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

I. CALL TO ORDER & ROLL CALL

A. Call to Order
   - The meeting was called to order by President Faye Gallant at 8:55 AM.

B. Roll Call

   **Present**
   (GH) = Google Hangout
   (P) = Phone
   Mercedes Anderson
   Jessica Armstrong
   Nate Bauer
   Chris Bekes (GH)
   Chris Brooks (GH)
   Aly Englert
   Susie Frei (GH)
   Faye Gallant
   Jane Groseclose
   Stacey Howdeshell
   Melody Hughes (GH)
   Phil Jacobs (GH)

   **Present (cont.)**
   Brad Krick
   Brandi Marrero
   Sue Mitchell
   Mathew Mund
   Chad Oleson (GH)
   Evelyn Pensgard (P)
   Lesli Walls (GH)
   Trish Winners

   **Proxy**
   Jessica Desrochers (Proxy for J. Warrick)

   **Excused:**
   Jami Warrick (Proxy J. Desrochers)

   **Absent:**
   Jesse Atencio
   Celena Brown
   Kim Eames
   Connie Huizenga
   Jim Jones
   Jessica MacCallum
   Dean Ojala

   **Guest and Others Present:**
   Interim Chancellor Powers
   Nicole Dufour, Staff
   Council Ex. Scty

C. Approval of Staff Council Meeting #264 Agenda
   - Approved as amended

D. Approval of Minutes from Meetings #261 (May 2015) and #262 (June 2015)
   - The minutes were approved as presented

II. STATUS OF PENDING ACTIONS

A. Leave Share Resolution
   - As of our last meeting, President Gamble had approved our changes and had forwarded them to the Chief Human Resources Officer (CHRO), to take action. The revised regulations, which correct the problems that we were concerned about, are beneficial in terms of both the intermittent issue and the bereavement issue. These are currently circulating for any final comment. They addressed all of our concerns without adding
any complications or problems. Staff Alliance had a few questions for them, but these were minor issues. Faye will email these changes to the group. The changes are expected to move forward soon. Since these are regulation changes and not policy changes, they do not have to go to the Board of Regents (BOR). We hope to see these finalized in the next few weeks.

B. **Staff Alliance Task Force to Review “Review Process” vs. “Grievance Process” and Make Recommendations**
   - The officers will attempt to reinvigorate this group at tomorrow’s Staff Alliance meeting to try to get some movement in looking at the differences between the review process and the grievance process, with the changes to the layoff policy that we saw in the spring. We want to make sure it doesn’t just drop off the radar altogether.

C. **Resolution Requesting Staff Council Involvement in the Selection of the New UAF Chancellor and the Interim UAF Chancellor**
   - Staff Council involvement in selecting the new UAF Chancellor was discussed during PreStaff with Interim Chancellor Mike Powers and Executive Officer, Kari Burrell. They are looking at forming the search committee fairly soon to begin the process. They will let us know once there is progress on this issue. It does sound encouraging that we would have a seat on the selection committee.

D. **Staff Volunteer Day Proposal and Resolution**
   - **Attachment 264-3: Staff Volunteer Day Proposal Approved by Chancellor Rogers**
     - The Staff Volunteer Day proposal was also discussed during PreStaff. Nate and Faye had had a chance to speak to Chancellor’s Cabinet about this proposal. Following this, Chancellor Rogers approved the proposal and began forming a group to discuss implementation. Staff Council will be heavily involved if not leading the group.

III. **PUBLIC COMMENT (none)**

IV. **OFFICERS REPORTS**
   A. **Faye Gallant, President**
      - Our Staff Council Listservs have started to receive unsolicited messages. As moderators on your individual unit Listserv, you may have seen, or may see in the future, unusual requests to approve messages. Please do not approve these messages. Multiple Staff Council members noted that this was a larger issue. Please let OIT know if you are experiencing such problems so that they are aware of the situation and can address it.
      - The BOR meets in Juneau this Thursday and Friday. They will be doing their initial review of the FY17 budget request from the University. You are encouraged to watch the meeting. If you Google UA BOR, UA Board of Regents is the first search result. If you click on this link, you will be take you to a link for BoardDocs where you can view the agenda and all attachments. You are also encouraged to review the agenda for all BOR meetings. A few neat things, like the Chancellor’s Report, are always included. You can see what the Chancellor is putting forward to the Board of Regents in terms of some of our big accomplishments or highlights as well as the governance reports. Faye will be at the meeting on Thursday morning to give the Staff Alliance governance report. The BOR meeting will be available via Livestream.
      - Faye was recently elected to serve as this year’s Staff Alliance Chair. Last year’s Chair, Monique Musick, will serve as Vice Chair.
      - Staff Alliance meets tomorrow. Faye and Nate will be attending this meeting.
      - Staff Alliance will be working on some issues that did not see much movement over the summer. This includes reviewing the grievance process versus the review process. Staff Alliance also has two new
committees last month. One will be looking at the governance process, which includes looking at the process associated with reviewing things to ensure that we have enough time to review them properly and to give real feedback. We also want to be reviewing things as close to the final version as possible, so there are no surprises like those seen with the furlough policy. In this case we had helped craft the policy and were content with it. However, the final version came out without any word to us that it was missing a pretty important cap on the number of furlough days. We want to really work with the administration and with President Jim Johnson to ensure that we have a very robust and functional governance review process.

- The second new Staff Alliance Committee will look at staff morale with the understanding that we are the voice for staff at the University. Since people are talking about staff morale issues, we want to be able to voice the actual staff opinion on staff morale as much as there is any one staff opinion. We have very diverse perspectives, but we need to be able to articulate this. We cannot do this without talking to staff and asking staff. We want to make sure that when issues of staff morale are discussed by the leadership that were able to really articulate it from a staff perspective.

- During PreStaff, the officers discussed the importance of having a Staff Council Representative on the Planning and Budget Committee for next year. They explained that this was important for the exchange of information in both directions, allowing us to share the staff perspective on these items and provide a way to communicate out to staff regarding how that process works and what the discussions and priorities are.

- Both Interim Chancellor Powers and Executive Officer Burrell were very supportive of this idea and said that when the committee does begin working again, there will be a Staff Council seat. The committee is expected to begin work in the spring semester.

B. Nate Bauer, Vice President
- Nate thanked Faye for serving as Staff Alliance Chair.
- It is important for individual staff to take the opportunity to address the Board of Regents during public commend when possible. Please keep the idea of attending the December BOR meeting in mind.

V. STAFF ACHIEVEMENTS AND HIGHLIGHTS
- Faye plans to include a few achievements and highlights in her presentation to the BOR.
- The Hydrokinetic Team at the Alaska Center for Energy and Power had a write up in the Washington Times about their research projects and the alternative energy projects they are working on for Alaska.
- If you have achievements and highlights, you can send these in as they occur. You can email the officers or the Staff Council Office and we can include these items on the agenda. We also have a Google Form available to submit positive staff accomplishments. There is a link to the form on our website.

VI. GOVERNANCE REPORTS

A. Colby Freel, Vice President - ASUAF (no report)

B. Orion Lawlor, President Elect – Faculty Senate
- Faculty Senate has begun their work for the fall semester, with many items on their agenda.
- This includes work on curriculum type issues, including the mandate from the BOR to make sure that the core is the same at UAA, UAS, and UAF. All of our math course numbers have already been aligned and courses are being taught under the new math course numbers. This has worked out well. Apparently we have a plan for English alignment and we are working on a process for getting everything else aligned. For example, UAF has O’s and W’s for oral and written communication requirements. We are trying to figure out how to make those the same across campus. They are also discussing devolving those O’s and W’s to the department level. This would result in the departments having to figure out if their students are getting the necessary communications skills. Departments would be responsible for assessing this.
- We are trying to figure out exactly what is the appropriate way set this up. In particular, there are different lists of required courses. There are really detailed rules at each campus. We are trying to determine how to make these uniform across the campuses.
- Faculty Senate is also working on some policy updates, including updates to the organization’s bylaws, as well as reviewing the blue book used to evaluate faculty for promotion and tenure.
- They are looking at more electronic communications. They are interested in improving communication. We do a lot of really interesting things, but we do not do a good job of sharing these things.
- Faye noted that In PreStaff with Interim Chancellor Powers, he provided some insight from his perspective as a former regent. He said that one of the most important things he had to share was how important it was to see different faces from the University at the regents meetings and to hear from the various groups about what they are working on and what they have accomplished. Staff are attempting to learn from faculty who generally do an excellent job of this. For example faculty might highlight a new book that they published or an article that was printed. Interim Chancellor Powers also stressed the importance of participating in public comment at BOR meetings, of showing up in person when the meetings are in your area.

VII. BREAK

VIII. UNFINISHED BUSINESS

A. University Advocacy Committee - ‘Staff Mentoring Interest Survey’
   - The Staff Mentoring Interest Survey was discussed by the Advocacy Committee at their last meeting. They will be processing the information prior to designing an initiative to address staff mentoring.

B. Committee Representatives
   i. Parking Appeals Committee - Representative Needed
      - Meets infrequently (a few times each year)
      - Brad Krick was appointed to serve as the Staff Council Representative to this committee.

IX. NEW BUSINESS

A. Motion 2015-264-1: Approval of 2016 Staff Council Meeting Schedule
   i. Attachment 264-1: Motion to Approve 2016 Meeting Schedule – Approved
      - The motion was unanimously approved as presented

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 – Approved
   i. Attachment 264-2: Motion 2015-264-2 – Approved
      - The motion was unanimously approved as amended by roll call vote as follows:

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FOR (cont.):
C. Unit Representative Discussion
   
   i. Attachment 264-6: Unit Representation Options
   - Current Staff Council Bylaws do not provide direction in dealing with situations where a Staff Council Representative changes jobs, placing them in a different unit than they were elected to represent.
   - The Membership & Rules Committee would like to have clarity for dealing with this type of situation in light of the rapidly changing university environment. In the past, each situation has been handled as a one-off, either finding a way to keep the person on Staff Council within the existing Bylaws or with the person stepping down from Staff Council.
   - Faculty Senate does have a way to keep members on Senate in such situations. The Membership & Rules Committee was evenly split on how to handle this situation.
   - Multiple concerns were raised from various positions. This included the following:
      - Ensuring equal representation, in particular for rural representation
      - The bylaws, with the exception of at-large seats, are unit focused.
      - It is fairer to come back to the unit to determine who from the unit should be their representative with their former representative moving on.
      - Sometimes when people move units they do leave council. At other times they want to stay and we try to help them remain on council in some capacity when possible.
      - Often changing jobs means you’re doing other things and you are going to be busy for a while learning that new job.
      - Even if a person’s unit is not up for election this year, they could always run for an At-Large seat.
      - The person could remain involved in council even if they change jobs to one in a different unit as a proxy, as a member of the public, and as a member of a committee.
      - If someone is a very active member of Staff Council and they move to a job in a different unit, we do not want to penalize someone for changing jobs.
      - It seems a pity to lose active Representatives.
      - When you switch jobs you do not lose your institutional knowledge of the unit
      - Your peers obviously bestowed confidence in you by electing you to office.
      - It is unfair that the unit be penalized in having one less representative because a person chose to move to a new job because of budget cuts or for growth professional
      - We should not build barriers and make it more difficult for people to participate. We should be making it as easy as possible, especially for people who are already serving.
   
   - As a body, we need to decide if someone changes jobs and is no longer in the unit from which they were elected, if they no longer serve on Staff Council or if we want a mechanism that allows the person to stay in some capacity greater than being just a committee member.
   - The mechanism part got really messy, with a lot of different options floating around. The body needs to decide what it wants to do.
   - Right now, if a Unit Rep steps down from their unit, the officers and the Elections Committee Chair can select a person from that unit to serve, through a mid-term appointment.
   - At the moment, the bylaws do not have the same mechanism for At-Large seats. At the moment, At-Large seats can only be filled during election cycles. There are two At-Large seats that are coming up in this fall’s election and three the following year.
   - One of the jobs of the Elections Committee is to find people that are available to serve.
   - The committee wants direction from the group in determining if they are interested in keeping the person on council, then the committee will work on possibilities for ‘how’ to do this.
   - The committee came up with three options:
     1) Adopt Faculty Senate wording to have the Rep serve out the remainder of their term.
2) Retain the Rep in a floating At-Large status until the election for their new unit. This would be a temporary seat.

3) Have the President and Elections Chair appoint someone to an At-Large seat
   - The committee is open to other suggestions.
   - Trish will put together a survey to look at options for retaining a Rep.
   - Staff Council took a poll to see if Staff Council was interested in finding a way to retain these individuals on Staff Council. 11 voted to find a new way to retain these individuals on Staff Council. 6 voted against this.
   - The Membership & Rules Committee was asked to continue to look at options and return that information to Staff Council at the next meeting.

D. Staff Council Calendar Photo Discussion
   - We are still attempting to determine if there is a budget for a printed calendar this year. When we are deciding how to allocate our resources this year, a printed calendar is not at the top of the list.
   - It was determined that new photos would be requested from all staff represented by Staff Council. Once we have a group of photos, Staff Council members will vote to determine the final picture.

E. ASUAF Free Services for Student Members
   i. Attachment 264-5: ASUAF Free Services Flyer
      - The email address on the flyer originally attached to the agenda is incorrect. The Staff Council Office will obtain an updated copy and will distribute it to Staff Council members. Please forward the new version on as you feel appropriate.

X. CHANCELLOR’S REMARKS
   - Interim Chancellor Powers began his remarks by meeting each Staff Council Representative personally.
   - Interim Chancellor Powers introduced himself. He has been in the community for 30 years, having first come to Alaska in 1980 with the Vista Program as a newspaper reporter. He met his wife here, then moved back to Wisconsin, where he is from, for a program in health administration and a fellowship in Richmond, Virginia. Lutheran Health Systems in Fairbanks had a job opportunity for him, so they came back to Alaska, expecting to only stay a few years. 30 years and three children later they are still here and are committed to the community. He has had a fantastic experience from a number of perspectives.
   - One of these great experiences was with an emerging health system setting being able to bring new services to the community, including cardiology, cancer therapy, and behavioral health. As they looked around for jobs thirty years ago, this one allowed him to come back to Alaska, it was a healthcare opportunity and it was located in a University town. He thinks that the University of Alaska Fairbanks is the jewel of Fairbanks in many respects. Over the course of time, all of their children have taken classes, they have been involved in concerts, and lectures. They are strong supporters of UAF.
   - The opportunity came up to throw his hat in for the Board of Regents a number of years ago and Interim Chancellor Powers served on the Board of Regents for four years. He resigned from that position in order to become interim chancellor.
   - This will be the first meeting of the BOR where he is not a regent, but on the other side with Chancellors Case and Caulfield.
   - There are lots of great initiatives and challenges with the regents. One of these, which emerged over the last four years, was Shaping Alaska’s Future. We have strong statistics relative to retention and/or graduation rates increasing relative to our peers and a lot of that is attributed to the advising function. That is something that’s really discussed nationally and something that we have done very well at.
Gamble said that we need the faculty and staff on contract to go through the year long search. He is aware that there is interest in having staff involvement in the search for a permanent chancellor and staff will certainly be a big part of that.

Ex. Officer and Vice Chancellor Kari Burrell will head up the search, working with President Jim Johnson. The hope is to have the search completed by May 31. This is one of Interim Chancellor Powers' top goals.

He is working to identify what he can be helpful with and what he can accomplish with the university over the next ten months. The chancellor search is key, as is having broad representation on this committee. It will be a national search, but he hopes that there is someone in Alaska who will be a natural fit.

Interim Chancellor Powers also wants to support the FY17 budget process with focus on completion of the engineering building. He also wants to improve the culture of safety and personal responsibility. You are hearing a lot about this through Title IX and the Office of Civil Rights Compliance. It will also be key to continue our connections with the legislature, civic, the community and others, to let them know the work that we are doing here along with the resources that are available here. Alaska is critical to the high Northwest Passage. He wants to emphasize our strategic location geographically.

He also stressed the role of shared governance. There are a lot of business people on the regents, but not necessarily perspectives coming from the shared governance world. In health care shared governance is key. It is a part of how we operate. There are many corollaries between the healthcare system and the academic world. He believes in shared governance and he comes from a culture that added services because of the collaborative efforts of groups working together.

Interim Chancellor Powers encouraged staff to introduce themselves to him when they see him on campus. He also asked for suggestions on how he could be successful at UAF in the next ten months. If there is a particular message that staff want conveyed, forward the information to him.

It was requested that the importance of staff be stressed to the public as staff are the front line people at the university who people first interact with on campus.

The importance of sharing information openly with staff was also highlighted.

He plans to fill out his schedule becoming part of UAF, including attending classes, conferences, meetings, and other events across campus.

### XI. INTERNAL COMMITTEE REPORTS

#### A. Elections – Phil Jacobs, Chair

1. Did not meet

#### B. Membership and Rules - Trish Winners, Chair


#### C. Rural Affairs - Chris Brooks, Chair

- The committee is looking at video conferencing equipment that is being removed from some locations. They want to make sure that these locations have the services that they need. They also discussed the timing of reimbursements to staff for travel expenses.
- Representatives are encouraged to attend the next Rural Affairs meeting if they need assistance with setting up or using Google Hangouts.

#### D. Staff Affairs – Jane Groseclose, Chair

1. 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 – Jesse Atencio
   C. Chancellor’s Diversity Action Committee (CDAC) – On Hiatus
   D. Chancellor’s Planning and Budget Committee - Chris Beks, 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. ROUND TABLE DISCUSSION
XVII. ADJOURN

- The meeting was adjourned by President Faye Gallant at 11:08 AM.
University of Alaska Fairbanks

Staff Council

Motion 2015-264-1

Approved

UAF Staff Council unanimously approved the following motion at Staff Council Meeting #264, on Sept. 14, 2015.

**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.

![Signature]

Faye Gallant, President, UAF Staff Council  
10/2/15  
Date

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The University of Alaska Fairbanks Staff Council unanimously approved the following motion to amend the organization’s Bylaws. The vote was by roll-call as follows:

**FOR:**

Mercedes Anderson  
Jessica Armstrong  
Chris Brooks  
Aly Englert  
Susie Frei  
Jane Groseclose  
Stacey Howdeshell  
Melody Hughes  
Phil Jacobs  
Brad Krick  
Brandi Marrero  
Jenell Merrifield  
Sue Mitchell  
Mathew Mund  
Chad Oleson  
Evelyn Pensgard  
Lesli Walls  
Trish Winners

**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.

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Faye Gallant, President, UAF Staff Council  
10/2/15  
Date
UAF Staff Council Bylaws – Section 5. Committees

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
c. 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.

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

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

[[V.]](IV.) Staff Affairs Committee

[[VI.]](V.) Rural Affairs Committee

[[VII.]](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.

[[VII.]](B.) Ad Hoc Committees

[a.](1.) Ad hoc committee membership shall be appointed by the President and shall report to the UAF Staff Council

[b.](2.) 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

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

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

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

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

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

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.

Signature: 

Approved

Denied

Brian Rogers, Chancellor

Date: 8/19/15
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
Membership & Rules Meeting Report

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

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

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

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

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

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

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
(Continued from Side 1)

**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)
University Advocacy Committee Report – September 2015

Attendees: Jami Warrick, Nicole DuFour, Phil Jacobs, Connie Huizenga, Susan Frei (via Google Hangout)

The Advocacy Committee met September 9, 2015. Discussion topics included the following:

Staff Mentoring Survey and suggestions for moving ahead: It was suggested that Human Resources be involved in any initiative to encourage a mentoring program, either formal or informal. This initiative could be facilitate through supervisor buy-in, training, as part of onboarding or orientation, etc. It was also suggested that the mentoring could be inter- or intra-departmental, encouraging networking, improving morale, and social/work support.

Staff Tours and/or Brown Bag Lunch series: would it be possible to once again conduct tours of campus facilities or host brown bag lunch seminars for staff members?

Healthyroads: is it possible that the program could partner with the SRC for staff support through classes? Are there opportunities for workplace wellness events?

Volunteer Day: Proposal was approved 8/19/15. Was a committee formed to discuss details of implementation?

Survey for staff regarding focus items for Advocacy