

AGENDA
ORIENTATION
Friday, February 20, 2009
8:15-9:20 a.m.
Wood Center Conference Rooms CDEF

Audio Conference information: 1-800-893-8850, Participant PIN: 8244236; Chair PIN: 8244640 (only the chair or meeting convener uses this pin#).

The March 2009 Council meeting is scheduled: Friday, 20 March 2009, 8:45-11 a.m., Wood Center Carol Brown Ballroom.

1. Welcome to UAF Staff Council, Juella, President
2. Council member introductions.
3. The role of System Governance, Juella
Orientation Information Packet, Juella
4. Introduction: The purpose of the UAF Staff Council Committees, Martin Klein, President Elect, Staff Council.
 - a. Staff Affairs – Julie Carpenter
 - b. Rural Affairs – Liz Recchia
 - c. Elections, Membership, and Rules – Katrina Paul
 - d. Advocacy – Maria Russell
 - e. Ad Hocs and External Committees
5. Staff Council Focus 2009, Juella
6. Questions and Comments and Wrap up

February 20, 2009

Dear Staff Council Member:

Congratulations on your recent election to the UAF Staff Council! The senior members on the Council welcome you and are available to assist you in any way as you transition into your new leadership role.

The UAF Staff Council began in 1970 as a conduit for sharing staff views with the UA President's office. Since then, our constituency has grown to include both exempt and non-exempt staff members from all over the state.

Currently, our Council represents all 1,619 staff members at over 50 UAF locations. As staff members are the only non-unionized employees in the University of Alaska system, Staff Council addresses multiple issues, from benefits and compensation, to working conditions, to University policy changes. We are the voice of UAF staff to the administration, and from the administration to UAF staff.

Over the next two years, I hope you will gain a new appreciation for this University, and all of the employees within it. By hearing first-hand from the Chancellor, the Faculty Senate, executive administrators, your fellow council members, and the student officers of ASUAF, you will be asked to play a vital role in affecting and directing University changes. Your peers will rely on you to provide them with the most current information affecting the UAF community, and you will seek their guidance as their representative.

Every member of the UAF Staff Council represents 50 staff members. Therefore, your attendance at the general Staff Council meetings is critical for your unit. In addition, commitment to the work of a committee enables the goals of the Council to be met. Committee meetings are an essential component of Staff Council service. Your time spent working on Staff Council business is protected by the **Board of Regent's Policy P03.01.01**, which promotes the opportunity for staff members to participate in shared Governance.

The UAF Staff Council creates opportunities for its members, just as new members such as you help to create new opportunities for the Council: opportunities to grow, to advance, and to share your unique vision for what this great University can become. By discovering how best to serve according to your strengths, the Council as a whole will become stronger and more effective. Together, we make this University great. I look forward to working with you in the adventure ahead.

Sincerely,

Juella Sparks, President, UAF Staff Council

UAF Staff Council Orientation

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UAF Staff Council

UAF Staff Council provides non-exempt and exempt employees an avenue to help formulate new policies, change existing policies or working conditions, and other matters that affect services provided by the support staff of the University of Alaska Fairbanks. With membership elected from all non-bargaining UAF support staff, the Council provides a medium of exchange between the support staff and University administration.

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

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

How Staff Council Came To Be

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

For information, contact Nichole Kloepper, Staff Council, Executive Secretary at 474-7056, fystaff@uaf.edu Juella Sparks, Staff Council President at 474-7115, fnjs@uaf.edu.

Weblink Information

Staff Council Website: www.uaf.edu/uafgov/staffcouncil
Maintained by Nichole Kloepper, Staff Council Secretary
Staff Council Blog Spot: <http://staffcouncil4uaf.blogspot.com>
Maintained by Unit 7
Staff Council Library Blog Spot: <http://staffcouncil4uaf.blogspot.com>
Maintained by Unit 13
University Relation's Events calendar: <http://www.uaf.edu/events>
Newsroom-Check for staff Council announcements at <http://www.uaf.edu/news.html>

UAF Staff Council and Committees Audio Conference Information

Toll Free #: 1-800-893-8850
Participant PIN: 8244236
Chair PIN: 8244640 (this is only for the chair or meeting convener)

Contact Information

Governance Office
Room 312 Signers' Hall,
Fairbanks, Alaska 99775-7500.
Phone 474-7056 Fax # 474-5213.
E-mail fystaff@uaf.edu if you have any questions.

Agenda and Minutes are created and distributed to all unit representatives by the Council secretary.

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

Role of the Alternate in Voting at Staff Council Meetings

- Each unit has one vote per every fifty staff members in your unit. For example, if your unit has two votes allocated to it, and one of the two representatives is not present at the meeting, but you are present, you can participate in the vote. If you arrive and the other two reps are there, there would only be two votes for your unit not three.

CONSTITUTION OF THE UAF STAFF COUNCIL

ARTICLE I Preamble

As an essential part of the human resources necessary to achieve the university's mission of excellence in research, teaching, and public service, the staff of the University of Alaska Fairbanks has the opportunity to participate in the university's governance system.

As a representative body, authorized by the Board of Regents, the staff governance organization formed by this Constitution enhances the staff's ability to serve the university and the public, provides a communication community, and offers the considered views of staff necessary for decision making and problem solving on issues of common importance.

Therefore, the staff of the University of Alaska Fairbanks has created this constitution to guide its participation in these matters.

ARTICLE II Name

Section 1 The name of this organization shall be UAF Staff Council.

ARTICLE III Purposes, Rights, Responsibilities and Authority

Section 1 The purposes, rights and responsibilities of the UAF Staff Council are:

- A. To provide official representation for the staff, both APT and Classified, of the University of Alaska Fairbanks and all its campuses in matter which affect the general welfare of the staff, the university and the accomplishment of the university's mission.
- B. To function as a representative body to initiate, develop, review and make recommendations concerning issues pertinent to the staff and to the conduct of the mission of the University of Alaska Fairbanks including but not limited to:
 - a. Staff affairs not covered by collective bargaining agreements or applicable state or federal laws which relate to policies and procedures concerning:
 - i. Appointments, reappointments, affirmative action, transfer, termination, and retirement
 - b. Leave
 - c. Performance evaluation
 - d. Advancement and promotion
 - e. Position evaluation

- f. Grievance
 - g. Health and safety
 - h. Compensation
 - i. Ethics
 - j. Staff development
 - k. Other matters affecting the welfare of the staff
 - l. Budget process
- C. To provide consultative services by considering all appropriate matters referred to it by the Chancellor of the University of Alaska Fairbanks or other governing units.
 - D. To act as a constituent body of the UAF governance process and to provide, from and by the UAF Staff Council, representatives to other constituent bodies, including the UAF Governance Coordinating Committee and System Governance Council.
 - E. To provide a means of communication to and from the administration, faculty, students, staff, alumni, the government of the state, and the public.
 - F. To participate in periodic reviews by the University of Alaska Fairbanks into its purposes, missions, goals and objectives, and make recommendations to the Chancellor.
 - G. To review and comment on the annual budget request of the University of Alaska Fairbanks before final approval.

Section 2 Authority of the UAF Staff Council

- A. The UAF Staff Council shall carry out its responsibilities and functions subject to the authority of Board of Regents Policy 03.01.01, the System Governance Council Constitution, which provides official representation for the staff in additional responsibilities and powers granted to it by the Chancellor of the University of Alaska Fairbanks.
- B. Actions of the University of Alaska Fairbanks will be forwarded to the Chancellor for review, acceptance, or veto in accordance with Article XI (Veto Powers) of this constitution.
- C. Actions of the UAF Staff Council which do not need to be forwarded to the Chancellor for action include but are not limited to: resolutions, advisories, and directives to its representatives in other governing bodies.

Section 3 The Officers, representatives, and alternates of the UAF Staff Council duly elected in accordance with this Constitution and Bylaws, are to be afforded reasonable release time from their other duties to participate in the activities of the UAF Staff Council and its committee.

ARTICLE IV Membership

- Section 1 The UAF Staff Council of the University of Alaska Fairbanks shall be composed of representative members of the APT and Classified constituents who shall be elected for two years staggered terms.
- Section 2 Units will be defined giving due consideration for equitable representation according to a combination of geographic locations, community interest, and population. Size and composition of the units will be determined in the bylaws.
- Section 3 Representatives shall be elected from and by the unit they will represent.

ARTICLE V Officers

- Section 1 The Officers of the UAF Staff Council shall be a President and a President-Elect.
- Section 2 The President-Elect shall become President after serving a one-year term or in the event that the office of President is vacated.
- Section 3 The President-Elect shall be elected from the staff at large by the representatives and shall serve as the communications/liaison coordinator.
- Section 4 The President and President-Elect shall be included as representatives from the UAF Staff Council to the UAF Governance Committee.
- Section 5 The President shall vote only to break a tie. If she/he was an elected representative, that position will be filled as specified in the bylaws.
- Section 6 The President-Elect shall be a non-voting member. If she/he was a representative, the position will be filled as specified in the bylaws.

ARTICLE VI Committees

- Section 1 The standing and permanent committees shall be specified in the bylaws of the UAF Staff Council.
- Section 2 The President shall appoint the chair of each standing committee from the elected representatives of the body subject to ratification by the voting representatives.
- Section 3 The committee chair shall be responsible for appointing committee members.
- Section 4 In order to remain a member of the Staff Council, each voting representative must serve on at least one standing committee.
- Section 5 There shall be an administrative committee composed of the chair of the standing and permanent committees. The President will serve as chair.

- Section 6 By a majority vote of those representatives present at any meeting, the UAF Staff Council may establish any ad hoc committee it deems necessary for conducting its business. The chair and membership shall be appointed in the same manner as the standing and permanent committees.
- Section 7 The President shall be an ex-officio, non-voting member of all committees of the Staff Council.
- Section 8 The chairpersons of each standing and permanent committee shall be individually empowered to act for their committee. They are not empowered to present an official position statement without the approval of the UAF Staff Council.

ARTICLE VII Meetings

- Section 1 There shall be a minimum of six regular meetings during each calendar year. Other meetings may be called by the President or President's designee or by petition of twenty percent of the membership of the UAF Staff Council.
- Section 2 Meetings may be conducted using teleconferencing and other electronic media.

ARTICLE VIII Quorum

- Section 1 The presence of a majority of the membership of the UAF Staff Council, either in person or by electronic media, shall constitute a quorum.

ARTICLE IX Parliamentary Authority

- Section 1 The parliamentary authority shall be Robert's Rules of Order, newly revised.

ARTICLE X Amendments

- Section 1 Amendments to the constitution may be proposed by members of the UAF Staff Council. Copies of the proposed amendment shall be sent to all members of the UAF Staff Council.
- Section 2 The President shall schedule a first reading and discussion of the proposed amendment at the first meeting of the UAF Staff Council after distribution of the copies.
- Section 3 Approval of amendments to the constitution requires a two-thirds vote of all members eligible to vote in the UAF Staff Council. The proposed amendment shall be subject to a final vote no sooner than 30 days after the first reading. The vote will be by roll call vote.
- Section 4 All amendments to the constitution approved by the UAF Staff Council shall be forwarded to the UAF Chancellor for approval or veto as provided in Article XI.

ARTICLE XI Veto Powers

- Section 1 Actions taken by the UAF Staff Council pertaining to University policy, procedures and regulations will be forwarded to the Chancellor for approval.
- Section 2 An action of the UAF Staff Council will be considered approved if the Chancellor fails to respond to that action within 45 days of receipt of the action by the Chancellor.
- Section 3 The Chancellor may veto an entire UAF Staff Council action or veto or change only a portion thereof, provided that the change does not effectively contravene or nullify the purpose or principle involved the main action.

ARTICLE XII Appeal

- Section 1 Any action of the UAF Staff Council referred to the Chancellor and vetoed within the 45 day period provided for review may be appealed by a two thirds majority veto override vote of a quorum of the UAF Staff Council at the next regularly scheduled or special meeting of the UAF Staff Council following notice of the veto.
- Section 2 The appeal process shall begin with the System Governance Council and proceed to the President of the University. If the President sustains the Chancellor's veto, the action may be appealed to the Board of Regents for final dispositions.

ARTICLE XIII Recall and Referendum

- Section 1 Any representative may be recalled by the unit from which the representative was chosen. Such a recall vote shall be held upon petition of one-fourth of the members of that unit. The majority of the votes cast shall rule.
- Section 2 Any officer of the UAF Staff Council may be petitioned for recall with a one-quarter vote of the UAF Staff Council. The majority vote cast for recall by a quorum of the UAF Staff Council shall cause the recall of that officer.
- Section 3 A referendum of the constituency on any of the specific actions of the UAF Staff Council shall be called upon presentation to the president-elect of a petition for referendum specifying the issue and containing the signatures of ten percent of the number of non-faculty employees of the University of Alaska Fairbanks. The decision of a majority of the votes cast shall determine action.

**BYLAWS
of the
UNIVERSITY OF ALASKA FAIRBANKS
STAFF COUNCIL**

Preamble

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

Sect. 1 (ARTICLE III. - Purposes, Rights, Responsibilities and Authority)

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

Sect. 2 (ARTICLE IV. - Membership)

A. REPRESENTATION

- 1. The UAF Staff Council shall be composed of representatives elected by permanent full-time and permanent part-time non-faculty, non-student employees. University employees who hold executive appointments shall be excluded from representation by the UAF Staff Council.
- 2. Representatives and alternates must be from the unit they represent.
- 3. Units shall have 1 voting representative for every group of 1 to 50 constituents.
- 4. A petition to change unit designations, including adding or dropping units, shall:
 - a. Be conveyed in writing to the Elections, Membership, & Rules Committee,
 - b. Include language that addresses each of the criteria that define a unit as set forth in Article IV, Sect. 2 of the Staff Council Constitution,
 - c. Be subject to the unit change guidelines set forth in this Article and Sect. 4, Article VI, Sect. A of these Bylaws,

- d. Include a current listing of qualified constituents within affected unit(s).

B. ALTERNATES

1. There shall be one non-voting alternate for every representative.
2. 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.
3. Vacancy of the alternate seat will be filled in good faith by the representative(s) choosing an eligible person from their unit.
4. If an elected representative is unable to attend a meeting, the representative will request that a (the) designated alternate attend and act as proxy.

C. ATTENDANCE

Staff Council members who have three unexcused absences within a six-month period will be encouraged to resign or face removal from the Council. If a representative is unable to attend a meeting, it is the responsibility of that representative to contact the alternate for that unit to attend in their place. Excused absences will be granted for members at the discretion of the President.

D. LENGTH OF TERMS

1. Elected representatives and alternates shall serve two-year terms beginning January 1 and ending December 31.
2. Even numbered unit representatives shall begin their term on an even numbered year. Odd numbered unit representatives shall begin their term on an odd numbered year.

E. ELECTIONS

1. The Elections, Membership, and Rules Committee shall be responsible for conducting elections.
2. The elections for representatives and alternates shall adhere to the following time frame:
 - a. September - obtain current list of UAF staff employees and prepare nomination ballots.

- b. The first week in October, distribute request for nominations, which are due two weeks later, and prepare election ballots from the nominations.
 - c. The first week in November distribute the ballots which are due two weeks later. The votes shall then be counted and verified.
 - d. December, during the Staff Council meeting - a report shall be presented on the outcome of the elections.
 - e. January 1 newly elected representatives take office.
3. Elections for President-Elect shall be conducted as follows:
- a. Notice of election to fill the office of President-Elect shall be announced in the regular meeting in March for the election to be held in May.
 - b. Suggestions for possible candidates shall be presented to the Elections, Membership and Rules Committee in order to prepare a slate of serious candidates for presentation to the Staff Council.
 - c. Call for nominations will take place during the May meeting where the slate of candidates will be presented and any further nominations from the floor will be accepted.
 - d. Voting shall be limited to representatives and designated alternates by using secret ballots on site and using voice vote for the outlying areas.
 - e. Three non-candidate representatives shall count the ballots.
4. Special elections for President and President-elect shall be conducted as follows:
- a. One month notice of election for the President-Elect shall be given if that office is vacated.
 - b. In the event that both offices are vacated simultaneously, one month notice shall be given for elections to be held for both offices and the chairperson of the Staff Affairs Committee shall assume the duties of President until a person is elected.

Sect. 3 (ARTICLE V. - Officers)

A. PRESIDENT

1. The duties of the President shall be to:
 - a. preside over meetings.
 - b. serve as chairperson of the Administrative Committee.
 - c. serve on the UAF Governance Coordinating Committee.
 - d. serve on the System Governance Council or appoint a designee.
 - e. meet with the Chancellor.
 - f. appoint ad hoc committees.
 - g. provide leadership in issues of concern to UAF staff.
 - h. report to the Staff Council on the outcome of all relevant meetings and events in which the President participates.
 - i. appoint a representative to the System Governance Council and two representative to Staff Alliance.
2. Term of office shall be for one year, beginning June 1 and ending May 31.

B. PRESIDENT-ELECT

1. The duties of the President-Elect shall be to:
 - a. serve on the Administrative Committee.
 - b. serve on the UAF Governance Coordinating Committee
 - c. assume the duties of President when the President is absent.
2. Term of office shall be for one year beginning June 1 and ending on May 31.

Sect. 4 (ARTICLE VI. - COMMITTEES)

A. STANDING COMMITTEES

1. The Standing Committees shall be:
 - a. Administrative Committee
 - b. Elections, Membership, and Rules Committee

2. Administrative Committee

- a. The President shall be the chairperson.
- b. Other members of the committee shall be:
 - 1. Chairpersons of the standing and permanent committees.
- c. The committee shall have the following responsibilities:
 - 1. Prepare the agenda for Staff Council meetings.
 - 2. Provide a committee report to Staff Council.
 - 3. Represent and act on behalf of the Staff Council between Staff Council meetings.

3. Elections, Membership, and Rules Committee

- a. The chair person shall be elected from the committee.
- b. The committee shall have the following responsibilities:
 - 1. Conduct elections for unit representatives, alternates, and President-Elect.
 - 2. Review unit composition and maintain a membership list.
 - 3. Review the Bylaws and Constitution to reflect the needs of the body.
 - 4. Review unit designations and generate petitions for unit designation changes as required.
 - 5. Accept petitions for proposed changes to unit designations from constituents.
 - 6. Based upon guidelines set forth in the Staff Council Constitution and elsewhere in these Bylaws, pre-qualify unit change petitions prior to forwarding them to the Staff Council body as motions for formal action i) it will be subject to formal action in the presence of a quorum, and ii) shall be approved upon receiving a two-thirds affirmative vote. There is no limit to the number of original or revised unit designation change petitions submitted

- to EM&R for consideration by a group of eligible constituents.
7. Responsible for parliamentary procedure of the Staff Council meetings.

B. PERMANENT COMMITTEES

- 1 The permanent committees shall be:
- a. Staff Affairs Committee
 - b. Rural Affairs Committee
 - c. University Advocacy
2. Staff Affairs Committee
- a. The chairperson shall be elected from the committee.
 - b. The committee shall work on policies related to the following:
 - 1. Benefits
 - 2. Compensation
 - 3. Grievance procedures
 - 4. Position evaluation and hiring procedures
 - 5. Any matters which effect the health and welfare of the staff.
 - c. The chairperson of the committee shall establish a subcommittee structure relevant to the issues and to the expertise.
3. Rural Affairs Committee
- a. The chairperson shall be elected from the committee.
 - b. As an ex-officio member of the committee, the president is charged with communicating concerns of the Rural Affairs Committee to the Chancellor and System Governance Council.
 - c. The committee shall have the following responsibilities:
 - 1. Oversee the general welfare of the UAF community not residing on the Fairbanks campus.
 - 2. Monitor all activities affecting compliance with the Rural College mission statement of the University of Alaska Fairbanks.

4. University Advocacy
 - a. The chairperson shall be elected from the committee.
 - b. A representative from the Alumni Association and ASUAF will serve on the committee.
 - c. The committee shall have the following responsibilities:
 1. Organize events and functions to help make the public aware of the value of University staff, as well as students and faculty.
 2. Organize events and functions that increase staff morale and awareness of the University.
 3. Other items to be determined by the committee on an annual basis.

C. AD HOC COMMITTEES

1. Ad hoc committees shall be appointed by the President and shall report to the UAF Staff Council.
2. Membership is not limited to representatives.
3. A time frame shall be established for the longevity of the committee and a deadline determined for their final report.

Sect. 5 (ARTICLE X. - AMENDMENTS)

- A. Amendments to the bylaws must be proposed in writing by members of Staff Council at an Administrative Committee or Staff Council meeting.
- B. The Administrative Committee shall schedule a vote on the proposed amendment at the first Staff Council meeting after the proposal is submitted. The proposed amendment must be distributed with the agenda for the meeting at which a vote is scheduled.
- C. Approval of amendments to the bylaws requires a two-thirds vote of the Staff Council members present.
- D. Suspension of bylaws must cite the specific section to be suspended and be approved by a two-thirds vote of the Staff Council members present.

UAF STAFF COUNCIL ***COMMITTEE LIST AND INFORMATION***

Information related to all permanent and standing committees:

- After the annual election via e-mail, representatives are requested to select a committee on which to serve; alternates may also select a committee.
- The Staff Council Secretary establishes an e-mail list of volunteers and works with the committee chair and members to select meeting dates, times, and locations.
- Committee chairs are responsible for preparing committee meeting minutes and providing a report to the UAF Staff Council via the Staff Council Secretary.

Committee Meetings: Council members are required to serve on one committee and plan to attend monthly meetings. All committee and Council meetings are open to the public. **Committee Chairs:** Committee chairs should work with the Council Secretary to project meetings fall through spring. The chair works with committee members to select the best time for all to meet. The secretary selects the location and sends out the reminders to the committee members about the monthly meetings. The Chairs send the meeting minutes to the Council secretary; the secretary includes the monthly committee minutes in the Council meeting agenda. Please note that all committee chairs automatically become members of the Administrative committee. Committee Chairs and Staff Council Officers meet during the Administrative committee meeting to set the monthly Staff Council meeting agenda.

ADMINISTRATIVE COMMITTEE

Purpose of Administrative Committee – Responsible for preparing the Agenda for UAF Staff Council meetings, providing a committee report to Staff Council, and representing and acting on behalf of the Staff Council between Staff Council meetings. The committee is composed of the Staff Council officers and chairs of standing and permanent committees. The President shall be the chairperson. This committee is a standing committee of the UAF Staff Council.

ELECTIONS MEMBERSHIP & RULES COMMITTEE (EMR)

Purpose of Elections Membership and Rules – Responsible for conducting elections, maintain a membership list, review the bylaws and constitution to reflect the needs of the body, review unit composition and designations and generate petitions for unit designation changes as required, accept and pre-qualify petitions for proposed changes to unit designations from constituents. This committee is also responsible for parliamentary procedure of the Staff Council meetings. The chairperson shall be elected from the committee. This committee is a standing committee of the UAF Staff Council.

RURAL AFFAIRS COMMITTEE (RA)

Purpose of Rural Affairs - Oversees the general welfare of the UAF community not residing on the Fairbanks campus. The committee monitors all activities affecting compliance with the College of Rural and Community Development (CRCDD) mission statement of the University of Alaska Fairbanks. The chairperson shall be elected from the committee. This committee is a permanent committee of the UAF Staff Council.

STAFF AFFAIRS COMMITTEE (SA)

Purpose of Staff Affairs - Works on issues such as benefits, compensation, grievance procedures, position evaluation and hiring procedures, and any matters that affect the health and welfare of staff. This is in an advocacy role, as Staff Council has no organized recognition as a bargaining unit within the University of Alaska (UA) structure. The chairperson shall be elected from the committee. This committee is a permanent committee of the UAF Staff Council.

UNIVERSITY ADVOCACY COMMITTEE (ADV)

Purpose of Advocacy Committee - The committee organizes events and functions that increase staff morale and promote awareness of the University. The chairperson shall be elected from the committee. This committee is a permanent committee of the UAF Staff Council.

AD HOC COMMITTEES

Information about Ad Hoc Committees:

- All ad hoc committees are appointed by the Staff Council President as demand warrants.
- The President calls for volunteers usually at a Council meeting, but may also call for volunteers via e-mail.
- The chairperson shall be elected from the committee.
- The Staff Council Secretary establishes an e-mail list of volunteers and works with the committee members to select meeting dates, times, and locations.
- Committee chairs are responsible for preparing minutes and providing a report to the UAF Staff Council via the Staff Council Secretary.
- Council members and staff at large may serve on these temporary committees.

Ad Hoc Staff Calendar Committee

The committee serves to support annual activities associated with creating a yearly calendar. The Staff Council President calls for volunteers usually during the October Council meeting. The committee then works to create a calendar to be published by mid-January. The committee works with UAF Printing Services to design and lay out the calendar or may use other available graphic artists on campus if desired. The committee coordinates with the Staff Council secretary to collect information about the Staff Council membership after the annual election is completed, if results are to be used on the calendar.

The committee solicits photographs in order to select one that will be used on the calendar. Information that will appear on the calendar includes Staff Council monthly meetings, holidays, pay days, and campus closure. After the calendar is published the Staff Council Secretary and committee members counts out calendars in batches of ten, and contacts all unit staff via e-mail to announce the calendars availability.

Ad Hoc Staff Appreciation Day and Longevity Awards

http://www.uaf.edu/uafgov/sc_recognition.html

This committee serves to support annual activities associated with Staff Appreciation Day and the Carolyn Sampson Memorial UA Foundation funded scholarship. A call for volunteers to serve on this committee is usually requested at the October Council meeting.

The group meets as necessary to plan the program, solicit prizes, and assign various tasks that will take place on the day of the event.

Ad Hoc Staff Make Students Count Committee

<http://gov.alaska.edu/Staff/studentscount/>

Annually the President of the University recognizes nominated staff for their excellent service to students. This committee makes recommendations for the award from nominations received from UAF. The Staff Council President calls for volunteers to serve on the committee at the November Council meeting. The committee does not become active until after the guidelines and deadlines are published by the UA President's Office. The Council Secretary announces the award via the all staff e-mail address. The committee completes its purpose annually between mid-March and the first two weeks of April or within the deadline as published by the Office of the UA President. Nominations are sent to the Staff Council office and collected by the Staff Council Secretary. After the committee reviews the nomination materials the Chair writes a memo to the UA President, the Secretary prints the memo on letter head, copies are made of each nominee's material and along with the memo are sent to the office of the UA President for final review and selection. The President announces the award and presents them at the June Board of Regents' meeting.

Ad Hoc Chancellor's Staff and Supervisory Recognition Award Committee

http://www.uaf.edu/uafgov/sc_recognition.html

The committee serves to recommend to the UAF Chancellor a Staff member's and a Supervisor's sustained outstanding contributions toward accomplishing and enhancing the UAF mission and strategic plan. The nomination period is made available to all staff via the all staff e-mail address. Nominations are collected by the Council Secretary and made available to the committee to review, select, and recommend the top nominees to the Chancellor. The secretary forwards the cover letter and nominee materials to the Office of the Chancellor. The Chancellor makes a decision and informs the Secretary of his decision. The Secretary informs the committee and then works with the Chancellor's office staff to assure that the Chancellor's gifts to the award recipients are available on Staff Appreciation Day, when the Chancellor announces the award recipients.

Ad Hoc Staff Council Recognition Award Committee

http://www.uaf.edu/uafgov/sc_recognition.html

The committee serves to recommend/recognize outstanding contributions of Staff members towards governance activities. The Council Secretary creates and publishes the deadlines and the approved guidelines. The information is made available to all staff via the all staff e-mail address. Nominations are collected by the Council Secretary and made available to the committee to review and select the top nominee(s). The committee is composed of the previous year's award recipients. Traditionally the Staff Council President presents the award recipient(s) with the plaques at the annual Staff Appreciation Day event.

Staff Council Committee Chart

Note: (09-10) indicate representative's term ending.

Asterisks indicate Committee Chairs

Committee	Staff Reps
Administrative Committee	Julie Carpenter, Martin Klein, Katrina Paul, Maria Russell, Juella Sparks, Elizabeth Recchia
EMR Committee	Mary Sue Dates, Gary Newman, *Katrina Paul Holly Royce, Brad Havel
Rural Affairs Committee	Roberta Norton, Holly Royce , Ashley Munro, Nici Murawsky, *Elizabeth Recchia, Julie Carpenter, Jeanne Miller, Kayt Sunwood, Anne Sakumoto
Staff Affairs Committee	Brad Havel, *Julie Carpenter, Martin Klein, Jennifer Elhard, Nici Murawsky, Donna Resnick, Carol Shafford, Kayt Sunwood
Advocacy Committee	Leah Glasscock-Sanders, Jill Dewey-Davidson, Jennifer Miller, Kathy Petersen, Donna Resnick, *Maria Russell
Ad Hoc Staff Appreciation Day and Longevity Awards	Ashley Munro, Carol Shafford, Dayna Mackey Donna Resnick, Jackie Alleyne-McCants, Jennifer Miller, Jennifer Youngberg, Jill Dewey-Davidson, Juella Sparks, Kathy Peterson, Kayt Sunwood, Leah Glasscock Sanders, *Maria Russell, Scott McCrea, Sharon Corbett
Ad Hoc Staff Make Students Count Committee	Holly Royce, Leah Glasscock- Sanders, Bryan Uher
Ad Hoc Chancellor's Staff and Supervisory Recognition Award Committee	Ashley Munro, Mary Sue Dates
Ad Hoc Staff Council Recognition Award Committee	Donna Resnick, Jennifer Miller, Holly Royce
Ad Hoc Staff Calendar Committee	Dayna Mackey, Carol Shafford, Holly Royce, Kathy Peterson, Sandra Boatwright, Gary Newman

EXTERNAL COMMITTEES

GOVERNANCE COORDINATING COMMITTEE

<http://www.uaf.edu/uafgov/coordcommittee.html>

- Juella Sparks, President, UAF Staff Council, fnjs@uaf.edu , x7115
- Martin Klein, President, UAF Staff Council, rnklein@fs.uaf.edu, x1599
- Marsha Sousa, Pres-Elect, UAF Faculty Senate, ffmcs@uaf.edu , 455-2867
- Jonathan Dehn, President-Elect, UAF Faculty Senate, jdehn@gi.alaska.edu
- *Brandon Meston, President, ASUAF, fypres@uaf.edu, x7355
- Adrian Triebel, Vice-President, ASUAF, fyvpres@uaf.edu, x7355

*Chair: Brandon Meston, President, ASUAF, fypres@uaf.edu, x7355

Note, that the committee's officer's change in May and June after the Faculty Senate elections and ASUAF elections are completed. The chairperson shall be elected from the committee; the position rotates annually between governance groups.

The UAF Governance Coordinating Committee, representing faculty, staff, and students, provides a forum for the three individual UAF governance bodies to address common concerns and exists for the expressed purpose of coordinating unified action membership of the UAF Governance Coordinating Committee is provided by the officers of each Governance body and its committee officers:

- UAF Faculty Senate – President and President-Elect
- UAF Staff Council – President and President-Elect
- Associated Students of the University of Alaska Fairbanks, ASUAF – President and Vice President

The UAF Governance Coordinating Committee meets twice each semester. Permanent and special ad hoc committees, with members from the other governance bodies and the general University population, address current issues and concerns of each governance group. If there is an issue you would like the UAF Governance Coordinating Committee to address, please contact the Governance Office at 474-7056 (fygcc@uaf.edu), Room 312 Signers' Hall, Fairbanks.

JOINT COMMITTEE ON STUDENT SUCCESS (JCOSS)

Currently the Joint Committee on Student Success is the only permanent committee of the UAF Governance Coordinating Committee:

The Charge of the Joint Committee On Student Success Shall Be To:

1. Create a campus environment that fosters student success.
2. Work collaboratively to recommend student-friendly policies, practices and complementary programs that promote and enhance student success at UAF.
3. Ex-officio members of the committee shall include a representative from the chancellor's cabinet and the provost council.

Ad Hoc Committees may be established as demand warrants.

The Governance Coordinating Committee will receive reports from other committees outside its control who are also concerned with campus issues. Examples include: police advisory board, technology board, one-card committee, and any other committee deemed relevant to faculty, staff, and students.

MASTER PLANNING COMMITTEE (MPC)

<http://www.uaf.edu/mastplan/>

This committee's name is the University of Alaska Fairbanks Master Planning Committee (MPC), organized under the authority of the Chancellor of the University of Alaska Fairbanks. Its primary task is to assist in implementing and continually updating the current UAF Campus Master Plan.

MPC: SUBCOMMITTEE ON PARKING AND CIRCULATION (CPS)

<http://www.uaf.edu/mastplan/bylaws.html>

The Circulation and Parking Subcommittee (CPS) is responsible for making recommendations to the MPC about planning and management of circulation and parking on campus consistent with the Campus Master Plan. Any proposals involving this area should be brought first to MPC Chair Rich Boone, who may then delegate to the CPS tasks of gathering information, developing detailed plans, and/or making recommendations. Parking Services staff will support the work of the committee.

CHANCELLOR'S DIVERSITY ACTION COMMITTEE (CDAC)

The mission of the Chancellor's Diversity Action Committee is to promote an environment:

- Were the diverse nature of all people is acknowledged
- Were diversity is respected
- Were diversity is celebrated as a strength
- Were diversity is valued

TECHNOLOGY ADVISORY COMMITTEE (TAB)

<http://www.alaska.edu/uaf/tab/index.xml>

This committee oversees the use of the student technology fee and reviews proposal requests for technology money twice a year. Technology fees are used to maintain labs, extend hours, and lab equipment upgrade.

CHANCELLORS PLANNING AND BUDGET COMMITTEE

http://www.uaf.edu/provost/planning_budget_committee/pbcindex.html

This committee is comprised of academic administrators, faculty, staff, rural and student representatives along with selected administrators. The committee is chaired by the Provost, members are appointed by the Provost, and a call out for volunteers is sent via e-mail from the Office of the Provost.

The Committee is charged to:

- Advise the Chancellor on matters related to the annual budget and long-range planning of the University.
- Serve as another venue of communication among the staff, faculty, students, and the administration on budgeting and planning.
- Advise on matters related to capital construction requests for legislative funding.
- Adopt rules for committee governance and operation.

Student Recreation Center Committee

The purpose of the SRC Board is to represent the students' interests and protect their investment in the SRC. The SRC Board recognizes that the Chancellor is the Chief Executive Officer of UAF and has ultimate responsibility for the implementation of Regent's Policies and in meeting the financial obligations of the institution.

Staff HealthCare Committee

This committee is a Staff Alliance Ad Hoc to the Joint Healthcare Committee. It is created to investigate and report on a particular healthcare matters or concerns.

Bunnell House Advisory Committee

Is held twice a year or as needed to investigate and report on a particular Bunnell House matters or concerns.

External Committees to Staff Council w/Staff Council Representatives As of 2/09		
COMMITTEE/Term	OWNER	STAFF REP(S)/Expires
Master Planning Committee		Gary Newman - 12/10
Subcommittee on Parking & Circulation		Katrina Paul
Chancellor's Campus Diversity Action Committee	Chancellor	Katrina Paul – 7/10 Ginny Tschanz – 7/10
Technology Advisory Board	James Huesmann, Dean of Libraries	Brad Havel
Chancellor's Budget & Planning Committee	Brian Rogers Chancellor	Gary Newman – 3/09
Joint Comm on Student Success/2 years	GCC	Ashley Munro – 1/10 Kayt Sunwood – 1/10
Bunnell House Advisory Group	Paige Vonder Harr	Holly Royce
Staff Health Care Committee	Staff Alliance	Liz Recchia
Student Recreation Center Committee		Carol Shafford

Committee Selection Form

Spring 2009: Staff Council new representatives and alternates

UAF Staff Council Standing and Permanent Committees

As specified in the UAF Staff Council Constitution, Article VI. SECT 4, "Each voting representative must serve on at least one committee. In addition to serving on a committee as required, Council members may also volunteer to serve on ad-hoc committees.

Permanent Committees:

- Staff Affairs Committee
- Rural Affairs Committee
- University Advocacy Committee

Standing Committees:

- Administrative Committee
- Elections, Membership, and Rules

Please initial or mark committee you are interested in.

___ **EMR**-Purpose of Elections Membership and Rules – Responsible for conducting elections, maintain a membership list, review the bylaws and constitution to reflect the needs of the body, review unit composition and designations and generate petitions for unit designation changes as required, accept and pre-qualify petitions for proposed changes to unit designations from constituents. This committee is also responsible for parliamentary procedure of the Staff Council meetings. The chairperson shall be elected from the committee. This committee is a standing committee of the UAF Staff Council.

___ **Rural Affairs** - Purpose of Rural Affairs - Oversees the general welfare of the UAF community not residing on the Fairbanks campus. The committee monitors all activities affecting compliance with the College of Rural and Community Development (CRCDD) mission statement of the University of Alaska Fairbanks. The chairperson shall be elected from the committee. This committee is a permanent committee of the UAF Staff Council.

___ **Staff Affairs** - Purpose of Staff Affairs - Works on issues such as benefits, compensation, grievance procedures, position evaluation and hiring procedures, and any matters that affect the health and welfare of staff. This is in an advocacy role, as Staff Council has no organized recognition as a bargaining unit within the University of Alaska (UA) structure. The chairperson shall be elected from the committee. This committee is a permanent committee of the UAF Staff Council

___ **Advocacy Committee** - Purpose of Advocacy Committee - The committee organizes events and functions that increase staff morale and promote awareness of the University. The chairperson shall be elected from the committee. This committee is a permanent committee of the UAF Staff Council.

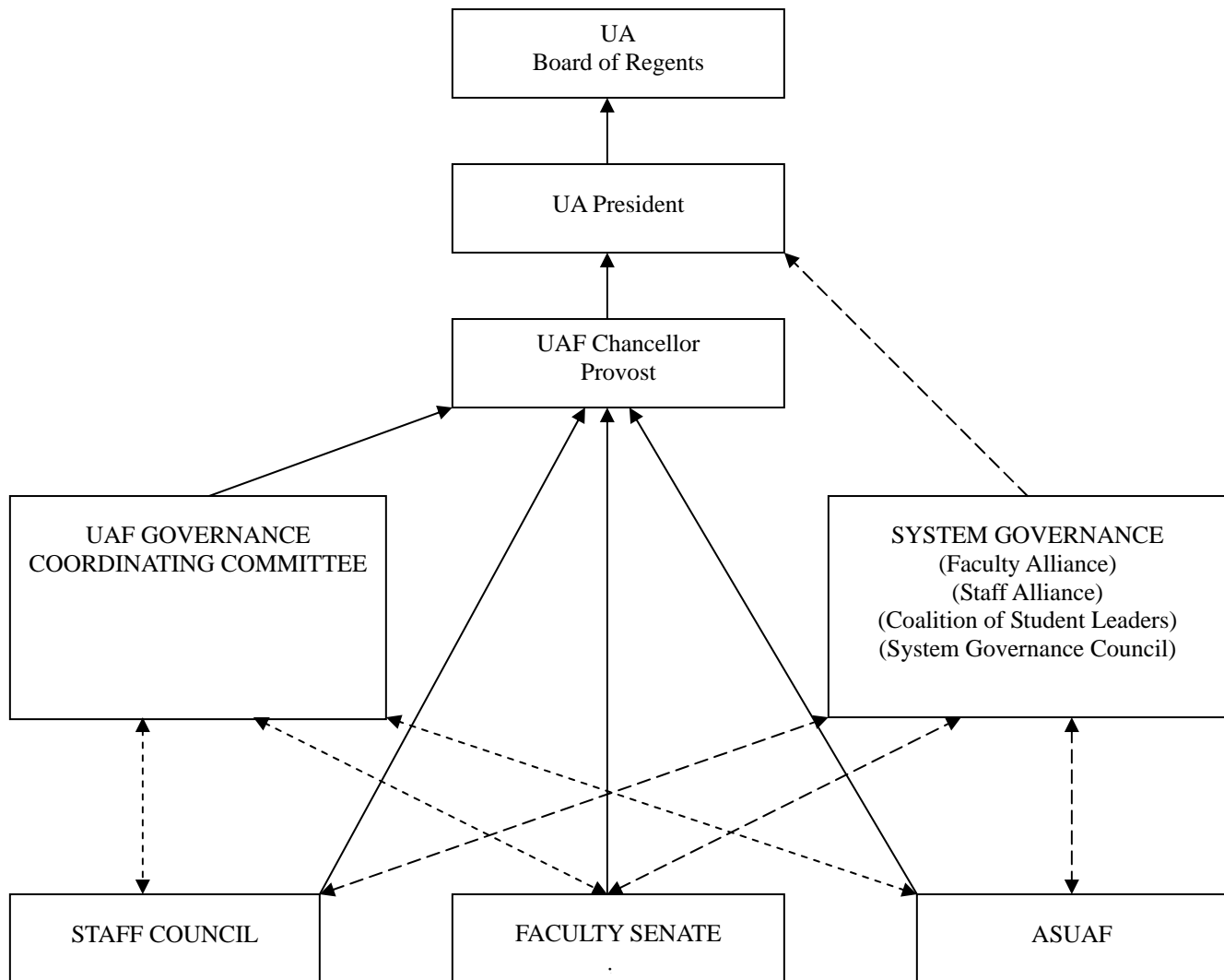
STAFF COUNCIL MEETING SCHEDULE

Fall 2008 – Spring 2009

All regular meetings will be in the Wood Center Carol Brown Ballroom (WCCBB) or Wood Center Rooms C-D, at 8:45-11:00 a.m. All meetings will be set up as an audio-conference (*asterisks identify face-to-face meetings).

SC 191	Wednesday	17	September	2008
*SC 192	Friday	17	October	2008
SC 193	Wednesday	12	November	2008
*SC 194	Friday	12	December	2008
New Rep and Alt Orientation *Orientation starts at 8:15* SC meeting starts at 9:45*				
*SC 195	Wednesday	20	February	2009
SC 196	Friday	20	March	2009
*SC 197	Wednesday	22	April	2009
Staff Appreciation Day				
	Monday TBA	11	May	2009
*SC 198	Friday	22	May	2009
SC 199	Wednesday	10	June	2009
SC 200	Wednesday	9	September	2009
*SC 201	Wednesday	14	October	2009
SC 202	Wednesday	18	November	2009
*SC 203	Wednesday	16	December	2009

UAF GOVERNANCE STRUCTURE



- Policy actions affecting faculty, staff, OR students require Chancellor approval.
- - - - -> Policy actions affecting faculty, staff, AND students require consideration by UAF Governance Coordinating Committee prior to Chancellor approval.
- < - - - - -> Policy actions affecting UAA, UAF, and UAS require consideration by the System Governance Council prior to President and/or BOR approval.

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

BOR and Staff Alliance Schedules

Times are subject to change please see websites for details.

Board of Regents Schedule	
http://www.alaska.edu/bor/	
Meeting Dates	Location
January 28-29, 2009	RETREAT - Anchorage
February 17-18, 2009	Juneau
April 8-9, 2009	Valdez
June 4-5, 2009	Fairbanks
August 5, 2009	SUMMER BRIEFING - Audioconference
September 17-18, 2009	Anchorage
October 30, 2009	BUDGET APPROVAL - Fairbanks
November 30-December 1, 2009	Anchorage
January 26-27, 2010	RETREAT - Anchorage
February 17-18, 2010	Juneau
April 15-16, 2010	Dillingham
June 3-4, 2010	Anchorage
August 10, 2010	SUMMER BRIEFING - Audioconference
September 23-24, 2010	Fairbanks
November 2, 2010	BUDGET APPROVAL - Anchorage
December 9-10, 2010	Fairbanks

Staff Alliance Schedule
http://www.alaska.edu/governance/staff
Approved August 9, 2008
Tuesday, July 15, 2008 10:00am – 12:00 noon Thursday and Friday, August 7-8, 2008, on-site Fairbanks Tuesday, September 9, 2008, 12:30-2:30pm Tuesday, September 23, 2008, 12:00-3:00pm Tuesday, October 14, 2008, 12:30-2:30pm Tuesday November 11, 2008, 12:30-2:30pm Tuesday, December 9, 2008, 12:30-2:30pm Tuesday, January 13, 2009, 12:30-2:30pm Tuesday, February 10, 2009, 12:30-2:30pm **Wednesday and Thursday, February 25-26, 2009 on site, Juneau Tuesday, April 14, 2009, 12:30-2:30pm Tuesday, May 12, 2009 12:30-2:30pm Tuesday, June 9, 2009 12:30-2:30pm

REGENTS' POLICY

PART III – FACULTY, STAFF AND STUDENT GOVERNANCE **CHAPTER 03.01 - FACULTY, STAFF AND STUDENT GOVERNANCE**

P03.01.010. Faculty, Staff, and Student Governance.

- A. The opportunity for faculty, staff and students to participate in the governance of the university is important to its effective operation. The board intends that faculty, staff and student participation in university governance be an integral part of the university community's culture.
- B. After consultation with university faculty, staff and students, the president shall establish by university regulation the systemwide governance structure and its constituent organizations. The structure shall include a systemwide organization for faculty, staff and students; an alliance of faculty senates; an alliance of classified and administrative/professional/technical staff; an intercampus student network; and appropriate campus constituent organizations.
- C. Constitutions for each systemwide organization are subject to the approval of the president. Constitutions for campus employee organizations are subject to the approval of the cognizant chancellor. Student government constitutions are subject to P09.01. The roles and responsibilities for each systemwide organization shall be entered into university regulation.
- D. Governance organizations shall carry out their functions subject to the authority of the board and the president and chancellors. The organizations' purposes are to:
 - 1. provide an effective opportunity for university faculty, staff and students to play a meaningful role in matters affecting their welfare;
 - 2. represent the viewpoints of university faculty, staff and students on regents' policy, university regulation, and other matters affecting the interests of the university;
 - 3. address through legislative action other matters as described in their approved constitutions;
 - 4. advise the president and chancellors in a timely fashion and in a manner set forth in individual organizational constitutions; and
 - 5. communicate to faculty, staff and students information which is of interest and concern to the university.
- E. The president and the chancellors shall respond to actions taken by governance groups in a timely fashion as described in the approved constitutions.

- F. Participants in governance shall carry out their governance responsibilities in good faith and to the best of their abilities without fear of reprisal. Spokespersons for governance groups may present their views directly to the board in accordance with board procedures.

(02-17-05)

UNIVERSITY REGULATIONS

PART III – FACULTY, STAFF AND STUDENT GOVERNANCE

CHAPTER 03.01 - FACULTY, STAFF AND STUDENT GOVERNANCE

A. Intent

It is the intent of the Board of Regents 1) that the faculty, staff and students shall share in the governance of the university, 2) that shared governance is an integral part of the business of the university and 3) that participants in shared governance are empowered by the Board of Regents to carry out their governance responsibilities to the best of their abilities without fear of reprisal.

B. Governance

1. Systemwide

The University hereby establishes a mechanism for faculty, staff and students to participate in system governance through the following organizations:

Faculty Alliance
Staff Alliance
Coalition of Student Leaders
System Governance Council

Additionally, alumni associations are established at the three academic units and participate ex-officio on the System Governance Council.

2. MAU-Specific

The University hereby recognizes that institution-specific governance groups are an integral part of and are established at the University of Alaska Anchorage (UAA), the University of Alaska Fairbanks (UAF), the University of Alaska Southeast (UAS), and the University of Alaska Statewide (SW).

C. Authority

1. Systemwide

The Faculty Alliance, Staff Alliance, Coalition of Student Leaders and System Governance Council receive their authority and shall carry out their functions

subject to the authority of the Board of Regents and the President of the University.

2. MAU-Specific

Faculty and staff governance groups at UAA, UAF, UAS and SW receive their authority from their cognizant chancellor, with the Vice President for University Relations serving as the cognizant chancellor for SW.

Student governments receive their authority from Regents' Policy Part IX, Chapter 7, and corresponding University Regulations.

Alumni associations receive their authority from Regents' Policy 02.08.010.

D. Purpose

The purposes of the system governance groups within the University of Alaska are set forth and maintained in Regents' Policy 03.01.010.

E. Organizational Responsibilities

Governance groups shall carry out their functions subject to their respective charters, constitutions, and bylaws.

Responsibilities of the local governance groups are reflected in their respective charters, constitutions and bylaws. Responsibilities of the system governance groups are listed below.

1. Faculty Alliance

It is the responsibility of the Faculty Alliance to represent the faculty in areas that may include but are not limited to: coordination on matters relating to academic affairs such as academic program review; the addition, deletion or merging of academic programs; curriculum; subject matter and methods of instruction; degree requirements; grading policy; course coordination and transfer; student probation and suspension; standards of admission and scholastic standards; and other matters affecting the faculty, and/or the general welfare of the university and its educational purposes and effectiveness.

2. Staff Alliance

It is the responsibility of the Staff Alliance to represent the Classified and APT (Administrative Professional and Technical) employees who are not represented by a collective bargaining agent in areas that may include but are not limited to: staff affairs, excluding those relating exclusively to faculty; personnel policies and regulations; compensation and benefits; and other issues affecting the work environment and/or the general welfare of the university staff.

3. Coalition of Student Leaders

It is the responsibility of the Coalition of Student Leaders to represent the students in areas that may include, but are not limited to: tuition and fees; financial aid and scholarships; residence life; minority and rural services; clubs and social activities; student media in all forms; health and safety; grievances; tools and resources; student employee relations, and other issues affecting the educational environment and availability of resources for student use.

4. System Governance Council

It is the responsibility of the System Governance Council to coordinate matters of mutual interest or concern to the Faculty Alliance, the Staff Alliance, the Coalition of Student Leaders, and the alumni associations.

F. Membership Responsibilities

For faculty and staff, it is understood that while governance participants' primary responsibilities are performance of the duties for which they are employed, supervisors and employees will coordinate to ensure that departmental and governance needs are met.

Serving on university governance groups is considered to be within the regular work duties of university employees and is supported by the university.

Students serve on governance groups in accordance with Regents' Policy and University Regulation 09.07.050.

Members who serve as officers or participate in special projects, research activities, events or committees directed by their governance organizations require sufficient time to meet those obligations in a reasonable fashion.

Guidelines for participation in governance that are not included in governance group charters, constitutions or bylaws shall be promulgated by the system governance executive officer and made available for use by all members of the university community.

G. Membership

Numbers of members and terms of office are prescribed in the constitutions, or equivalent documents of the respective system governance groups. MAU-specific governance groups determine the method of selection of their own members and their representatives to the system governance groups.

H. Meetings

Meeting schedules are determined by the governance groups. Meetings may be held on-site or by audio or videoconference or some combination of these methods. Meeting notices will be published and available through commonly used means.

I. Quorum

Quorum is defined by each governance group in their constitutions, or equivalent documents.

J. Parliamentary Authority

The parliamentary authority for system governance groups shall be the latest version of Robert's Rules of Order on file and available from the system governance office.

K. Charters, Constitution, and Bylaws

1. System Governance Groups

Constitutions and amendments for system governance groups, once passed by the groups, shall be:

- * transmitted to the President of the University for information,
- * placed in system governance group handbooks, and
- * retained in System Governance and Board of Regents offices.

2. MAU-Specific Governance Groups

a. Faculty and Staff Governance

MAU-specific faculty and staff governance group constitutions and bylaws and amendments, once passed by the groups, shall be transmitted to the cognizant chancellor, or in the case of the statewide administration assembly, to the Vice President for University Relations, for approval.

b. Student Governance

Student government group constitutions, once approved by the individual student government groups shall be transmitted to the President of the University for approval in accordance with University Regulation 09.07.05.

L. Transmittal of Recommendations and Actions

1. Transmittal of System Governance Recommendations and Actions to the Administration or Board of Regents

Actions of the system governance groups affecting the university system or system community shall be transmitted in writing to the President of the University and the responsible executive within 40 days of the action taken. Transmittal shall include evidence of dialogue with the responsible executive and a faithful characterization of the views that executive and of governance.

2. Transmittal of Items from Administration and the Board of Regents to System Governance

Items initiated by the President of the University, the President's designee, or the Board of Regents affecting matters within the scope of staff, faculty and/or student governance normally shall be submitted to the appropriate system governance group through the system governance office in a timely fashion to allow sufficient time for adequate review and response prior to implementation.

However, Regents' Policies and University Regulations requiring immediate implementation may be implemented prior to review by governance. Such policies and regulations will also be forwarded to governance in an expedient manner and may be modified after governance review.

M. Acknowledgement and Review of Governance Recommendations

1. Recommendations Transmitted to the President

The President's office shall acknowledge governance recommendations within ten (10) business days following receipt using a means equivalent to that used for transmittal.

The President of the University shall notify the spokesperson of the sponsoring governance group and the system governance executive officer of the approval, disapproval, or modification of a governance action within forty-five (45) days of receiving the recommendation.

In cases where this arrangement cannot be satisfied, the responsible executive will notify the sponsoring governance group as to the review process and anticipated date the review is likely to be concluded. and administrative recommendations forwarded to the president.

2. Recommendations Transmitted to the Board of Regents

The Board of Regents' office shall acknowledge governance recommendations within ten (10) business days following receipt using a means equivalent to that used for transmittal.

The Executive Officer of the Board of Regents shall notify the spokesperson of the sponsoring governance group and the system governance executive officer of the approval, disapproval, or modification of a governance action within ninety (90) days of receiving the recommendation.

N. Presidential Action on Recommendations

If the President determines that Board of Regents action is warranted as a result of a governance recommendation, including, but not limited to changes to Regents' Policy, the governance item is placed on the Regents' agenda for discussion or action as appropriate and the sponsoring governance leader(s) are invited to participate in the discussion of the issue.

Spokespersons for governance groups may also present their views directly to the Board of Regents in accordance with board procedures.

UAF Staff Council Membership by Unit

**Committee Chairs*

Juella Sparks, President 474-7115 fnjs@uaf.edu	Martin Klein, President Elect 474-1599 mklein@fs.uaf.edu
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UNIT 1: Rural campuses under CRCD

Susan Baird, Rep Kuskokwim Campus 543-4558 insmb1@uaf.edu	
*Elizabeth Recchia, Rep Northwest Campus 443-8400 nnear@uaf.edu	

UNIT 2: College of Rural and Community Development (CRCD)

Holly Royce, Rep 474-5207 holly.royce@alaska.edu	
Bryan Uher, Rep 474-2613 fnbmu@uaf.edu	
Barbara Paskvan, Rep 479-4717 fnbdp@uaf.edu	

UNIT 3: SNRAS, CE&M, INE, SOM

Jill Dewey-Davidson, Rep 474-7301 fnjmd5@uaf.edu	Angel Stacy, Alt 474-7461 fnaes2@uaf.edu
Kathy Petersen, Rep 474-6410 fnksp@uaf.edu	

UNIT 4: Institute of Arctic Biology & Wildlife (IAB)

*Maria Russell, Rep 474-7172 fnmtr@uaf.edu	Sharon Corbett, Alt 474-6517 fnsac1@uaf.edu
Jennifer Miller, Rep 474-7661 fsjen1@uaf.edu	Jason Stuckey, Alt 474-7642 fnjjs2@uaf.edu

UNIT 5: Geophysical Institute (G.I.)

Travis Brinzow, Rep 474-1960 tbrinzow@iarc.uaf.edu	
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UNIT 6 : School of Fisheries and Ocean Sciences (SFOS)

*Julie Carpenter, Rep 274-9693 anjsc@uaa.alaska.edu	Jeanne Miller, Alt 486-1519 jmiller@sfos.uaf.edu
Gary Newman, Rep 474-1991 gary@alaska.edu	Jennifer Elhard, Alt 224-5261 fnjae@uaf.edu
Nici Murawsky, Rep 224-5261 fnnm1@uaf.edu	

**UNIT 7: UAF Enrollment Management/Student & Enrollment Services (SES)/Vice
Chancellor of Student Affairs, Dean of Student Services Operations**

Mary Sue Dates, Rep 474-7596 marysue@alaska.edu	Elisha M. Bratcher, Alt 474-6391 fnemb2@uaf.edu
Ashley Munro, Rep 474-1934 fnakm@uaf.edu	Cody Rogers, Alt 474-6026 fncbr@uaf.edu

UNIT 8 : College of Liberal Arts (CLA)

No representation at this time.

UNIT 9: Chancellor's

Heather Leavengood, Rep 474-7112 heather.leavengood@uaf.edu	Ann Hovde, Alt 474-6396 ann.hovde@alaska.edu
Katrina Paul, Rep 474-5116 rnklm@uaf.edu	
Donna Resnick, Rep 786-6341 fndlr@uaf.edu	
Kayt Sunwood, Rep 474-6311 kayt.sunwood@uaf.edu	
Pips Veazey, Rep 474-5989 fnadv@uaf.edu	

UNIT 10: College of Natural Science and Mathematics (CNSM)

Brad Havel, Rep 450-8710 havel@arsc.edu	
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UNIT 11: Facilities Services (FS)

Jenny Day, Rep 474-6609 jday@fs.uaf.edu	
Marianne Freelong, Rep 474-5990 mfreelong@fs.uaf.edu	
Deb Hao, Rep 474-2454 dhao@fs.uaf.edu	

UNIT 12: Vice Chancellor for Administrative Services (VCAS)

Leah Glasscock-Sanders, Rep 474-5228 fytcrep@uaf.edu	
Carol Shafford, Rep 474-5413 fncas@uaf.edu	

UNIT 13: Rasmuson Library

Chris Van Dyck, Rep 474-7023 fncrv@uaf.edu	
Jennifer Stutesman, Rep 474-2676 fnjcs1@uaf.edu	
Walker Wheeler, Rep 474-7173 walker.wheeler@alaska.edu	

UNIT 14: International Arctic Research Center (IARC)

No representation at this time.

UAF Staff Council Directory (Alphabetical)

Note: (09)-(10) indicates ending terms served.

Susan Baird, Rep (10)
UAF Kuskokwim Campus
P.O. Box 368 Bethel, AK 99559
543-4558 insmb1@uaf.edu

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