AGENDA
UAF STAFF COUNCIL #264
Monday, September 14, 2015
8:45 - 11:00 AM
Wood Center, Carol Brown Ballroom

I. 8:45 - 8:50 CALL TO ORDER & ROLL CALL
   A. Call to Order
   B. Roll Call
   C. Approval of Staff Council Meeting #264 Agenda
   D. Approval of Minutes from Meetings #261 (May 2015) and #262 (June 2015)

II. 8:50 - 9:00 STATUS OF PENDING ACTIONS
   A. Leave Share Resolution
   B. Staff Alliance Task Force to Review “Review Process” vs. “Grievance Process” and Make Recommendations
   C. Resolution Requesting Staff Council Involvement in the Selection of the New UAF Chancellor and the Interim UAF Chancellor
   D. Staff Volunteer Day Proposal and Resolution
      i. Attachment 264-3: Staff Volunteer Day Proposal Approved by Chancellor Rogers

III. 9:00 - 9:05 PUBLIC COMMENT

IV. 9:05 - 9:25 OFFICERS REPORTS
   A. Faye Gallant, President
   B. Nate Bauer, Vice President

V. 9:25 - 9:30 STAFF ACHIEVEMENTS AND HIGHLIGHTS

VI. 9:30 - 9:40 GOVERNANCE REPORTS
   A. Colby Freil, Vice President - ASUAF
   B. Orion Lawlor, President Elect – Faculty Senate
VII. 9:40 - 9:50  BREAK

VIII. 9:50 - 10:00  UNFINISHED BUSINESS
   A. University Advocacy Committee - ‘Staff Mentoring Interest Survey’
   B. Committee Representatives
      i. Parking Appeals Committee - Representative Needed
         - Meets infrequently (a few times each year)

IX. 10:00 – 10:15  NEW BUSINESS
   A. Motion 2015-264-1: Approval of 2016 Staff Council Meeting Schedule
      i. Attachment 264-1: Draft Motion to Approve 2016 Meeting Schedule
   B. Motion 2015-264-2: Motion to Amend Staff Council Bylaws Section 5.
      Committees, including Updating University Advocacy Membership and Deletion of
      List of Permanent Committees - Draft  (⅔ vote needed for approval)
      i. Attachment 264-2: Draft Motion 2015-264-2
   C. Unit Representative Discussion
      i. Attachment 264-6: Unit Representation Options
   D. Staff Council Calendar Photo Discussion
   E. ASUAF Free Services for Student Members
      i. Attachment 264-5: ASUAF Free Services Flyer

X. 10:15 - 10:35  CHANCELLOR’S REMARKS

XI. 10:35 - 10:50  INTERNAL COMMITTEE REPORTS
   A. Elections – Phil Jacobs, Chair
      i. Did not meet
   B. Membership and Rules - Trish Winners, Chair
      i. Attachment 264-4: Sept. Committee Report
   C. Rural Affairs - Chris Brooks, Chair
   D. Staff Affairs – Jane Groseclose, Chair
      i. Did not meet
   E. University Advocacy – Jami Warrick, Chair
XII. INTERNAL AD HOC COMMITTEE REPORTS
   A. Performance Evaluation Joint Campaign Ad Hoc Committee
      i. Did not meet
   B. RISE Board Staff Sustainability Fee Ad Hoc Committee
      i. Did not meet

XIII. EXTERNAL STATEWIDE COMMITTEE REPORTS (written only)
   A. Staff Alliance- Staff Health Care Committee – Lesli Walls; Kim Eames; David Bantz, Alt; Stacey Howdeshell, Alt
   B. Staff Alliance Compensation Working Group – Faye Gallant, Chair; Brad Krick, Janine Smith, Mike Cox
   C. Staff Alliance Task Force to Review “Review Process” vs. “Grievance Process” and Make Recommendations

XIV. EXTERNAL UAF COMMITTEE REPORTS (written only)
   A. Accreditation Steering Committee - On Hiatus
   B. Chancellor’s Advisory Committee for the Naming of Campus Facilities – Awaiting Appointment by Chancellor’s Office (Jesse Atencio)
   C. Chancellor’s Diversity Action Committee (CDAC) – On Hiatus
   D. Chancellor’s Planning and Budget Committee - Chris Bekis, Rep; Juella Sparks, Alt
   E. Food for Thought Committee
   F. Fresh Air Campus Challenge Committee – Brad Krick, Rep; Sue Miller, Alt
   G. Master Planning Committee (MPC) – Brad Krick, Rep
   H. Meritorious Service Award Committee – Connie Huizenga, Rep
   J. Parking Advisory Committee (PAC) - Representative Needed
   K. People’s Endowment Committee – Jessica MacCallum, Rep
   L. RISE Board – Ian Olson, Rep
   M. Staff Appreciation Day Planning Group – Ashley Munro & Maria Russell
   N. Sustainability & Dining Committee - Jane Groseclose, Rep
   O. Sustainability Master Planning Committee
XV. AD HOC COMMITTEE REPORTS (written only)
   A. Training & Employee Development Working Group Update - Jessica MacCallum

XVI. 10:50 - 11:00    ROUND TABLE DISCUSSION

XVII. 11:00    ADJOURN
University of Alaska Fairbanks
Staff Council
Motion 2015-264-1

DRAFT

Motion 2015-264-1:
Motion to Approve 2016 Staff Council Meeting Schedule

MOTION:
UAF Staff Council moves to adopt the following meeting schedule for 2016, which aligns with UAF Faculty Senate’s meeting schedule.

EFFECTIVE: Immediately

RATIONALE: Meetings must be scheduled in advance in order to provide time for preparation and public posting of meeting information. Aligning meetings with Faculty Senate’s meetings on the first Monday of the month provides UAF Governance with a cost savings.

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<thead>
<tr>
<th>Meeting Number</th>
<th>Date</th>
<th>Time</th>
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<td>268</td>
<td>Monday, February 08, 2016</td>
<td>8:45 - 11 a.m.</td>
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<td>269</td>
<td>Monday, March 07, 2016</td>
<td>8:45 - 11 a.m.</td>
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<td>270</td>
<td>Monday, April 04, 2016</td>
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<td>271</td>
<td>Monday, May 02, 2016</td>
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<td>272</td>
<td>Monday, June 06, 2016</td>
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<td>Monday, August 15, 2016</td>
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<td>274</td>
<td>Monday, September 12, 2016</td>
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<td>Monday, October 10, 2016</td>
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<td>276</td>
<td>Monday, November 07, 2016</td>
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<td>277</td>
<td>Monday, December 05, 2016</td>
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Faye Gallant, President, UAF Staff Council

Date
University of Alaska Fairbanks

Staff Council

Motion 2015-264-2

DRAFT

Motion 2015-264-2:
Motion to Amend UAF Staff Council Bylaws to Remove Alumni and ASUAF Representation from the University Advocacy Committee Membership and to Restructure Section 5. Committees

MOTION

UAF Staff Council moves to amend the organization’s Bylaws, as follows, to remove the requirement that the University Advocacy Committee include a representative from Alumni and a representative from ASUAF and to restructure Section 5. Committees

RATIONALE: Based on the University Advocacy Committee’s internal review of its bylaws, the committee requested the removal of the requirement for an Alumni and an ASUAF representative from their membership due to the fact that this requirement has not been met for many years. The amendment results in a committee structure that more accurately reflects the functioning committee. The remainder of Section 5 was updated and restructured.

______________________________  ________________________
Faye Gallant, President, UAF Staff Council  Date
Section 5. Committees

A. Permanent Committees

[[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.]]

[[THE PERMANENT COMMITTEES SHALL CONSIST OF:]]

[[I.—The Permanent Committees shall be:]]

a. Executive Board
b. Elections Committee
e. Membership and Rules Committee
d. Staff Affairs Committee
e. Rural Affairs Committee
f. University Advocacy]

[[II—]] (I.) Executive Board

[[III—]] (II.) Elections Committee

[[IV—]](III.) Membership and Rules Committee

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

b. The committee shall have the following responsibilities:

1. Set up a Staff Council Unit, and ‘compositions’ refers to individuals within a unit.

2. Accept petitions for proposed changes to unit designations and unit compositions from constituents.
3. Accept petitions for proposed changes to unit designations and unit compositions from constituents.

[4.] Based upon guidelines set forth in the Staff Council

[5.] Responsible for parliamentary procedure of the Staff Council meetings.

IV. Staff Affairs Committee

V. Rural Affairs Committee

VI. University Advocacy COMMITTEE

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. Focus on on-boarding, mentoring, and communications within Staff Council and public relations with the UAF community

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

B. 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 a designated proxy.

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

[[a.]](1.) The governance office will track membership on external committees and notify Staff Council of pending appointment expirations.

[[b.]](2.) The President will call for candidates for the external committee appointment.

[[c.]](3.) Staff Council will vote on the nominated candidates.

[[d.]](4.) The President will confirm the appointment of successful candidate.

[[e.]](5.) The successful candidate will report to Staff Council the status of 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.]]
University of Alaska Fairbanks

Staff Council

Proposal for UAF Staff Volunteer Day

Revised: 5/4/2015

In partnership with our university’s administration, UAF Staff Council seeks to promote and strengthen UAF’s core themes, including its efforts to engage Alaskans through Outreach for Continuing Education and Community and Economic Development, as well as the UA system’s efforts, through the Shaping Alaska’s Future initiative, to demonstrate accountability to the people of Alaska; we also highlight our own organization’s commitment, though Staff Council’s University Advocacy Committee, to establish events and functions to help make the public aware of the value of University staff, as well as students and faculty.

We further observe our communities’ increased need for time and effort from UAF’s wide variety of skilled and highly capable staff and potential volunteers, as well as the opportunity to bridge cultural and connotative gaps between UAF and our larger community.

We also recognize the potential for UAF and its Staff Council to partner together in an effort to benefit the community in which we live and work. The annual Staff Volunteer Day proposed herein seeks to incorporate the organization, facilitation, and promotion of volunteerism by staff on a large scale, during designated times of year when these efforts are most needed.

As a result of these concerns, UAF Staff Council seeks official designation for an annual UAF Staff Volunteer Day. Our proposal seeks equally shared commitment (and the credit that results) from administration and staff individuals: a work day of volunteer time per staff member per year, comprising four hours of existing Annual Leave, donated by the staff member, together with four hours of university time.

We propose these volunteer efforts to be concentrated as full workdays by all willing staff, to take place during one of two designated weeks per school year, which may also minimize any adverse effect to UAF and its services to students. Tentative proposals for these weeklong designations include a single week during the Fall semester of 2015 and one during Spring semester of 2016. We further recognize the need for the stringent organization, regulation, and oversight of such proposed activities, with Staff Council anticipating collaboration with University Human Resources and Administration regarding implementation.

In summary, UAF Staff Council proposes, in conjunction with UAF administration, the founding of an Annual Staff Volunteer Day, incorporating the organization, facilitation, and promotion of volunteerism by staff on an extensive level, during designated times of year when these efforts are most needed by our community.

Approved

Denied

Signature: [Signature]
Brian Rogers, Chancellor

Date: 8/19/15

SC 10
University of Alaska Fairbanks

Staff Council

Resolution 2015-261-4

Revised 5-4-2015

UAF Staff Council approved the following motion at Staff Council Meeting #261, on May 4, 2015:

Resolution 2015-261-4:
Resolution in Support of UAF Staff Council’s ‘Staff Volunteer Day’ Proposal

WHEREAS, UAF Staff Council’s University Advocacy Committee is committed to organizing events and functions to help make the public aware of the value of University staff, as well as students and faculty; and

WHEREAS, Staff Council observes our communities’ increased need for time and effort from the University’s wide variety of skilled and highly capable staff and potential volunteers; and

WHEREAS, we also recognize the opportunity to bridge cultural and practical gaps between UAF and our larger community; and

WHEREAS, we further observe the potential for UAF and Staff Council to partner together in an effort to benefit the community in which we live and work; and

WHEREAS, we are committed to UAF’s core themes, including its efforts to engage Alaskans through Outreach for Continuing Education and Community and Economic Development; and

WHEREAS, we are also aligned with the University of Alaska’s efforts, through the Shaping Alaska’s Future initiative, to demonstrate accountability to the people of Alaska; now

THEREFORE BE IT RESOLVED, that UAF Staff Council supports the proposal to found an Annual Staff Volunteer Day at UAF.

\[Signature\]
Chris Beks, President, UAF Staff Council

5/19/15

Date
8/24/2015  

**Membership & Rules Meeting Report**

*Roll Call - quorum met* - Brad Krick, Samara Taber, Trish Winners, Mathew Mund  
Guest: Nicole Dufour

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**Changing Meeting Day/Time & using Google Hangouts (no more using call-in number).**

1. Camera not required, can be audio only. Next M&R Meeting date - 10/20 2pm  
   **T.Winners**

2. M&R wants to review draft survey before committing to the concept; preferably only for SC reps. Not needed till spring review.  
   3. Nicole has better knowledge/info on needed unit changes.  
   **Trish/Mathew**

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**Assigned ownership for each bylaws section for 2015/2016 review cycle.**

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**OLD BUSINESS - Outstanding Motion(s) from 2014/2015**

4. > Bylaws review section 5 changes - M&R approved today; for SC vote 9/14.  
   **T.Winners**

5. Next ParliamInute - Waiting till late September/October  
   **J.MacCallum**

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**Action Items:**

- **Unit Changes before Elections** - follow up  
  **T.Winners; 10/20**

- **Next meeting date - Confirm w/all**  
  **T.Winners; asap**

- **Draft Unit Survey** - Not needed till spring. Aly to bring draft.  
  **A.Englert; FEB**

- **Staff Council Rep Job Description** - Ad hoc; start researching, bring to M&R Committee to discuss.  
  **M. Mund; 10/20**

- **Update Motions Log for Section 3 Changes**  
  **B. Krick; 10/20**

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**Future Business:**

- Unit Reviews Survey  
- SC Rep Job Description

**Important Dates:**

- Next SC Executive Board Meeting: 9/2  
- Committee Reports due: 9/8  
- Next Staff Council Meeting: #264 - 9/14  
- Next M&R Committee Meeting: 9/22  
- Future Staff Council Meeting: #265 - 10/12

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**Trish Winners (C), Jessica MacCallum, Brad Krick, Samara Taber, Aly Englert, Mathew Mund**

**MEMBERS:** Mund
Free Services Available to UAF Students:

- Fax Services (incoming & outgoing)
- 30 Minute Attorney Consultations *
- Alaska Notary Public Services*
- Computer, Printer, & Copier Use*
- Free Coffee, Tea, Cider & Microwave
- Alaska State Volunteer Registration
- International Student ID Card*
- Club and Academic Travel Funding
- Student Advocacy and Representation

*Some restrictions apply. Contact the office for details.
MEMBERSHIP & RULES
REQUEST FOR STAFF COUNCIL INPUT

TOPIC: Job Change Moves Staff Council Rep Into New Unit

Situation

The Staff Council bylaws give no direction on what happens when a Staff Council rep changes jobs putting them into a different unit than the one they were elected to represent. Do they have to step down? Do we modify the bylaws to allow them to remain?

With the continuing transitions the university is facing we would like to make a conscious decision on how we manage unit changes for Staff Council Reps.

History

Each situation in the past has been handled as a one-off, usually finding ways within the current bylaws to retain the rep, either from someone else voluntarily stepping down or by other means. We would like to clarify and codify the group’s chosen course of action in the bylaws to provide guidance in the future, especially in situations where there are no vacancies in the new unit.

Precedents

Faculty Senate currently has an avenue for retaining their representatives who change units, but we did not find any language about this in the bylaws of our other governance groups.

Question for the group:

Do we ask serving reps to step down from staff council if they have a job change putting them into a new unit, or do we modify the bylaws to allow the rep to stay on staff council until the next election for their new unit?

Simple Vote #1:

1. Stay on Staff Council
2. Step Down
OPTIONAL, Dependent on results of voting on Side 1

Discussion of Considerations & Options

Considerations

- Units choose who represents them in elections.
- Importance of maintaining equal representation for all units
- Especially recognize the challenges for rural reps who have fewer contacts on main campus

1. Adapt Faculty Senate wording to have rep serve out their term, such as:

   Representatives should serve out the terms to which they are elected. If the representative is no longer affiliated with the unit from which they were elected... they would serve to the end of their term.

2. Retain rep in a floating 'at-large' status until the next election for their new unit.

3. President and Election chair can appoint someone to a vacant at-large seat.

4. Others?

Simple Vote #2: (Or by Google Form Survey)