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AGENDA
UAF STAFF COUNCIL MEETING #103
Wednesday, November 4, 1998
8:30 - 10:35 a.m.
Wood Center Ballroom

Time		Item	Length of Time
8:30	I	Call to Order - S. Christensen	10 Min.
		A. Roll Call	
		B. Approval of Minutes to Meeting #102	
		C. Adopt Agenda	
8:40	II	Interim Vice Chancellor for Administrative Services Remarks - F. Williams	10 Min.
8:50	III	College of Rural Alaska Dean Remarks - R. Gabrielli	10 Min.
9:00	IV	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.
9:20	V	President-Elect Report - S. Christensen	5 Min.
9:25	VI	BREAK	10 Min.
9:35	VII	Committee Reports	
		A. Staff Affairs - L. Anderson	20 Min.
		1. Parking (Attachment 103/1 and Handout)	
		2. Staff Survey (Attachment 103/2)	
		3. Academic Calendar (Attachment 103/3)	
		4. Board of Regents' Policy on Intercollegiate Athletics (Attachment 103/4)	
		B. Rural Affairs - B. Oleson	5 Min.
		C. Staff Training - D. Powell	5 Min.
		1. November Training (Attachment 103/5)	
		D. Elections, Membership & Rules - B. Gieck	5 Min.
		1. Odd Numbered Unit Elections (Attachment 103/6)	
		E. Ad Hoc and Other Committees	5 Min.
		1. OneCard Committee - L. Anderson	
		2. Health Issues - D. Powell	
		3. Police Advisory Committee - L. Ilgenfritz	
10:15	VIII	OTHER BUSINESS	
		A. Motion to Approve 1999-2000 Staff Council Meeting Calendar (Attachment 103/7)	5 Min.
		B. Call for More Staff Representation on Grievance Council (Attachment 103/8)	5 Min.
10:25	IX	COMMENTS AND QUESTIONS	5 Min.
10:30	X	ANNOUNCEMENTS	5 Min.
		A. Upcoming Meetings (Attachment 103/9)	
10:35	XI	ADJOURNMENT	

ATTACHMENT 103/1
UAF STAFF COUNCIL MEETING #103
NOVEMBER 4, 1998
SUBMITTED BY STAFF AFFAIRS

The Fine Art of Reviewing UAF Parking/Traffic Appeals

A. The Appeal Process:

1. Each person has the right to appeal a university parking citation and immobilization cost to the Chancellor's Advisory Committee on Public Safety, Transportation, and Parking (Traffic Committee) within 10 university work days (approximately 14 calendar days) of receiving the citation or being booted. The appeal must be made on the standard appeal form obtained through the UAF Police Department (UAFPD) or Accounting and Business Operations Office (ABO)
2. Appeals will be turned in to the ABO. ABO will date stamp the appeals and track the appeals throughout the appeal process.
3. The appeal will be reviewed and mailed to the appellant within 30 working days of being filed (September through April) or will be automatically granted. The appellant will be notified in writing as to the final disposition of his/her appeal.

B. Initial Review of Appeal

1. Look at the citation and check for:
 - a. what violation the citation was issued for;
 - b. where the citation was issued;
 - c. the date the citation was issued; and
 - d. the fine for the violation.
2. Read the appellant's response and look for:
 - a. the reasons they parked in this particular area;
 - b. extenuating circumstances for parking where they did;
3. Read the officer's response and look for:
 - a. the reasons the citation was issued;
 - b. additional, pertinent information concerning the:
 1. appellant, e.g., status with UAF, prior citations. etc.;
 2. background concerning the area where citation was issued;
 3. recommendations made by the officer.

C. Tips for making a judgment

1. Was the appeal filed within the 10-working day limit?
2. Was the citation valid?
3. Did the appellant offer a valid explanation for parking where they did?
4. Did the officer explain satisfactorily why the citation was issued?
5. Has this particular parking area caused problems for other drivers?
6. Is the area signed?
7. Is the appeal a case of "Creative Parking" or not seeing a sign or ignorance of the regulations?

D. The Judgment

1. Tickets are not to be viewed as a punishment but to get compliance with the rules/regulations or to educate.
2. Be careful of conflict of interest. If the appellant is a co-worker, supervisor, friend, etc. Don't adjudicate the appeal.

- 3. Use other means of compliance such as "conditional appeals", i.e., if they do "X" within 10 days, the appeal will be granted.
- 4. Consistency is very important when doing appeals. If you grant an appeal based on a set of circumstances, be prepared to grant the next one if the circumstances are the same. One of the biggest complaints that the appellants have about the appeals committee is the lack of consistency.
- 5. Ask questions!
- 6. Make sure your replies to the appellant:
 - a. are done in a professional manner,
 - b. explains in some detail why the appeal was denied or granted,
 - c. are legible.
- 7. "Traffic signals speak a special kind of language to the driver. Traffic signs are driving aids - obey them. They inform drivers of regulations." "Regulatory signs indicate an instruction for the driver which must be understood and obeyed. They are backed by state statute, regulation or local ordinance. Violation of the instructions can result in issuance of a traffic citation to the violator." State of Alaska Drivers Manual, pg. 32-37, "Signs"
- 8. "Ignorance of the law, which everyone is bound to know, excuses no man." William Blackstone, Law Scholar.

E. An Invitation

- 1. Become familiar with the problem parking areas on campus in general by taking some time to go out on patrol with the student officers.
- 2. Become familiar with the procedures the Police Department follows concerning tickets, appeals decals, parking complaints, etc. by taking some time to talk with and observe the individuals working the front counter at UAFPD.

F. Impounds: Special Considerations

- 1. Some individuals may end up getting their vehicle towed impounded for myriad reasons, most commonly HCP violations, snow removal, or gold decal violations.
- 2. Vehicles will be issued a citation and "booted" or towed from campus. The citation justifies the impound of the vehicle.
- 3. Appellants have the right to appeal the citation and the immobilization, however, each needs to be considered separately. For example, an individual may plead that they can't afford both the citation and the impound fees.
- 4. The Committee can have pity on the individual and grant their appeal and void the citation; however, if this is done, you have to make it clear that the impound fees are not included in this gesture of benevolence. The appellant always expect that the granting of the citation includes the impound fees also.
- 5. When deciding whether to grant an appeal concerned with an impound, the most important question to be considered is whether the officers erred when impounding the vehicle. If the officers did not make an error, then the impound fees should not be refunded.
- 6. Think carefully before refunding impound fees. They should not be refunded unless the officers were in error. In fact, the regulations require proof of error (Section 6A4. pg. 31) To do otherwise would set precedence and others will use the same excuse to get the impound fee refunded. Remember: Consistency and Precedence

Revised 9/96

ATTACHMENT 103/2
UAF STAFF COUNCIL MEETING #103
NOVEMBER 4, 1998
SUBMITTED BY STAFF AFFAIRS

In response to the employee opinion survey, Staff Affairs drafted the following letter to send to President Hamilton. If you have any comments or questions, contact Lydia Anderson, Chair of Staff Affairs at fnlma@uaf.edu.

DRAFT

President Mark R. Hamilton
202 Butrovich Building
P.O. Box 755000
Fairbanks, Alaska 99775-5000

Dear President Hamilton:

On behalf of the UAF Staff Council, we would like to take this opportunity to say how pleased we are that you have taken the time to educate yourself on staff issues, listen to our concerns, and most of all seek our input and recommendations.

Staff Council distributed a request for staff reactions to the 1998 Employee Opinion Survey. It is very important that you are aware of the reactions to the survey results. There was an overwhelming acknowledgement regarding the lack of communication (timely and otherwise), which is of utmost concern. A consistent means of disseminating information within the University system needs to be developed. Often decisions on salary, health benefits, policies, and procedures are made prior to staff having an opportunity to offer input. If communication is multi-layered as you suggest, it must start with the top and then, and only then, can communication reach the bottom layer.

Salary continues to be a major concern. The recent HayGroup report prepared for the University last spring, clearly points out that the current staff salary schedule is well below market. At this point, it is unclear as to what will be done with the report. I hope that you will personally look into this issue.

Concerns were also expressed regarding the distribution method of the survey. Given budgetary constraints, recommendations for future distribution include the use of campus mail and/or the web.

Staff are filled with hope that your leadership will move the University of Alaska in a more positive direction. It is apparent that you are willing to get in the trenches and listen to our concerns, for which we are grateful. UAF Staff Council looks forward to working with you.

Sincerely,

ATTACHMENT 103/3
UAF STAFF COUNCIL MEETING #103
NOVEMBER 4, 1998
SUBMITTED BY STAFF AFFAIRS

MOTION
=====

The UAF Staff Council moves to approve the 1999-2000 academic calendar as presented by the Faculty Senate. The calendar will be forwarded to the Governance Coordinating Committee for action.

EFFECTIVE: Immediately

UNIVERSITY OF ALASKA FAIRBANKS - Fairbanks Campus
ACADEMIC CALENDAR 1999-2000

FALL SEMESTER-1999

Registration for the 1999 fall semester begins	Mon., Apr. 5, 1999
Fee payment begins	Thurs., July 1
Application for admission deadline for fall semester	Mon., Aug. 2
Orientation for new students	Sun.-Wed., Aug. 29-Sept. 1
Residence halls open, 9 am	Sun., Aug. 29
Financial aid disbursement begins	Mon., Aug. 30
First day of instruction	Thurs., Sept 2

Late registration begins Thurs., Sept 2
Labor Day (no classes) Mon., Sept. 6
Late registration and fee payment end Fri., Sept. 10
Last day for 100% refund of tuition and materials fees Fri., Sept. 10
Last day for student-initiated and faculty-initiated drops
(course does not appear on academic record) Fri., Sept. 17
Last day for 50% refund of tuition (only) Fri., Sept. 17
Low grade reports for freshmen due not later than Fri., Oct. 8
Last day to apply for 1999 fall graduation Fri., Oct. 15
Last day for student-initiated and faculty-initiated
withdrawals (W grade given for course) Fri., Oct. 29
Registration and fee payment for the 2000 spring
semester begin Mon., Nov. 8
Thanksgiving holidays (no classes) Thurs.-Sun., Nov. 25-28
Last day of instruction Mon., Dec. 13

Final examinations [[Tues.-Fri., Dec. 14-17]] WED.-SAT., DEC. 15-18
Residence halls close, noon [[Sat., Dec. 18]] Sun., Dec. 19

Grades due to the Registrar's Office Tues., Dec. 21
Campus closed 5 p.m., Fri., Dec. 24, 1999 - 8 a.m., Mon., Jan 3. 2000

SPRING SEMESTER-2000

Application for admission deadline for spring semester Wed., Dec.
1, 1999
Orientation for new students Mon.-Tues., Jan. 10-11, 2000
Residence halls open, 9 a.m. Sun., Jan. 9
Financial aid disbursement begins Tues., Jan. 11
First day of instruction Thurs., Jan. 13
Late registration begins Thurs., Jan. 13
Alaska Civil Rights Day (no classes<late registration
and fee payment continue) Mon., Jan. 17
Late registration and fee payment end Fri., Jan. 21
Last day for 100% refund of tuition and material fees Fri., Jan. 21
Last day for student-initiated and faculty-initiated drops
(course does not appear on academic record) Fri., Jan. 28
Last day for 50% refund of tuition (only) Fri., Jan. 28
Last day to apply for 2000 spring graduation Tues., Feb. 15
Low grade reports for freshmen due not later than Fri., Feb. 18
Last day for student-initiated and faculty-initiated
withdrawals (W grade given for course) Fri., Mar. 10
Spring recess Mon.-Sun., Mar. 13-19
Registration for the 2000 fall semester begin Mon., Apr. 3
All Campus Day (no classes) Fri., Apr. 21
Last day of instruction Mon., May 1

Final examinations [[Tues.-Fri., May 2-5]] Wed.-Sat., May 3-6
Residence halls close, noon [[Sat., May 6]] Sun., May 7

Commencement Sun., May 7
Grades due to the Registrar's Office Wed., May 10
Fee Payment for the 2000 fall semester begins Mon., July 3

ATTACHMENT 103/4
UAF STAFF COUNCIL MEETING #103
NOVEMBER 4, 1998
SUBMITTED BY STAFF AFFAIRS

MOTION
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The UAF Staff Council moves to approve the amendments to the
Board of Regents policy 09.99.00 - Intercollegiate Athletics.

EFFECTIVE: Immediately

[[]] = Deletion
CAPS = Addition

REGENTS' POLICY 09.99.00

PART IX
STUDENT AFFAIRS
CHAPTER XCIX

Recreational and [[Competitive]] INTERCOLLEGIATE Athletics

GENERAL STATEMENT: RECREATIONAL AND INTERCOLLEGIATE

ATHLETICS

[[Preamble]]

P09.99.01

THE UNIVERSITY OF ALASKA WILL SUPPORT OPPORTUNITIES FOR STUDENTS TO PARTICIPATE IN RECREATIONAL AND/OR INTER-COLLEGIATE ATHLETICS. EACH MAU WILL DETERMINE THE LEVEL OF SUPPORT FOR SUCH ACTIVITIES WHICH IS CONSISTENT WITH THE MAU'S MISSION AND WITHIN THE LIMITS OF ITS FACILITIES, RESOURCES, AND PERSONNEL. WHILE OPPORTUNITIES MAY BE MADE AVAILABLE TO THE TOTAL CAMPUS COMMUNITY, PRIORITY WILL BE GIVEN TO STUDENT PARTICIPANTS.

[[The University of Alaska supports the development of opportunities for men and women to participate in recreational and competitive athletics ancillary to academic development throughout its system. The university will provide opportunities for student participation in sports experiences through recreational, intramural, and extramural physical activities, and further will develop selected intercollegiate competitive team programs with which units of the University of Alaska system and their respective communities can identify.

(12-11-81)

Student Participation

P09.99.02

Each campus encourages the participation of each student in at least one sports activity of life time value which may be achieved through spontaneous recreational participation, intramural, extramural, and competitive sports programs.

(12-11-81)]]

ATHLETIC [[Physical]] Activities

P09.99.02 [[03]]

A. Recreational Athletics

[[P09.99.03(A)]]

The University of Alaska will encourage [[spontaneous]] recreational activities by providing facility use [[time.]], WITHIN THE LIMITS OF FACILITY AVAILABILITY, RESOURCES, AND PERSONNEL. [[Priority in recreational athletics will be given to student participants with opportunities available to the total campus constituency. These opportunities are inclusive of all casual physical activities and limited only by the mind of the user and the appropriateness of the facilities. The University of Alaska will strive to provide the fiscal and physical support that is necessary to create this opportunity. (12-11-81)]]

B. Intramural Athletics

[[P09.99.03(B)]]

The University of Alaska WILL encourage[[s]] the development of campus intramural ATHLETICS [[sports]] which allows [[non-varsity]] competition among [[men and women]] students and faculty-staff groups. [[in a wide variety of athletic activities.]] Students should play a primary role in the selection and management of [[the particular]] intramural activities. [[conducted.]]

C. Extramural Athletics

[[P09.99.03(C)]]

[[Institutions within]] The University of Alaska [[system]] may establish and sponsor teams in organized competitive programs outside of the CAMPUS [[institution]] SUCH AS WITH [[including but not limited to]] city leagues, church leagues, inter-school competition, and organized tournaments. Preference for participation on these teams [[shall]] WILL be given to [[currently enrolled]] students. [[Rules of competition shall be established by the sponsoring organization. The University of Alaska system shall be encouraged to sponsor such organized competitive tournaments for participating institutions.]] University of Alaska facilities may be USED ON A SPACE AVAILABLE BASIS FOR EXTRAMURAL ATHLETICS. [[made available for such programs.]]

D. Intercollegiate Athletics

[[P09.99.03(D)]]

Intercollegiate [[sports]] ATHLETICS ORGANIZED TO provide

[[advance]] competitive opportunities for student athletes
[[The University of Alaska shall promote, through recruiting and funding, competitive sports appropriate to the Alaska scene.]] WILL BE OPERATED UNDER MAU CONTROL WITH ACADEMIC AND FINANCIAL INTEGRITY, AND IN COMPLIANCE WITH APPLICABLE ATHLETIC ORGANIZATION RULES.

1.

Authorized Sports

[[P09.99.03(D.1)]]
- Sports authorized for intercollegiate competition are:
- Basketball
Cross-country Running
Gymnastics
Ice Hockey
Riflery
Skiing - Nordic and Alpine
Swimming
Volleyball
- Amendments to this list must be approved by the Board of Regents. (12-11-81)
2.

Levels of Competition

[[P09.99.03(D.2)]]
- The intercollegiate teams of the University of Alaska shall compete at a national organizational classification level commensurate with available funding, facilities, and skill levels of the athletes. Requests for membership in a particular organization and change in the approved classification level of competition will originate at the [[institution]] MAU, and must be approved by the Board of Regents
3.

Participation by Alaskans

[[P09.99.03(D.3)]]
- Participation by Alaskan athletes will be encouraged through active recruitment of Alaskans who are capable of athletic performance at the designated level of competition.
4.

Participation by Alaskans

[[P09.99.03(D.4)]]
- In order to participate in intercollegiate athletics, a student must:
- a.

meet the standards set by the appropriate national athletic organization; and
- b.

meet the academic standards as established by the appropriate [[major administrative unit]] MAU.
- [[5.

Intercollegiate Tournaments Sponsorship

[[P09.99.03(D.5)]]
- [[Institutions within the University of Alaska may sponsor intercollegiate athletic tournaments provided funding for such tournaments has been approved in the intercollegiate athletics budget. In any newly established tournaments, the host Alaskan institution of such tournaments shall include the other Alaskan institutions among tournament participants when the teams are participating at the same division classification level.]]
- 5[[6.]]

Common Opponents

[[P09.99.03(D.6)]]
- [[The university endorses]] A "common opponents" philosophy WILL BE UTILIZED WHERE POSSIBLE within the conference structure and scheduling TO ALLOW MORE THAN ONE CAMPUS TO ENGAGE A VISITING TEAM DURING ITS TRAVEL IN THE STATE. [[possibilities.]]

SOURCES OF Funding FOR [[of]] Athletics P09.99.03[[04]]

[[For the four physical activities programs listed above, specific funds for capital improvements to accommodate increased student participation and for the management and support of the different programs will be identified in the long-range and annual planning

and budgeting process at each MAU. The needs of these programs, in addition to the instructional needs of the academic units and programs, will be considered when planning for the development and use of sports facilities. (12-11-81)

Intercollegiate athletics shall not dominate facility use nor funding to the detriment of recreational, extramural or intramural athletic opportunities nor shall one sport exclude the development of other intercollegiate, recreational, intramural, or extramural sports activities. Facilities of the institution may be available for public use as stated in Policy and Regulation 06.02.01.]]

The support of athletic program expenses by local private sources (such as booster clubs or individuals) or supplementary activities MAY BE ENCOURAGED BUT SUCH SUPPORT MUST BE MADE [[will be channeled]] through MAU [[the university]] accounting systems and WILL be subject to university accounting procedures, review and audit.

NON-DISCRIMINATION AND GENDER EQUITY
[[Equal Opportunity]] P09.99. 04[[05]]

EACH CHANCELLOR WILL BE RESPONSIBLE FOR COMPLIANCE WITH APPLICABLE NON-DISCRIMINATION AND GENDER EQUITY MANDATES.

[[The University of Alaska affirms its policy of providing equal opportunity for the participation of men and women in all intercollegiate, extramural, intramural, and recreational athletic activities (04.01.15), as well as equivalent institutional services, in compliance with federal and state law and regulation. Each chancellor and campus president is responsible for maintaining equal opportunity for men and women.]]

(12-11-81; revised [[12-17-81]]) DATE

ATTACHMENT 103/5
UAF STAFF COUNCIL MEETING #103
NOVEMBER 4, 1998
SUBMITTED BY STAFF TRAINING

November 10
Violence in the Workplace
3:00 p.m.
Wood Center Conference Room C

Instructor: Carolyn Chapman, Director, Personnel Services
Bill Connor, Counselor, Health Center
Don Foley, Dir. of Judicial Services/Associate Dean,
Student Services
Terry Vrabec, Chief, UAF Police

Organizations across campus are all too aware of tension in the workplace. We've all experienced the unhappy student or co-worker who brings their personal problems to work. This video and panel discussion will identify potential problems, outline processes that promote work place harmony and provide practical advice in dealing with conflict that leads to work place violence.

November 12
Open Enrollment Q & A
10:00 a.m.
Wood Center Conference Room C

Instructor: Jennifer Youngberg, Acting Benefits Coordinator

November is open enrollment month. Do you know what open enrollment means to you and your employees? Are you aware of what benefits must be enrolled for each year? Are you aware of the benefits which you are unable to change except during open enrollment? Jennifer will review the open enrollment form -- explaining what each of the benefit choices are and which ones you are limited to changing/enrolling during open enrollment. Completed open enrollment forms will be accepted at the conclusion of the session.

ATTACHMENT 103/6
UAF STAFF COUNCIL MEETING #103

NOVEMBER 4, 1998
SUBMITTED BY ELECTIONS, MEMBERSHIP AND RULES

Nominations have been distributed for odd numbered units and are due back in the Governance Office by Friday, November 6. Please take the time to nominate a staff member in your area that you would like to represent you on Staff Council or consider running yourself. Ballots will be distributed in November and the results will be announced at the December 4 Staff Council meeting.

ATTACHMENT 103/7
UAF STAFF COUNCIL MEETING #103
NOVEMBER 4, 1998
SUBMITTED BY ADMINISTRATIVE COMMITTEE

MOTION
=====

The UAF Staff Council moves to approve 1999-2000 meeting calendar as follows:

UAF STAFF COUNCIL
1999-2000 MEETING CALENDAR

MTG.#	DATE	DAY	TYPE
110	September 15, 1999	Wednesday	audioconference
111	*October 8, 1999	Friday	face-to-face
112	November 3, 1999	Wednesday	audioconference
113	*December 3, 1999	Friday	face-to-face
114	February 2, 2000	Wednesday	audioconference
115	*March 3, 2000	Friday	face-to-face
116	April 5, 2000	Wednesday	audioconference
117	*May 10, 2000	Wednesday	face-to-face
118	June 2, 2000	Friday	audioconference

NOTE: All meetings begin at 8:30 a.m.

EFFECTIVE: Immediately

RATIONALE: The FY00 meeting calendar will be included in the Staff Council calendar for 1999 which goes to press in November.

ATTACHMENT 103/8
UAF STAFF COUNCIL MEETING #103
NOVEMBER 4, 1998
SUBMITTED BY ADMINISTRATIVE COMMITTEE

Call for Staff Representation on Grievance Council

There are two classified and one APT positions vacant on the Grievance Council. If you are interested in serving, contact the Governance Office at fystaff@uaf.edu.

ATTACHMENT 103/9
UAF STAFF COUNCIL MEETING #103
NOVEMBER 4, 1998
SUBMITTED BY ADMINISTRATIVE COMMITTEE

November 2 - Rural Affairs, 11:00 a.m., Wood Center Conference Room A

November 4 - Staff Council, 8:30 a.m., Wood Center Ballroom

November 6 - Governance Coordinating Committee, 10:00 a.m., Chancellor's Conference Room

November 18 - Staff Training, 9:00 a.m., Wood Center Conference Room A

November 19 and 20 - Board of Regents in Anchorage

November 23 - Administrative Committee, 9:00 a.m., Wood Center Conference Room A

November 24 - Staff Affairs, 9:00 a.m., Wood Center Conference Room B

November 26 and 27 Happy Thanksgiving and University Holiday

November 30 - Rural Affairs, 11:00 a.m., Wood Center Conference Room A