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AGENDA
UAF STAFF COUNCIL MEETING #102
Friday, October 9, 1998
8:30 - 10:35 a.m.
Wood Center Ballroom

Time		Item	Length of Time
8:30	I	Call to Order - B. Frey	10 Min.
		A. Roll Call	
		B. Approval of Minutes to Meeting #101	
		C. Adopt Agenda	
8:40	II	Interim Vice Chancellor for Administrative Services Remarks - F. Williams	10 Min.
8:50	III	Chancellor's Remarks - J. Wadlow	10 Min.
9:00	IV	Guest Speaker - Carla Kirts, Dean of Student Services	15 Min.
9:15	V	Governance Reports	
		A. Faculty Senate - M. Schatz	5 Min.
		B. ASUAF - J. Richardson	5 Min.
		C. Alumni Association - J. Poole	5 Min.
		D. Staff Alliance - S. Christensen	5 Min.
9:35	VI	BREAK	5 Min.
9:40	VII	President's Report - B. Frey (Handout)	5 Min.
9:45	VIII	Committee Reports	
		A. Staff Affairs - L. Anderson	15 Min.
		1. Motion to approve amendments to Governance Coordinating Committee procedures (Attachment 102/1)	
		B. Rural Affairs - B. Oleson	5 Min.
		C. Staff Training - D. Powell	5 Min.
		1. October training sessions (Attachment 102/2)	
		D. Elections, Membership & Rules - B. Gieck	5 Min.
		1. Fall elections for representatives in odd numbered units (Attachment 102/3)	
10:15	IX	OTHER BUSINESS	
		A. Staff representation on the One Card Committee (Attachment 102/4)	5 Min.
		B. Staff representation on the Health Issues Committee (Attachment 102/5)	5 Min.
10:25	X	Comments and Questions	5 Min.
10:30	XI	Announcements	5 Min.
		A. Upcoming Meetings (Attachment 102/6)	
10:35	XII	Adjournment	

ATTACHMENT 102/1
UAF STAFF COUNCIL MEETING #102
OCTOBER 9, 1998
SUBMITTED BY STAFF AFFAIRS

MOTION
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The Staff Council moves to approve the following changes to the Governance Coordinating Committee procedures. The recommended changes clarify the role of the Governance Coordinating Committee in the governance structure at the University of Alaska Fairbanks.

EFFECTIVE: Upon Chancellor's Approval

Add = CAPS
Delete = (())

UAF GOVERNANCE COORDINATING COMMITTEE
PROCEDURES

INTRODUCTION

FACULTY, STAFF, AND STUDENT GOVERNANCE IS ESTABLISHED BY UNIVERSITY OF ALASKA BOARD OF REGENTS' POLICY. EACH GOVERNANCE ORGANIZATION OPERATES INDEPENDENTLY, BUT WITH FORMAL INTERCHANGES OF INFORMATION MADE POSSIBLE BY REPORTS AS PART OF REGULAR MEETINGS. FOR EXAMPLE, THE ASUAF AND STAFF COUNCIL PRESIDENTS ARE NON-VOTING MEMBERS OF THE UAF FACULTY SENATE, AND REPORT ON THE WORK OF THEIR INDIVIDUAL GOVERNANCE ORGANIZATIONS AT EACH MEETING OF THE FACULTY SENATE. THE FACULTY SENATE PRESIDENT ALSO DELIVERS A REPORT ON SENATE ACTIVITIES AT EACH MEETING OF THE STAFF COUNCIL.

ISSUES CAN ARISE WITHIN GOVERNANCE THAT REQUIRE THE ATTENTION OF MORE THAN JUST ONE GOVERNANCE BODY. IN SUCH A CASE, THE ISSUE CAN EITHER BE BROUGHT DIRECTLY TO EACH BODY BY AN APPROPRIATE INDIVIDUAL OR GROUP (E.G., ADMINISTRATION) OR IT CAN BE BROUGHT TO THE UAF GOVERNANCE COORDINATING COMMITTEE, WHICH IS THEN CHARGED WITH THE RESPONSIBILITY.

THE FUNDAMENTAL OBLIGATION OF THE COORDINATING COMMITTEE, ONE ASSOCIATED WITH THE REASON FOR ITS CREATION, IS TO ASSURE TIMELY CONSIDERATION OF AN ISSUE BY EACH GOVERNANCE BODY AND FINAL ACTION ON THE ISSUE: IT ACTS AS MONITOR OF PROGRESS AND GUARANTOR OF COMPLETION.

TO FURTHER AID THE COORDINATING COMMITTEE IN CARRYING OUT ITS OBLIGATIONS, IT ALSO SUPPORTS THE EXISTENCE OF CERTAIN STANDING COMMITTEES CONCERNED WITH CAMPUS-WIDE ACTIVITIES (SUCH AS THE HEALTH ISSUES COMMITTEE) AND RECEIVES REPORTS FROM OTHER COMMITTEES OUTSIDE ITS CONTROL WHO ARE ALSO CONCERNED WITH CAMPUS-WIDE ISSUES (SUCH AS THE POLICE ADVISORY BOARD).

THE COORDINATING COMMITTEE ALSO CREATES AD HOC COMMITTEES AS NEEDED TO ADDRESS PARTICULAR ISSUES NOT UNDER THE PURVIEW OF AN EXISTING COMMITTEE. THE PROCEDURES DETAILED HEREIN DEFINE THE STRUCTURE AND WORKING OF THE UAF GOVERNANCE COORDINATING COMMITTEE.

ARTICLE I	Name
Sect. 1.	The name of this organization shall be the UAF Governance Coordinating Committee
ARTICLE II	Purposes, Responsibilities, and Authority

- Sect. 1 The purposes of the UAF Governance Coordinating Committee are:
- A. The body will exist for the express purpose of coordinating unified action from the individual governance bodies and ((to establish conference committees)) to address issues of common concern.
 - B. Provide a mechanism of communication between the governance bodies.
 - C. ((Set up)) WORK WITH ((conference)) STANDING committees to consider issues affecting multiple constituencies. The committees will report to the UAF Governance Coordinating Committee ((and their respective governance bodies)).
 - D. Appoint members to ((permanent)) STANDING committees AS NEEDED, ensuring that there is representation from each of the governance constituencies((,)). ((e))Exceptions TO COMMITTEE COMPOSITION will be made when agreed upon by all constituencies.

- E. CREATE AND APPOINT AD HOC COMMITTEES AS NEEDED.
- ((E))F. The body coordinates recommendations from the STANDING AND AD HOC committees.
- ((F))G. The body will ((recommend)) COORDINATE THE REVIEW AND ACCEPTANCE OF the academic calendar((.)) UPON RECEIPT FROM THE FACULTY SENATE ADMINISTRATIVE COMMITTEE. THE COORDINATING COMMITTEE WILL SUBMIT THE ACADEMIC CALENDAR TO THE CHANCELLOR FOR APPROVAL.

ARTICLE III Membership

Sect. 1 The UAF Governance Coordinating Committee will consist of the president and president-elect, or their designee, of the three governance bodies. In the case of ASUAF, the senate president will serve on the UAF Governance Coordinating Committee. (For the purpose of identifying membership, the three governance bodies are the Associated Students of the University of Alaska Fairbanks, Faculty Senate, and Staff Council.)

ARTICLE IV Leadership

Sect. 1 The chairperson of the UAF Governance Coordinating Committee will be elected from its members for a one-year term. The election will occur at the last UAF Governance Coordinating Committee meeting of the academic year, WHICH MUST FOLLOW THE COMPLETION OF ALL GOVERNANCE ELECTIONS.

ARTICLE V Committees

Sect. ((1))2 The conference committees of the UAF Governance Coordinating Committee shall include:

- ((Academic Computer Users Committee))
- Intercollegiate Athletics Committee
- ((Chancellor's Advisory Committee on Public Safety, Transportation and Parking))
- ((Rural Affairs Committee))
- UAF Grievance Council
- Health Issues

- Sect. ((2))1 A. ((Conference)) STANDING committees shall have at least one representative from each of the governance constituencies, exception will be made when agreed upon by all constituencies.
- B. Terms of all ((conference)) committee members will be one year for students and two years for faculty and staff.
 - C. Committee chairs will be elected from and by the respective committees.
 - D. Committee chairs shall forward committee business to the UAF Governance Coordinating Committee for disposition, EXCEPT WHEN LIMITED BY UNIVERSITY OF ALASKA REGULATIONS.
 - E. Policy items from the ((conference)) STANDING committees must be forwarded to the individual governance bodies for action.
 - F. In addition to the committees' specific charges, the primary responsibility of the committees are formulation and oversight of university-wide policies under the purview of each committee.
 - G. Committees will meet ((at least monthly)) AS NEEDED during the academic year TO FULFILL THEIR DUTIES.
 - H. The chairs of the ((conference)) STANDING committees will report recommendations at the monthly UAF Governance Coordinating Committee meetings.

Sect. 3 ((Conference)) STANDING Committees Charges

- ((A. Academic Computer Users Committee
- The charge of the Computer Users Committee shall be to:
- 1. review and assess the academic computing needs of the University of Alaska Fairbanks.
- 2. plan towards improving the academic

computer capabilities at the University of Alaska Fairbanks.))

((B. Chancellor's Advisory Committee on Public Safety, Transportation and Parking

The charge of the Chancellor's Advisory Committee on Public Safety, Transportation and Parking shall be to:

1. review and make policy recommendations to the Chancellor and UAF Governance Coordinating Committee regarding campus safety, security, and the transportation system at UAF.
2. serve as an appeal board, deciding appeals regarding motor vehicle citations and privileges.))

((C))A. Intercollegiate Athletics Committee

The charge of the Intercollegiate Athletic Committee shall be to:

1. exercise oversight of the direction of the Intercollegiate Athletics Program.
2. investigate compliance with NCAA and conference regulations.
3. participate in the evaluation of intercollegiate programs

((D. Rural Affairs

The charge of the Rural Affairs committee shall be to:

1. oversee the general welfare of the UAF community not residing on the Fairbanks campus.
2. monitor all activities affecting compliance with the Rural College mission statement of the University of Alaska Fairbanks.))

((E))B. UAF Grievance Council

The UAF Grievance Council will administer grievance procedures and make recommendations in compliance with Board of Regents grievance policy and University regulations.

((F))C. Health Issues Committee

The charge of the Health Issues committee shall be to:

1. address health issues which affect the work environment.
2. coordinate efforts with the Health Center, Fire Department, Risk Management, and Public Safety to find solutions to health issues.

Sect. 3 Ad Hoc Committees may be established as demand warrants.

SECT. 4 THE GOVERNANCE COORDINATING COMMITTEE WILL RECEIVE REPORTS FROM OTHER COMMITTEES OUTSIDE ITS CONTROL WHO ARE ALSO CONCERNED WITH CAMPUS ISSUES. EXAMPLES INCLUDE: POLICE ADVISORY BOARD, TECHNOLOGY BOARD, ONE-CARD COMMITTEE, AND ANY OTHER COMMITTEE DEEMED RELEVANT TO FACULTY, STAFF, AND STUDENTS.

ARTICLE VI Meetings

Sect. 1 The UAF Governance Coordinating Committee will hold monthly meetings during the academic year.

ARTICLE VII Quorum

Sect. 1 A quorum will constitute at least one member from each of the governing bodies.

ARTICLE VIII Parliamentary Authority

Sect. 1 The parliamentary authority shall be the latest edition of Robert's Rules of Order.

ARTICLE IX Amendments

Sect. 1 Amendments to the Procedures require a two-thirds vote from each of the three governing bodies.

Sect. 2 Amendments to the Procedures shall be forwarded to the Chancellor's office for approval.

ATTACHMENT 102/2
UAF STAFF COUNCIL MEETING #102
OCTOBER 9, 1998
SUBMITTED BY STAFF TRAINING

OCTOBER SUPERVISORY TRAINING SCHEDULE

October 8 - Supervising Staff Experiencing a Life Crisis
3:00 p.m., Wood Center Conference Room C
Instructors: John Fellerath, Director, Health Center
Carolyn Chapman, Director, Personnel

We spend some of our time at work and some of our time at home, and it takes some energy to separate the two successfully. Sometimes events and problems in our private lives begin to influence our work lives. When this happens, supervisors may have to get involved. This session will address a variety of problems and crises that can occur away from work and how supervisors can deal with these situations effectively when they begin to intrude on work. Divorce, family stresses, substance abuse, illness, and a variety of other problems will be discussed. We'll talk about ways to help staff keep personal matters separate from work time, how to recognize the signs that personal problems are interfering with individual work performance or the overall work climate, and how to be helpful and considerate of staff while maintaining a normal work environment.

October 15 - Reorientation to Employee Benefits
10:00 a.m., Wood Center Conference Room C
Instructor: Jennifer Youngberg, Acting Benefits Coordinator

University of Alaska benefits have been changing over the past several years. There are now three tiers to the Public Employees Retirement System (PERS), two tiers to the Teachers Retirement System (TRS) and there is an Optional Retirement Plan (ORP) for faculty and certain administrators. Do you know which category your current or potential employees fall in? This will be a refresher to the orientation you may have received years ago and will keep you up-to-date with the information your employees are currently receiving at their new employee orientation.

October 22 - Conflict in the Workplace
3:00 p.m., Wood Center Conference Room C
Instructors: Jim Camm, Assistant Director, Personnel Services
Don Foley, Director Judicial Services/Associate Dean, Student Services

It happens everywhere, it is inevitable, issues in the workplace will result in conflict between staff! What's important is how that conflict is processed, how staff are treated when there are a variety of opinions, and finding a way to encourage diversity of opinion while embracing and supporting final decisions. We will discuss ways to keep dialogue constructive, diffuse potentially explosive situations, and promote a positive work environment. Please bring your thoughts, experiences and questions so that we can learn from each other!

ATTACHMENT 102/3
UAF STAFF COUNCIL MEETING #102
OCTOBER 9, 1998
SUBMITTED BY ELECTIONS, MEMBERSHIP AND RULES

The UAF Staff Council will shortly be soliciting nominations for odd-numbered units. The Staff Council gives staff members a direct voice to the Chancellor, the President, and the Board of Regents on matters concerning their welfare and the welfare of the University.

Over the years, Staff Council has been responsible for a number of employee benefit improvements including:

- increased educational benefits for employees
- internal recruitment
- non-smoking in all non-residential buildings at UAF
- more University holidays, including an extra day at Thanksgiving, Christmas and New Year's
- a personal holiday for non-exempt staff
- an increase in sick leave benefits
- an extension of benefits to permanent half-time employees on a pro-rated basis
- leave share program

Members have worked on refining health and leave benefits, implementing the benefit plan that replaced Social Security, corresponding with state legislators on bills concerning the retirement system and the University budget, consulting with the Office of Human Resource Development on career ladders, improved campus safety, and the UA Grievance Policy.

Please take the time to nominate a staff member in your area that you would like to represent you, or consider running yourself when you receive a nomination form. Elections will take place in November and the results will be announced at the December 4 Staff Council meeting. If you have any questions, contact Beverly Frey, President at beverly@gi.alaska.edu or Shannon Christensen at fnslc@uaf.edu.

ATTACHMENT 102/4
UAF STAFF COUNCIL MEETING #102
OCTOBER 9, 1998
SUBMITTED BY ADMINISTRATIVE COMMITTEE

ONE CARE COMMITTEE

The One Card Committee would like to have representation from a staff member who could attend a meeting twice a month. The Committee is dealing with the implementation of the OneCard System on this campus. If you are interested in serving on this committee, contact the Governance Office at fystaff@uaf.edu.

ATTACHMENT 102/5
UAF STAFF COUNCIL MEETING #102
OCTOBER 9, 1998
SUBMITTED BY ADMINISTRATIVE COMMITTEE

HEALTH ISSUES COMMITTEE

The Health Issues Committee has a vacant staff position on their committee. The committee meets once a month and is coordinating the UAF LIFE program in conjunction with Athletics and Recreation. If you are interested in serving on this committee or would like more information, contact Michelle Combelleck, chair, Health Issues Committee at fnmgc@uaf.edu.

ATTACHMENT 102/6
UAF STAFF COUNCIL MEETING #102
OCTOBER 9, 1998
SUBMITTED BY ADMINISTRATIVE COMMITTEE

October 1 and 2 - Board of Regents meet in Fairbanks

October 6 - Rural Affairs, 11:00 a.m., Wood Center Conference Room A

October 9 - Staff Council, 8:30 a.m., Wood Center Ballroom

October 14 - Staff Training, 9:00 a.m., Wood Center Conference Room A

October 27 - Administrative Committee, 9:00 a.m., Wood Center
Conference Room B

October 28 - Staff Affairs, 9:00 a.m., Wood Center Conference Room B