MINUTES
UAF STAFF COUNCIL #239
Thursday, May 16, 2013
8:45-11:00AM
Wood Center Rooms C/D

Audio Conference Information: 1-800-893-8850, Participant PIN: 8244236

1. CALL TO ORDER AND ROLL CALL

A. Roll Call

Present
Juella Sparks
MaryAlice Short
Brad Krick
Ashley Munro
Pips Veazey
Kirsten Bey (phone)
Evelyn Pensgard (phone)
Debbie Gonzalez
Lesli Walls
Debbie Coxon
Jesse Atencio
Juan Goula
Robin Weinant

Present (cont.)
Trish Winners
Jennifer Youngberg
Jeannette Altman
Richard Machida
Chris Beks
Tom Langdon (voting in place of J. Toivanen)

Excused
Adam Kane
Sara Battiest
Greg Simpson
Kim Eames

Excused (cont.)
Jarkko Toivanen

Absent
Deb Jeppsen
Erin Albertson
Debbie Blevins
Travis Brinzow

Guests
Gary Newman
Maggie Griscavage, Director of CRA Grants and Contracts
Michelle Bartlett, Director of Summer Sessions
Charu Uppal, Summer Sessions

- Quorum was met.

(*Public Comment was held immediately following roll call. The agenda was approved following Public Comment.)*

B. Approval of Agenda for Staff Council Meeting #239
- The agenda was approved as presented.

C. Approval of Minutes for Staff Council Meeting #238
- Minutes for Staff Council Meeting, #238 - tabled until the next meeting.

2. STATUS OF PENDING ACTIONS (none)

3. PUBLIC COMMENT

Summer Sessions:
- Summer Sessions Director, Michelle Bartlett, along with Charu Uppal, addressed council. Michelle congratulated Staff Council for their support of Staff Appreciation Day and offered assistance from Summer Sessions for next year's event.
- This year, Summer Sessions is offering over two hundred courses. Staff tuition waivers, including waivers for children and spouses, can be used for these courses. There will also be fifty-one free events on campus in the evening beginning the first full week in June. Many events are for the entire family. Some events will be held in the auditorium of the new Murie Building.
- Two English proficiency courses will be offered. Summer Sessions covers tuition for this three-credit course. Students will only pay a thirty-dollar course fee.

- There will be two markets this year. The Really Free Market on Saturday is for the community. Winter Warm-up, in Sept., is for students. This weekend, items can be dropped off from 8:00 – 10:00 AM at Lola Tilly Commons. The market opens at 10:00 AM. .
- This year, the Legacy Lecture Series, which honors returning alumni, will feature Vera Alexander. The lecture is scheduled for Monday night, June 3, in the Murie Building.
- Will Shorts, Editor of the New York Times Crossword Puzzle, will be on campus June 10th and 11th to play ping pong. Will is a ping-pong fanatic who set a goal to play ping-pong in every state. Alaska is the last state on his list. The event is free and open to the public. It will be held in the gym.
- Michelle suggested that Staff Council consider holding a program on Staff Appreciation Day that would poke fun at the administration, similar to what is seen in "The Capital Steps." She noted that as long as we also poke fun at ourselves, it would be a fun event.

4. OFFICER REPORTS

A. Juella Sparks, President

- Staff Alliance met on Tuesday. President Gamble, Tara Ferguson – Director of Compensation, and Michelle Rizk – Interim Statewide Human Resources Officer were present for part of the meeting. President Gamble shared a draft of the statewide performance evaluation form with Staff Alliance. He stressed that it was only a draft; he is open to review and comment. Staff Alliance will work collect feedback on this draft form; feedback will be forwarded to the administration. There is currently no timeline set for the review and comment phase.

Staff Alliance – Compensation Working Group Proposals

- There were eight proposals submitted to the administration; five were submitted in written format and three were submitted as ideas. The administration is currently reviewing and conducting research on these. President Gamble noted that we do not have funding and there may be some challenges going forward with some of the proposals. He thought some of the proposals warranted attention. There was a tentative suggestion, that we give up one percent of our typical compensation increase to fund some of the proposals. You are being made aware of this today as a possibility. No decisions have been made; these are just conversation pieces at this point.
- Alliance is putting together a four person ad hoc committee that will be available to the administration as they work on these proposals. Staff Alliance is also in the process of prioritizing the eight proposals in order to be able to ask the administration to focus on the highest priority proposals first. As soon as this is completed, information will be distributed to you.
- MaryAlice Short, Chair of Staff Affairs indicated that Staff Affairs spent a significant amount of time discussing these proposals. The ranking submitted by UAF to Staff Alliance was the same as that found in a previous Staff Council vote.

FY15 Budget

- You are encouraged to attend the June Board of Regents (BOR) meeting scheduled for June 6th and 7th.
- Public comment is scheduled at 10AM on June 6th and at 9am on June 7th. At this meeting, the BOR will develop budget guidelines for FY15 budget preparation.
- As a reminder, once the statewide administration receives the budget guidelines from the BOR, they will spend June, July, and August developing the FY15 budget. At the Sept. meeting, the administration will share the FY15 budget with the regents. The BOR will take feedback at the Sept. meeting and will finalize the budget, at the Nov. or the Dec. meeting.
- By August, we will know if there is a compensation increase in the FY15 budget. If staff members are not happy with the result, staff governance will have to move quickly to provide feedback to the regents.
- Juella will remain chair of Staff Alliance until the President's Retreat in August. Staff Alliance will elect a new chair at the retreat.

Staff Appreciation Day

- Juella was very pleased with Staff Appreciation Day. She enjoyed seeing staff interact and enjoy themselves. There were no major problems; everything ran smoothly. This represented a great partnership between NANA and the Staff Appreciation Day Group. Staff Council thanked Ashley Munro and Maria Russell for their work on the Staff Appreciation Day

PreStaff – Monthly Meeting Between Staff Council Officers and Chancellor Rogers

- During PreStaff last week, the chancellor was clear; there will be layoffs in FY14. There will be budget challenges. When asked, Chancellor Rogers said there have not been any layoffs yet, but that there will be layoffs over the course of the FY14.
- Juella was recently informed of two groups of term-funded employees who were informed that their contracts would not be renewed on June 30. This is not, by definition, a 'layoff.' These people will not have layoff rights.
- In Banner, PCNs beginning with a '4' indicate 'term-funded' employees. You should be able to see your PCN in UAOnline.
- Layoff status results in your name being placed on a list. Anyone recruiting for a job can look at this list and view the person's credentials. A person from this list can then be selected immediately for the open position. The HR Office keeps a list of all individuals in layoff status. Anytime a recruitment comes forward, the HR consultant reviews the list and identifies people who may fit the position. If someone fits, a direct hire is possible. You do not have to go through the recruiting process for direct hires. Laid off employees also have the ability to apply for 'Internal Only' positions.
- Please share with Staff Council leadership, anything you hear about term-funded employees who are not being renewed come July 1. These people may not meet the university's definition of 'layoff.' but they are in fact layoffs since they are losing their job due to budget cuts.
- Term-funded employees are completely unprotected and this is something we need to address. It is a regulation mandate that every term-funded employee receive a new contract letter every year. It is a problem with their supervisor if this is not occurring. There is nothing in regulations to limit the length of a term-funded position.
- University Advocacy or Staff Affairs could consider an awareness campaign to make staff aware of this vulnerability
- .We need to monitor these trends. We have asked UAF HR for the number of term-funded employees, as well as information on how this trend arose over the last three years. We also requested the number of temporary employees. We have yet to receive this information.

PreStaff (cont.)

- The officers discussed holding 'Coffee with the Chancellor' hosted by our University Advocacy Committee. Chancellor Rogers is very willing to participate; he asked that we continue this conversation with him and with Morgan Dufseth, his assistant.
- The Student Diversity Task Force was supposed to submit a report to the Chancellor's Office by the end of May. As of last week, Chancellor Rogers had not received this report.

B. MaryAlice Short, Vice President Pro Tem

- MaryAlice also attended PreStaff. During the meeting, she explained to Chancellor Rogers that supervisors had not received the names of term-funded staff whose contracts were not being renewed, in a format similar to a layoff list. The chancellor noted this and planned to check with HR to see what could be done, especially for FY14.
- As acting Vice President, MaryAlice had the opportunity to meet with Chancellor Rogers and President Gamble. During PreStaff with Chancellor Rogers, MaryAlice asked the chancellor what he would like to see from our new Staff Council leadership, going forward. Chancellor Rogers wants to

see an increase in informal communication with staff. He would like to see staff at the forums and other events so that staff members also receive the information that they need. He feels as though there is a disconnect that results in him not receiving information regarding what staff need.

- Both MaryAlice and Juella graduated with their MBAs this weekend. The chancellor mentioned that there should be some type of benefit or compensation in support of our staff to encourage our UA graduates to stay within the system. Currently no such program exists.
- A suggestion was made to have some type of sash to recognize staff members at graduation.

5. REMARKS BY CHANCELLOR ROGERS (Chancellor Rogers was travelling and unable to call-in.)

6. GOVERNANCE REPORTS

A. David Valentine, President – Faculty Senate (No Report)

B. Mari Freitag, President – ASUAF (No Report)

7. UNFINISHED BUSINESS

A. Health Care Benefit Update / Open Enrollment

- On Tuesday, at Staff Alliance, the general sense was that people were confused by the health care options, but those individuals have been able to find assistance. Juella thanked UAF HR for having a table at Staff Appreciation Day to assist with Open Enrollment. Many employees benefitted.
- Staff Alliance forwarded feedback on Open Enrollment to the Chief HRO on Tuesday; however, we can still forward additional feedback if necessary.

B. Officer Elections

- Following the meeting there will be a ceremonial passing of the gavel. However, Juella will remain Staff Council President until May 31. On June 1, the newly elected president will take office.
- Officer terms for those elected today begin on June 1, 2013 and run through May 31, 2014.
- Each candidate will present a brief presentation stating his or her interests. Prior to voting, representatives were asked to consider what their expectations are of the individuals holding the office. These individuals will need to be prepared to find underlying causes of issues, including conducting research and investigations when necessary. They will need to speak on behalf of all staff in difficult situations, including meetings with the chancellor and members of the administration. Your elected officers will also represent UAF staff at the Staff Alliance level where they will need to be prepared to ask difficult questions. These individuals need to possess the ability to communicate with a range of individuals from fellow staff to the administration. Elected officers will need to be willing to be held accountable for communicating to council and to all staff.
- Juella opened the floor for questions. There were no questions. The election process was turned over to Richard Machida, Chair of EMR.
- A final request was made for nominations for the office of president. Hearing none, the nomination period was officially closed for the office of Staff Council President. There were two candidates on the ballot: Brad Krick and MaryAlice Short. Candidates briefly summarized their qualifications. They also explained what they hoped to accomplish.as president. The floor was opened for questions. Following all questions, Staff Council members placed their votes using paper ballots. Those attending via teleconference submitted their votes through email.
- Bylaws state that three members of EMR are responsible for counting votes. The only EMR member present in the room was the chair, Richard Machida. Therefore, two additional Staff Council representatives, Robin Weinant and Jennifer Youngberg, assisted with vote counting.
- Brad Krick, Unit 13 Representative from Rasmuson Library, was elected UAF Staff Council President for 2013-2014.

- A request was made for additional nominations for the office of Vice President. Nominations were closed with three candidates: MaryAlice Short, Lesli Walls, and Ashley Munro. Lesli and Ashley each briefly summarized their qualifications. MaryAlice did not wish to add additional comments to her previous presentation. The floor was opened for questions. Following all questions, Staff Council members placed their votes using paper ballots. Those attending via teleconference submitted their votes through email.
- Ashley Munro, Unit 7 Representative from Financial Aid, was elected Vice President.

Motion 2013-239-1

Motion to Ratify 2013-2014 Officer Election Results

- Attachment 239-1: Motion to Ratify 2013-2014 Officer Election Results – Approved
- A motion and second were made to ratify the results of the 2013 2014 Officer Election

  Election Results

  - Brad Krick, President
  - Ashley Munro, Vice President
- The motion was unanimously approved.
- Newly elected officers need to submit, by email, supervisor approval in order for the election results to be official. Please submit this to both Juella and the Staff Council Office as soon as possible.
- Pips suggested that new and outgoing officers meet in June to share information. She felt that she benefited greatly from a similar meeting when she was elected president.

Motion 2013-239-3

Motion to Cancel June Staff Council Meeting

- *See Attachment 239-3*
- A motion and second were made to cancel the June Staff Council Meeting (#240). The motion was approved unanimously. Staff Council Meeting #240, previously scheduled for June 19, 2013 was officially cancelled.

Motion 2013-239-2

Motion to Transfer Authority to the Administrative Committee until Staff Council Reconvenes in August of 2013

- See Attachment 239-2
- A motion and second were made to transfer Staff Council authority to the Administrative Committee until Staff Council reconvenes in August of 2013. The motion was unanimously approved.

BREAK

8. NEW BUSINESS

A. Motions on Staff Council Bylaw Changes from EMR

- The motions addressed below were originally presented to Staff Council by the Reorganization Working Group during Staff Council Orientation in February 2013. These motions were forwarded to EMR during February meeting in order to be written into the bylaws. EMR has returned these motions to Staff Council so that they may be voted upon.
- In total, seventeen Staff Council Representatives unanimously voted to pass each of the approved bylaw amendments below. Since all votes were unanimous, the names of voting Staff Council Representatives are listed only once.
- Staff Council Representatives and designated alternates who voted during Staff Council Meeting #239 were as follow:

Kirsten Bey, Unit 1	Evelyn Pensgard, Unit 1 (Voting for Adam Kane)	MaryAlice Short, Unit 2
		Debbie Gonzalez, Unit 3

Lesli Walls, Unit 3	Debbie Coxon, Unit 5	Jennifer Youngberg, Unit 12
	Jesse Atencio, Unit 5	Brad Krick, Unit 13
	Ashley Munro, Unit 7	Jeannette Altman, Unit 13
	Juan Goula, Unit 9	Richard Machida, Unit 15
	Robin Weinant, Unit 10	Chris Beks, Unit 15
	Trish Winners, Unit 11	Tom Langdon, Unit 15 (voting for Jarkko Toivanen)

See the attachment(s) listed under each motion for detailed changes associated with each amendment.

i. **Motion 2013-239-4**

Motion to Amend UAF Staff Council Bylaws to Clarify the Charge for University Advocacy Committee – *Approved, Effective Immediately*

- *See Attachment 239-4*
- A motion and second were made to amend UAF Staff Council Bylaws to clarify the official charge of the University Advocacy Committee.
- Discussion followed.
- The motion was unanimously approved by roll call vote.

ii. **Motion 2013-239-5**

Motion to Amend UAF Staff Council Bylaws to Change the Name of the 'Administrative Committee' to 'Executive Board' - *Approved, Effective Immediately*

- *See Attachment 239-5*
- A motion and second were made to amend UAF Staff Council Bylaws to change the name of the Staff Council 'Administrative Committee' to the Staff Council 'Executive Board.'
- Discussion followed.
- The motion was unanimously approved by roll call vote.

iii. **Motion 2013-239-6**

Motion to Amend UAF Staff Council Bylaws to Add Past President to the UAF Staff Council Executive Board as an Ex-Officio Member – *Approved, Effective Immediately*

- *See Attachment 239-6*
- A motion and second were made to amend the UAF Staff Council Bylaws to add the Past President as an ex-officio member of the Executive Board with voting rights in the event of a tie, in order to break said tie.
- Discussion followed.
- The motion was unanimously approved by roll call vote.

iv. **Motion 2013-239-7**

Motion to Amend UAF Staff Council Bylaws to Add the President as a Member of the Executive Board – *Approved, Effective Immediately*

- *See Attachment 239-7*
- A motion and second were made to amend the UAF Staff Council Bylaws to add the President as a member of the Executive Board.
- Discussion followed.
- The motion was unanimously approved by roll call vote.

v. **Motion 2013-239-16**

Motion to Postpone Action on Draft Motions 2013-239-8, 2013-239-9, and 2013-239-10

- *See Attachment 239-16 (includes draft Motions 2013-239-8, 2013-239-9, and 2013-239-10)*
- Jeannette Altman, Chair of Rural Affairs requested additional time for the Rural Affairs Committee to assess the possible impacts that these proposed amendments could have on rural representation.
- A motion and second were made to postpone action on draft Motions 2013-239-8, 2013-239-9, and 2013-239-10 until, at the latest, Staff Council Meeting #243, on Oct. 16, 2013.
- Motion 2013-239-16 was unanimously approved.

a. **Motion 2013-239-8 (Draft)**
Motion to Amend UAF Staff Council Bylaws to Remove Alternate Seats on Staff Council –*Postponed until Staff Council Meeting #243 on Oct. 16, 2013*

b. **Motion 2013-239-9 (Draft)**
Motion to Amend the UAF Staff Council Bylaws to Add Five At-Large Representative Seats to Staff Council – *Postponed*

c. **Motion 2013-239-10 (Draft)**
Motion to Amend UAF Staff Council Bylaws to Reflect the Recent Addition of Five At-Large Representative Seats to Staff Council – *Postponed*

- Additional assessment of the wording of these motions may be needed. If these draft motions had been approved today, alternates in attendance as proxies would have lost the right to vote immediately, based on the effective dates.

vi. **Motion 2013-239-11**

Motion to Amend UAF Staff Council Bylaws to Divide EMR into Two Distinct Committees – *Approved, Effective Sept. 1, 2013*

- See Attachment 239-11
- A motion and second were made to amend UAF Staff Council Bylaws to divide the current Elections, Membership, and Rules Committee into two separate and distinct Staff Council committees:
  - Elections Committee
  - Membership and Rules Committee
- Discussion followed. Questions were raised regarding how the membership of the current EMR committee would be divided. Additional questions focused on how the committees would be populated in general, if this amendment were to pass, since EMR currently has only three members.
- The effective date was changed from questioned
- A friendly amendment to the motion on the floor was made to change the effective date on the motion to Sept. 1, 2013, since this amendment, as initially presented, would result in the addition of a new seat on the Executive Board, which, earlier in the meeting, was given authority to act on council's behalf over the summer.
- The motion was unanimously approved by roll call vote.

vii. **Motion 2013-239-12**

Motion to Add the 'Elections Committee' and the 'Membership and Rules Committee' as Internal Standing Committees of UAF Staff Council - *Approved, Effective Sept. 1, 2013*

- See Attachment 239-12
- A motion and second were made to amend the UAF Staff Council Bylaws to establish the two newly created committees, the 'Elections Committee' and the 'Membership and Rules' Committee as permanent committees of Staff Council, with an effective date of Sept. 1, 2013.
- Discussion followed
- The motion was unanimously approved by roll call vote.

viii. **Motion 2013-239-13**

Motion to Amend UAF Staff Council Bylaws to Address the Recent Division of the 'Elections, Membership, and Rules Committee' into the 'Elections Committee' and the 'Membership and Rules Committee' – *Approved, Effective Sept. 1, 2013*

- *See Attachment 239-13*
- A motion and second were made to amend the UAF Staff Council Bylaws to address the recent division of the 'Elections, Membership, and Rules Committee' into the 'Elections Committee' and the 'Membership and Rules Committee,' effective Sept. 1, 2013.
- The motion was unanimously approved by roll call vote.

ix. **Motion 2013-239-14A**

Motion to Amend UAF Staff Council Bylaws to Reflect Recent Changes to the Structure of the Internal Permanent Staff Council Committees (EMR Division) – *Approved, Effective Sept. 1, 2013*

- *See Attachment 239-14A*
- A motion and second were made to amend the UAF Staff Council Bylaws to reflect the recent name and structural changes to its permanent Staff Council committees, effective Sept. 1, 2013.
- The motion specifically addressed Section 6.D. of the bylaws pertaining to committee name changes associated with the division of the Elections, Membership, and Rules Committee.
- The motion was unanimously approved by roll call vote.

x. **Motion 2013-239-14B**

Motion to Amend UAF Staff Council Bylaws to Reflect Recent Changes to the Structure of the Internal Permanent Staff Council Committees (Executive Board Name Change) – *Approved, Effective Immediately*

- *See Attachment 239-14B*
- A motion and second were made to amend the UAF Staff Council Bylaws 6.D. to reflect recent changes to the permanent internal Staff Council Committees, effective immediately. Section 6.D. was modified to address the committee name change from Administrative Committee to Executive Board
- The motion was unanimously approved by roll call vote.

xi. **Motion 2013-239-17**

Motion to Postpone Action on draft Motion 2013-239-15 Until Staff Council Meeting #243, on Oct. 16, 2013 – *Approved, Effective Immediately*

- *See Attachment 239-17 (includes draft Motion 2013-239-15)*
- A motion and second were made to postpone action on draft Motion 2013-239-15 until the Oct. 16, Staff Council Meeting.
- The motion was unanimously approved.
- Consideration of the following proposed draft motion to amend the UAF Staff Council Bylaws was postponed until Staff Council Meeting #243, on Oct. 16, 2013.

a. **Draft Motion 2013-239-15**
Motion to Amend the UAF Staff Council Bylaws to Allow Proxies to Attend Meetings in Place of Staff Council Representatives – *Postponed*

B. Rural Affairs Ad Hoc Committee Regarding Ombudsman Position

- Rural Affairs is creating an ad hoc committee to discuss the creation of an ombudsman position at the university. Anyone interested in this discussion may join the committee.
- Those wishing to sign up should email Jeannette Altman (jaltman2@alaska.edu), cc'ing the new officers and the Staff Council Office.

The meeting was running past the allotted time. Council decided to complete the meeting prior to adjourning.

9. GUEST SPEAKERS (none)

COMMITTEE REPORTS

10. INTERNAL COMMITTEE REPORTS

A. Elections, Membership, and Rules – Richard Machida

- EMR recently completed work on the motions discussed earlier in the meeting.

B. Rural Affairs – Jeannette Altman

- **Attachment 239-C: Rural Affairs Annual Committee Report 2013**

C. Staff Affairs – MaryAlice Short

- **Attachment 239-A: Committee Report for May 2013**
- **Attachment 239-B: Electronic Termination Workflow**

D. University Advocacy Committee – Lesli Walls

- The committee did not have an opportunity to meet this month, due to time constraints.
- The committee will continue to look into the following topics: Coffee with the Chancellor, possible meetings with legislators, and it will further investigate the option of volunteer leave time to foster better connections between staff and the community.
- The committee is open to additional suggestions. They will be composing a list of possible ideas to identify which projects Staff Council wishes to focus on.
- The next committee meeting will likely be after the end of the fiscal year.

11. EXTERNAL STATEWIDE COMMITTEE REPORTS

A. Staff Alliance's Staff Health Care Committee – Debbie Coxon, Lesli Walls, Mary Sue Dates (Alt), Debbie Gonzalez (Alt)

- *SHCC notes were emailed to Staff Council members during the meeting*

- .SHCC last met on April 23. The committee reviewed the status of the Request for Proposals (RFP) for the Wellness Program. Two proposals were submitted. Both have likely been reviewed by this time.
- RFPs for the following programs were currently out:
  - Patient Advocacy
  - Telemedicine
- Based on information provided to the committee, Premera medical coverage is being contracted and implemented. UA will add the medical tourism benefit. There will be additional work on this in the coming months.
- The pharmacy benefit will transition from Caremark to Premera. Your prescriptions with Caremark are supposed to be transferred to Express Script.
- Open enrollment closed yesterday
- New insurance cards will be mailed out between June 21-23.
- JHCC recently asked SHCC to come up with original ideas to be more proactive in the SHCC meetings as opposed to simply reviewing recent JHCC information.
- A suggestion has been made to create a tiered health insurance premium system based on pay. Please forward any comments or concerns that you might have about this to your SHCC representatives.
- At the Staff Alliance meeting earlier this week, Melodee Munson, SHCC Chair, mentioned that Erika Van Flynn encouraged SHCC to bring forward ideas for potential changes. This sounds like there is an opportunity to strengthen SHCC's voice to the administration. This is a very positive benefit for staff
- Melodee Munson, SHCC Chair, will be stepping down from staff governance with UAA. Melodee has been an outstanding committee chair.

12. EXTERNAL UAF COMMITTEE REPORTS (In Written Format)

A list of vacant external committee seats will be made available prior to the August Staff Council meeting.

A. Accreditation Steering Committee - ON HIATUS

B. Chancellor's Advisory Committee for the Naming of Campus Facilities – Debbie Coxon

- *Has not met*

C. Chancellor's Diversity Action Committee (CDAC) – ON HIATUS

- Chancellor Rogers is expecting a report from the Student Diversity Task Force that will outline the future of the Diversity Action Committee and a formal diversity opportunity for the campus. Staff Council members were encouraged to continue to follow this issue and to ask for input once the final report is available.

- **Student Diversity Task Force – SEAT VACANT**

- **Women's Center Advisory Board – No representative**

D. Chancellor's Planning and Budget Committee – Juella Sparks, Trish Winners (Alt)

- The committee was asked to spend about 1.5 – 1.75 million dollars on proposal requests totaling 52 million dollars. The committee discussed a ranking system for the proposals. The top twenty-nine proposals have been selected. The committee will continue to work with these remaining proposals.
- Juella hoped that the committee would give the chancellor guidance on vertical cuts and plans for the FY14 budget. This does not appear to be the case.
- Contact Juella if you would like more information on this committee.

E. Intercollegiate Athletic Council – Debbie Coxon & Jesse Atencio
- **Attachment 239-E: May Committee Report**

F. Master Planning Committee (MPC) – Richard Machida (4/13 – 4/16), Brad Krick, (Alt, 4/13 – 4/16)
- **Attachment 239-F: May Committee Report**
- Richard has yet to hear from the committee regarding when meetings will be scheduled. The Staff Council Office will look into this.

G. Meritorious Service Awards Committee – SEAT VACANT

H. Parking Advisory Committee (PAC) – Tom Langdon
- Committee has not met
- Individual committee members are reviewing citation
- Be aware that there are a number of new signs on campus.
- Contact Tom if you see a parking situation that needs further signage.

I. People's Endowment Committee – Debbie Gonzalez
- *Has not met*

J. RISE Board – Ian Olson
- *No Report*

K. Technology Advisory Board Committee (TAB) – Adam Kane & Chris Beks
- The committee recently met. A report will be made available in the near future.

L. Work-Life Balance Committee – INACTIVE
- New officers were asked to follow up on the status of this committee during the next PreStaff meeting.

13. AD HOC COMMITTEE REPORTS

The reports included below are essentially annual reports. For newer members, the goal is to have each of the internal and ad hoc committees provide an annual report to summarize their actions over the previous year. These go into the record and are available to new members who may fill the position. This allows new members to get up to speed faster.

A. Staff Council Calendar Committee – Brad Krick
- **Attachment 239-D: Annual Calendar Committee Report 2013**

B. Chancellor's Cornerstone Award Committee – Brad Krick
- **Attachment 239-G: Annual Committee Report 2013**

C. Staff Appreciation Day Planning Group – Ashley Munro
- Yesterday's event was a great success. The committee plans to hold a follow-up meeting soon. A survey will also be distributed in the near future. Ashley will provide a report once the survey results are available.

D. Staff Makes Students Count Award Committee – Richard Machida
- *No report*

14. ROUND TABLE DISCUSSION

A. Resolution 2013-239-1: Resolution of Recognition and Appreciation for Juella Sparks
- Attachment 239-18
- MaryAlice Short, Vice President Pro Tem, read the resolution in honor of outgoing President Juella Sparks. UAF Staff Council extended thanks to Juella for her extensive contributions to staff governance over the past year.

- A motion and second were made to approve the resolution. The resolution was approved unanimously.

15. ADJOURN

- The meeting was adjourned at approximately 11:30 a.m.

Motion 2013-239-1:
Motion to Ratify 2013-2014 Officer Election Results

UAF Staff Council unanimously passed the following motion at Staff Council Meeting #239 on May 16, 1013:

MOTION:

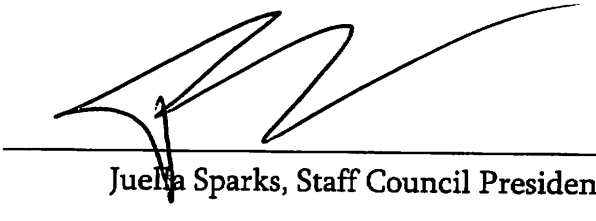
The UAF Staff Council moves to ratify the following election results for the offices of UAF Staff Council President and Vice President for 2013-2014:

President: Bradley Krick

Vice President: Ashley Munro

EFFECTIVE: June 1, 2013

RATIONALE: The Elections, Membership, and Rules committee has reviewed and certified these election results. The term for newly elected officers runs from June 1, 2013 through May 31, 2014, in accordance with the UAF Staff Council Constitution and Bylaws.



Juella Sparks, Staff Council President

5/31/13
Date

UAF Staff Council Motion 2013-239-2: Motion to Transfer Staff Council Authority to the Administrative Committee until Staff Council Reconvenes in August 2013

UAF Staff Council unanimously approved the following motion (Motion 2013-239-2) at Staff Council Meeting #239 on May 16, 2013:

MOTION:

The UAF Staff Council moves to authorize its Administrative Committee to act on behalf of council on all matters within its purview that may arise during the summer of 2013. This authority shall be relinquished when Staff Council reconvenes in August of 2013. Representatives and alternates will be kept informed of Administrative Committee meetings via email and will be encouraged to attend and participate in these meetings. The Administrative Committee reserves the right to convene emergency meetings of the entire body during this period for action on issues considered more appropriately resolved by the entire body.

EFFECTIVE: Immediately

RATIONALE: The business of shared governance at UAF takes place year-round. Additionally, situations requiring immediate attention from Staff Council may arise during the summer months when many staff members are off contract.

Juella Sparks, Staff Council President — 5/31/13 Date

UAF Staff Council Motion 2013-239-3: Motion to Cancel June 2013 Staff Council Meeting

UAF Staff Council unanimously approved the following motion (Motion 2013-239-3), at Staff Council Meeting #239 on May 16, 2013:

MOTION

UAF Staff Council moves to cancel the June 2013 Staff Council meeting.

EFFECTIVE: Immediately

RATIONALE: The June meeting occurs at a time when many staff members are off contract.

Juella Sparks, Staff Council President

5/31/13
Date

UAF Staff Council Motion 2013-239-4

Motion to Amend the UAF Staff Council Bylaws to Clarify the Charge of its University Advocacy Committee

UAF Staff Council unanimously approved the following motion (Motion 2013-239-4), as amended on the floor, at Staff Council Meeting #239 on May 16, 2013

MOTION:

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to clarify the charge of its University Advocacy Committee.

EFFECTIVE: Immediately

REASONING: Clarification of purpose is needed for the committee to function more effectively and consistently in future efforts. This motion also clarifies the committee's role with regard to communication.

CAPS = Addition
[[ ]] and/or ~~strike through~~ = Deletion

Section 5.A.VI.c.

3. [[~~Other items to be determined by the committee on an annual basis.~~]] FOCUS ON ON-BOARDING, MENTORING, AND COMMUNICATIONS WITHIN STAFF COUNCIL AND PUBLIC RELATIONS WITH THE UAF COMMUNITY.

Juella Sparks, Staff Council President

5/31/13
Date

UAF Staff Council Motion 2013-239-5

Motion to amend the bylaws of the University of Alaska Fairbanks Staff Council to Change the name of the Staff Council 'Administrative Committee' to the Staff Council 'Executive Board.'

UAF Staff Council unanimously approved the following motion (Motion 2013-239-5), at Staff Council Meeting #239 on May 16, 2013.

MOTION

UAF Staff Council moves to amend the following bylaws of the University of Alaska Fairbanks Staff Council in order to change the name of the Staff Council 'Administrative Committee' to the UAF Staff Council 'Executive Board':

EFFECTIVE: Immediately

REASONING: Changing the name of the 'Administrative Committee' to the 'Executive Board' provides a more encompassing description of the group's purpose.

CAPS = Addition

[[ ]] and/or ~~strike through~~ = Deletion

Section 5. Committees

A. Permanent Committees

I. The Permanent Committees shall be:

a. [[~~Administrative Committee~~]] EXECUTIVE BOARD

b. Elections, Membership, and Rules Committee

c. Staff Affairs Committee

d. Rural Affairs Committee

e. University Advocacy

II. [[~~Administrative Committee~~]] EXECUTIVE BOARD

Section 4. Officers

B. Vice-President

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

a. Serve as chairperson of the [[~~Administrative Committee~~]] EXECUTIVE BOARD.

Section 6.

E. The [[~~Administrative Committee~~]] EXECUTIVE BOARD 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.

Juella Sparks, Staff Council President — Date 5/31/13

UAF Staff Council Motion 2013-239-6
Motion to Amend the UAF Staff Council Bylaws to Add the Past President to the UAF Staff Council Executive Board as an Ex-Officio Member

UAF Staff Council passed the following motion, Motion 2013-239-6, as amended on the floor, at Staff Council Meeting #239, on May 16, 2013:

MOTION:

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to add the Past President as an ex-officio member of the Executive Board with voting rights only in the event of a tie.

EFFECTIVE: Immediately

REASONING: The Past President is extremely knowledgeable of Staff Council who can assist the Administrative Committee in making key decisions. Additionally, the committee needs a codified mechanism for breaking a tie vote.

CAPS = Addition

[[ ]] and/or ~~strike through~~ = Deletion

Section 4. Officers

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.

d. SERVE AS AN EX-OFFICIO MEMBER OF THE EXECUTIVE BOARD OF STAFF COUNCIL. AS EX-OFFICIO, THE PAST PRESIDENT SHALL NOT VOTE UNLESS THERE IS A TIE. IF THERE IS A TIE, THE PAST PRESIDENT SHALL CAST THE DECIDING VOTE.

Motion 2013-239-6 - Continued

Section 5.A.

II. [[~~Administrative Committee~~]] EXECUTIVE BOARD*

a. The Vice-President shall be the chairperson.
b. Other members of the committee shall be:

1. Chairpersons of the permanent committees
2. Special appointments of the President or Vice President
3. PAST PRESIDENT OF STAFF COUNCIL AS AN EX-OFFICIO MEMBER

---

* Section 5.A.II. was amended to read "Executive Board" by Motion 2013-239-5, which was passed immediately before this motion at the May 16, 2013 Staff Council Meeting. The text above lists both old and new revisions resulting from Motion 2013-239-5.

Juella Sparks, Staff Council President — Date 5/31/13

UAF Staff Council Motion 2013-239-7
Motion to Amend the UAF Staff Council Bylaws to Add the President as a Member of the Executive Board

UAF Staff Council unanimously approved the following motion, Motion 2013-239-7, as amended on the floor, at Staff Council Meeting #239, on May 16, 2013.

MOTION:

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to add the President as a member of the Executive Board.

.

EFFECTIVE: Immediately

REASONING: This amendment corrects an error in the Executive Board membership list, Bylaws Section 5.A.II.b.2. by adding the President as an Executive Board member in this section of the bylaws.

CAPS = Addition
[[ ]] and/or ~~strike through~~ = Deletion

Section 5.A.II.

b. Other members of the committee shall be:

1. Chairpersons of the permanent committees
2. PRESIDENT OF STAFF COUNCIL
3. ~~2.~~ 3. Special appointments of the President or Vice President
4. ~~3.~~ 4. PAST PRESIDENT OF STAFF COUNCIL AS AN EX-OFFICIO MEMBER

---

* Bylaws Section 5.A.II.b. was amended by Motion 2013-239-6, was passed immediately before the current motion at Meeting #239. Motion 2013-239-6 added the Past President as an Ex Officio committee member. The text above lists revisions and additions from both the previous motion and this motion.

Juella Sparks, Staff Council President

5/31/13
Date

UAF Staff Council Motion 2013-239-11

Motion to Change UAF Staff Council Bylaws to Divide the Elections, Membership, and Rules Committee into Two Distinct Committees: 'Elections Committee' and 'Membership & Rules Committee'

UAF Staff Council unanimously passed the following motion, Motion 2013-239-11, as amended on the floor, at Staff Council Meeting #239 on May 16, 2013.

MOTION:

UAF Staff Council moves to amend the Bylaws of the University of Alaska Fairbanks Staff Council to divide the Elections, Membership, and Rules committee into two separate and distinct committees:

- Elections Committee
- Membership and Rules Committee

EFFECTIVE: September 1, 2013

RATIONALE: Current committee efforts focus primarily on elections, resulting in fewer membership and rules based issues to be addressed. The change is also designed to increase participation by creating more focused bodies.

CAPS = Addition
[[ ]] and/or ~~strike-through~~ = Deletion

Section 5. Committees

A. Permanent Committees

I. The Permanent Committees shall be:

a. [[~~Administrative Committee~~]] EXECUTIVE BOARD*

b. Elections [[~~Membership, and Rules~~]] Committee

c. **MEMBERSHIP AND RULES COMMITTEE**

~~e.~~ d. Staff Affairs Committee

~~d.~~ e. Rural Affairs Committee

~~e.~~ f. University Advocacy

---

* Section 5.A.II.a. was amended to read "Executive Board" by Motion 2013-239-5, which was passed prior to this motion at the May 16, 2013 Staff Council Meeting. The text above lists both old and new revisions resulting from the current and previous motions from this meeting.

Juella Sparks, Staff Council President

5/31/13
Date

Motion 2013-239-12

Motion to Add the Elections Committee and the Membership and Rules Committee as Internal Standing Committees of UAF Staff Council

UAF Staff Council unanimously approved the following motion, Motion 2013-239-12, as amended on the floor, at Staff Council Meeting #239 on May 16, 2013.

MOTION:

UAF Staff Council moves to amend the Bylaws of the University of Alaska Fairbanks Staff Council, as follows, to establish the newly formed Elections Committee and the newly formed Membership and Rules Committee.

EFFECTIVE: September 1, 2013

RATIONALE: The Elections, Membership, and Rules Committee was recently divided into two separate and distinct committees, the Elections Committee and Membership and Rules Committee. This motion outlines the committees' charges.

CAPS = Addition

[[ ]] and/or ~~strike through~~ = Deletion

Section 5.A. Permanent Committees

III. ELECTIONS 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.

c. THE CHAIRPERSON OF THE COMMITTEE MAY ESTABLISH SUBCOMMITTEES FOR SPECIFIC ISSUES.

~~III.~~ IV. ~~Elections,~~ Membership~~,~~ and Rules Committee

Motion 2013-239-12 - Continued

Section 5.A. Permanent Committees

~~IV.~~ V. Staff Affairs Committee

Section 5.A. Permanent Committees

~~V.~~ VI. Rural Affairs Committee

Section 5.A. Permanent Committees

~~VI.~~ VII. University Advocacy

Section 5.A. Permanent Committees

~~VII.~~ VIII. Ad Hoc Committees

Section 5.A. Permanent Committees

~~VIII.~~ IX. External Committee Appointments

Juella Sparks, Staff Council President

5/31/13
Date

UAF Staff Council Motion 2013-239-13
Motion to Amend the UAF Staff Council Bylaws to Address the Recent Division of the 'Elections, Rules, and Membership Committee' into the 'Elections Committee' and the 'Membership & Rules Committee'

UAF Staff Council unanimously approved the following motion, Motion 2013-239-13, as amended on the floor, at Staff Council Meeting #239 on May 16, 2013.

MOTION:

UAF Staff Council moves to amend the Bylaws of the University of Alaska Fairbanks Staff Council to address the recent division of the Elections, Membership, and Rules Committee into two separate and distinct committees:

- Elections Committee
- Membership and Rules Committee

EFFECTIVE: September 1, 2013

RATIONALE: Current committee efforts focus primarily on elections, resulting in fewer membership and rules based issues being addressed. The change is also designed to increase participation by creating more focused bodies.

CAPS = Addition

[[ ]] and/or ~~strike through~~ = Deletion

Section 3.A.

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

---

Section 3.E.

I. The Elections[[~~, Membership, and Rules~~]] Committee shall be responsible for conducting elections.

Section 3.E.III.

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 Meetings.

Motion 2013-239-13 - Continued

Section 6. Amendments

A. Amendments to the bylaws must be proposed in writing by members of Staff Council at a[[n]] [[~~Elections,~~]] Membership, and Rules committee or Staff Council meeting.

B. THE [[~~Elections,~~]] Membership and Rules committee will verify that 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, THE [[~~Elections,~~]] Membership, and Rules Committee will work with the amendment proposer to resolve any issues.

Juella Sparks, Staff Council President — 5/31/13 Date

MOTION 2013-239-14-A:

Motion to Amend the Bylaws of the University of Alaska Fairbanks Staff Council to Reflect the Recent Changes to the Structure of the Internal Permanent Staff Council Committees

Original draft Motion 2013-239-14 was divided into two separate motions, Motion 2013-239-14-A and Motion 2013-239-14-B, prior to consideration by council to reflect changes made by motions passed earlier in the meeting.

UAF Staff Council unanimously approved the following motion, Motion 2013-239-14-A, at Staff Council Meeting #239, on May 16, 2013:

MOTION

The UAF Staff Council moves to amend the its bylaws, Section 6.D. as follows, to reflect the recent name and structure changes to internal permanent Staff Council committees.

EFFECTIVE: September 1, 2013

RATIONALE: The permanent committee structure has changed. The wording of the bylaws needs to reflect these changes. The name change and division of the 'Elections, Membership, and Rules Committee' into two separate committees, the 'Elections Committee' and the 'Membership & Rules Committee,' is effective September 1, 2013.

CAPS = Addition

[[ ]] and/or ~~strike through~~ = Deletion

Section 6.

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.

Juella Sparks, Staff Council President — 5/31/13 Date

MOTION 2013-239-14-B:

Motion to Amend the Bylaws of the University of Alaska Fairbanks Staff Council to Reflect the Recent Changes to the Structure of the Internal Permanent Staff Council Committees

Original draft Motion 2013-239-14 was divided into two separate motions, Motion 2013-239-14-A and Motion 2013-239-14-B, prior to consideration by council to reflect changes made by motions passed earlier in the meeting.

UAF Staff Council unanimously approved the following motion, Motion 2013-239-14-B, at Staff Council Meeting #239, on May 16, 2013:

MOTION

The UAF Staff Council moves to amend the its bylaws, Section 6.D. as follows, to reflect the recent name and structure changes to internal permanent Staff Council committees.

EFFECTIVE: Immediately

RATIONALE: The permanent committee structure has changed. The bylaws had to be updated in order to reflect the recent change in committee name from the 'Administrative Committee' to the 'Executive Board,' became effective immediately when passed earlier in the meeting.

CAPS = Addition

[[ ]] and/or ~~strike through~~ = Deletion

Section 6.

D. Once verified, the Elections, Membership, and Rules Committee will forward it on to the [[~~Administrative Committee~~]] EXECUTIVE BOARD for addition to the draft agenda of the next Staff Council meeting. The proposed amendment will be distributed before the next Staff Council meeting.

Juella Sparks, Staff Council President

5/31/13
Date

UAF Staff Council Motion 2013-239-16
Motion to Postpone Voting on Draft Motions 2013-239-8, 2013-239-9, and 2013-239-10 until the October 2013 Staff Council Meeting - At the Latest

UAF Staff Council unanimously approved the following motion at Staff Council Meeting #239 on May 16, 2013.

MOTION:

UAF Staff Council moves to postpone action on draft Motion 2013-239-8, draft Motion 2013-239-9, and draft Motion 2013-239-10, regarding alternate and at-large representative seats on Staff Council until no later than the October 2013 Staff Council meeting.

EFFECTIVE: Immediately

REASONING: Rural Affairs is concerned about the effects that these motions could have on rural campus representation on Staff Council. The committee would like additional time to discuss the matter.

Juella Sparks, Staff Council President — Date 5/31/13

Attached:

- Attachment 239-8: Motion 2013-239-8 (Draft)
- Attachment 239-9: Motion 2013-239-9 (Draft)
- Attachment 239-10: Motion 2013-239-10 (Draft)

UAF Staff Council Motion 2013-239-8
Motion to Amend the UAF Staff Council Bylaws to Remove Alternate Seats on Staff Council

MOTION:

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to remove alternate seats from Staff Council.

.

EFFECTIVE: Immediately

REASONING: At-large seats may allow more people to participate on Staff Council even if there is no open seat in their specific Staff Council Unit.

CAPS = Addition
[[ ]] and/or ~~strike through~~ = Deletion

Section 3.

~~[[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).]]~~

UAF Staff Council Motion 2013-239-9
Motion to Amend the UAF Staff Council Bylaws to Add Five At-Large Representative Seats to Staff Council

MOTION:

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to add five at-large representative seats to Staff Council.

.

EFFECTIVE: Immediately

REASONING: At-large seats may allow more people to participate on Staff Council, as opposed to alternate seats, even if there is no open seat in their specific Staff Council Unit.

CAPS = Addition
[[ ]] and/or ~~strike through~~ = Deletion

Section 3. Membership

A. Representation

VII. THERE SHALL BE FIVE AT-LARGE REPRESENTATIVE SEATS ON STAFF COUNCIL. THERE IS NO UNIT OR GEOGRAPHICAL DESIGNATION TO THESE FIVE AT-LARGE MEMBERS. AT-LARGE REPRESENTATIVES SHALL BE ELECTED BY ALL ELIGIBLE VOTING MEMBERS.

Section 3. Membership

B. AT-LARGE REPRESENATIVES

I. A VACANCY OCCURING DURING THE TERM OF AN AT-LARGE REPRESENTATIVE SHALL REMAIN UNFILLED UNTIL THE NEXT ELECTION. IF THE VACANCY IS DURING THE FIRST YEAR OF A TWO YEAR TERM, THERE WILL BE A 'SPECIAL' ELECTION TO FILL THIS POSITION AT THE NEXT ELECTION CYCLE. THE REMAINING TERM WILL CONTINUE TO BE ON THE SAME ELECTION ROTATION AS THE POSITION WAS ORIGINALLY INTENDED.

Motion 2013-239-9 - Continued

Section 3. Membership

D. Length of Terms

III. AT LARGE REPRESENTATIVES SHALL BE NUMBERED 1, 2, 3, 4, & 5. AT-LARGE REPRESENTATIVES FILLING POSITIONS 1, 3, & 5 SHALL BE ELECTED IN ODD NUMBERED YEARS. AT-LARGE REPRESENTATIVES FILING POSITIONS 2 & 4 SHALL BE ELECTED IN EVEN NUMBERED YEARS.

DRAFT

UAF Staff Council Motion 2013-239-10
Motion to Amend the UAF Staff Council Bylaws to Reflect the Recent Addition of Five At-Large Representative Seats to Staff Council

MOTION:

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to reflect the recent addition of five at-large representative seats on Staff Council.

.

EFFECTIVE: Immediately

REASONING: Five at-large representative seats were recently added to Staff Council. These changes update the bylaws to reflect this change.

CAPS = Addition
[[ ]] and/or ~~strike through~~ = Deletion

Section 3.A.

III. UNIT Representatives shall be elected from and by the unit they will represent.

Section 3.A.

VII. A VACANCY OCCURING DURING THE TERM OF A UNIT REPRESENTATIVE SHALL BE FILLED BY SOMEONE VOLUNTEERING FROM THAT UNIT, SUBJECT TO APPROVAL OF THE PRESIDENT AND THE ELECTIONS COMMITTEE

Section 3.D.

II. Even numbered unit representatives [[~~and alternates~~]] up for reelection shall begin their term on an even numbered year. Odd numbered unit representatives [[~~and alternates~~]] shall begin their term on an odd numbered year.

Section 3.E.

II. The elections for UNIT representatives [[~~and alternates~~]] shall adhere to the following:

Motion 2013-239-10 - Continued

Section 7. Quorum

A. A majority shall consist of 51% of the total count of [[~~unit~~]] STAFF COUNCIL representatives [[~~on Staff Council~~]].

DRAFT

UAF Staff Council Motion 2013-239-17
Motion to Postpone Action on Draft Motion 2013-239-15 until the October 2013 Staff Council Meeting

UAF Staff Council unanimously passed the following motion at Staff Council Meeting #239 on May 16, 2013.

MOTION:

UAF Staff Council moves to postpone action on draft Motion 2013-239-15 until the October 2013 Staff Council Meeting.

EFFECTIVE: Immediately

REASONING: Draft Motion 2013-239-15 is directly associated with draft Motions 2013-239-8, 2013-239-9, and 2013-239-10 which were postponed until the October 2013 Staff Council Meeting.

Juella Sparks, Staff Council President — 5/31/13 Date

Attached:

- Draft Motion 2013-239-15: Motion to Amend the UAF Staff Council Bylaws to Allow Proxies to Attend Meetings In Place of Staff Council Representatives

UAF Staff Council Motion 2013-239-15
Motion to Amend the UAF Staff Council Bylaws to Allow Proxies to Attend Meetings In Place of Staff Council Representatives

MOTION:

UAF Staff Council moves to amend the bylaws of the University of Alaska Fairbanks Staff Council, as follows, to allow for representation by proxy.

EFFECTIVE: Immediately

REASONING: The use of proxies would allow a unit's voice to be heard in the absence of their elected representative. This also allows those not familiar with Staff Council to learn more about the organization.

CAPS = Addition
[[ ]] and/or ~~strike through~~ = Deletion

Section 3.C.

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~~]] SOMEONE TO SERVE AS THEIR proxy. FOR UNIT REPRESENTATIVES, THE PROXY MUST BE FROM THAT UNIT. FOR AT-LARGE REPRESENTATIVES, THE PROXY CAN BE FROM ANY UNIT. THE PROXY HAS THE SAME VOTING RIGHTS AS THE REPRESENTATIVE FOR WHOM THEY ARE FILLING IN. SOMEONE WHO IS A CURRENT REPRESENTATIVE ON STAFF COUNCIL CAN BE A PROXY FOR ANOTHER STAFF COUNCIL REPRESENTATIVE. Excused absences will be granted for members at the discretion of the President.

Section 3.E.III

d. Voting shall be limited to representatives and/OR A designated [[~~alternates~~]] PROXY THROUGH USE OF [[~~by using~~]] secret ballots on site and using voice vote for the outlying areas.

Section 5.A.VII.

d. Membership is not limited to Staff Council representatives or [[~~alternates~~]] OR A DESIGNATED PROXY.

Section 7.

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

Resolution 2013-239-1
Resolution of Recognition and Appreciation for Juella Sparks

UAF Staff Council unanimously approved the following resolution, Resolution 2013-239-1, at Staff Council Meeting #239 on May 16, 2013.

University of Alaska Fairbanks
Staff Council
Resolution of Recognition and Appreciation
for
Juella Sparks

WHEREAS, Juella Sparks served as President of the University of Alaska Fairbanks Staff Council from June 2012 through May 2013; and

WHEREAS, Juella Sparks served as University of Alaska - Staff Alliance Chair from July 2011 through May 2013; and

WHEREAS, Juella Sparks went above and beyond on behalf of all UAF Staff at every opportunity; and

WHEREAS, Juella Sparks offered expertise in facilitating all functions of Staff Council; and

WHEREAS, Juella Sparks established and maintained an excellent working relationship with President Gamble and Chancellor Rogers in an effort to advance staff initiatives; and

WHEREAS, Juella Sparks carried staff concerns directly to the administration through regular presentations to the UA Board of Regents; and

WHEREAS, Juella Sparks always promoted the interest of UAF staff when working at both the campus and statewide level and has garnered the respect and attention of leaders at all levels; and

WHEREAS, Juella Sparks approached the mission of staff advocacy with determination, resolution, a fighting spirit and a sense of humor; and

WHEREAS, Juella Sparks is a leader to be admired, emulated and respected; and

WHEREAS, Juella Sparks has always taken her role as staff advocate seriously and has worked tirelessly to make the UAF Staff Council and the role of Staff Council representatives more prestigious and more meaningful to all; now

ORIGINAL

Resolution 2013-239-1 – Continued:

THEREFORE BE IT RESOLVED, that the Staff Council of the University of Alaska Fairbanks applauds the selfless contributions and accomplishments made by Juella Sparks on behalf of all staff and expresses its deepest gratitude to her as she concludes her term as Staff Council President.

MaryAlice Short 7-22-13

MaryAlice Short, Vice President Pro Tem Date

ORIGINAL

UAF Staff Council – Staff Affairs Committee
Committee Report for April 2013
Committee Chair – MaryAlice Short

Staff Affairs last met on April 19, 2013

Members Present: MaryAlice Short – Chair, Jennifer Youngberg, Juan Goula, Nicole Dufour, Jarkko Toivanen, Brad Krick

Leave Share:

- The committee discussed the leave share program and reviewed the new FAQ that was created for the Staff Council blog site and the UAF Human resources page.
- Discussion over the Family Medical Leave Act (FMLA) was discussed again to understand the protocol for the leave share and to make sure all questions were answered in the FAQ (FAQ attached)

Telecommuting:

- Lesi Wall and Nicole provided the University of Alaska telecommuting contracts
- The committee agreed that following the progress of telecommuting program as it moves within the administration.
- The telecommuting agreements are on the payroll tab of the HR website. http://www.uaf.edu/uafhr/payroll/

Grievance Process:

- The grievance process was discussed and the committee agreed to table further discussions and wait for Human Resources to finish up their discussions and submit a resolution for review.

Employee Email:

- The committee was tasked with clarifying how long an employee's email was active after they retire or terminate positions within the University of Alaska Fairbanks.
- There appears to be many reasons and conflicting information on how this process works.
- Jennifer Youngberg provided the website with sample emails that are processed when an employee leaves the university: http://www.alaska.edu/hr/hr-procedures/paperless-job-processing/workflow/
- Employee email addresses may be continued uninterrupted by completion of OIT account extension: http://www.alaska.edu/oit/services/account-management/forms/formAccountExtensionDeletionForm.pdf
- Please remove the document attached Electronic Termination Workflow

Tasks:

- Jennifer Youngberg is going to make a few corrections to the Leave Share FAQ and then it will be submitted for review to Juella Sparks.
- Jarrkko Toivanen is going to follow up with OIT for their guidelines on employee email termination.
- Jennifer Youngberg and MaryAlice Short will continue to review the process and provide information within the group.

2 attachments follow:

Electronic Termination Workflow
Leave Share FAQ

Electronic Termination Workflow

When an employee is transferring from a benefit-eligible position to a temporary position UAF HR asks that they are entered into the electronic termination workflow process for the following reasons:

- A termination date is automatically entered on the employee's job record avoiding potential overpayment on these generated pay assignments.

- Workflow has built-in process for terminating health care coverage and triggering the proper COBRA notification process. There is an unlimited liability to the UA system if proper notification does not occur.

- If employee is transferring to another unit it alerts departing department to collect keys/equipment or properly charge employee for other unreturned items or close out unprocessed travel. *Please remember, these instructions are for benefit-eligible to temporary only; please do not process workflow termination if employee is transferring to another department/unit into another benefit-eligible position, provide stop job only with appropriate reason (TRP, TRL, TRD).*

- Payroll deductions are terminated and notification is made to retirement, vendors and other UA deductions (i.e., parking, foundation etc.)

- Banner Security accesses are terminated. This is going to become extremely important with web time entry (WTE) if they are currently supervisors and/or time sheet approvers; it is imperative that information is updated prior to their subordinates initiating their time sheets.

- If an employee is eligible for annual leave (AL) payoff workflow notifies the payroll department to process this in the final paycheck for that employee class. If this does not occur during that payroll cycle manual manipulation and a time consuming adjustment process must be conducted as you are unable to pay AL to an ineligible employee class in Banner.

- Workflow automatically sends a termination document to personnel records departments for placement in the employee's official personnel file. When this does not occur there is no record of termination reason for a previously benefit-eligible employee.

UAF HR offers the following to alleviate concerns of administration in timely rehire of these employees:

- If job form for new temporary position is received in the HR office within 10 days of a system termination, personnel technicians will reactive employee without any additional hiring documentation.

- Employee email addresses may be continued uninterrupted by completion of OIT account extension: http://www.alaska.edu/oit/services/account-management/forms/formAccountExtensionDeletionForm.pdf

- Employee will not be charged for any unreturned keys if contact is made with Facilities key shop 474-6778.

- Banner security access can be set-up immediately after new temporary job is entered by completing a new security access request form, pertinent to new job duties.
  If there will be no change in the employees duties, you may contact the system coordinators directly to request access not be terminated:
- http://www.uaf.edu/files/uafhr/HR-Access-Request-Form-Rev-3-2012.pdf (HR Access)
  - Shannon O'Kelley, slokelley@alaska.edu; 474-6424
- http://www.uaf.edu/files/finsvcs/Access-Request-Form-June_2012.pdf (Finance Access)
  - Shannon O'Kelley, slokelley@alaska.edu; 474-6424
- http://www.uaf.edu/files/finsvcs/ARSecAccess.pdf (Accounts Receivable)
  - Amanda Wall, Amanda.wall@uaf.edu; 474-7384
- http://www.uaf.edu/files/uafhr/StudentAccessReq-01-05-11.pdf (Student Access)
  - Office of Admissions and Registrar, registrar@uaf.edu; 474-7500
- Unless the access requested requires SW secondary approvals these should be able to be set-up within minutes of request.

Special Note of Consideration for Retirees:

If an employee is retiring please be sure to alert them to the requirement to have severed all employment relationships with the UA system for a minimum of 45 days in order to receive access to their University of Alaska Pension Plan: http://www.alaska.edu/benefits/retirement-plans/pension-plan/.

A break in service of more than 10 days is considered a rehire and other regulations, laws and procedures are pertinent. Please contact your HR consultant for information.

Rural Affairs Annual Report

Compiled by Brad Krick and Jeannette Altman

Membership as of May 2013:

Jeannette Altman (Chair), Sara Battiest, Christian Beks, Kirsten Bey, Travis Brinzow, Deb Jeppsen, Adam Kane, Brad Krick, Ashley Munro, Richard Machida, Evelyn Pensgard, Benjamin Tucker

Achievements, 2013

During 2012, the committee discussed UA's geographic differentials and their effects on rural campus retention and recruitment, facilities improvements, and how to improve UAF programs for off-campus staff (like WIN for Alaska, Staff Appreciation Day, and audio-streaming Staff Council meetings).

In November, MaryAlice Short and Nichole Kloepfer of the Staff Affairs committee joined our meeting to discuss a possible Rural Affairs/Staff Affairs merger. We did not agree that the committees should merge, but we did agree to try and work more closely together and hold periodic joint meetings.

In January, Brad Krick stepped down as chair and the committee elected new member Jeannette Altman as the new chair. We got to work on continuing business items including a travel proposal to rural campuses and arranging joint meetings with Staff Affairs. Newly elected members from Unit 1, Adam Kane (Dillingham) and Kirsten Bey (Nome) joined our committee.

In February and March, we began discussing the structure of feedback loops and how smaller populations, such as those on rural campuses, might be at risk for retaliation. This led to a discussion on UAF resources, such as the Grapevine (http://www.uaf.edu/grapevine/) as ways to anonymously ask for information. However, nearly all committee members noted the absence of a university ombudsman as a detriment to our organization.

In response to the reorganization suggestions made by the Staff Council Reorg ad hoc committee, Rural Affairs questioned one motion, to eradicate Alternates and replace them with At Large members. It was determined that this may inadvertently marginalize Rural members due to smaller voting populations. More discussion is needed.

In April, the Alaska State Ombudsman was suggested as a neutral third party and discussed at length by the committee. While this was viewed as a good resource, it still lacks the institutional knowledge that an UA ombudsman would retain. The committee will be developing a motion to suggest the addition of such a position to the university.

In May, an ad hoc committee was suggested to create a motion to propose a UA ombudsman, and progress was made on determining details for the travel proposal to rural campuses.

2013 Calendar Committee Annual Report

May 2013

Committee Members: Brad Krick (chair), Sara Battiest, Mary Sue Dates, Gary Newman

The 2013 Staff Calendar was printed and distributed by early February 2013. The final template was submitted to Printing Services around January 7.

The committee has added a January month for the next year on the calendar because we anticipate a proofing delay. This delay is due to proofing the list of reps and alts. Proofing took longer than normal this year and we had an additional delay due to the January soft closure week. Printing Services was apparently not any more backed up with projects than usual this year, but our later submission put us further behind in their queue.

Things for the 2014 Calendar Committee to consider:

1) Timeline changes: Should the Calendar Committee ask for changes to the Elections schedule? Similarly, are there things that we can do to get the finished product out faster? The current time between ratifying elections and the Dec break does not leave us much time to finish proofing and submit the calendar.
    a. In particular, including the list of Reps & Alts means that we can't finalize the calendar until elections are finished. If there is any delay at that point (verifying reps/alts, final proofing, soft/hard closure), we have a small margin of error.
2) Should we change how we solicit photos? There were a substantial number of submissions for the 2013 calendar, but at least one staff person reported to Staff Affairs that they did not hear about photo solicitations. The Calendar Committee asked SC reps to distribute the solicitation. In the future, the committee could consider sending the email directly.
    a. The Staff Appreciation Day Committee will hold a photo contest. The top photos will be forwarded to the Calendar Committee for consideration for the 2014 calendar. Be aware that nice photos are not necessary the only criteria for a successful calendar photo. Other layout factors go into the final decision, so it is best to allow the Calendar Committee, as the designated experts, be the ones responsible for the final choice.
3) Staff Affairs suggested that the Calendar Committee conduct a survey of staff. Their suggestion was to send out a survey after the calendar is distributed because that is when staff would be thinking about the calendar. Brad's suggestion was that the survey could go out at the same time as a photo solicitation because that is a bit before the committee will think about design choices. We didn't discuss the kinds of questions that might be on a survey. Some options:
    a. Changes to kinds of information included (dates, names of reps, etc.)
    b. Photo subject?

Intercollegiate Athletics Council Meeting Minutes- draft as of Apr 10

April 8, 2013, 4-5 pm
Nanook Lounge, UAF Patty Center

Present: Debbie Coxon, Andrea Schmidt, Gary Gray, Chris Eversman, Carter Crawford, Dillon Ball, Dani' Sheppard (Chair), Charlie Hill

Reports

Chair - Dani'

* Meeting today instead of April 1 due to timing of interviews for scholar-athlete award.
* All-Sports Banquet, Friday May 3, 6:30 pm, Westmark Hotel, $35. Watch email for details.

Athletics - Dr. Gary Gray

* Gary provided updates on upcoming GNAC management council meeting at end of April, WCHA management council meetings in May and in June, WCHA membership (starts officially July 1), strategic planning and budget processes for department, and facilities planning committee (preliminary report will go out to IAC soon for consideration and discussion at next meeting).

SAAC

* No representative present

FAR - Dani' Sheppard

* No report

Scholar-athlete selection

Confirmation of final vote

* Interviewing committee (Andrea Schmidt, Debbie Coxon, Chris Eversman, Tom Robinson, Dillon Ball, Jesse Atencio, Carter Crawford, and Tim Bauer) interviewed six finalists last Friday, three men and three women. Andrea presented the sub-committee's vote to full IAC. After discussion, final selections were confirmed and presented to Dr. Gray. He will work to get confirmation from Vice Chancellor Sfraga and Dean Foley before recipients are notified and announcements made. Dani' will let committee know via email when all recipients and finalists are notified. Both awards will be presented at two banquets: UAF Awards Breakfast April 27 and All-Sports Banquet May 3.

Reflection on this year's process

* Members discussed highlights that included how smooth the process was, the ability to get all interviews on the same day, the great job that Andrea did guiding the interviews, the exceptional quality of the finalists, and the 30 minute time limit for the interviews.

DRAFT

Consideration of modification to criteria and process

* It was suggested that further discussion regarding whether to revise the criteria and/or process be tabled until next meeting when (1) more members are present, and (2) members have had a chance to review the documented procedures and reflect on a need for any changes.

Old business

Drug testing policy - final thoughts

*Gary shared input he received from SAAC and from general counsel. Members briefly discussed the accessibility of the list of banned drugs to student-athletes as well as the online system for anonymous inquiries.

Discussion item

Athletic aid and eligibility/ineligibility of student-athletes - Charlie Hill & Dr. Gary Gray

* Charlie described the issues involved in the decisions regarding who qualifies for financial aid and the role of academic performance. He and Gary asked for input on this topic.
* Members discussed role of commitment, the need to be clear and firm, the accessibility of academic assistance, the view of financial aid being a privilege vs. a right and the sense of obligation and responsibility that goes with the privilege.

Next meeting

* Next (and LAST) meeting set for May 13, 4-5pm. Location to be confirmed.
* While May 13 is after commencement, May 6 was not possible due to Gary being out of town and it being critical he be at next meeting.

DRAFT

Master Plan Committee

Meeting Notes

4/25/13

By Gary Newman

This constitutes my final report for the UAF Master Plan Committee. It will be up to my replacement representative from Staff Council to do subsequent reports – Richard Machida with Brad Krick filling in an unofficial alternate capacity when Richard is unavailable. I do look forward to continuing to serve on this committee as a community representative. Official meeting notes are posted once available at www.uaf.edu/mastplan

West Ridge Plaza Rocket Installation

This was originally a 40' rocket, then a 70' rocket, now back to a 40' rocket for stability reasons. Discussion centered around choosing from a few locations in front of the GI and insuring that it has a designed vs plain concrete base. It will come back to MPC following further deliberations.

Construction Trailer for Engineering Building addition

Originally proposed for Cornerstone Plaza, it was recommended it be moved to the inside corner of Bunnell. While it doesn't provide for a view of the construction, they will be able to see contractor comings and goings. Also noted that the webcam for watching construction is up: http://www.uaf.edu/fs/departments/design-construction/projects/engineering/

Bike Shelters for the MBS complex

Michele Hébert gave a presentation on the request from the RISE board with sustainability funding to purchase and install roughly 75' of bike shelters on the front west end of the MBS student residential hall complex. This would provide better protection from snow and thus encourage students to ride bikes more. Cost include concrete pads was estimated around $35,000. http://www.dero.com/products/bike-haven/ Supportive of the concept, MPC discussed complementary colors, especially if being considered for other buildings around campus. Michele will come back with more specific plans showing locations and mockup on paper.

North Campus Subcommittee

The NASA reflector dish should arrive June 7 and be installed June 9. It was noted that the Board of Regents meeting will be in Fairbanks June 7-8 and some members were concerned that this might be a traffic issue. Others thought it might be a welcome opportunity for the regents to view this event.

Campus Landscape Subcommittee

No meeting

Campus Art Subcommittee

No meeting

Trails Planning Ad Hoc Committee

Jonathan Shambare is continuing work on the planning document and invites any interested to attend meetings and to contribute.

It was also noted that DOT was discussing provisions for improving bike traffic on College Road. Gary Newman passed out a bike planning document that he received at the open house held by DOT the previous Sat.

Facilities Service Update

Jonathan noted that Wood Center and Engineering are proceeding, Art Wing of Fine Arts vapor barrier project should be starting soon, most to be accomplished inside the building. Life Sciences (Margaret Murie) Building will have a grand opening August 22, 2013. Siemens Corp is continuing work with UAF on energy efficient upgrades. It was noted that Siemens, UAF and Golden Valley (as reported at the GVEA annual meeting) are still working on trying to make the solar array in front of Butrovich economically viable.

Public Comment

None

Staff Council Meeting Report
Chancellor's Cornerstone Award Committee

Members: Brad Krick (chair), Robin Weinant, MaryAlice Short, Deb Jeppsen, and Claudia Koch

The committee received the nominations for the 2013 Chancellor's Cornerstone Award on Thursday, March 28. We individually read and scored them and then came together on Wednesday, April 3 to discuss the nominations. On Friday, April 5 we met to finalize our nominations and forward them to the Chancellor. The award will be presented on May 15 during Staff Appreciation Day.

As a committee, we were asked for feedback on the award and the process. We came up with these recommendations:

- The committee would like to receive the nominations earlier so as to have more time to read and review them.
- Nominators were asked to answer at least three of eight questions on the nomination form. Some answered all eight questions. In addition, some answered the question with one sentence; others with detailed paragraphs. This made it difficult to score all the nominations equally. We suggest that either the number of questions be reduced or more questions be required to be answered.
- Ensure that this award is on par with other awards of merit, like Staff Make Students Count. Ideas to increase the appeal of this award:
    - A free parking spot for one year
    - Airlines miles
    - Monetary award
    - Party for department of winner
- All nominees should be recognized, perhaps with a Cornerstone Pin. The list of nominees should also be publicized. Finally, we also think it would be a great morale booster if nominees could read their nominations.