AGENDA
UAF STAFF COUNCIL #239
Thursday, May 16, 2013
8:45-11:00AM
Wood Center Ballroom

Audio Conference information: 1-800-893-8850, Participant PIN: 8244236

1. 8:45 – 8:55 CALL TO ORDER AND ROLL CALL
   A. Roll Call
   B. Approval of Agenda for Staff Council Meeting #239
   C. Approval of Minutes for Staff Council Meeting #238

2. 8:55 – 9:00 STATUS OF PENDING ACTIONS (none)

3. 9:00 – 9:05 PUBLIC COMMENT

4. 9:05 – 9:15 OFFICER REPORTS
   A. Juella Sparks, President
   B. MaryAlice Short, Vice President Pro Tem

5. 9:15 – 9:25 REMARKS BY CHANCELLOR ROGERS

6. 9:25 – 9:35 GOVERNANCE REPORTS
   A. David Valentine, President – Faculty Senate
   B. Mari Freitag, President – ASUAF

7. 9:35 – 9:55 UNFINISHED BUSINESS
   A. Health Care Benefit Update / Open Enrollment
   B. Officer Elections
      – Attachment 239-1: Motion 2013-239-1: Motion to Ratify 2013-2014 Officer Election Results – DRAFT
      – Attachment 239-2: Motion 2013-239-2: Motion to Transfer Staff Council Authority to the Administrative Committee until Staff Council Reconvenes in the fall of 2013 – DRAFT
      – Attachment 239-3: Motion 2013-239-3 – Motion to Cancel June Staff Council Meeting - DRAFT

9:55 – 10:00 BREAK

8. 10:00 – 10:30 NEW BUSINESS
   A. Motions on Staff Council Bylaw Changes from EMR
      i. Attachment 239-4: Motion 2013-239-4: Motion to Amend UAF Staff Council Bylaws to Clarify the Charge for University Advocacy Committee - DRAFT
      ii. Attachment 239-5: Motion 2013-239-5: Motion to Amend UAF Staff Council Bylaws to Change the Name of the Administrative Committee to ‘Executive Board’ - DRAFT
      iii. Attachment 239-6: Motion 2013-239-6: Motion to Amend UAF Staff Council Bylaws to Add Past President to the UAF Staff Council Executive Board as an Ex-Officio Member - DRAFT
      iv. Attachment 239-7: Motion 2013-239-7: Motion to Amend UAF Staff Council Bylaws to Add the President as a Member of the Executive Board - DRAFT
v. Attachment 239-8: Motion 2013-239-8: Motion to Amend UAF Staff Council Bylaws to Remove Alternate Seats on Staff Council - DRAFT

vi. Attachment 239-9: Motion 2013-239-9: Motion to Amend the UAF Staff Council Bylaws to Add Five At-Large Representative Seats to Staff Council - DRAFT

vii. Attachment 239-10: Motion 2013-239-10: Motion to Amend UAF Staff Council Bylaws to Reflect the Recent Addition of Five At-Large Representative Seats to Staff Council - DRAFT

viii. Attachment 239-11: Motion 2013-239-11: Motion to Amend UAF Staff Council Bylaws to Divide EMR into Two Distinct Committees - DRAFT

ix. Attachment 239-12: Motion 2013-239-12: Motion to Add the ‘Elections Committee’ and the ‘Membership and Rules Committee’ as Internal Standing Committees of UAF Staff Council - DRAFT

x. Attachment 239-13: Motion 2013-239-13: Motion to Amend UAF Staff Council Bylaws to Address the Recent Division of the ‘Elections, Membership, and Rules Committee’ into the ‘Elections Committee’ and the ‘Membership and Rules Committee’ - DRAFT

xi. Attachment 239-14: Motion 2013-239-14: Motion to Amend UAF Staff Council Bylaws to Reflect the Recent Changes to the Structure of the Internal Permanent Staff Council Committees - DRAFT

xii. Attachment 239-15: Motion 2013-239-15: Motion to Amend the UAF Staff Council Bylaws to Allow Proxies to Attend Meetings in Place of Staff Council Representatives - DRAFT

B. Rural Affairs Ad Hoc Committee Regarding Ombudsman Position

9. GUEST SPEAKERS (none)

COMMITTEE REPORTS

10. 10:30 – 10:45 INTERNAL COMMITTEE REPORTS
   A. Elections, Membership, and Rules – Richard Machida
   B. Rural Affairs – Jeannette Altman
      - Attachment 239-C: Rural Affairs Annual Committee Report 2013
   C. Staff Affairs – MaryAlice Short
      – Attachment 239-A: Committee Report for May 2013
      – Attachment 239-B: Electronic Termination Workflow
   D. University Advocacy Committee – Lesli Walls

*Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu.

11. 10:45 – 10:50 EXTERNAL STATEWIDE COMMITTEE REPORTS
   A. Staff Alliance’s Staff Health Care Committee – Debbie Coxon, Lesli Walls, Mary Sue Dates (Alt), Debbie Gonzalez (Alt)

*Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu.

12. 10:50 – 10:55 EXTERNAL UAF COMMITTEE REPORTS (In Written Format)
   A. Accreditation Steering Committee - ON HIATUS
   B. Chancellor’s Advisory Committee for the Naming of Campus Facilities – Debbie Coxon
C. Chancellor’s Diversity Action Committee (CDAC) – ON HIATUS
   – Student Diversity Task Force – SEAT VACANT
   – Women’s Center Advisory Board – No representative
D. Chancellor’s Planning and Budget Committee – Juella Sparks, Trish Winners (Alt)
E. Intercollegiate Athletic Council – Debbie Coxon & Jesse Atencio
   – Attachment 239-E: May Committee Report
F. Master Planning Committee (MPC) – Richard Machida (4/13 – 4/16), Brad Krick, (Alt, 4/13 – 4/16)
   – Attachment 239-F: May Committee Report
G. Meritorious Service Awards Committee – SEAT VACANT
H. Parking Advisory Committee (PAC) – Tom Langdon
   – Individual committee members are reviewing citation
   – Committee has not met
I. People’s Endowment Committee – Debbie Gonzalez
J. RISE Board – Ian Olson
K. Technology Advisory Board Committee (TAB) – Adam Kane & Chris Bek
L. Work-Life Balance Committee – INACTIVE

*Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu.

13. 10:55 – 11:00 AD HOC COMMITTEE REPORTS
A. Staff Council Calendar Committee – Brad Krick
   – Attachment 239-D: Annual Calendar Committee Report 2013
B. Chancellor’s Cornerstone Award Committee – Brad Krick
   – Attachment 239-G: Annual Committee Report 2013
C. Staff Appreciation Day Planning Group – Ashley Munro
D. Staff Makes Students Count Award Committee – Richard Machida

*Committee Chairs: Please forward your reports to uaf-staff-council@alaska.edu.

14. 11:00 – 11:10 ROUND TABLE DISCUSSION
15. 11:10 ADJOURN
UAF Staff Council – Staff Affairs Committee
Committee Report for April 2013
Committee Chair – MaryAlice Short

Staff Affairs last met on April 19, 2013

Members Present: MaryAlice Short – Chair, Jennifer Youngberg, Juan Goula, Nicole Dufour, Jarkko Toivanen, Brad Krick

Leave Share:
- The committee discussed the leave share program and reviewed the new FAQ that was created for the Staff Council blog site and the UAF Human resources page.
- Discussion over the Family Medical Leave Act (FMLA) was discussed again to understand the protocol for the leave share and to make sure all questions were answered in the FAQ (FAQ attached)

Telecommuting:
- Lesi Wall and Nicole provided the University of Alaska telecommuting contracts
- The committee agreed that following the progress of telecommuting program as it moves within the administration.
- The telecommuting agreements are on the payroll tab of the HR website.
  http://www.uaf.edu/uafhr/payroll/

Grievance Process:
- The grievance process was discussed and the committee agreed to table further discussions and wait for Human Resources to finish up their discussions and submit a resolution for review.

Employee Email:
- The committee was tasked with clarifying how long an employee’s email was active after they retire or terminate positions within the University of Alaska Fairbanks.
- There appears to be many reasons and conflicting information on how this process works.
- Jennifer Youngberg provided the website with sample emails that are processed when an employee leaves the university:
  http://www.alaska.edu/hr/hr-procedures/paperless-job-processing/workflow/
- Employee email addresses may be continued uninterrupted by completion of OIT account extension: http://www.alaska.edu/oit/services/account-management/forms/formAccountExtensionDeletionForm.pdf
- Please remove the document attached Electronic Termination Workflow
Tasks:

- Jennifer Youngberg is going to make a few corrections to the Leave Share FAQ and then it will be submitted for review to Juella Sparks.
- Jarrkko Toivanen is going to follow up with OIT for their guidelines on employee email termination.
- Jennifer Youngberg and MaryAlice Short will continue to review the process and provide information within the group.

2 attachments follow:

Electronic Termination Workflow
Leave Share FAQ
Electronic Termination Workflow

When an employee is transferring from a benefit-eligible position to a temporary position UAF HR asks that they are entered into the electronic termination workflow process for the following reasons:

- A termination date is automatically entered on the employee’s job record avoiding potential overpayment on these generated pay assignments.

- Workflow has built-in process for terminating health care coverage and triggering the proper COBRA notification process. There is an unlimited liability to the UA system if proper notification does not occur.

- If employee is transferring to another unit it alerts departing department to collect keys/equipment or properly charge employee for other unreturned items or close out unprocessed travel. Please remember, these instructions are for benefit-eligible to temporary only; please do not process workflow termination if employee is transferring to another department/unit into another benefit-eligible position, provide stop job only with appropriate reason (TRP, TRL, TRD).

- Payroll deductions are terminated and notification is made to retirement, vendors and other UA deductions (i.e., parking, foundation etc.)

- Banner Security accesses are terminated. This is going to become extremely important with web time entry (WTE) if they are currently supervisors and/or time sheet approvers; it is imperative that information is updated prior to their subordinates initiating their time sheets.

- If an employee is eligible for annual leave (AL) payoff workflow notifies the payroll department to process this in the final paycheck for that employee class. If this does not occur during that payroll cycle manual manipulation and a time consuming adjustment process must be conducted as you are unable to pay AL to an ineligible employee class in Banner.

- Workflow automatically sends a termination document to personnel records departments for placement in the employee’s official personnel file. When this does not occur there is no record of termination reason for a previously benefit-eligible employee.

UAF HR offers the following to alleviate concerns of administration in timely rehire of these employees:
If job form for new temporary position is received in the HR office within 10 days of a system termination, personnel technicians will reactive employee without any additional hiring documentation.

Employee email addresses may be continued uninterrupted by completion of OIT account extension: [http://www.alaska.edu/oit/services/account-management/forms/formAccountExtensionDeletionForm.pdf](http://www.alaska.edu/oit/services/account-management/forms/formAccountExtensionDeletionForm.pdf)

Employee will not be charged for any unreturned keys if contact is made with Facilities key shop 474-6778.

Banner security access can be set-up immediately after new temporary job is entered by completing a new security access request form, pertinent to new job duties. If there will be no change in the employees duties, you may contact the system coordinators directly to request access not be terminated:

  - Shannon O’Kelley, slokelley@alaska.edu; 474-6424
  - Shannon O’Kelley, slokelley@alaska.edu; 474-6424
  - Amanda Wall, Amanda.wall@uaf.edu; 474-7384
  - Office of Admissions and Registrar, registrar@uaf.edu; 474-7500

Unless the access requested requires SW secondary approvals these should be able to be set-up within minutes of request.

**Special Note of Consideration for Retirees:**

If an employee is retiring please be sure to alert them to the requirement to have severed all employment relationships with the UA system for a minimum of 45 days in order to receive access to their University of Alaska Pension Plan: [http://www.alaska.edu/benefits/retirement-plans/pension-plan/](http://www.alaska.edu/benefits/retirement-plans/pension-plan/).

A break in service of more than 10 days is considered a rehire and other regulations, laws and procedures are pertinent. Please contact your HR consultant for information.
Membership as of May 2013:
Jeannette Altman (Chair), Sara Battiest, Christian Bekis, Kirsten Bey, Travis Brinzow, Deb Jeppsen, Adam Kane, Brad Krick, Ashley Munro, Richard Machida, Evelyn Pensgard, Benjamin Tucker

Achievements, 2013
During 2012, the committee discussed UA’s geographic differentials and their effects on rural campus retention and recruitment, facilities improvements, and how to improve UAF programs for off-campus staff (like WIN for Alaska, Staff Appreciation Day, and audio-streaming Staff Council meetings).

In November, MaryAlice Short and Nichole Kloepfer of the Staff Affairs committee joined our meeting to discuss a possible Rural Affairs/Staff Affairs merger. We did not agree that the committees should merge, but we did agree to try and work more closely together and hold periodic joint meetings.

In January, Brad Krick stepped down as chair and the committee elected new member Jeannette Altman as the new chair. We got to work on continuing business items including a travel proposal to rural campuses and arranging joint meetings with Staff Affairs. Newly elected members from Unit 1, Adam Kane (Dillingham) and Kirsten Bey (Nome) joined our committee.

In February and March, we began discussing the structure of feedback loops and how smaller populations, such as those on rural campuses, might be at risk for retaliation. This led to a discussion on UAF resources, such as the Grapevine (http://www.uaf.edu/grapevine/) as ways to anonymously ask for information. However, nearly all committee members noted the absence of a university ombudsman as a detriment to our organization.

In response to the reorganization suggestions made by the Staff Council Reorg ad hoc committee, Rural Affairs questioned one motion, to eradicate Alternates and replace them with At Large members. It was determined that this may inadvertently marginalize Rural members due to smaller voting populations. More discussion is needed.

In April, the Alaska State Ombudsman was suggested as a neutral third party and discussed at length by the committee. While this was viewed as a good resource, it still lacks the institutional knowledge that an UA ombudsman would retain. The committee will be developing a motion to suggest the addition of such a position to the university.

In May, an ad hoc committee was suggested to create a motion to propose a UA ombudsman, and progress was made on determining details for the travel proposal to rural campuses.
2013 Calendar Committee Annual Report

May 2013

Committee Members: Brad Krick (chair), Sara Battiest, Mary Sue Dates, Gary Newman

The 2013 Staff Calendar was printed and distributed by early February 2013. The final template was submitted to Printing Services around January 7.

The committee has added a January month for the next year on the calendar because we anticipate a proofing delay. This delay is due to proofing the list of reps and alts. Proofing took longer than normal this year and we had an additional delay due to the January soft closure week. Printing Services was apparently not any more backed up with projects than usual this year, but our later submission put us further behind in their queue.

Things for the 2014 Calendar Committee to consider:

1) Timeline changes: Should the Calendar Committee ask for changes to the Elections schedule? Similarly, are there things that we can do to get the finished product out faster? The current time between ratifying elections and the Dec break does not leave us much time to finish proofing and submit the calendar.
   a. In particular, including the list of Reps & Alts means that we can’t finalize the calendar until elections are finished. If there is any delay at that point (verifying reps/als, final proofing, soft/hard closure), we have a small margin of error.

2) Should we change how we solicit photos? There were a substantial number of submissions for the 2013 calendar, but at least one staff person reported to Staff Affairs that they did not hear about photo solicitations. The Calendar Committee asked SC reps to distribute the solicitation. In the future, the committee could consider sending the email directly.
   a. The Staff Appreciation Day Committee will hold a photo contest. The top photos will be forwarded to the Calendar Committee for consideration for the 2014 calendar. Be aware that nice photos are not necessary the only criteria for a successful calendar photo. Other layout factors go into the final decision, so it is best to allow the Calendar Committee, as the designated experts, be the ones responsible for the final choice.

3) Staff Affairs suggested that the Calendar Committee conduct a survey of staff. Their suggestion was to send out a survey after the calendar is distributed because that is when staff would be thinking about the calendar. Brad’s suggestion was that the survey could go out at the same time as a photo solicitation because that is a bit before the committee will think about design choices. We didn’t discuss the kinds of questions that might be on a survey. Some options:
   a. Changes to kinds of information included (dates, names of reps, etc.)
   b. Photo subject?
Intercollegiate Athletics Council Meeting Minutes - draft as of Apr 10
April 8, 2013, 4-5 pm
Nanook Lounge, UAF Patty Center

Present: Debbie Coxon, Andrea Schmidt, Gary Gray, Chris Eversman, Carter Crawford, Dillon Ball, Dani’ Sheppard (Chair), Charlie Hill

Reports
Chair - Dani’
  * Meeting today instead of April 1 due to timing of interviews for scholar-athlete award.
  * All-Sports Banquet, Friday May 3, 6:30 pm, Westmark Hotel, $35. Watch email for details.

Athletics - Dr. Gary Gray
  * Gary provided updates on upcoming GNAC management council meeting at end of April, WCHA management council meetings in May and in June, WCHA membership (starts officially July 1), strategic planning and budget processes for department, and facilities planning committee (preliminary report will go out to IAC soon for consideration and discussion at next meeting).

SAAC
  * No representative present

FAR - Dani’ Sheppard
  * No report

Scholar-athlete selection
Confirmation of final vote
  * Interviewing committee (Andrea Schmidt, Debbie Coxon, Chris Eversman, Tom Robinson, Dillon Ball, Jesse Atencio, Carter Crawford, and Tim Bauer) interviewed six finalists last Friday, three men and three women. Andrea presented the sub-committee’s vote to full IAC. After discussion, final selections were confirmed and presented to Dr. Gray. He will work to get confirmation from Vice Chancellor Sfraga and Dean Foley before recipients are notified and announcements made. Dani’ will let committee know via email when all recipients and finalists are notified. Both awards will be presented at two banquets: UAF Awards Breakfast April 27 and All-Sports Banquet May 3.

Reflection on this year’s process
  * Members discussed highlights that included how smooth the process was, the ability to get all interviews on the same day, the great job that Andrea did guiding the interviews, the exceptional quality of the finalists, and the 30 minute time limit for the interviews.
Consideration of modification to criteria and process
* It was suggested that further discussion regarding whether to revise the criteria and/or process be tabled until next meeting when (1) more members are present, and (2) members have had a chance to review the documented procedures and reflect on a need for any changes.

Old business
Drug testing policy - final thoughts
* Gary shared input he received from SAAC and from general counsel. Members briefly discussed the accessibility of the list of banned drugs to student-athletes as well as the online system for anonymous inquiries.

Discussion item
Athletic aid and eligibility/ineligibility of student-athletes - Charlie Hill & Dr. Gary Gray
* Charlie described the issues involved in the decisions regarding who qualifies for financial aid and the role of academic performance. He and Gary asked for input on this topic.
* Members discussed role of commitment, the need to be clear and firm, the accessibility of academic assistance, the view of financial aid being a privilege vs. a right and the sense of obligation and responsibility that goes with the privilege.

Next meeting
* Next (and LAST) meeting set for May 13, 4-5pm. Location to be confirmed.
* While May 13 is after commencement, May 6 was not possible due to Gary being out of town and it being critical he be at next meeting.
Master Plan Committee

Meeting Notes

4/25/13

By Gary Newman

This constitutes my final report for the UAF Master Plan Committee. It will be up to my replacement representative from Staff Council to do subsequent reports – Richard Machida with Brad Krick filling in an unofficial alternate capacity when Richard is unavailable. I do look forward to continuing to serve on this committee as a community representative. Official meeting notes are posted once available at www.uaf.edu/mastplan

West Ridge Plaza Rocket Installation

This was originally a 40’ rocket, then a 70’ rocket, now back to a 40’ rocket for stability reasons. Discussion centered around choosing from a few locations in front of the GI and insuring that it has a designed vs plain concrete base. It will come back to MPC following further deliberations.

Construction Trailer for Engineering Building addition

Originally proposed for Cornerstone Plaza, it was recommended it be moved to the inside corner of Bunnell. While it doesn’t provide for a view of the construction, they will be able to see contractor comings and goings. Also noted that the webcam for watching construction is up: http://www.uaf.edu/fs/departments/design-construction/projects/engineering/

Bike Shelters for the MBS complex

Michele Hébert gave a presentation on the request from the RISE board with sustainability funding to purchase and install roughly 75’ of bike shelters on the front west end of the MBS student residential hall complex. This would provide better protection from snow and thus encourage students to ride bikes more. Cost include concrete pads was estimated around $35,000. http://www.dero.com/products/bike-haven/ Supportive of the concept, MPC discussed complementary colors, especially if being considered for other buildings around campus. Michele will come back with more specific plans showing locations and mockup on paper.

North Campus Subcommittee

The NASA reflector dish should arrive June 7 and be installed June 9. It was noted that the Board of Regents meeting will be in Fairbanks June 7-8 and some members were concerned that this might be a traffic issue. Others thought it might be a welcome opportunity for the regents to view this event.

Campus Landscape Subcommittee

No meeting
Campus Art Subcommittee

No meeting

Trails Planning Ad Hoc Committee

Jonathan Shambare is continuing work on the planning document and invites any interested to attend meetings and to contribute.

It was also noted that DOT was discussing provisions for improving bike traffic on College Road. Gary Newman passed out a bike planning document that he received at the open house held by DOT the previous Sat.

Facilities Service Update

Jonathan noted that Wood Center and Engineering are proceeding, Art Wing of Fine Arts vapor barrier project should be starting soon, most to be accomplished inside the building. Life Sciences (Margaret Murie) Building will have a grand opening August 22, 2013. Siemens Corp is continuing work with UAF on energy efficient upgrades. It was noted that Siemens, UAF and Golden Valley (as reported at the GVEA annual meeting) are still working on trying to make the solar array in front of Butrovich economically viable.

Public Comment

None
Staff Council Meeting Report
Chancellor’s Cornerstone Award Committee

Members: Brad Krick (chair), Robin Weinant, MaryAlice Short, Deb Jeppsen, and Claudia Koch

The committee received the nominations for the 2013 Chancellor’s Cornerstone Award on Thursday, March 28. We individually read and scored them and then came together on Wednesday, April 3 to discuss the nominations. On Friday, April 5 we met to finalize our nominations and forward them to the Chancellor. The award will be presented on May 15 during Staff Appreciation Day.

As a committee, we were asked for feedback on the award and the process. We came up with these recommendations:

- The committee would like to receive the nominations earlier so as to have more time to read and review them.
- Nominators were asked to answer at least three of eight questions on the nomination form. Some answered all eight questions. In addition, some answered the question with one sentence; others with detailed paragraphs. This made it difficult to score all the nominations equally. We suggest that either the number of questions be reduced or more questions be required to be answered.
- Ensure that this award is on par with other awards of merit, like Staff Make Students Count. Ideas to increase the appeal of this award:
  - A free parking spot for one year
  - Airlines miles
  - Monetary award
  - Party for department of winner
- All nominees should be recognized, perhaps with a Cornerstone Pin. The list of nominees should also be publicized. Finally, we also think it would be a great morale booster if nominees could read their nominations.
MOTION:

The UAF Staff Council moves to ratify the following election results for the offices of UAF Staff Council President and Vice President for 2013-2014:

President: ____________________________________

Vice President: ________________________________

EFFECTIVE: June 1, 2013

RATIONALE: The Elections, Membership, and Rules committee has reviewed and certified these election results. The term for newly elected officers runs from June 1, 2013 through May 31, 2014, in accordance with UAF Staff Council Constitution and Bylaws.
MOTION:

The UAF Staff Council moves to authorize its Administrative Committee to act on behalf of council on all matters within its purview that may arise during the summer of 2013. This authority shall be relinquished when Staff Council reconvenes in the fall of 2013. Representatives and alternates will be kept informed of Administrative Committee meetings via email and will be encouraged to attend and participate in these meetings. The Administrative Committee reserves the right to convene emergency meetings of the entire body during this period for action on issues considered more appropriately resolved by the entire body.

EFFECTIVE: Immediately

RATIONAL: The business of shared governance at UAF takes place year-round. Additionally, situations requiring immediate attention from Staff Council may arise during the summer months when many staff members are off contract.
UAF Staff Council Motion 2013-239-3: Motion to Cancel June 2013 Staff Council Meeting

MOTION

UAF Staff Council moves to cancel the June 2013 Staff Council meeting.

EFFECTIVE: Immediately

RATIONAL: The June meeting occurs at a time when many staff members are off contract.
UAF Staff Council Motion 2013-239-4
Motion to Amend the UAF Staff Council Bylaws to Clarify the Charge of its University Advocacy Committee

MOTION:

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to clarify the charge of its University Advocacy Committee.

EFFECTIVE: Immediately

REASONING: Clarification of purpose is needed for the committee to function more effectively and consistently in future efforts. This motion also clarifies the committee’s role with regard to communication.

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CAPS = Addition
[[  ]] and/or strikethrough = Deletion

Section 5.A.VI.c.

3. [[Other items to be determined by the committee on an annual basis.]] FOCUS ON ON-BOARDING, MENTORING, COMMUNICATIONS, AND PUBLIC RELATIONS WITHIN STAFF COUNCIL
UAF Staff Council Motion 2013-239-5

Motion to amend the bylaws of the University of Alaska Fairbanks Staff Council to Change the name of the Staff Council ‘Administrative Committee’ to the Staff Council ‘Executive Board.’

MOTION

UAF Staff Council moves to amend the following bylaws of the University of Alaska Fairbanks Staff Council in order to change the name of the Staff Council ‘Administrative Committee’ to the UAF Staff Council ‘Executive Board’:

EFFECTIVE: Immediately

REASONING: Changing the name of the ‘Administrative Committee’ to the ‘Executive Board’ provides a more encompassing description of the group’s purpose.

CAPS = Addition

[[ ]] and/or strikethrough = Deletion

Section 5. Committees
A. Permanent Committees
   I. The Permanent Committees shall be:
      a. [[Administrative Committee]] EXECUTIVE BOARD
      b. Elections, Membership, and Rules Committee
      c. Staff Affairs Committee
      d. Rural Affairs Committee
      e. University Advocacy
   II. [[Administrative Committee]] EXECUTIVE BOARD

Section 4. Officers
B. Vice-President
   I. The duties of the Vice-President shall be to:
      a. Serve as chairperson of the [[Administrative Committee]] EXECUTIVE BOARD.

Section 6.
E. The [[Administrative Committee]] EXECUTIVE BOARD 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.
UAF Staff Council Motion 2013-239-6
Motion to Amend the UAF Staff Council Bylaws to Add the Past President to the UAF Staff Council Executive Board as an Ex-Officio Member

MOTION:

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to add the Past President as an ex-officio member of the Executive Board with voting rights only in the event of a tie.

EFFECTIVE: Immediately

REASONING: Clarification of purpose is needed for the committee to function more effectively and consistently in future efforts. This motion also clarifies the committee’s role with regard to communication.

Section 4. Officers

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.


Section 5.A.II.b.

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.

3. **PAST PRESIDENT OF STAFF COUNCIL AS AN EX-OFFICIO MEMBER**
UAF Staff Council Motion 2013-239-7
Motion to Amend the UAF Staff Council Bylaws to Add the President as a Member of the Executive Board

MOTION:

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to add the President as a member of the Executive Board.

EFFECTIVE: Immediately

REASONING: This amendment corrects an error in the Executive Board membership list, Bylaws Section 5.A.II.b.2. by adding the President as an Executive Board member in this section of the bylaws.

Section 5.A.II.

b. Other members of the committee shall be:

1. Chairpersons of the permanent committees.

2. PRESIDENT OF STAFF COUNCIL

3. Special appointments of the President or Vice President.
UAF Staff Council Motion 2013-239-8
Motion to Amend the UAF Staff Council Bylaws to Remove Alternate Seats on Staff Council

MOTION:

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to remove alternate seats from Staff Council.

EFFECTIVE: Immediately

REASONING: At-large seats may allow more people to participate on Staff Council even if there is no open seat in their specific Staff Council Unit.

CAPS = Addition
[[ ]] and/or strikethrough = Deletion

Section 3.

[[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).]]
UAF Staff Council Motion 2013-239-9
Motion to Amend the UAF Staff Council Bylaws to Add Five At-Large Representative Seats to Staff Council

**MOTION:**

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to add five at-large representative seats to Staff Council.

**EFFECTIVE:** Immediately

**REASONING:** At-large seats may allow more people to participate on Staff Council, as opposed to alternate seats, even if there is no open seat in their specific Staff Council Unit.

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[[ ]] and/or strikethrough = Deletion

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Section 3. Membership

A. Representation

**VII.** THERE SHALL BE FIVE AT-LARGE REPRESENTATIVE SEATS ON STAFF COUNCIL. THERE IS NO UNIT OR GEOGRAPHICAL DESIGNATION TO THESE FIVE AT-LARGE MEMBERS. AT-LARGE REPRESENTATIVES SHALL BE ELECTED BY ALL ELIGIBLE VOTING MEMBERS.

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B. AT-LARGE REPRESENTATIVES

I. A VACANCY OCCURING DURING THE TERM OF AN AT-LARGE REPRESENTATIVE SHALL REMAIN UNFILLED UNTIL THE NEXT ELECTION. IF THE VACANCY IS DURING THE FIRST YEAR OF A TWO YEAR TERM, THERE WILL BE A ‘SPECIAL’ ELECTION TO FILL THIS POSITION AT THE NEXT ELECTION CYCLE. THE REMAINING TERM WILL CONTINUE TO BE ON THE SAME ELECTION ROTATION AS THE POSITION WAS ORIGINALLY INTENDED.

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D. Length of Terms

III. AT LARGE REPRESENTATIVES SHALL BE NUMBERED 1, 2, 3, 4, & 5. AT-LARGE REPRESENTATIVES FILLING POSITIONS 1, 3, & 5 SHALL BE ELECTED IN ODD NUMBERED YEARS. AT-LARGE REPRESENTATIVES FILING POSITIONS 2 & 4 SHALL BE ELECTED IN EVEN NUMBERED YEARS.
UAF Staff Council Motion 2013-239-10  
Motion to Amend the UAF Staff Council Bylaws to Reflect the Recent Addition of Five At-Large Representative Seats to Staff Council

**MOTION:**

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to reflect the recent addition of five at-large representative seats on Staff Council.

**EFFECTIVE:** Immediately

**REASONING:** Five at-large representative seats were recently added to Staff Council. These changes update the bylaws to reflect this change.

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**CAPS** = Addition

[[ ]] and/or **strikethrough** = Deletion

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**Section 3.A.**

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

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**Section 3.A.**

VII. A VACANCY OCCURING DURING THE TERM OF A UNIT REPRESENTATIVE SHALL BE FILLED BY SOMEONE VOLUNTEERING FROM THAT UNIT, SUBJECT TO APPROVAL OF THE PRESIDENT AND THE ELECTIONS COMMITTEE

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**Section 3.D.**

II. Even numbered unit representatives [[and alternates]] up for reelection shall begin their term on an even numbered year. Odd numbered unit representatives [[and alternates]] shall begin their term on an odd numbered year.

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**Section 3.E.**

II. The elections for UNIT representatives [[and alternates]] shall adhere to the following:

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**Section 7. Quorum**

A. A majority shall consist of 51% of the total count of [[unit]] STAFF COUNCIL representatives [[on Staff Council]].
UAF Staff Council Motion 2013-239-11
Motion to Change UAF Staff Council Bylaws to Divide the Elections, Membership and Rules Committee into Two Distinct Committees: ‘Elections Committee’ and ‘Membership & Rules Committee’

MOTION:

UAF Staff Council moves to amend the Bylaws of the University of Alaska Fairbanks Staff Council to divide the Elections, Membership, and Rules committee into two separate and distinct committees:

- Elections Committee
- Membership and Rules Committee

EFFECTIVE: Immediately

RATIONALE: Current committee efforts focus primarily on elections, resulting in fewer membership and rules based issues to be addressed. The change is also designed to increase participation by creating more focused bodies.

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Section 5. Committees

A. Permanent Committees

I. The Permanent Committees shall be:

a. Administrative Committee
b. Elections [[Membership, and Rules]] Committee
c. MEMBERSHIP AND RULES COMMITTEE
d. Staff Affairs Committee
e. Rural Affairs Committee
f. University Advocacy
Motion 2013-239-12
Motion to Add the Elections Committee and the Membership and Rules Committee as Internal Standing Committees of UAF Staff Council

*Wording on Section 5.A.III.b.1. should reflect whether or not Motions 2013-239-8, 2013-239-9, and 2013-239-10 passed or failed (i.e. if alternate seats were removed and if at-large representative seats were added)*

MOTION:

UAF Staff Council moves to amend the Bylaws of the University of Alaska Fairbanks Staff Council, as follows, to establish the newly formed Elections Committee and the newly formed Membership and Rules Committee.

EFFECTIVE: Immediately

RATIONALE: The Elections, Membership, and Rules Committee was recently divided into two separate and distinct committees, the Elections Committee and Membership and Rules Committee. This motion outlines the committees’ charges.

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CAPS = Addition
[[ ]] and/or strikethrough = Deletion

Section 5.A. Permanent Committees

III. ELECTIONS 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 / AT-LARGE REPRESENTATIVES), VICE PRESIDENT, AND PRESIDENT.
      2. RESPONSIBLE FOR FILLING VACANCIES IN UNITS WITH NO REPRESENTATION.
   c. THE CHAIRPERSON OF THE COMMITTEE MAY ESTABLISH SUBCOMMITTEES FOR SPECIFIC ISSUES.

III-IV. Elections, Membership, and Rules Committee
Motion 2013-239-12 - Continued

Section 5.A. Permanent Committees

IV. V. Staff Affairs Committee

Section 5.A. Permanent Committees

V. VI. Rural Affairs Committee

Section 5.A. Permanent Committees

VI. VII. University Advocacy

Section 5.A. Permanent Committees

VII. VIII. Ad Hoc Committees

Section 5.A. Permanent Committees

VIII. IX. External Committee Appointments
UAF Staff Council Motion 2013-239-13
Motion to Amend the UAF Staff Council Bylaws to Address the Recent Division of the ‘Elections, Rules, and Membership Committee’ into the ‘Elections Committee’ and the ‘Membership & Rules Committee.’

MOTION:

UAF Staff Council moves to amend the Bylaws of the University of Alaska Fairbanks Staff Council to address the recent division of the Elections, Membership, and Rules Committee into two separate and distinct committees:

- Elections Committee
- Membership and Rules Committee

EFFECTIVE: Immediately

RATIONALE: Current committee efforts focus primarily on elections, resulting in fewer membership and rules based issues being addressed. The change is also designed to increase participation by creating more focused bodies.

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Section 3.A.
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

Section 3.E.
I. The Elections[[., Membership, and Rules]] Committee shall be responsible for conducting elections.

Section 3.E.III.

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 Meetings.
Section 6. Amendments

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

B. THE [[Elections,]] Membership and Rules committee will verify that 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, THE [[Elections,]] Membership, and Rules Committee will work with the amendment proposer to resolve any issues.
MOTION 2013-239-14:
Motion to Amend the Bylaws of the University of Alaska Fairbanks Staff Council to Reflect the Recent Changes to the Structure of the Internal Permanent Staff Council Committees

**MOTION**

The UAF Staff Council moves to amend its bylaws, Section 6.D. as follows, to reflect the recent name and structure changes to internal permanent Staff Council committees.

**EFFECTIVE:** Immediately

**RATIONALE:** The permanent committee structure has changed. The wording of the bylaws needs to reflect these changes.

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**Section 6.**

D. Once verified, the [[Elections]] Membership[[.,]] and Rules Committee will forward it on to the [[Administrative Committee]] EXECUTIVE BOARD for addition to the draft agenda of the next Staff Council meeting. The proposed amendment will be distributed before the next Staff Council meeting.
UAF Staff Council Motion 2013-239-15
Motion to Amend the UAF Staff Council Bylaws to Allow Proxies to Attend Meetings In Place of Staff Council Representatives

MOTION:
UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to allow for representation by proxy.

EFFECTIVE: Immediately

REASONING: The use of proxies would allow a unit’s voice to be heard in the absence of their elected representative. This also allows those not familiar with Staff Council to learn more about the organization.

Section 3.C.
II. If a representative is unable to attend a meeting, it is the responsibility of the representative to contact SOMEONE TO SERVE AS THEIR proxy. FOR UNIT REPRESENTATIVES, THE PROXY MUST BE FROM THAT UNIT. FOR AT-LARGE REPRESENTATIVES, THE PROXY CAN BE FROM ANY UNIT. THE PROXY HAS THE SAME VOTING RIGHTS AS THE REPRESENTATIVE FOR WHOM THEY ARE FILLING IN. SOMEONE WHO IS A CURRENT REPRESENTATIVE ON STAFF COUNCIL CAN BE A PROXY FOR ANOTHER STAFF COUNCIL REPRESENTATIVE. Excused absences will be granted for members at the discretion of the President.

Section 3.E.III
d. Voting shall be limited to representatives and/OR A designated PROXY THROUGH USE OF [by using] secret ballots on site and using voice vote for the outlying areas.

Section 5.A.VII.
d. Membership is not limited to Staff Council representatives or OR A DESIGNATED PROXY.

Section 7.
B. The presence of a majority of the representatives or their designated PROXIES, either in person or by electronic media, shall constitute a quorum.