

**UAF Staff Council Orientation**

Table of Contents.....	1
About UAF Staff Council.....	2
General Information .....	3-4
UAF Staff Council Constitution.....	5-6
UAF Staff Council Bylaws.....	7-15
Committees.....	16-21
Staff Council Meeting Times.....	22
UAF Governance Structure.....	23
Staff Alliance and Board of Regents Calendars.....	24
University Regulation 03.01.010.....	25-30
Membership Directory Unit.....	31-36

## **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](mailto:fystaff@uaf.edu)

Martin Klein, Staff Council President at 474-5114, [mklein@fs.uaf.edu](mailto:mklein@fs.uaf.edu).

### **General Information**

Staff Council Website: [www.uaf.edu/uafgov/staffcouncil](http://www.uaf.edu/uafgov/staffcouncil)  
University Relation's Events calendar: <http://www.uaf.edu/events>  
Staff Council Calendar: [http://www.uaf.edu/uafgov/sc\\_calendar.html](http://www.uaf.edu/uafgov/sc_calendar.html)  
Staff Council newsletters are at: <http://www.uaf.edu/uafgov/Newsletter.html>  
Staff Council's F.A.Q's: [http://www.uaf.edu/uafgov/sc\\_questions.html](http://www.uaf.edu/uafgov/sc_questions.html)

### **UAF Staff Council and Committees Audio Conference Information**

Toll Free #: 1-800-893-8850  
Participant PIN: 8244236

### **Contact Information**

Governance Office  
Room 312 Signers' Hall,  
Fairbanks, Alaska 99775  
Phone: 907-474-7056 Fax #: 907-474-5213.  
E-mail [fystaff@uaf.edu](mailto:fystaff@uaf.edu)

**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](mailto: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.

## **2009-2010 Staff Council President and President-Elect**

<http://www.uaf.edu/uafgov/staff/scpres.html>

The Staff Council President for this fiscal year is [Martin Klein](#), associate director of UAF Transportation & Parking Services.



Martin Klein has worked at the University as Associate Director of Transportation and Parking Services since March 2005. Prior to coming to the university he spent twenty-five years in the private sector managing parking operations. He has managed on and off-street operations and airport facilities. He also owned two auto glass franchises in Fairbanks that he recently sold.

Parking at the university is a subject on which everyone has an opinion and Martin enjoys working with the diverse users at UAF and the challenge of best meeting the needs of staff, students, faculty, visitors and vendors. Although Martin is well known on campus for parking, he is also a Certified Automotive Fleet Manager and has responsibility for the university's 300 unit vehicle and equipment fleet, as well as, shuttle operations on campus.

Born and raised in Alaska, and son of emeritus professor Dr. David Klein, Martin is an enthusiastic supporter of the university throughout the Fairbanks community and firmly believes staff council can be effective at improving working conditions to help make UAF a truly great place to work.

The Staff Council President-Elect is [Maria Russell](#).



From Sitka, Maria Russell attended UAF as a UA Scholar and graduated with honors in 2004 after earning BA degrees in History and Anthropology. Maria worked for the Bunnell House Early Childhood Lab School while a student and accepted a position with the Institute of Arctic Biology upon graduation. She currently divides her time between the fiscal management of the Specialized Neuroscience Research Program and the coordination of IABs recharge centers. She looks forward to working with Staff Council to strengthen the UAF system.

Revised 10/14/09

## Constitution of the University of Alaska Fairbanks Staff Council

### Article 1. Name and Purpose

- A. The name of this organization shall be University of Alaska Fairbanks Staff Council.
- B. Authorized by the Board of Regents Policy 03.01.01 to represent both APT and Classified staff of the University of Alaska Fairbanks in its entirety, the organization formed by this Constitution enhances the staff's ability to serve the university and the public, provides a communication network between staff and the rest of the University community, and offers the considered views of staff necessary for decision making and problem solving on issues of common importance to achieving the mission of the University.
- C. Those actions requiring the Chancellor's approval must be forwarded for review, acceptance or veto.
- 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 but not limited to the UAF Governance Coordinating Committee and Staff Alliance.

### Article 2. Qualifications of Members

- A. The UAF Staff Council of the University of Alaska Fairbanks shall be composed of representative members of the APT and Classified constituents. The officers, elected and appointed membership of the UAF Staff Council duly elected or appointed in accordance with this Constitution and the UAF Staff Council Bylaws, are to be afforded reasonable release time from their other duties to participate in the activities of the UAF Staff Council and its committees.

### Article 3. Officers

- A. The Officers of the UAF Staff Council shall be a President, a Vice-President, and a Past President.
- B. The Vice-President shall become President in the event that the office of President is vacated.
- C. The President and Vice-President shall be elected from the current council and staff at large by the representatives.
- D. The President and Vice-President represent UAF Staff Council on the UAF Governance Coordinating Committee.
- E. The President and Vice-President shall represent UAF Staff Council on the Staff Alliance.

- F. The President will have the opportunity to occupy the Past President officer position once their term as President has been fully served.

Article 4. Meetings

- A. There shall be a minimum of six regular scheduled meetings during each academic year. Other meetings may be called by the President or President's designee or by petition of twenty percent of the representatives.
- B. Meetings may be conducted using teleconferencing and other electronic media.

Article 5. Amendments

- A. Amendment(s) to the Constitution may be proposed by members of the UAF Staff Council. The proposed amendment(s) shall be sent to all members of the UAF Staff Council.
- B. The President shall schedule a first reading and discussion of the proposed amendment(s) at the first scheduled meeting of the UAF Staff Council after distribution.
- C. Approval of amendment(s) to the Constitution requires a quorum and two-thirds vote of all representatives present. The proposed amendment(s) shall be subject to a final vote at the next scheduled meeting. The vote will be by roll call.
- D. All amendment(s) to the Constitution approved by the UAF Staff Council shall be forwarded to the UAF Chancellor for approval or veto.

The parliamentary authority shall be from Robert's Rules of Order Newly Revised.

Revised 10/14/09

## Bylaws of the University of Alaska Fairbanks Staff Council

### Section 1. Preamble

The UAF Staff Council is a representative organization for all APT and Classified 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.

### Section 2. Purposes, Rights, Responsibilities and Authority

- A. The UAF Staff Council representatives to the UAF Governance Coordinating Committee shall be the President and the Vice-President.
- B. To provide official representation for the staff, both Classified and APT, of the University of Alaska Fairbanks and all its campuses in matters which affect the general welfare of the staff, the university and the accomplishment of the University's goal.
- C. To function as a representative body for staff not covered by collective bargaining agreements or applicable state or federal laws to initiate, develop, review policies and procedures 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:
  - I. Appointment, reappointment, affirmative action, transfer, termination, non-retention and retirement
  - II. Leave
  - III. Performance evaluation
  - IV. Advancement and promotion
  - V. Position evaluation
  - VI. Grievance
  - VII. Health and safety
  - VIII. Compensation and benefits
  - IX. Ethics
  - X. Staff development
  - XI. Other matters affecting the welfare of the staff
  - XII. Budget process
- D. 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.
- 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, planning, 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 3. Membership

#### A. Representation

- I. The UAF Staff Council of the University of Alaska Fairbanks shall be composed of representative members of the classified and non-classified constituents who shall be elected for two year staggered terms 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.
- II. Units will be defined giving due consideration for equitable representation according to a combination of geographic locations, community interest, and population.
- III. Representatives shall be elected from and by the unit they will represent.
- IV. Units shall have 1 voting representative for every group of 1 to 50 constituents, with a maximum of 4 representatives for any unit.
- V. A petition to change unit designations, including adding or dropping units, shall:
  - a. Be conveyed in writing to the Elections, Membership, and Rules Committee for review,
  - b. Include language that addresses each of the criteria that define a unit as set forth in Section 2, Article A, Subsection II of the University of Alaska Fairbanks Staff Council Bylaws,
  - c. Include a current listing of qualified constituents within affected unit(s).
- VI. In order to remain a member of Staff Council, each voting representative must serve on at least one permanent committee.

#### B. Alternates

- I. There shall be one non-voting alternate for every representative. Alternates are ranked by number of votes received or date appointed.
- II. Vacancy of a representative's seat shall be filled by the first alternate of that unit and the alternate shall serve the remainder of the term.
- III. Vacancy of the alternate seat will be filled in good faith by the representative(s) choosing an eligible person from their unit, with approval by the President through the Elections, Membership, and Rules Committee.
- IV. If an elected representative is unable to attend a meeting, the representative will request that a (the) designated alternate attend and act as proxy.
- V. The alternate must indicate they are acting as proxy for a specific representative during Roll Call. When acting as proxy the alternate will have the same voting rights as the representative.

- VI. Alternates are encouraged to participate in permanent, ad hoc, and external committees and will have full representative rights within the committee(s).

C. Attendance

- I. Staff Council members who have three unexcused absences within a six-month period may be encouraged to resign or face removal from the Council defined in Section 10, Article B of the UAF Staff Council Bylaws.
- II. If a representative is unable to attend a meeting, it is the responsibility of the representative to contact an alternate for that unit to attend in their place as a voting proxy. Excused absences will be granted for members at the discretion of the President.

D. Length of Terms

- I. Elected representatives and alternates shall serve two-year terms beginning January 1 and ending December 31.
  - a. There are no term limits for representative or alternates.
  - b. Representatives and alternates up for re-election must submit a nomination form and go through the election process.
- II. Even numbered unit representatives and alternates shall begin their term on an even numbered year. Odd numbered unit representatives and alternates shall begin their term on an odd numbered year.

E. Elections

- I. The Elections, Membership, and Rules Committee shall be responsible for conducting elections.
- II. The elections for representatives and alternates shall adhere to the following time frame:
  - a. Elections will be conducted in the fall. The voting time frame will be a minimum of 30 days.
  - b. The election results will be reported during the December meeting.
  - c. January 1 newly elected representatives take office.
- III. Elections for President and Vice-President shall be conducted as follows:
  - a. Notice of election to fill the office of President and Vice-President shall be announced in the regular meeting in March for the election to be held in May.
  - b. Suggestions for possible candidates should be presented to the Elections, Membership and Rules Committee in order to prepare a slate of candidates for presentation to the Staff Council. Nominations may also be submitted at the March or April Staff Council Meeting.
  - c. The final 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.
- f. A successful candidate election to office is valid upon supervisor's approval.
- g. A special election will be held if the candidate does not obtain their supervisor's approval.

IV. Special elections for President and Vice-President shall be conducted as follows:

- a. One-month notice of election for the Vice-President 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.

Section 4. Officers

A. President

I. The duties of the President shall be to:

- a. Preside over meetings.
- b. Serve as member of the Administrative Committee.
- c. Serve on the UAF Governance Coordinating Committee.
- d. Serve on the System Governance Council.
- e. Attend and report Staff Council issues to Faculty Senate.
- f. Meet with the Chancellor.
- g. Appoint ad hoc committees.
- h. Provide leadership in issues of concern to UAF staff.
- i. Report to the Staff Council on the outcome of all relevant meetings and events in which the President participates.
- j. Serve as representative on Staff Alliance.
- k. Confirm appointments to external committees.

II. Term of office shall be for one year, beginning June 1 and ending May 31.

B. Vice-President

I. The duties of the Vice-President shall be to:

- a. Serve as chairperson of the Administrative Committee.

- b. Serve on the UAF Governance Coordinating Committee.
- c. Serve as representative on Staff Alliance.
- d. Meet with the Chancellor.
- e. Assume the duties of President when the President is absent.

II. Term of office shall be for one year beginning June 1 and ending on May 31.

C. Past President

I. The duties of the Past President shall be to:

- a. Provide advice, guidance, and continuity for the President and Vice-President positions.
- b. The position will have no specified duties other than those assigned to it by the current President and Vice-President.
- c. Assigned duties to the Past President position require approval of the Staff Council.

II. The term of office shall be until the current President completes their term of office. The Past President officer position may be vacated for a representative or alternate position on Staff Council if the existing Past President is elected to represent their unit. The office may also be vacated upon an approval vote of the President, Vice-President, and Staff Council.

Section 5. Committees

A. Permanent Committees

I. The Permanent Committees shall be:

- a. Administrative Committee
- b. Elections, Membership, and Rules Committee
- c. Staff Affairs Committee
- d. Rural Affairs Committee
- e. University Advocacy

II. Administrative Committee

- a. The Vice-President shall be the chairperson.
- b. Other members of the committee shall be:
  - 1. Chairpersons of the permanent committees.
- c. The committee shall have the following responsibilities:
  - 1. Prepare for approval the draft agenda for Staff Council meetings.

2. Report on any activities taken on behalf of Staff Council at the next scheduled Staff Council meeting.
3. Represent and act on behalf of the Staff Council between Staff Council meetings.
- d. The chairperson of the committee may establish subcommittees for specific issues.

### III. Elections, Membership, and Rules Committee

- a. The chairperson shall be elected from the committee members.
- b. The committee shall have the following responsibilities:
  1. Conduct elections for unit representatives, alternates, Vice-President, and President.
  2. Responsible for filling vacancies in units with no representation.
  3. Review unit composition and maintain a membership list.
  4. Review and maintain the Bylaws and Constitution to reflect the needs of the body.
  5. Review unit designations and generate petitions for unit designation changes as required.
  6. Accept petitions for proposed changes to unit designations from constituents.
  7. Based upon guidelines set forth in the Staff Council Constitution and elsewhere in these Bylaws, review 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
    - ii. Shall be approved upon receiving a two-thirds affirmative vote.
    - iii. There is no limit to the number of original or revised unit designation change petitions submitted to Elections, Membership, and Rules for consideration by a group of eligible constituents.
  8. Responsible for parliamentary procedure of the Staff Council meetings.
- c. The chairperson of the committee may establish subcommittees for specific issues.

### IV. Staff Affairs Committee

- a. The chairperson shall be elected from the committee members.
- 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. Other human resources issues pertaining to staff
6. Any matters which affect the health and welfare of the staff as outlined in the UAF Staff Council Bylaws Section 2, Article C.

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

V. Rural Affairs Committee

- a. The chairperson shall be elected from the committee members.
- 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 Governance Coordinating Committee.
- 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 College of Rural and Community Development mission statement of the University of Alaska Fairbanks.
- d. The chairperson of the committee may establish subcommittees for specific issues.

VI. University Advocacy

- 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. Other items to be determined by the committee on an annual basis.
- d. The chairperson of the committee may establish subcommittees for specific issues.

VII. Ad Hoc Committees

- a. Ad hoc committee membership shall be appointed by the President and shall report to the UAF Staff Council.
- b. The ad hoc committee chair shall be elected from the committee members.
- c. If the committee elects no chair, the President may appoint a chairperson.

- d. Membership is not limited to Staff Council representatives or alternates.
- e. A time frame shall be established for the longevity of the committee and a deadline determined for their final report.

VIII. External Committee Appointments

- a. The governance office will track membership on external committees and notify Staff Council of pending appointment expirations.
  - b. The President will call for candidates for the external committee appointment.
  - c. Staff Council will vote on the nominated candidates.
  - d. The President will confirm the appointment of successful candidate.
  - e. The successful candidate will report to Staff Council the status of the external committee during regular Staff Council meetings.
- B. The chairpersons of each permanent committee shall be individually empowered to act on behalf of their committee to Staff Council. They are not empowered to present an official UAF Staff Council position statement without the approval of the UAF Staff Council.

Section 6. Amendments

- A. Amendments to the bylaws must be proposed in writing by members of Staff Council at an Elections, Membership, and Rules committee or Staff Council meeting.
- B. Elections, Membership, and Rules committee will verify the proposed amendment does not conflict with the existing UAF Staff Council Constitution, Bylaws, or UA Board of Regents Policy.
- C. If there are conflicts Elections, Membership, and Rules Committee will work with the amendment proposer to resolve any issues.
- D. Once verified, the Elections, Membership, and Rules Committee will forward it on to the Administrative Committee for addition to the draft agenda of the next Staff Council meeting. The proposed amendment will be distributed before the next Staff Council meeting.
- E. The Administrative Committee shall schedule a reading, discussion, and vote of the proposed amendment(s) at the next scheduled meeting of the UAF Staff Council after distribution of the copies.
- F. Approval of amendment(s) to the Bylaws requires a quorum and two-thirds vote of all members representatives present eligible to vote in the UAF Staff Council. The vote will be by roll call vote.
- G. 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.

Section 7. Quorum

- A. A majority shall consist of 51% of the total count of unit representatives on Staff Council.

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

Section 8. Veto Powers

- A. Actions taken by the UAF Staff Council pertaining to University policy, procedures and regulations will be forwarded to the Chancellor for approval.
- B. 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.
- C. 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.

Section 9. Appeal

- A. 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 at the next regularly scheduled or special meeting of the UAF Staff Council following notice of the veto.
- B. 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 disposition.

Section 10. Recall and Referendum

- A. 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-quarter of the members of that unit. The majority of the votes cast shall rule.
- B. Any officer or member 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 or member.
- C. A referendum of the constituency on any of the specific actions of the UAF Staff Council will be presented to the Chancellor. The petition for referendum requires specifying the issue and containing the signatures of ten percent of the number of staff defined in Section 2, Article A, Subsection I of the UAF Staff Council Bylaws. The Chancellor may designate a non-Staff Council committee to perform a vote if necessary. The decision of a majority of the votes cast shall determine action.

The parliamentary authority shall be from the Robert's Rules of Order Newly Revised.

## **UAF STAFF COUNCIL** ***COMMITTEE INFORMATION***

Information related to all permanent committees:

- After orientation, representatives are requested via email to select a committee on which to serve; alternates may also select a committee.
- 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. 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.

### **STANDING COMMITTEES**

#### **ADMINISTRATIVE COMMITTEE**

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

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 committees. The President-Elect shall be the chairperson. This committee is a standing committee of the UAF Staff Council.

#### **ELECTIONS MEMBERSHIP & RULES COMMITTEE (EMR)**

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

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 also a standing committee of the UAF Staff Council.

#### **RURAL AFFAIRS COMMITTEE (RA)**

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

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 (CRCD) 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)**

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

Purpose of Staff Affairs - Works on issues such as benefits, compensation, grievance procedures, position evaluations, 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)**

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

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 chairperson shall be elected from the president or standing committee.
- 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 early January. The committee works with UAF Printing Services and Wood Center Graphics to design, print and lay out the calendar. 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 closures. After the calendar is published the Staff Council Secretary distributed the calendars as needed.

**Ad Hoc Staff Appreciation Day and Longevity Awards**

[http://www.uaf.edu/uafgov/sc\\_appreciation.html](http://www.uaf.edu/uafgov/sc_appreciation.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 Staff-L. 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**

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**

The committee serves to recommend and 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 Staff-L. 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.

**EXTERNAL COMMITTEES****GOVERNANCE COORDINATING COMMITTEE**

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

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 312B Signers' Hall, Fairbanks.

The Governance Coordinating Committee will receive reports from other committees outside its control who are also concerned with campus issues.

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.

**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, where the diverse nature of all people is acknowledged, where diversity is respected, where diversity is celebrated as a strength, where diversity is valued and where achieving equity is expected. The committee charge is to educate, demonstrate and model behavior that reflects the committee member's commitment to diversity, respect and equity at UAF.

**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](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 and runs from March to June. The committee is chaired by the Provost,

members are appointed by the Provost, and a call out for volunteers is announced at the monthly staff council meeting.

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 Board**

<http://www.uaf.edu/src/srcboard/srcboard.html>

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 Health Care Committee**

<http://gov.alaska.edu/staff/compcommittee/default.html>

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 with Staff Council Representatives As of 1/10			
COMMITTEE	Seats	OWNER	STAFF REP(S)/Expires
Master Planning Committee	1	Chancellor Rogers	Gary Newman-12/10
Subcommittee on Parking & Circulation	1	Chancellor Rogers	Katrina Paul-6/10-REVIEW IN MAY 2010
Chancellor's Diversity Action Committee	2	Chancellor Rogers	Joey Bays Ginny Tschanz-7/11
Technology Advisory Board	1	James Huesmann, Dean of Libraries	Brad Havel-9/10
Chancellor's Budget & Planning Committee	1	Chancellor Rogers	Chris Van Dyck
Work, Life and Balance	1	Veronica Plumb	Heather Leavengood Walker Wheeler
Bunnell House Advisory Group	1	Paige Vonder Harr	Heather Leavengood Walker Wheeler
Staff Health Care Committee	2	Staff Alliance	Ashley Munro Maria Russell Joey Bays, Alt Juella Sparks, Alt
Student Recreation Center Board	1	Student Recreation Center	Carol Shafford-- a full year term beginning in the Fall semester and ending the following fall semester
Institutional Accreditation Committee	1	Provost	Kayt Sunwood-no term limit
Intercollegiate Athletic Council	2	Pam Hubbard	Pips Veazey Heather Leavengood
Governance Coordinating Committee	2	UAF Governance	Martin Klein-9/10

## **2009-2010 UAF STAFF COUNCIL MEETING SCHEDULE**

These meetings are open to the public. All university employees are encouraged to attend and share their input. All meetings are held at the Wood Center Carol Brown Ballroom unless otherwise noted.

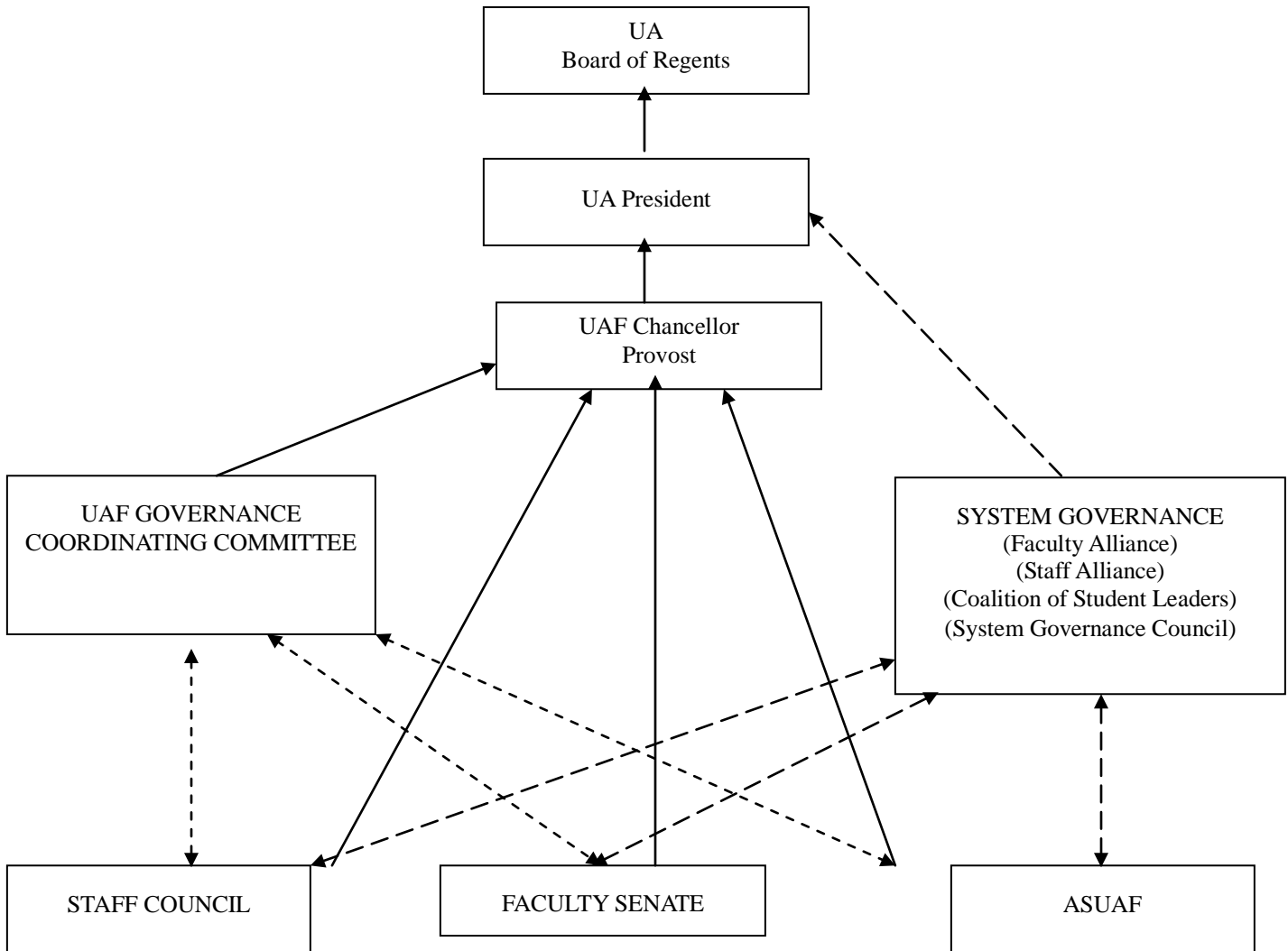
**To call in please dial 1-800-893-8850, PIN: 8244236.**

<b>Meeting #:</b>	<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Type</b>
200	9/9/2009	Wednesday	8:45 AM	Audio Conference
201	10/14/2009	Wednesday	8:00 AM	Face to Face/Audio Conference Chancellors Breakfast and Retreat
202	11/18/2009	Wednesday	8:45 AM	Audio Conference
203	12/16/2009	Wednesday	8:45 AM	Face to Face/Audio Conference
204	2/10/2010	Wednesday	8:00 AM	Face to Face/Audio Conference New Rep & Alt Orientation
205	3/19/2010	Friday	8:45 AM	Audio Conference
206	4/21/2010	Wednesday	8:45 AM	Audio Conference
207	5/18/2010	Tuesday	8:45 AM	Face to Face/Audio Conference
	5/19/2010	Wednesday	8:00 AM	Staff Appreciation Day
208	6/23/2010	Wednesday	8:45 AM	Audio Conference
209	9/15/2010	Wednesday	8:45 AM	Audio Conference
210	10/20/2010	Wednesday	8:45 AM	Face to Face/Audio Conference
211	11/12/2010	Friday	8:45 AM	Audio Conference
212	12/15/2010	Wednesday	8:45 AM	Face to Face/Audio Conference

## **2009-2010 UAF Staff Council Administrative Committee Meetings**

<b>Meeting #</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
200	9/2/2009	1:00 PM	Chancellor's Conference Room
201	10/6/2009	10:30 AM	Kayak Room-Rasmuson 408
202	11/4/2009	1:00 PM	Chancellor's Conference Room
203	12/2/2009	1:00 PM	Chancellor's Conference Room
204	1/20/2010	1:00 PM	Kayak Room-Rasmuson 408
205	3/2/2010	12:00 PM	Chancellor's Conference Room
206	4/7/2010	1:00 PM	Chancellor's Conference Room
207	5/5/2010	1:00 PM	Chancellor's Conference Room

## 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.\*

<b>Board of Regents Schedule</b>	
<a href="http://www.alaska.edu/bor/">http://www.alaska.edu/bor/</a>	
<b>Meeting Dates</b>	<b>Location</b>
January 26-27, 2010	RETREAT - Anchorage
February 17-18, 2010	Fairbanks
April 15-16, 2010	Dillingham
June 3-4, 2010	Anchorage
August 10, 2010	SUMMER BRIEFING - audio conference
September 23-24, 2010	Juneau
November 2, 2010	BUDGET APPROVAL - Anchorage
December 9-10, 2010 Fairbanks	Fairbanks
January 26-27, 2011	RETREAT - Anchorage
February 17-18, 2011	Anchorage
April 6-7, 2011	Palmer
June 2-3, 2011	Fairbanks
August 10, 2011	SUMMER BRIEFING - audio conference
September 22-23, 2011	Juneau
November 2, 2011	BUDGET APPROVAL - Fairbanks
December 8-9, 2011	Anchorage

<b>Staff Alliance Schedule</b>
<a href="http://www.alaska.edu/governance/staff">http://www.alaska.edu/governance/staff</a>
Approved August 9, 2008
<p>Tuesday, February 9, 2010, 10:00am-12:00pm</p> <p>**Wednesday and Thursday, March 16-17, 2010 on site, Juneau</p> <p>Tuesday, April 13, 2010, 10:00am-12:00pm</p> <p>Tuesday, May 11, 2009 10:00am-12:00pm</p> <p>Tuesday, June 8, 2010 10:00am-12:00pm</p>

***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 DIRECTORY BY UNIT

**Martin Klein**, President, maklein2@alaska.edu, 474-1599

**Maria Russell**, President-Elect, mtrussell@alaska.edu, 474-7172

Nichole Kloepper, Executive Secretary

Staff Council Office

Room 312B SIH

P.O. Box 7500-99775

474-7056, fystaff@uaf.edu

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

### UNIT 1      Rural campuses under College of Rural & Community Development (CRCD)

#### Reps and Alts

Susan Baird, Rep

Kuskokwim Campus

543-4558 insmb1@uaf.edu

E. Robert Mackey, Alt

Chukchi Campus

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Elizabeth Guthier, Rep

Northwest Campus

443-8400 elizabeth.guthier@alaska.edu

- Bristol Bay Campus
- Chukchi Campus

- Kuskokwim Campus
- Northwest Campus

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

#### Reps and Alts

Sara Battiest, Rep

474-5594 smbattiest@alaska.edu

Amy Bristor

455-2858 albristor@alaska.edu

Bryan Uher, Rep

474-2613 bmuher@alaska.edu

Jodi Baxter, Rep

455-2054 jodi.baxter@alaska.edu

Alaska Native and Rural Development Department  
(DANRD)

Center for Distance Education/Independent  
Learning (CRCD-CDE)

UAF Interior/Aleutians Campuses:

Aleutians/Pribilof Center, **McGrath** Center,

**Nenana** Center, **Tok** Center, **Yukon** flats Center,  
**Yukon Koyukuk** Center

UAF College of Rural and Community  
Development Office of the Vice Chancellor  
CRCD College-Wide Support

CRCD Health Program

CRCD Student & Enrollment Services

CRCO Transfer  
 Rural Alaska Honors Institute (RAHI)  
 Rural Student Services (RSS)  
 Tanana Valley Campus (TVC)

RC Early Childhood  
 TVC General Education  
 TVC Voch Tech

### **UNIT 3 SNRAS, CE&M, INE, SOM**

#### Reps and Alts

Kathy Petersen, Rep  
 474-6410 kspetersen@alaska.edu

School of Natural Resources & Agricultural  
 Sciences (SNRAS)  
 SNRAS Office of the Director  
 Alaska Forestry Experiment Station (AFES)  
 Department of Forest Sciences  
 Geography Department  
 Department of Plant, Animal & Soil Sciences  
 Department of Resources Management  
 College of Engineering & Mines (CE&M)  
 CEM Office of the Dean  
 Civil and Environmental Engineering  
 Electrical and Computer Engineering  
 Mechanical Engineering

Mining and Geological Engineering  
 Alaska Univ. Transportation Center (AUTC)  
 Petroleum Engineering and Petroleum Dev.  
 Laboratory  
 Research Units/CEM/Institute of Northern  
 Engineering (INE)  
 Alaska Center for Energy and Power (ACEP)  
 Mineral Industry Research Laboratory (MIRL)  
 Petroleum Development Laboratory (PDL)  
 Water & Environmental Research Center (WERC)  
 Math in a Cultural Context  
 School of Management (SOM)

### **UNIT 4 Institute of Arctic Biology (IAB)**

#### Reps and Alts

Margo Griffith, Rep  
 474-6676 margo.griffith@alaska.edu

Sharon Corbett, Alt  
 474-6517 sacorbett@alaska.edu

### **UNIT 5 Geophysical Institute (G.I.)**

#### Reps and Alts

**No representation at this time.**

### **UNIT 6 School of Fisheries and Ocean Sciences (SFOS)**

#### Reps and Alts

Nici Murawsky, Rep  
 224-5261 nmurawsky@alaska.edu

Jennifer Elhard, Alt  
 224-5261 jaelhard@alaska.edu

Ben Tucker, Rep  
 235-5643 bdtucker@alaska.edu

Gary Newman, Alt  
 474-1991 gary@alaska.edu

School of Fisheries and Ocean Sciences Office of the Director  
Coastal Marine Institute  
Marine Sciences and Limnology  
Rasmuson Fisheries and Research Center  
Fisheries Division: Juneau Center Fisheries and Ocean Sciences  
Global Undersea Research Unit  
Marine Advisory Program (MAP)

MAP Program Sites: Anchorage, Bethel, Dillingham, Homer, Ketchikan, Kodiak, Petersburg  
Institute of Marine Sciences  
Sea Grant  
Seward Marine Center  
West Coast and Polar Regions  
Underwater Research  
Fisheries Industrial Technology Center (FITC)

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

### Reps and Alts

Ashley Munro, Rep  
474-1934 akmunro@alaska.edu

Dayna Mackey, Rep  
474-1978 dmmackey@alaska.edu

Office of the Vice Chancellor/Dean of Student & Enrollment Services  
Associated Students of the University of Alaska Fairbanks (ASUAF)  
Career Services  
Center for Health and Counseling  
Disability Services  
UAF Student Affairs  
Academic Advising Center  
Office of Admissions  
Office of Financial Aid  
EM Registrar

Office of the Registrar  
Orientation Program  
Veteran's Services  
Enrollment Management  
Freshman and Transfer Services  
Residence Life  
SES Financial Aid  
Wood Center  
Student Life  
Student Activities Center  
Upward Bound  
Upward Bound Math/Science

## **UNIT 8      College of Liberal Arts (CLA)**

### Reps and Alts

Joey Bays, Rep  
474-6591 jmbays@alaska.edu

Office of the CLA Dean  
CLA AK Native Arts  
Alaska Native Knowledge Network  
CLA AK Native Language Center  
CLA AK Native Languages

CLA Alaska Native Studies  
CLA Anthropology  
CLA Art  
CLA AK Rural Behavior Health Training Academy  
CLA Anth APUA  
CLA CXCS Research

CLA Instru General  
CLA Public Service  
CLA Communication  
CLA Cross-Cultural Communication  
CLA English

CLA Foreign Languages &  
Literatures  
CLA History  
CLA Journalism  
CLA Justice  
CLA Linguistics

CLA Military Science  
CLA Music  
CLA Northern Studies  
CLA Phil and Humanities  
CLA Physical Ed  
CLA Political Science

CLA Psychology  
CLA Social Work Department  
CLA Sociology Department  
CLA Theatre  
CLA Women's Studies

## UNIT 9 Chancellor's Unit

### Reps and Alts

Heather Leavengood, Rep  
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Sarah Spurlin, Alt  
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Katrina Paul, Rep  
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Kayt Sunwood, Rep  
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Pips Veazey, Rep  
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Ann Hovde, Rep  
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Office of the UAF Chancellor  
Office of the Director of Equal  
Opportunity  
Office of Multicultural Affairs  
and Diversity (OMAD)  
UAF Women's Center  
UAF Governance Office  
Office of the Vice Chancellor  
of Advancement and  
Community Engagement  
Office of Advancement  
Services  
Office of Alumni Relations  
Office of Athletics and  
Recreation  
Office of Intercollegiate  
Athletic Operations  
Office of Development  
Office of University Marketing  
Office of University Relations  
Office of KUAC FM-TV  
UAF Cooperative Extension  
Services/AFES  
Office of the Provost

Office of the Vice Provost and  
Dean of the Graduate School  
Office of Faculty Development  
Office of University Planning  
UA Press Office  
Office of International  
Programs  
Office of Planning, Analysis &  
Institutional Research (PAIR)  
School of Education  
Office of Summer Sessions  
Office of Assistant Provost of  
General Studies  
Academic Advising Center  
Honors Program  
Student Support Services  
Testing Services  
Center for Research Services  
  
Vice Chancellor for Research  
Geographic Information  
Network of Alaska  
Office of Electronic  
Miniaturization

Office of Research Integrity  
(ORI)  
Sponsored Programs  
Tech Transfer  
Experimental Program to  
Stimulate Competitive  
Research (EPScOR)  
IDeA Network of Biomedical  
Research Excellence (INBRE)

## **UNIT 10      College of Natural Science and Mathematics (CNSM)**

### Reps and Alts

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Office of the Dean College of Natural  
Sciences and Mathematics (CNSM)  
Biology & Wildlife  
Chemistry & Biochemistry  
Geology & Geophysics  
Mathematical Sciences  
Physics  
UA Museum of the North  
Arctic Region Supercomputing Center (ARSC)

## **UNIT 11      Facilities Services (FS)**

### Reps and Alts

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Office of the Vice Chancellor for Facilities and Safety	FS Operations
Administration and Real Estate	FS Utilities
FS Budget and Accounting	FS Physical Plant Operations
FS Design and Construction	Work and Resource Management
FS Maintenance Recharge	

## **Unit 12      Vice Chancellor for Administrative Services (VCAS)**

### Reps and Alts

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Forest Kuiper, Rep  
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Office of the Vice Chancellor for Administrative Services	Environmental Management	Health & Safety	and	Risk Management
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Auxiliary Business  
 Accounting & Business Operations  
 UAF Bookstore  
 Budget & Cost Records  
 Human Resources  
 Procurement & Contract Services  
 Purchasing  
 Receiving  
 Support Services  
 Fire Department  
 Police Department  
 Parking Services

Dining Services  
 UA Tech Center  
 Grant and Contract Services  
 Central Receiving  
 Polar Express  
 Printing Services  
 UAF Business Services  
 Post Office

### **UNIT 13      Rasmuson Library**

#### Reps and Alts

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Jennifer Stutesman, Rep  
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Walker Wheeler, Rep  
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### **UNIT 14      International Arctic Research Center (IARC)**

#### Reps and Alts

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### **UNIT 15      Office of Information Technology**

#### Reps and Alts

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Britton Anderson, Alt  
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