

ATTACHMENT #2
UAF STAFF COUNCIL #206
April 21, 2010
SUBMITTED BY: Heather Leavengood

Audio Conferencing: Toll-free #: 1-800-893-8850
Participant PIN: 8244236

Staff Affairs Committee
MINUTES
March 17, 2010
9:00-10:30 a.m.
Chancellor's Conference Room

Members Present: Jennifer Elhard, Deb Hao, Brad Havel, Forest Kuiper, Heather Leavengood, Robert Mackey, Nici Murawsky, Carol Shafford, Juella Sparks, Kayt Sunwood and Pips Veazey, Nichole Kloepfer, Linda Lasota

Members Absent: Amy Bristor, Jenny Day, Martin Klein (EA)

Approval of February 17, 2010 Minutes

Minutes approved as presented.

Approval of March 17, 2010 Agenda

Agenda approved as presented.

Open Forum

a. Health Insurance -Fall River Recommendations (<http://gov.alaska.edu/staff/2009-12-07.fallriverrecommendations.pdf>)

Heather noted that she was still waiting for feedback from Mike Humphrey on this issue. Nichole mentioned that there will be a Brown Bag lunch April 22 at Wood Center E/F. Mike Humphrey will be talking about open enrollment and health care concerns.

Progress – Compensation Outline

Additions to outline-no additions are this time.

Updates to outline- Kayt Sunwood's topics are in progress. Pips Veazey is researching longevity and not having a lot of luck finding information. Deb Hao compiled information for the staff tuition waiver costs minus the sustainability fee. Deb also mentioned that all tuition waivers are lumped into one category. Nichole noted that EAP costs are covered in full by the university. WIN Alaska doesn't have consistent compiled data for the WIN program. It does however have personalized reports for each person. Nichole will continue digging up any information she can.

Assignments from Compensation Outline –

Brad Havel volunteered to research retirement. Nichole Kloefer volunteered to research the opt-out process and across-the-board increases.

Staff Affairs web page- This item is being moved to business forward. The Staff Council website will be moving over to Roxen by June 2010.

Non-Retention (update on Taylor case)

The Taylor case is still in deliberation. Heather will see if she can get a free copy of the case to date.

New Business

Pet insurance and Long term care – Robert Mackey

Robert Mackey noted that the university staff should entertain the idea of having pet and long term care insurance. For most staff or employees it is economical to purchase long term health care in their 50's.

Mediation – Pips Veazey, Kayt Sunwood and Juella Sparks

- There were 40 people at the mediation training in February. Earlina has put together a solid mediation program that the university has needed for some time now.
- Continuing education type trainings will continue to be offered for mediators
- General Counsel has created solid documentation for mediators to use for the mediation process.
- Kayt noted that there are several mediation going on now, an example of a mediation session is a dispute between supervisor and employee. Or employee Vs employee.
- It was asked what would happen if unionization occurred. The group was confident that the process would fold into the union.
- It was asked if the Staff Resources on the Human Resources site links the mediation process. Nichole said she would check.

VII. Business Forwarded to Future Meetings (with Possible Presentations)

Non retention is going to be discussed in future meetings until a verdict is determined in the Taylor Vs UAF case.

VIII. Adjourn

Meeting adjourned at 10:30 a.m.

Elections, Membership, and Rules Committee

April 2010






March meeting:

- ⇒ Parliamentary procedure talk – see attached ppt and cheat sheet
- ⇒ Working on an attendance policy to supplement bylaws – Newman
- ⇒ Nominations are opened for the position of vice president – No nominations yet

Pending items:

- ⇒ Request into OIT to have electronic mailing lists – Wheeler
- ⇒ Looking at unit designations – Paul

Current Members:

 Brad Havel	havel@arsc.edu	450-8710	Unit 10
 Ann Hovde	amhovde@alaska.edu	474-5164	Unit 9
 Gary Newman	gary@alaska.edu	474-1991	Unit 6
 Katrina Paul - Chair	klpaul@alaska.edu	474-5116	Unit 9
 Walker Wheeler	walker.wheeler@alaska.edu	474-7173	Unit 13

Goals for 2010:

- ✓ Membership
- ✓ Knowledge base of parliamentary procedures
- ✓ Unit designation reviews
- ✓ Increase participation in nominations and elections process
- ✓ Off-election new membership process education

Meeting Times for the remainder of 2010:

Rasmuson Library room 341 - Tuesdays at 1pm

- ◆ April 27th
- ◆ May 25th
- ◆ June 29th
- ◆ July 27th
- ◆ August 31st
- ◆ September 28th
- ◆ October 26th
- ◆ November 23rd
- ◆ No December meeting scheduled unless needed

Audio # for any call-in participants

1-800-893-8850

Pin: 8244236

Any Questions Please contact Katrina Paul klpaul@alaska.edu or 474-5116

Robert's Rules of Order

Running an effective business meeting

Joe Margraf

Professor of Fisheries

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Your role as meeting Chair (President):

Before the meeting:

- Be prepared.
Know your organization's purpose, objectives, bylaws, history, pending issues.
- Be professional.
Act diplomatically and be objective, never betray your personal biases.
- Do your homework prior to a meeting, BUT be prepared for the unexpected.
Appoint a Parliamentarian.

Learn Robert's Rules of Order!

The (very) basic tenets of Robert's Rules for parliamentary procedure

- Maintain impartiality as Chair.
- Follow an established agenda.
- Encourage brevity.
- Keep on the topic.
- Maintain control and decorum.
- Majority rules, but minority has their say.
- Follow the established hierarchy or precedence for motions.

How to keep the meeting moving and under control

- All reports should be written & handed out (email).
- All verbal presentations should be held to a maximum of 3 minutes
- Committee reports do not require approval.
- Keep questions and answers to the point and moving along – do not allow extended discussion – suggest talk after meeting.
- Use unanimous consent when appropriate.

Conducting business: Motions & Debate

Discussions from the floor should accompany motions.

Chair must not enter into discussion or debate.

Only allow motions when appropriate.

Only allow discussion from one person at a time – chair must recognize (call on) the person who will have the floor.

An individual has the right to speak twice on any motion – the maker of the motion has the right to speak first on the motion (if they so desire).

Motions and debate (cont.)

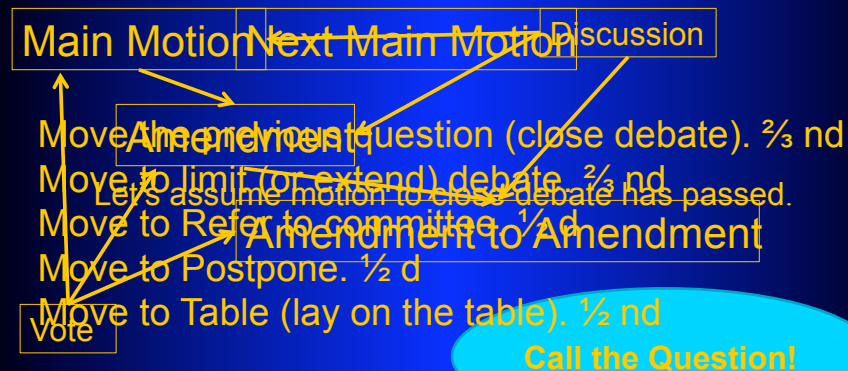
Speaker should stand when addressing the group (microphones for large meetings).

Keep debate to the topic and on the issues.

An Individual's oratory on a motion should be accomplished in no more than 3 minutes or so (mover of the motion can take longer to present the case).

Maintain meeting decorum at all times.

Hierarchy of Motions



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Agenda

- Call to order.
- Quorum.
- Approval of minutes.
- Treasurer's report.
- President's (other officers') report(s).
- Committee Reports: Standing, Special.
- Unfinished business.
- New business.
- Announcements.
- Adjournment.

Dealing with “problem” members:

Rules of Order dictate that while everyone has the right to have their say, no one has the right to dominate a meeting and decorum must always be preserved.

Yelling loudest and most often does not mean that you must call on that person to speak.

Remember they only have right to speak twice on a motion, and you are not required to recognize them when other people who have not spoken wish to speak.

Obstreperous member (cont.)

All discussion must be to the motion and be objective; discussion to or about individuals is not appropriate – violations should be ruled as out of order.

Initial offences should result in the Chair cautioning the group about such behavior.

A Repeat offence should result in the Chair demanding that meeting come to order, with an additional reminder about decorum

Finally you can ask a repeat offender to leave or be escorted out, or you can call a short recess to regain control of the meeting.

Following is some useful information regarding motions and other items that may arise at a business meeting. This is in no way an exhaustive list, but only some of the likely possibilities. As usual, always refer to and defer to Robert's Rules of Order when conducting business.

Type of Business	May Interrupt?	Must be Recognized?	Second?	Debatable?	Amendable?	Vote
Main Motion	No	Yes	Yes	Yes	Yes	Majority
Amendment to a Motion	No	Yes	Yes	Yes	Yes (Third degree amendments are not allowed)	Majority
To Close or Limit Debate	No	Yes	Yes	No	No	2/3 Majority
To Refer a Motion (usually to committee)	No	Yes	Yes	Yes (As to where, instructions, and advisability of referral)	Yes (As to where and instructions)	Majority
To Table a Motion (or Take From Table)	No	Yes	Yes	No	No	Majority
Question of Privilege (Usually used to address issues of smooth or orderly progress of the meeting, such as asking speakers to go to front of the room.)	Yes	No	No	No	No	Chair decides
Point of Order (Used to ask a parliamentary question or to ask for clarification)	Yes	No	No	No (Chair can refuse to accept questions from someone who interrupts too often if the intent is clearly to be obstreperous.)	No	Chair decides
Suspend the Rules (Used when the normal order of business needs to be changed)	No	Yes	Yes	No	No	2/3 Majority
Adjournment	No	Yes	Yes	No	No	Majority
Quorum	<p>It is the duty of the Chair to determine the presence of a quorum prior to the start of a meeting. The number of members constituting a quorum usually is stated in the bylaws. If it is not, a quorum is a majority of voting members. Should a quorum be lost during conduct of a meeting it is the duty of the Chair to call attention to its loss. Votes should not be taken in the absence of a quorum. If need be, call a recess to re-collect members to the meeting if necessary. If a quorum is lost, but the meeting continues, any business transacted is allowed to stand. If a member rises to a point of order regarding a quorum, the chair should ascertain whether a quorum is present before continuing business. In the case of most business meetings, a meeting in the absence of a quorum still counts as a scheduled meeting.</p> <p>(Joe Margraf, jmargraf@alaska.edu, 907 474-6044)</p>					

ATTACHMENT #2
UAF STAFF COUNCIL #206
April 21, 2010
SUBMITTED BY: Susan Baird

Staff Council Rural Affairs Committee Meeting
Tuesday, April 6, 2010 10:00 a.m.
MINUTES

Present: Travis Brinsow, Loretto Jones, Ashley Munro, Byrd Norton, Crystal Wilson, Richard Machida, Sara Battiest, Colleen Abrams, Susie Baird.

Excused: Bryan Uher, Jen Stutesman.

1. Called to order by Susie Baird at 10: 05 am.

2. Connectivity issues on rural campuses:

Discussion centered on slow and dropped connections. Reports of difficulty trying to register students on Banner and ultimately being dropped; inability to download large or even medium files; congested electronic communication lanes. One instructor has reported transmission slow enough that he has had to cancel class. He is approaching the remainder of the semester with trepidation. Suggestion to call Helpdesk formally and regularly with problems whenever they happen.

NOTE: In a conversation with KuC IT personnel, I found we are bumping up against and going over our maximum bandwidth nearly 24 hours of the day. Solutions are difficult—more bandwidth is optimum but expensive, if available.

3. Bookstore shipping:

Shared the flyer that has been created by the CRCD bookstore indicating an intention to ship books within 24 hours of a student's registration. Some concern over students understanding that they will only receive prepaid labels to return books if the course is canceled. If they drop a course they are responsible for return costs. Make sure anyone registering students emphasizes that. Other concerns regarding mailing books as so much is dependent on weather in outlying areas so there is still a distinct possibility of books getting to students late. Other solutions explored included having the first few chapters of any text available online from publisher, scanned and emailed , on a disc to mail, or faxed to students, all of which would require additional administration. Possible to get help with that from bookstores. Some centers report that the fax is more reliable than Internet or email.

4. Elections:

Concern raised earlier over confidentiality of votes cast by members calling in to meetings but has been resolved by having members email their votes to Nichole.

5. Other:

- a. Safety training is done on some campuses and moving forward on most others. Appreciate the assistance of John Clendenin in sending reports and for offering training to supervisors. Questions on various campuses about whether to pay adjuncts for time spent in training outside classroom duties. Not resolved.
- b. Ashley Munro reported three nominations for Margaret "Peggy" Woods Outstanding Rural Campus Staff member. Her subcommittee is meeting at 2:00 April 6th to determine winner.
- c. Ashley also reported on Staff Appreciation Day on May 19th, and how she has worked to involve the rural campuses and provide some of the activities to those unable to come to Fairbanks for the event. Live streaming will be provided for Chancellor's Address, Longevity Awards and one of the sessions for each time frame:

10:00 – 11:00 Diversity in the Workplace

11:15 – 12:15 Staff Council Hot Topics

1:30 – 2:30 History of UAF

2:45 – 3:45 Employee Benefits/Self Reliance

Each rural campus has been awarded an amount, depending upon its size, for an ice cream social at their campus.

6. Next meeting:

Rural jobs and the need for professional development, specifically training on Banner and Blackboard. Suggestion to have via e-live to make available to more people at more times. Ongoing is better than one-time as it takes about three years to get proficient on Banner. The first year you learn and get good, the second year you get better and the third year you are "golden." Colleen Abrams offered to assist anyone with any questions on Banner and there are a few other well-versed people who can be used as a resource. Other topics will be solicited prior to the meeting. Susie Baird will send out a Doodle to schedule next meeting.

7. Meeting adjourned at 10:40 a.m.