

**AGENDA**  
**UAF STAFF COUNCIL #242**  
**Tuesday, September 17, 2013**  
**8:45-11:00AM**  
**Wood Center Ballroom**

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

**I. 8:45 – 8:55 CALL TO ORDER AND ROLL CALL**

- A. Call to Order
- B. Roll Call
- C. Approval of Agenda for Staff Council Meeting #242

**II. 8:55 – 9:00 STATUS OF PENDING ACTIONS (none)**

**III. 9:00 – 9:05 PUBLIC COMMENT**

**IV. 9:05 – 9:15 OFFICER REPORTS**

- A. Brad Krick, President
- B. Ashley Munro, Vice President

**V. 9:15 – 9:25 REMARKS BY CHANCELLOR ROGERS**

**VI. 9:25 – 9:35 GOVERNANCE REPORTS**

- A. David Valentine, President – Faculty Senate
- B. ASUAF – Representative (TBD)

**VII. 9:35 – 9:45 UNFINISHED BUSINESS**

- A. Postponed Motions to Amend UAF Staff Council Bylaws
  - i. Motion 2013-242-1: Motion to Amend UAF Staff Council Bylaws to Remove Alternate Seats on Staff Council – DRAFT (Previously presented as draft Motion 2013-239-8)
    - Attachment 242-1: Draft Motion 2013-242-1
  - ii. Motion 2013-242-2: Motion to Amend UAF Staff Council Bylaws to Add Five At-Large Representative Seats to Staff Council – DRAFT (Postponed draft Motion 2013-239-9)
    - Attachment 242-2: Draft Motion 2013-242-2
  - iii. Motion 2013-242-3: Motion to Amend UAF Staff Council Bylaws to Reflect the Addition of Five At-Large Representative Seats – DRAFT (Postponed draft Motion 2013-239-10)
    - Attachment 242-3: Draft Motion 2013-242-3

- iv. Motion 2013-242-4: Motion to Amend UAF Staff Council Bylaws to Allow Proxies -  
DRAFT (Postponed draft Motion 2013-239-15)
  - Attachment 242-4: Draft Motion 2013-242-4

**VIII. 9:45 – 9:50 BREAK****IX. 9:50 – 10:00 NEW BUSINESS**

- A. 2014 Staff Council Meeting Schedule
  - i. Attachment 242-6: Proposed 2014 Staff Council Meeting Schedule – Draft
- B. 2014 Staff Council Calendar Ad Hoc Committee

**IX. 10:00 – 10:15 GUEST SPEAKERS**

- A. Pat Pitney, Vice Chancellor for Administrative Services

**COMMITTEE REPORTS****X. 10:15 – 10:30 INTERNAL COMMITTEE REPORTS**

- A. Elections – Richard Machida , Acting Chair
  - Has not met
- B. Membership and Rules – Kirsten Bey, Acting Chair
  - Has not met
- C. Rural Affairs – Jeannette Altman, Chair
  - Attachment 242-9: September Committee Report
- D. Staff Affairs – MaryAlice Short, Chair
  - Has not met
- E. University Advocacy – Lesli Walls, Chair
  - Has not met

*\*Committee Chairs: Please forward your reports to [uaf-staff-council@alaska.edu](mailto:uaf-staff-council@alaska.edu).*

**XI. 10:30 – 10:35 EXTERNAL STATEWIDE COMMITTEE REPORTS**

- A. Staff Alliance’s Staff Health Care Committee – Debbie Coxon, Lesli Walls, Mary Sue Dates (Alt), Debbie Gonzalez (Alt)
  - Has not met
  - The committee last met on May 28, 2013.

*\*Committee Chairs: Please forward your reports to [uaf-staff-council@alaska.edu](mailto:uaf-staff-council@alaska.edu).*

**10:35 – 10:45 EXTERNAL UAF COMMITTEE REPORTS - Written Format**

- A. Accreditation Steering Committee - ON HIATUS

- B. Chancellor's Advisory Committee for the Naming of Campus Facilities – Debbie Coxon
  - Attachment 242-1: September Committee Report
- C. Chancellor's Diversity Action Committee (CDAC) – ON HIATUS
- D. Chancellor's Planning and Budget Committee – INACTIVE (Active only in spring)
- E. Intercollegiate Athletic Council – Debbie Coxon & Jesse Atencio
  - Has not met
  - The committee last met on May 13, 2013.
- F. Master Planning Committee (MPC) – Richard Machida, Brad Krick, Alt
  - Attachment 242-7: August 29, 2013 Committee Meeting Notes
- G. Meritorious Service Awards Committee – INACTIVE (Active only in spring)
- H. Parking Advisory Committee (PAC) – Tom Langdon (INACTIVE)
- I. People's Endowment Committee – Debbie Gonzalez
  - Has not met
- J. RISE Board – Ian Olson
  - Attachment 242-8: September Committee Report
- K. Staff Appreciation Day Planning Group – Ashley Munro
- L. Technology Advisory Board Committee (TAB) – Adam Kane & Chris Beks
  - Has not met
- M. Work-Life Balance Committee – INACTIVE

*\*Committee Chairs: Please forward your reports to [uaf-staff-council@alaska.edu](mailto:uaf-staff-council@alaska.edu).*

#### **XIV. AD HOC COMMITTEE REPORTS (none)**

#### **XV. 10:45 – 10:55 ROUND TABLE DISCUSSION**

#### **XVI. 10:55 ADJOURN**

**UAF Staff Council Motion 2013-242-1**  
**(Postponed Draft 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.

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**CAPS** = Addition

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

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**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 2013-242-2**  
**(Postponed Draft 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.

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**CAPS** = Addition

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

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**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.**

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**Section 3. Membership**

**B. AT-LARGE REPRESENTATIVES**

**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 2013-242-2 - Continued**

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**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 FILLING POSITIONS 2 & 4 SHALL BE ELECTED IN EVEN NUMBERED YEARS.**

**UAF Staff Council Motion 2013-242-3**  
**(Postponed Draft 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.

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

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**Section 3.A.**

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

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**Section 3.A.**

**VII. A VACANCY OCCURRING 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**

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**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.

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**Section 3.E.**

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

**Motion 2013-242-3 - Continued**

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**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 2013-242-4**  
**(Previously presented as 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**

**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.

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**[[ ]]** and/or ~~striketrough~~ = Deletion

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**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.

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**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.
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**Section 5.A.VII.**

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

**Chancellor's Advisory Committee on the Naming of Campus Facilities***Staff Council Representative – Debbie Coxon**September 2013 Committee Report*

On June 24, 2013 the CAC Chair, Martin Klein received a Commemorative Name request for naming of a Secondary facility. The request was reviewed and discussed by committee members via email. The CAC supports the naming request. On August 28, 2013 the CAC recommendation was forwarded by Martin Klein to Chancellor Rogers for approval.

## 2014 Staff Council Meeting Schedule

Call-in number: 1-800-893-8850    PIN: 8244236

Meeting Number	Date	Time	Location	Meeting Type
246	Wednesday, January 22, 2014	8:45-11:00 AM	TBD	Audio Conference
247	Tuesday, February 18, 2014	1:30 - 3:45 PM	TBD	Face-to-Face and Audio Conference
248	Wednesday, March 26, 2014	8:45-11:00 AM	TBD	Audio Conference
249	Wednesday, April 16, 2014	8:45-11:00 AM	TBD	Audio Conference
250	Tuesday, May 13, 2014	8:45-11:00 AM	TBD	Face-to-Face and Audio Conference
251	Wednesday, June 18, 2014	8:45-11:00 AM	TBD	Audio Conference
252	Wednesday, August 20, 2014	8:45-11:00 AM	TBD	Audio Conference
253	Tuesday, September 23, 2014	8:45-11:00 AM	TBD	Audio Conference
254	Wednesday, October 22, 2014	8:45-11:00 AM	TBD	Audio Conference
255	Tuesday, November 18, 2014	8:45-11:00 AM	TBD	Audio Conference
256	Wednesday, December 10, 2014	8:45-11:00 AM	TBD	Audio Conference

All Staff Council meetings are open to the public. University employees  
are encouraged to attend and share their concerns and provide input.

*DRAFT 8-29-13*

**UAF Master Planning Committee**

Thursday, August 29, 2013; 9am-11am

**Meeting Notes**

Members Present: Raphaelle Descoteaux, Jim Dixon, Morgan Dufseth, John George, Josh Greenberg, Richard Machida, Da-ka-xeen Mehner, Steve Murphy, Gary Newman, Michelle Renfrew, Doug Schrage

Others Present: Martin Klein, Business Manager, Auxiliary and Contract Services

1. Welcome and introductions

The meeting was called to order at 9:00 a.m.

2. MPC Officers

The committee agreed to postpone the election of the vice chair and secretary until the next meeting.

3. Placement of ATCO Unit

Martin Klein presented a proposal to move an ATCO unit at the Alaska Center for Energy and Power (ACEP) test modules off Tanana Loop to an adjacent clearing in order to allow the creation of twelve parking spots with head bolt heaters. After a brief discussion, a motion to approve the ATCO placement and the new parking spots was made by Gary Newman, seconded by Jim Dixon.

"The UAF Master Planning Committee recommends approval an additional office modular (ATCO) 14 feet south of the existing Alaska Center for Energy and Power ATCO and the addition of approximately 12 parking spaces with head bolt power outlets north of the facility's existing drive. The committee has concerns that the ATCO not become permanent and views its placement to be a temporary solution. The committee requests that Facilities Services come back to the MPC in two years with an update on the status of the ATCO. The MPC recommends that landscaping be considered to lessen the visual impact of the addition while also allowing for sight distance."

The motion passed 11-0. Jonathan Shambare will be asked to update the group as plans progress.

4. Signers' Hall Parking Lot Addition

Martin Klein presented a proposal to create twenty new parking spots across from the existing row. The new spots would be metered and will include additional handicap spots. Gary Newman made a motion to approve the spots, seconded by Doug Schrage.

"The UAF Master Planning Committee recommends approval of the Signer's Hall Parking Option 4. The MPC has concerns about how the spaces are metered and intends to further discuss lot designation at its next meeting."

The motion passed 11-0. Discussion about meter designations will continue at the September 12 meeting.

5. Facilities Services Updates — Martin Klein

- a. MBS bike shelter: The bike shelter project is moving forward. Residence Life is also planning to install cameras and lighting at the new location across the street by the bus stop.
- b. Taku stairs: This project is going out to bid and will begin in spring 2014, with an expected completion date of August 2014.
- c. Alumni Drive stairs: The Alumni Drive stairs will re-open on September 14, 2013, and will be diverted three-quarters of the way up the hill to terminate by the Cooperative Extension Service building.
- d. Butrovich parking lot: The parking lot is open but work is still being done on the southern retaining wall.
- e. Wood Center addition: This project is on schedule and the main entrance will open shortly after the start of classes.
- f. Engineering building: This project is on schedule.
- g. South Bunnell parking lot stairs: Both sets of stairs will be rebuilt this fall using metal grating. The set closest to the Bunnell building will be done first, followed by the set in the middle of the lot.
- h. North Campus road: The road is open and there are plans to install speed limit signs (20 mph). The road will be plowed for winter but there are no other major upgrades planned.
- i. Yankovich/Miller Hill bike path: A plan will be forthcoming to UAF from the Department of Transportation.
- j. Sewer repair: The road by the fine arts complex will be opened by September 2.

6. Subcommittee reports

None of the subcommittees met over the summer and there were no new reports.

7. Public comment period

None.

8. Schedule

The next meeting will be held on September 12 from 9:00 a.m. to 11:00 a.m. in the Chancellor's Conference Room, Signers' Hall Room 330.

9. Announcements

None.

The meeting adjourned at 10:30 a.m.

## Report to Staff Council

RISE Board Update  
Ian Olson  
September 11, 2013

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The RISE Board has made significant progress on key projects over the summer.

1) Sustainability Management Plan – When the SIREN fee and RISE Board were first established, there was initial vision for advancing sustainability efforts at UAF. Three years later, RISE and the Office of Sustainability have established a student proposal program for implementing sustainability concepts on campus, a robust recycling program, Green Bikes, a Gold rating under the STARS campus sustainability benchmarking program, the UAF Campus Community Garden, campus building energy dashboards, support for the Sustainable Village concept, and more. Now, the Board is developing a new vision for the future work of advancing sustainability at UAF. To that end, RISE solicited for proposals to develop a campus Sustainability Management Plan (SMP). The SMP is a strategy map for achieving sustainability goals. The Board is moving forward with the Brendle Group, a sustainability consulting firm that specializes in sustainability plans for institutions of higher education. Brendle's proposal includes a four-phase approach for assessing campus and collecting required data, working with the RISE Board to develop the plan, development of strategies and metrics, and assembly and publication of the final report and plan. Brendle's proposal includes some optional items, but the core work outlined above, including a two-day site visit from Brendle staff, will cost roughly \$50,000. The RISE Board is meeting with Chancellor Rogers on September 12 during a regular board meeting to present the proposal and to gain his feedback.

2) RISE is scheduled to meet with Mayor Luke Hopkins on September 19 to discuss the new borough recycling program, bicycle and pedestrian routes to and from campus, and other issues concerning sustainability at UAF and the borough.

3) Stemming from work initiated by the RISE Sustainability in the Curriculum subcommittee, the RISE Board has rolled out a new faculty proposal program wherein faculty interested in developing sustainability curriculum or adding a sustainability component to their existing courses may write a proposal to the RISE Board following a proposal process similar to that used for student proposals.

Miscellany: The Office of Sustainability has moved out of its location in the Rasmuson Library to its new location atop the Lola Tilly Commons. ... The Office of Sustainability and RISE Board members staffed a table at the Chena Hot Springs Sustainability Fair this year.

## Staff Council Rural Affairs

### September Meeting Report

### 9/3/2013

**Present:**

Jeannette Altman (Chair), Sara Battiest, Christian Beks, Kirsten Bey, Travis Brinzow, Emily Hemenway, Deb Jeppsen, Adam Kane, Richard Machida, Evelyn Pensgard, Greg Simpson, Ben Tucker, and executive members Brad Krick, & Nicole Dufour

**Excused:**

Sara Battiest, Deb Jeppsen, Evelyn Pensgard

**Kay L. Thomas Pathfinder Award**

This award honors Kay Thomas, a soft-spoken lady who gave over twenty years of herself to ensure Alaska Native student retention and success in their university studies and experience. Kay is blessed with the gift of humility, grace, and compassion, a person who does not seek praise or accolades. Through her compassionate and highly effective guidance and academic advising skills, Kay impacted the lives of over 2,000 students at the University of Alaska. Kay retired from the Department of Alaska Native Studies and Rural Development (DANSRD) in January 2012.

Our committee is interested in making staff on rural campuses aware that this award is accepting nominations in the near future. Jeannette sent an email to Cathy Brooks, who will notify us when the nomination period opens and will also send us flyers to distribute on our campuses.

**Weekend Pay for Rural Campuses**

Following up with the discussion with Chancellor Rogers in August's Staff Council meeting: how does a UAF employee make up time on weekends? Is it flex time, or another informal avenue? What about overtime? The rules governing this seem to be open to interpretation. We will be researching this and bringing information back to the October meeting.

**Motion Crafting – Alternate vs. At-Large**

Discussion continued; the spirit of the proposed amendments are agreeable, but there is concern about how they will be implemented. It is proposed that seats 2 & 4 are elected with even numbered years/units, and 1, 3, & 5 are elected with odd numbered years/units. Currently there are no alternates in Units 2 & 4, so by default odd-numbered unit alternates will finish out their terms. We will continue work on the wording of the amendments outside of regular meetings in order to be prepared for the September 17<sup>th</sup> meeting.