UAF STAFF COUNCIL #150 Meeting Agenda
Friday, 13 February 2004
8:45 - 11:00 A.M.
Wood Center Carol Brown Ballroom

1. 8:45-9:00 CALL TO ORDER AND ROLL CALL
   A. Adopt Staff Council Agenda #150, February 13, 2004
   B. Approve Staff Council Minutes #149 (Friday, December 12, 2003)

INFORMATION

2. 9:00-9:20 OFFICER'S REPORTS
   A. President - Rory O’Neill (Attachment 1 UA Choice Publication Schedule – no longer on line)
   B. President-Elect - Josh Steadman

3. 9:20-9:25 PUBLIC COMMENT

4. 9:25-9:35 GOVERNANCE REPORTS
   A. Abel Bult-Ito, Faculty Senate President-Elect (5 Minutes)
   B. Thomas Walker, ASUAF President (5 Minutes)

5. 9:35-9:50 GUEST SPEAKERS
   A. Chancellor Marshall Lind, UAF (10 minutes)
   B. Jeannie Senechal, Statewide Director of Compensation (5 minutes)

6. 9:50-10:20 COMMITTEE REPORTS
   A. Staff Affairs - Gabby Hazelton (5 minutes) (Attachment 2)
   D. Elections, Membership, and Rules - Gary Newman (Attachment 2 EM&R Report)
   C. Rural Affairs - Scott Culbertson - (5 minutes)
   D. UAF Advocacy - Angela Linn (5 minutes)
   E. Ad Hoc Committee Work Place Ethics - Maya Salganek

Committee Reports if available may be viewed at http://www.uaf.edu/uafgov/staff/index.html

ACTION

7. 10:20-10:40 OLD BUSINESS
   A. Discus Staff Council Picnic and Carolyn Sampson Raffle event: Schedule and
call for volunteers for picnic and raffle committee (Attachment 4 – Motion to establish picnic and raffle committee)
. the proposed date is Friday, 14 May after the face-to-face meeting.
Proposed Staff Council Awards and Certificates to be presented at the event:
. Outstanding Staff Council Member Award (Attachment # 5 reference motion for your information and review)
. Chancellor’s Recognition Award (Attachment # 6)
    A letter will be sent out by Rory O’Neill requesting staff nominations for the Chancellor’s Recognition Award: The nomination form may be accessed at the following web site http://www.uaf.edu/uafgov/staff/channomform.html

B. Chancellor’s Search

. Comments from faculty, staff, students, etc., can be provided at any time online via a website created to provide information to the search process at www.uaf.edu/chancellor/search.
. The UAF Chancellor’s search committee will hold an open forum at the Wood Center Carol Brown Ballroom on Thursday, 19 February at 4:00 p.m.

8. 10:40-11:00 NEW BUSINESS

A. A letter will be sent out by Rory O’Neill requesting staff nominations for the Make Student’s Count Award (see link below for nomination form) (this award is presented by President Hamilton at the Board of Regent’s Meeting in June) (Attachment 7)

http://gov.alaska.edu/staff/studentscount/2004factsheet.html

http://gov.alaska.edu/staff/studentscount/2004nomform.pdf

B. Staff Council Retreat scheduled for Thursday, March 11, Alumni Office, Chapman Building, 4:00-7:00 p.m. – Josh Steadman (discuss potluck or pizza delivery).

C. Call for more reps and alts to fill vacancies.

9. ADJOURNMENT

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Staff Affair’ Minutes
January 26, 2004; 900 a.m.
Chancellor’s Conference Room:

I Roll Call
Joyce Allen-Luopa
Reyne Athanas
Annette Chism
Gabrielle Hazelton, chair
Andrew Martinez
Ramona Pierce
Steve Tate
LaJuana Williams

Excused: Liam Forbes

II UAF
A. Volunteerism program – Gabrielle left her notes at home and will do some work and route through e-mail.

III. UA
A. classification-status? Employees of the individual families under review are not getting information. Remind SWHR, again, of the importance of communication...Gabrielle will ask Rory for his opinion of what to do next. Invite Jeannine Senechal as next SC speaker? Carolyn Chapman has encouraged discussion about HR issues in the past, use that now?

IV New Business
A. Chair election-Gabrielle was elected.
B. Spring meeting schedule-9am on
   February 23
   March 29
   April 26
   May 24
   Committee prefers the Chancellor’s Conference room....
C. snow removal between headbolt heaters; safety & annoyance. Gabrielle will send Edward Foster, Operations Superintendent of Facilities a friendly email of concern. In addition, Environmental Health, Safety, and Risk Management (EHS&RM) encourages employees to file a “Report of Unsafe Condition” at their website http://www.uaf.edu/safety/. Upon submission, this goes to the 3 Safety Officers, who will respond to the employee directly.

D. Who is the new staff rep on parking committee? There are concerns regarding upcoming conventions on campus & affected parking. Gabrielle will ask Rory.

E. Welcome to new members. Gabrielle will issue a welcome statement to all Staff Affairs members after the Friday Orientation. Hopefully, this will alleviate some confusion & frustration for people who are new to the Staff Council process.

V Next Meeting – February 23 at 900 a.m.; location TBA.

VI Adjourn

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Attachment 150/Attachment/3
UAF Staff Council #150
February 13, 2004

Election Membership and Rules Committee Meeting
Issues Attachment

Feb. 3, 2004

1. Attendance Policy. The committee was asked by Staff Council members to look at developing an attendance policy to address frequent absences from staff council meetings by members, which makes it difficult to do business due to lack of a quorum or lack of representation to the member’s unit.

The committee worked with suggestions submitted by Staff Council members and developed and unanimously approved the recommended by-law change, which was presented to the full Staff Council at the December meeting for first reading.

With one minor change (deleting “Elected” as indicated in brackets []), it is presented back to the full Staff Council for final action.

Add the following sub-section to the bylaws:

SECT. 2 (ARTICLE IV-MEMBERSHIP)
   A. Representation
2. [Elected] 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, 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.

The EMR Committee is still looking for a permanent chair and increased attendance by committee members.

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Attachment 150/Attachment/4
UAF Staff Council #150
February 13, 2004

The UAF Staff Council moves to establish an Ad Hoc Picnic and Raffle Committee to organize the 2004 staff picnic on Friday, 14 May and Raffle for the Carolyn Sampson Memorial Scholarship. The raffle drawing will take place at the picnic.

The following people have agreed to serve on the committee:

EFFECTIVE: Immediately

RATIONALE: The 2004 staff picnic will take place on May 14 immediately following the Staff Council meeting. Planning needs to begin immediately for the raffle event. Also, the raffle will begin at the picnic and the drawing will be at the 14 May 2004 meeting.
The UAF Staff Council passed the following Motion at its Meeting #144 on May 16, 2003.

MOTION: (passed unanimously)  

The UAF Staff Council moves to establish, under the auspices of the UAF Provost, an annual awards program for the purpose of recognizing outstanding contributions to staff governance activities. This program shall be known as the Outstanding Staff Council Achievement Awards Program.

EFFECTIVE: Immediately Spring 2003 or upon Chancellor approval.

OBJECTIVE

To recognize the University of Alaska Fairbanks Staff Council (UAFSC) representatives, alternates, and other staff governance participants for significant contributions towards the Council's mission.

ELIGIBILITY

All UAFSC representatives, alternates, and other participants in Council committees shall be eligible for recognition. UAFSC president and president-elect shall be excluded from participation. One award each shall be made to an elected representative or official alternate and to a voluntary participant in UAFSC activities. Any voting member of the Council, its president, or its president-elect may make nominations for each award. Nominations shall include a description of the nominee's accomplishment(s) as a governance participant and how it relates to the overall mission of the Council in representing its constituent body.
IMPLEMENTATION

Selections shall be made by consensus of a committee comprised of the UAFSC president, president-elect, a member selected by the UAF Provost, and at least one additional staff member. The awards shall be made annually for achievements realized during the closing academic year. Awards shall be presented not later than the close of the June meeting of the Staff Council.

RESPONSIBILITIES

The UAF Staff Council president shall review this program annually and submit suggested changes to the Council for consideration and implementation.

_______________________   ________________________
President, UAF Staff Council   Date

APPROVAL:__________________   Date_____________________
Chancellor’s Office

DISAPPROVAL:__________________   Date_____________________
Chancellor’s Office

Attachment 150/Attachment/6
UAF Staff Council #150
February 13, 2004

Chancellor's Recognition Award:

OBJECTIVE
To recognize the University of Alaska Fairbanks’ staff for continued service and outstanding contributions toward accomplishment of our institutional mission. Chancellor's Recognition:
For service that is work related or a public relations effort that is noteworthy by any UAF employee. Recognition is a Chancellor's level award. All departments are encouraged to recognize their employees in addition to this award. The Chancellor shall maintain this program in conjunction with the UAF Staff Council.
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.

NOMINATION FORM (see web link above)

Attachment 150/Attachment/7
UAF Staff Council #150
February 13, 2004

MAKE STUDENTS COUNT AWARD

The Make Students Count award recognizes a staff member from each MAU who provides outstanding service to students. Nomination forms and an informational sheet was distributed. Deadline for nominations is 5 p.m. February 25. Sue McHenry from Rural Student Services was the 1999 UAF recipient. For more information on this award, contact the System Governance Office at 474-7323.

MAKE STUDENTS COUNT AWARD Nomination Criteria: All full-time classified and APT staff employed by the University of Alaska anywhere in the university system are eligible to apply. Please complete the form and submit it together with a letter of nomination containing the service provided to students and three letters of endorsement from those who most closely have knowledge of the contribution made by the applicant/nominee.

Please submit nomination packets to the UAF Governance Office, 312 Signers Hall by 5:00 p.m., Thursday, April 15 2004.

The nomination form is available at the link above.

Audio-conference information for rural and nonlocal sites:

Bridge # Fairbanks: 474-8050 Other: 1-877-751-8040
Chair Passcode: 554176 Passcode: 803370
Please review the attached Staff Council #150 meeting agenda.

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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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