designated alternates, either in person or by electronic media, shall constitute a quorum.

Section 8. Veto Powers

A. Actions taken by the UAF Staff Council pertaining to University policy, procedures and regulations will be forwarded to the Chancellor for approval.

B. An action of the UAF Staff Council will be considered approved if the Chancellor fails to respond to that action within 45 days of receipt of the action by the Chancellor.

C. The Chancellor may veto an entire UAF Staff Council action or veto or change only a portion thereof, provided that the change does not effectively contravene or nullify the purpose or principle involved the main action.

Section 9. Appeal

REVISED 12/3/2013
A. Any action of the UAF Staff Council referred to the Chancellor and vetoed within the 45-day period provided for review may be appealed by a two thirds majority veto override vote of a quorum at the next regularly scheduled or special meeting of the UAF Staff Council following notice of the veto.

B. The appeal process shall begin with the System Governance Council and proceed to the President of the University. If the President sustains the Chancellor's veto, the action may be appealed to the Board of Regents for final disposition.

Section 10. Recall and Referendum

A. Any representative may be recalled by the unit from which the representative was chosen. Such a recall vote shall be held upon petition of one-quarter of the members of that unit. The majority of the votes cast shall rule.

B. Any officer or member of the UAF Staff Council may be petitioned for recall with a one-quarter vote of the UAF Staff Council. The majority vote cast for recall by a quorum of the UAF Staff Council shall cause the recall of that officer or member.

C. A referendum of the constituency on any of the specific actions of the UAF Staff Council will be presented to the Chancellor. The petition for referendum requires specifying the issue and containing the signatures of ten percent of the number of staff defined in Section 2, Article A, Subsection I of the UAF Staff Council Bylaws. The Chancellor may designate a non-Staff Council committee to perform a vote if necessary. The decision of a majority of the votes cast shall determine action.

The parliamentary authority shall be from the Robert's Rules of Order Newly Revised.
### 2013 Staff Council Meeting Schedule

**Call-in number: 1-800-893-8850   PIN: 8244236**

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</tr>
<tr>
<td>244</td>
<td>Tuesday, November 19, 2013</td>
<td>8:45-11:00 AM</td>
<td>Wood Center Ballroom</td>
<td>Audio Conference</td>
</tr>
<tr>
<td>245</td>
<td>Wednesday, December 11, 2013</td>
<td>8:45-11:00 AM</td>
<td>Wood Center Ballroom</td>
<td>Audio Conference</td>
</tr>
</tbody>
</table>

All Staff Council meetings are open to the public. University employees are encouraged to attend and share their concerns and provide input.

**APPROVED 8/15/2012**

**UPDATED 2/26/2013**
For additional information on any of the committees listed below, including committee contact information, contact the UAF Staff Council Office at uaf-staff-council@alaska.edu or (907) 474-7056.

**UAF Staff Council Committee Member Responsibilities:**

Information related to all permanent committees:
- After orientation, representatives are requested to select a committee on which to serve. Alternates may also select a committee.
- Committee chairs are responsible for preparing committee meeting minutes and providing a report to the UAF Staff Council via the Staff Council secretary.
- 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. 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 permanent 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.

**STANDING COMMITTEES**

**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 committees. The Vice-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, maintaining a membership list, reviewing the Bylaws and Constitution to reflect the needs of the body, reviewing unit composition and designations and generating petitions for unit designation changes as required, as well as accepting and pre-qualifying petitions for proposed changes to unit designations from constituents. This committee is also responsible for parliamentary procedure within the Staff Council meetings. The chairperson shall be elected from the committee. This committee is also 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 (CRCD) 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 evaluations, 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
Purpose of University 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:
- The Staff Council President appoints all ad hoc committees as demand warrants.
- 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.

Current Staff Council Ad Hoc Committees include the Chancellor’s Cornerstone Award Committee, the Staff Make Students Count Award Committee, the Staff Appreciation Day Planning Group, and the Staff Council Calendar Committee.

EXTERNAL UAF COMMITTEES
External UAF Committees are committees that are not owned by UAF Staff Council based at UAF. Staff Council has reserved representative seats on many of these committees. Terms of office and the number of Staff Council are determined by the individual committees.

Chancellor’s Advisory Committee for the Naming of Campus Facilities
This committee meets as needed to address the naming of facilities on campus. UAF Staff Council has one representative seat on this committee.

Chancellor’s Diversity Action Committee (CDAC)
The mission of the Chancellor’s Diversity Action Committee is to promote an environment, where the diverse nature of all people is acknowledged, where diversity is respected, where diversity is celebrated as strength, where diversity is valued and where achieving equity is expected. The committee charge is to educate, demonstrate and model behavior that reflects the committee member’s commitment to diversity, respect and equity at UAF. UAF Staff Council has two representative seats on this committee.

Chancellor’s Planning and Budget Committee
This committee is comprised of academic administrators, faculty, staff, rural and student representatives along with selected administrators and runs from March to June. The committee is chaired by the Provost, members are appointed by the Provost.

Governance Coordinating Committee (GCC)
http://www.uaf.edu/uafgov/governance-coordinating-c/
The UAF Governance Coordinating Committee, representing faculty, staff, and students, provides a forum for the three individual UAF governance bodies to address common concerns and exists for the expressed purpose of coordinating unified action. Membership of the UAF Governance Coordinating Committee is provided by the officers of each Governance body and its committee officers:
- UAF Faculty Senate – President and President-Elect
- UAF Staff Council – President and Vice President
The UAF Governance Coordinating Committee meets twice each semester. Permanent and special ad hoc committees, with members from the other governance bodies and the general University population, address current issues and concerns of each governance group. If there any issues you would like the UAF Governance Coordinating Committee to address, please contact the Governance Office at 474-7056 (nmdufour@alaska.edu), Room 314 Signers' Hall.

The Governance Coordinating Committee also receives reports from other committees outside its control who are also concerned with campus issues.

Committee officers change in May and June after the Faculty Senate and ASUAF elections are completed. The chairperson shall be elected from the committee; the position rotates annually between governance groups.

**Intercollegiate Athletic Council**
According to the committee’s mission statement: The UAF Intercollegiate Athletics Council is responsible for advising the University Chancellor, the Vice Chancellor for Advancement and Community Engagement, and the Athletic Director on policy matters affecting intercollegiate athletics and for monitoring the implementation of such policies. First and foremost, the IAC exists to help the university and the department of athletics to develop and maintain the academic integrity of the institution and the academic and social development of student athletes. UAF Staff Council has two representative seats on this committee.

**Master Planning Committee (MPC)**
This committee’s name is the University of Alaska Fairbanks Master Planning Committee (MPC), organized under the authority of the Chancellor of the University of Alaska Fairbanks. Its primary task is to assist in implementing and continually updating the current UAF Campus Master Plan. UAF Staff Council has one representative seat on this committee.

**Parking Advisory Committee**
This committee is responsible for making recommendations to the MPC about planning and management of circulation and parking on campus consistent with the Campus Master Plan. Any proposals involving this area should be brought first to MPC Chair, who may then delegate to the tasks of gathering information, developing detailed plans, and/or making recommendations. Parking Services staff will support the work of the committee. UAF Staff Council has one seat on this committee.

**Technology Advisory Board (TAB)**
http://www.alaska.edu/uaf/tab/index.xml
This committee oversees the use of the student technology fee and reviews proposal requests for technology money twice a year. Technology fees are used to maintain labs, extend hours, and upgrade lab equipment. UAF Staff Council has one representative seat on this committee.

**Work-Life Balance Committee**
This committee meets to discuss various ways to assist staff members in balancing their work commitments with their personal lives. This committee is run by UAF Human Resources. UAF Staff Council has two seats on this committee.
EXTERNAL STATEWIDE COMMITTEES

Staff Alliance - Staff Health Care Committee (SHCC)
http://www.alaska.edu/governance/staff-alliance/staff-groups-and-committe/staff-health-care-committ/

This committee is a Staff Alliance Ad Hoc to the Joint Health Care Committee. It is created to investigate and report on particular health care matters or concerns. UAF Staff Council has two representative seats and two alternate seats on this committee.

Staff Alliance – Compensation Working Group
This committee assesses and makes recommendations on various issues related to compensation of non-represented university staff. UAF Staff Council has two representative seats and two alternate seats on this committee.
UAF Staff Council Listserv Information

Each Staff Council unit has a listserv which allows Staff Council and Staff Council representatives to send information directly to constituents.

- Please be responsible when sending information to your constituents. All UA and UAF policies and procedures must be followed when using the listserv. You are responsible for the information that you send out.

- Whenever possible, provide links to official information. It is exceedingly important that all information sent to staff members is accurate.

- Listserv memberships are updated automatically. Staff Council does not have the ability to add or remove anyone from the listserv.

- When logging into the listserv system, please use the standard email address provided by OIT. Alias addresses, such as firstname.lastname@alaska.edu, will not be recognized by the system and this will prevent you from being able to send out a message. If you have multiple UA or UAF email addresses and you are not sure which of your email addresses is in the system, contact the Staff Council Office.

- To send a message to your unit listserv, send the information via email to:
  
  Unit 1:   StaffCouncilUnit1-L@lists.uaf.edu
  Unit 2:   StaffCouncilUnit2-L@lists.uaf.edu
  Unit 3:   StaffCouncilUnit3-L@lists.uaf.edu
  
  Unit ‘X’:...StaffCouncilUnitX-L@lists.uaf.edu

- All representatives and alternates have administrative access to the listserv for their unit. As an administrator, you have the ability to approve posts. Any messages that you send to your unit listserv email address will not require moderator approval and will be posted immediately.

- If you experience problems with your listserv contact the Staff Council Office.

My Unit Listserv Information:
Policy actions affecting faculty, staff, OR students require Chancellor approval.

Policy actions affecting faculty, staff, AND students require consideration by UAF Governance Coordinating Committee prior to Chancellor approval.

Policy actions affecting UAA, UAF, and UAS require consideration by the System Governance Council prior to President and/or BOR approval.

UAF Staff Council has two seats on the UAF Governance Coordinating Committee, two seats on the Staff Alliance, and one seat on the System Governance Council.