

MINUTES
UAF STAFF COUNCIL #279
Monday, Mar. 6, 2017
8:45 - 11:15 AM
Wood Center Ballroom
Google Hangout

I. CALL TO ORDER & ROLL CALL

A. Call to Order

- The meeting was called to order by President Nate Bauer at 8:50 AM.
- *Shortly after the meeting was called to order, there was an unplanned break due to audio issues. This break lasted approximately fifteen minutes. The meeting resumed once these issues were resolved. No business was conducted during this break, therefore, the break was removed from the audio file posted on the Staff Council website. The complete recording is available upon request from the Staff Council Office.*

B. Roll Call

Present:

(GH = Attended By
 Google Hangout)
 Jessica Allard
 Joseph Alloway (GH)
 Jessica Armstrong
 Kara Axx
 Nate Bauer
 Rose Bright
 Chris Brooks (GH)
 Melissa Campbell (GH)
 Karina Gonzales
 Jane Groseclose (GH)
 Kimberly Knudsen (GH)
 Lena Krutikov
 Ellarae Miner
 Sue Mitchell

Present (cont.):

Mathew Mund
 Emilie Nelson
 Susann Nicolai (GH)
 Alda Norris
 Dean Ojala, Jr.
 Chad Oleson (GH)
 Briana Pauling
 Theresa Quiner (GH)
 Wendy Rupe (GH)
 Carrie Santoro
 Chynna Sandgren
 John Smelter
 Samara Taber
 Amanda Wall

Excused:

Kaydee Miller (Proxy V.
 Rickards)

Excused (cont.)

Kathy Nava
 Lesli Walls

Unexcused:

Jesse Atencio
 Alexander Chisum
 Susie Frei
 Jenell Merrifield

Proxies Absent:

Valarie Rickards (Proxy for K.
 Miller)

Guests & Others Present:

Kari Burrell, VC Admin Svcs.
 Chris Fallen, Faculty Senate
 Colby Freel, ASUAF
 Nicole Dufour, Ex. Scty. Staff
 Council

- Quorum was met

C. Approval of Staff Council Meeting #279 Agenda

- The agenda was approved as presented

D. Approval of Staff Council Meeting #278 Minutes

- The minutes were approved as presented.

E. Green Dot Minute

- Ballroom emergency evacuation information was provided for new members.

II. STATUS OF PENDING ACTIONS

A. Staff Council Resolution 2016-277-2: Resolution Proposing Changes to Furlough Leave Language in UA Regulation R04.07.110 D1 to Allow for Leave Accrual by Non-exempt Employees

- Staff Council's resolution is currently moving through Staff Alliance.

B. Staff Council Resolution 2016-277-3: Staff Volunteer Day Proposal and Resolution of Support

- This proposal is currently with the Chancellor's Office. We anticipate support of this, even in a modified form. We hope to move quickly with this in April, if the chancellor returns the proposal for additional action.

III. PUBLIC COMMENT (none)

IV. STAFF ACHIEVEMENTS AND HIGHLIGHTS

A. Ray Ward, Facilities Services

Ray recently Received received 'Fairbanks Hockey Hall of Fame: Lifetime Achievement Award - Most Positive and Devoted Fan'

B. Carolyn Chapin and CNSM Staff - COSMOS

CNSM staff and faculty hosted the COSMOS (Careers of Science and Math Opportunity Summit) for over 100 local high school students at the Murie Building on February 4. All CNSM departments and many staff contributed to the effort to introduce high school students to some of the exciting careers that are possible with degrees in Math and Sciences

C. Geophysical Institute Recent Accomplishments:

- Poker Flats Rocket Range recently completed their launch season by successfully launching three rockets.
- The HAARP Facility recently completed its first successful research campaign under UAF management.

V. CHANCELLOR'S REMARKS

- Presented by Kari Burrell, Vice Chancellor and Executive Officer

Chancellor Search

- Interim Chancellor Thomas' contract runs through June 30. The search for a new permanent chancellor is ongoing.
- Nate Bauer serves as the Staff Council representative to the chancellor search committee.
- Current status of the search - the position has been posted. The committee plans to review, and rank the applications that have been received to date. The committee will then determine whether there is a big enough pool of candidates to move forward. A round of interviews will be scheduled and based on this, finalists will be selected. Finalists will have on-campus interviews around April, prior to faculty and students leaving for summer.

Vice Chancellor of Student Affairs Search

- Gary Gray currently serves as the interim Vice Chancellor for University and Student Advancement. A search is underway for a replacement. The selection committee reviewed the applications that were submitted by the Feb. 6 deadline and determined the applicant pool was not deep enough. Due to this, they have paused the search and recently hired a national search firm to assist with the search.

New Director of Diversity and Equal Opportunity:

- This office has a number of responsibilities, including the role of Title IX Coordinator. It also oversees other equity issues. The chancellor recently appointed Margo Griffith, formerly with UAF Human Resources (HR), to this position.

Budget

- At this time, we do not know what the legislature will do with our budget.
- Our other major funding sources for UAF's budget are tuition, and grants and contracts. Funding from grants and contracts has been very stable. For tuition, unfortunately our enrollments are declining, but the Board of Regents (BOR) did approve a tuition increase. State funding is the real question mark.
- In Dec., the governor proposed a flat budget for the university. A flat budget does not take into account fixed cost increases.
- UAF's Planning and Budget Committee will be reconstituted. Staff Council has already submitted its recommendation for a representative to this committee.

Strategic Pathways

- Phase 2 options have been identified and have gone out for public comment. At last week's BOR meeting, President Johnsen presented more information on the various options. The president has slowed the process down, including taking more time to hear input. President Johnsen will be returning to UAF this month for an additional round of input.

Staff Volunteer Days Proposal

- Interim Chancellor Thomas is looking at Staff Council's Volunteer Days proposal. He would like to have something in place for the fall. However, he is still thinking about making modifications to the proposal. The Chancellor's Office hopes to return a proposal that has been 'approved as modified,' to Staff Council next month.
- The goal behind this proposal was to show community vision and that we are part of our communities. They are mulling over the idea of whether it would be more effective to focus volunteering efforts over a particular day or a specific set of activities.

VI. OFFICERS' REPORTS

A. Nate Bauer, President

- As chair of Staff Alliance, Nate attended the Board of Regents (BOR) meeting last week in Anchorage.

Strategic Pathways Developments

- Feedback is still being accepted for Phase 2. Feedback forms are available on the Strategic Pathways website. Feedback submitted through these forms goes directly to the president's team.
- System Governance has received a formal request for feedback. Staff Alliance is in the process of collecting staff feedback, which will be submitted to the President's Office within the next week or so. This means that staff members have the opportunity to provide clear and targeted feedback on each of the Phase 2 review areas.

Board of Regents 'Shared Governance' Discussion

- Nate, Colby Freel (ASUAF), and Chris Fallen (Faculty Senate) participated in a shared governance system discussion with the Board of Regents at their meeting last week.
- President Johnsen offered a presentation to the BOR regarding the way he viewed shared governance. There was a little dissonance regarding how much and how involved our governance groups were in the conversations that preceded or framed this discussion, but it was productive. There are clearly differences of opinions among board members about the meaning of shared governance or what it should mean.
- The regents did not embrace the proposal put forward by Faculty Alliance Chair, Tara Smith, for the inclusion of an ex officio faculty member on the Board of Regents.

- President Johnson is considering broadening his Summit Team at Statewide to include governance representatives. There is also discussion regarding the possibility of expanding the time and space that governance leaders have at BOR meetings from a report to a broader discussion of the issues that are impacting staff, students, and faculty.
- This discussion was without the full advisement and consultation of the governance groups prior to the meeting.

B. Samara Taber, Vice President

- Jayne Harvey is retiring from her position as Faculty Senate Coordinator and Governance Office Manager. Staff Council will have two seats on the search committee for this position. The officers have already submitted their recommendations for this committee.
- The Office of Civil Rights (OCR) Compliance Review came out last week. The full report is available on the UAF Title IX website.

VII. GOVERNANCE REPORTS

A. ASUAF Report - Colby Freel, President, ASUAF

- Colby also attended last week's BOR meeting and participated in the shared governance discussion. He had hoped that the discussion would have been a broader discussion of the role of shared governance as a whole. The discussion was more focused on Strategic Pathways. He did view the discussion to be valuable.
- Colby feels that it is important to determine what we can expect from the board, as far as involving governance in decision making.

B. Faculty Senate Report - Chris Fallen, President Elect, Faculty Senate

- Last week, Chris attended the second face-to-face meeting for the Phase 3 Strategic Pathways review of the Social and Natural Sciences. For this phase the goal is to increase collaboration among the universities and to increase academic outcomes. There is no part of the committee's charge or goal that includes reducing the budget or reducing costs.
- We have very short term acute budget cuts that we have to address and we have really cut many things to the bone, including staff. Faculty have largely been cut through attrition and it is likely that we are reaching the end of reductions through those means.
- Later today when Faculty Senate meetings, they will be discussing the elimination of the Cooperative Extension research extension program.
- Chris was somewhat disappointed by the BOR discussion of shared governance, which was primarily General Counsel's definition of shared governance. They got to hear about our role in the university which is largely to provide input. They do hear our input, but there is little communication coming back. There is little rationale for making these difficult decisions and these long term strategic goals, while they may increase academic outcomes and relieve pressure on the budget, it is difficult to see how these will happen and how this would help the short term budget situation.
- The response to Faculty Alliance's proposal for an ex officio faculty member on the BOR was tepid. This effort is largely being driven by Jeff Benowitz, a UAF research professor at the Geophysical Institute (GI).
- It was recommended that staff contact the BOR to ask how Strategic Pathways and the outcomes will benefit the university both short term and long term.
- Chris noted the positive benefit of meeting with UAA and UAS colleagues.

VIII. BREAK

IX. UNFINISHED BUSINESS

A. Staff Mentoring

- Staff mentoring is being discussed by the University Advocacy Committee. If you have thoughts or feedback on this issue, please contact the officers or the committee.

B. Staff Council's 'Staff Volunteer Days' Proposal

- For newer members, this proposal has gone back and forth over many years between Staff Council and multiple chancellors. The amount of detail requested by individual chancellors has varied over time.
- Chancellor Thomas' office is looking to bring this back to us in April. We would like to have this in place by the time the interim chancellor is replaced by a permanent chancellor, later this year.

C. UA Strategic Pathways <http://www.alaska.edu/pathways/>**i. Phase 2 Reports: www.alaska.edu/pathways/phase-2/****ii. Attachment 279-5: 'Official Administration Request for Feedback on Strategic Pathways Phase 2' - Memo from Dan White, UA Vice President for Academic Affairs and Research (Feb. 23, 2017)**

- As noted in the email from Nate this morning, President Johnsen provided additional details on Strategic Pathways at last week's BOR meeting.
- There is a Google doc which will be shared with Reps to collect staff feedback on the Strategic Pathways Phase 2 review areas. You can insert comments or provide direct edits to the document. We want to use this as a primary tool to drive Staff Alliance's staff response to Vice President Dan White.
- When the university is talking about cuts and major changes in spending, the clearest and quickest way to achieve this is through elimination of staff positions. It is important for Staff Council to monitor this to ensure that staff members are treated fairly and their voices are heard. It takes time to eliminate an academic program, whereas reductions to staff and administrative support are easier and result in more immediate cost savings.
- The feedback document was shared with all Staff Council members.
- The floor was opened for discussion.
- It was noted that it is not an efficient use of the university's resources for work that is typically done by staff to be transferred to faculty.
- Staff who are directly involved with one of the review areas are encouraged to provide their input on the shared document.
- There was no further discussion.
- The shared feedback document will remain open through Friday.

D. Single Accreditation

- There have been no recent developments on this issue.

E. Budget Update

- State House and Senate budget proposals were presented for the first time last week. The House seems more friendly to the governor's proposal. There have been efforts in the House to increase the proposed university budget to make it closer to the amount proposed by the BOR (\$341 million), than to the governor's proposal (\$325 million). Even if we get a flat number budgetwise, it is still a cut to us because there are increases including those for fixed costs. Miles Baker, the university's lobbyist in Juneau, has been sending out the Capital Report, which provides information on the budget situation in Juneau.

F. Furlough & Leave Accrual

- Staff Council's resolution has been forwarded to Staff Alliance. It appears to have support

within Staf Alliance, but it has yet to be voted on by the group.

G. Employee Giving Initiative

- This was originally proposed by our last interim Chancellor, Mike Powers as something that could be wrapped into or as a component of a Volunteer Day. It is unclear how much interest there is in this topic, right now. One component of the giving initiative was to keep track of all of the ways, outside our employment, that UAF employees give back to the community. This was an item that was targeted towards some type of tracking effort that could be used to highlight what staff members were already doing for and contributing to the university and the community.
- The University Advocacy Committee will ask the UA Foundation for a report of employee giving to the university.

H. Committee Representatives:

i. Staff Affairs - Chair or Co-Chairs Needed

- Jessica Allard volunteered and was appointed chair of Staff Affairs.

X. NEW BUSINESS

A. 2017 Outstanding Staff Council Achievement Award

i. Nominations deadline: March 31

ii. More information, including a link to the nomination form, is available at:

<http://www.uaf.edu/uafgov/staff-council/2012-outstanding-staff-co/>

- Officers are exempt from this award, but all other Staff Council members and contributors to UAF staff governance are eligible.
- Nominations can be submitted through the month of March.

B. 2017-2018 Officer Election

i. Opening of Nominations

- Nominations for 2017 -2018 Staff Council President and Vice President were opened.
- Nominations can be emailed to the Staff Council Office. They can be submitted using the online form, which can be found on the Staff Council homepage. Nominations can also be made on the floor of the May meeting, up to the time of the election. You can nominate yourself. Please consider running for one of these seats.

C. Role of At-Large Representatives

- The Membership & Rules committee is attempting to define the role of At-Large Representative. The roles and responsibilities of At-Large Representatives have been discussed for some time, but no determination has been made to date. Right now they are considering two proposals. The first would have At-Large Representatives who are senior representatives and have already served on Staff Council for at least a term. They would be assigned a certain number of new representatives who they would mentor. Another option would be for At-Large Representatives to serve as direct support for the officers.

XI. INTERNAL COMMITTEE REPORTS

A. Elections – Jessica Armstrong, Co-Chair & Stacey Howdeshell, Co-Chair

i. Attachment 279-3: March Report

- At the last Executive Board meeting the possibility of replacing Staff Council's current election software with OrgSync was discussed. The current software requires a lot of coding and work each year. The committee is learning about OrgSync and attempting to

determine if this is the right option for Staff Council. There will be likely be a larger discussion with Staff Council as a whole at a future meeting.

B. Membership and Rules (M&R) - Mathew Mund, Chair

i. Attachment 279-6: March Report

- The committee will begin a new round of unit reviews to determine if each unit has an appropriate number of staff. Elections and Membership & Rules have decided that Staff Council will continue to use TKLs (Time Keeping Locations) to organize staff into units and for elections.
- M&R will also begin comparing Staff Council's Bylaws to the bylaws of staff groups at UAA and UAS, Staff Alliance, and BOR Policy and Regulation.
- M&R is also working on a more formal plan for Staff Council Orientation. The committee will take a more active role of running orientation.
- Nate also suggested that M&R review the president's presentation on shared governance from the March BOR meeting.

C. Rural Affairs - Chris Brooks, Chair

i. Attachment 279-1: March Committee Report

- Chad Olsen submitted information to Rural Affairs regarding the major reductions in state funding at rural campuses the past few years. The committee will continue to work on this.
- Seward Marine Center brought concerns to the Rural Affairs Committee regarding RV Sikuliaq crew leave. They were able to have a meeting with various stakeholders from the College of Fisheries and Ocean Sciences (CFOS) and the Sikuliaq. They pushed tentative information to the Exec. Board and they would like to have this issue solidified in the next month to have a formal report established.
- Linda Joule, Chukchi Campus Director, will be the committee's guest at their next meeting.

D. Staff Affairs – Jane Groseclose, Co-Chair

i. Co-Chair Needed

- Jessica Allard volunteered and was appointed to serve as Staff Affairs Co-Chair.

ii. Did not meet

E. University Advocacy – Kara Axx, Chair

i. Attachment 279-4: March Report

XII. INTERNAL AD HOC COMMITTEE REPORTS

A. Carolyn Sampson Memorial Scholarship Ad Hoc Committee - Stacey Howdeshell, Chair

i. Chair did not submit a report

B. Staff Awards - Nomination Review Ad Hoc Committee - Carrie Santoro, Chair

i. Chair did not submit a report

- The committee submitted their recommendation for the Staff Make Students Count Award.

XIII. EXTERNAL STATEWIDE COMMITTEE REPORTS (written only)

A. Staff Alliance - Staff Health Care Committee – Lesli Walls, Rep; Stacey Howdeshell, Rep; David Bantz, Alt; Sue Mitchell, Alt

i. Representatives did not submit a report

B. Staff Alliance Compensation Working Group – Kathy Nava, Rep; Alda Norris, Rep

i. Representatives did not submit a report

C. Staff Alliance Morale Committee - Lesli Walls, Rep; Jami Warrick, Rep

- i. Representatives did not submit a report

XIV. EXTERNAL UAF COMMITTEE REPORTS (written only)

A. Accreditation Steering Committee - On Hiatus

B. Chancellor's Advisory Committee for the Naming of Campus Facilities - Jesse Atencio, Rep

- i. Representative did not submit a report

C. Chancellor's Diversity Action Committee (CDAC) – On Hiatus

D. Chancellor's Planning and Budget Committee - On Hiatus

E. Employee Engagement Subcommittee - Kara Axx, Carrie Santoro, Lesli Walls, Jami Warrick

- i. Representatives did not submit a report

F. Fresh Air Campus Challenge Committee – Sue Mitchell, Alt - On Hiatus

G. Gender Inclusive Work Group - Mathew Mund, Rep, Chynna Sandgren, Alt

- i. Attachment 279-2: March Report

H. Master Planning Committee (MPC) – Amanda Wall, Rep

- i. Did not meet

I. Meritorious Service Award Committee – Connie Huizenga, Rep

- i. Representatives did not submit a report

J. People's Endowment Board – Lena Krutikov

- i. Representative did not submit a report

K. RISE Board – Ian Olson, Rep

- i. Representative did not submit a report

L. Sustainability in Dining Committee - Mathew Mund, Rep

- i. Did not meet

M. Work Life Balance Committee - Inactive

XV. EXTERNAL UAF AD HOC COMMITTEE REPORTS (none)

XVI. ANNOUNCEMENTS

XVII. ROUND TABLE DISCUSSION (off the record)

XVIII. ADJOURN

- The meeting was adjourned by President Bauer at 10:55 AM.

Committee: Rural Affairs Committee

Submitted By: Chris Brooks

Committee Chair(s):

Meeting Date: 2/8/2017

Present: Chris Brooks, Chad Oleson, Kimberly Knudsen, Lena Krutikov

Excused: Kimberly Knudsen

Absent: N/A

Guests: Theresa Quiner, Ellarae Miner

Report:

Rural Affairs Committee Meeting; Wednesday, February 8, 2017 14:00-15:00 Goo Hangout

1. Roll Call: Chris Brooks, Chad Oleson, Kimberly Knudsen, Lena Krutikov

2. Announcements: None

3. Guest Speaker: None

4. Unfinished Business/Updates:

- Wintermester access for rural campuses report - Chad Oleson and Lena Krutikov.
- Rural Campus Meeting Schedule – Scheduling CRCD speaker Linda Joule - Kimberly Knudsen. -Will reschedule this week.
- Nome Fiber Access – Update on delivery of high-speed access services.

5. New Business:

- Seward Marine Center (SMC) Crew leave, accrual and health insurance.

6. Discussion Items:

- Initiate Department Safety Coordinator Program at Rural Campus - Kimberly Knudsn.
- Rural Campus/Facility funding - Chad Olesn

Committee Members:

Chris Brooks, Chair – christopher.brooks@alaska.edu (907)796-5442
 Chad Oleson - cdoleson@alaska.edu
 Kimberly Knudsen - klamb1@alaska.edu
 Lena Krutikov - lkrutikov@alaska.edu (907-474-6961)

Action Items / Follow Up:

Next Meeting Date: 3/8/2017 **Time:** 2:00 PM

Location: Google Hangouts

Meeting available by Google Hangout: YES

Committee: UAF Gender Inclusive Work Group

Submitted By: Mathew Mund

Committee Chair(s): Mathew Mund

Meeting Date: 2/16/2017

Present: Mathew Mund

Excused:

Absent:

Guests:

Report:

- The work group's tasks completion rate has slowed down due to more complex tasks and changing directives. The work group has change form meeting month to meeting bi-monthly
- Group in unsure what to recommend for Gender Specific Recognition Awards (Outstanding Male/Female Student)
 - o Plans to explore what options there are to loosen gender requirementsso Need to contact donor, if applicable.
 - o Unclear how to address gender fluid students
- Travel suggestions document is loaded to the Google folder and ready for review by the work group. No feedback as of yet. An email will be sent to group to encourage feedback.
 - o After suggestions finalized, it is unclear how to display/flag this information to travelers. A banner or agreement box on the travel authorization system was suggested.
- UAF AA/EO statement has been updated to align with BOR AA/EO statement. This has already be done on the website but need to be updated on all paper forms. The correct AA/EO statement is:
 - o The University of Alaska Fairbanks is an affirmative action/equal opportunity employer and educational institution and is a part of the University of Alaska system. UAF does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, gender identity, veteran status, physical or mental disability, marital status, pregnancy or parenthood. This policy affects employment policies, as well as the delivery of educational services. Contact information, applicable laws, and complaint procedures are included on UAF's statement of non-discrimination.
- Also, there is a movement to change the term "gender" to "sex" on UAF forms.

Action Items / Follow Up:

Next Meeting **Date:** **Time:**

Location:

Meeting available by Google Hangout:

Committee: Elections Committee

Submitted By: Jessica Armstrong

Committee Chair(s): Jessica Armstrong and Stacey Howdesh

Meeting Date: 2/8/2017

Present: Stacey and Jessica

Excused: Sue Mitchell and Brandi Moreno

Absent:

Guests: Josh Hovac

Report:

Josh gave a presentation on OrgSync and walked us through the steps required to get an account and get started with it. We hope to have the OrgSync account set up before our March meeting so that we can start working with it.

Action Items / Follow Up:

Next Meeting Date: 3/1/2017 **Time:** 3:00 PM

Location: Murie 230

Meeting available by Google Hangout: TBD

Committee: University Advocacy Committee

Submitted By: Kara Axx

Committee Chair(s):

Meeting Date: 2/14/2017

Present: Jami Warrick, Lesli Walls, Alexander Chisum, Brianna Pauling, Dean Ojala Jr.

Excused:

Absent:

Guests: ,Alexander Chisum, Brianna Pauling, Dean Ojala Jr.

Report:

Provided information about the University Advocacy Committee and provided updates on current projects in the works for visitors. Discussed options for organizing a UAF Volunteer day using the latest resolution (2016-277-3) approved by Staff Council. Advocacy committee to look into hosting a food drive focusing on providing food and snacks to Joel's Place and/or the Boys and Girls Club, focusing on a spring time drive to provide items while younger students are out of school for the summer. The online forums were discussed and the HR website is likely the best place to host. Members will continue to work on the details for both volunteer day and online forums.

Action Items / Follow Up:

Next Meeting Date: 3/14/2017 **Time:** 1:30 PM

Location: 130 Murie

Meeting available by Google Hangout: YES

University of Alaska System
Academic Affairs and Research
202 Butrovich Building
P.O. Box 755000
Fairbanks, Alaska 99775-5000



Phone: (907) 450-8019
Fax: (907) 450-8002
www.alaska.edu/research/

Memorandum

Date: February 23, 2017
To: Tara Smith, Faculty Governance Chair
Nate Bauer, Staff Council Chair
Colby Freel, Coalition of Student Leaders Chair.
From: Daniel M. White, UA Vice President for Academic Affairs and Research 
Re: Official Administration Request for Feedback on Strategic Pathways Phase 2
Cc: Morgan Dufseth, Governance Executive Officer

University Regulation 03.01., sub-part L2. Faculty, Staff and Student Governance Transmittal of Recommendations and Actions outlines the procedure for administration to request action, feedback, or input from system governance. This section of the regulation specifically applies to requests for comment on “proposed policy and regulation revisions”. Although Strategic Pathways Phase 2 (SP2) is not a policy or regulation revision per se, we are seeking the input of system governance groups according 03.01.L2 guidance. Please provide your comments on the options described in the SP2 reports that are on line at <http://www.alaska.edu/pathways/phase-2/>. In the spirit of regulation 03.01.L2, please send me your feedback within 30 days.

Thank you in advance. Please contact me if you have any questions.

Committee: Membership & Rules Committee**Submitted By: Mathew Mund****Committee Chair(s): Mathew Mund****Meeting Date: 2/8/2017****Present:** Wendy Rupe, Mathew Mund, Kathleen Nava - Quarum Met (Visiting Reps: Ellerea, Chynna)**Excused:****Absent:****Guests:****Report:**

"•As we continue with the unit review process, we need to determine how Elections Committee plans on identifying which employees fall under which unit (TKL, D-Level, Banner Level 4). This will give us a starting point to match the units with the employees.

•Melissa has collected the other UA governing bodies by-laws. Prior to the next committee meeting, the committee will review these and get an idea of what they say. We will then split out section by section so we can compare them to UAF Staff Council by-laws.

•Chynna confirmed with Samara and the Communication Sub-Committee that they are still creating the Staff Council Meeting notes that will be shared with all representatives. We have not seen this the last few meetings and was previously performed by M&R so we wanted to follow-up.

•We also talked about the role of the At-Large Representative. Nicole shared with us that there is not any clear guidance of their role. We discussed what we feel that their role should be which included a senior representative that mentors new representative and/or a direct support team for university wide concerns that the president/vice president are working on. Currently, At-Large Representative are expected to vote and attend meetings with no other clear roles. Mathew will bring these thoughts to the Executive Board and see what thoughts they have as we move forward.

•We also discussed new representative orientation and its need for restructuring. We had the idea of charging the membership & rules committee with running new representative orientation so it is more than just Nicole or the president/vice-president organizing everything. The M&R Committee can develop a training plan and material that can be used in the future. Mathew will propose this to executive board and get feedback."

Action Items / Follow Up:**Next Meeting Date:** 3/8/2017 **Time:** 3:00 PM**Location:** Google Hangouts**Meeting available by Google Hangout:** YES