

MINUTES
UAF STAFF COUNCIL MEETING #116
Wednesday, April 5, 2000
Wood Center Ballroom

I Irene Downes called the meeting to order at 8:35 a.m.

MEMBERS PRESENT:	MEMBERS ABSENT:
Anderson, L.	Candler, R.
Baergen, A.	Evans, L.
Baumann, S.	Ledlow, L.
Brown, E.	Lewis, M.
Bywater, C.	Rogers, P.
Culbertson, S.	
Dekerlegand York, D.	OTHERS PRESENT:
Downes, I.	Aronow-Brown, L.
Gray, D.	Branley, C.
Gruenig, T.	Ducharme, J.
Hagen, D.	Flodin, D.
Hazelton, G.	Lind, M.
Heineken, H.	Mosca, K.
Martyn, P.	Peters, H.
McCrea, S. (for S. Comstock)	Williams, F.
Parzick, J.	
Powell, D.	
Renfro, C.	
Seymour, M.	
Simmons, H.	
White, P.	

B. The minutes to Meeting #115 (March 3, 2000) were approved as distributed via e-mail.

C. The agenda was adopted as distributed via e-mail.

- 1. Staff Training Report included in the agenda
- 2. Ad Hoc Picnic Report included in the agenda
- 3. Staff Affairs Report included in the agenda
- 4. Motion to approve 2001-2002 Academic Calendar

MOTION PASSED (unanimous)
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The UAF Staff Council moves to approve the 2001-2002 Academic Calendar as presented by the Registrar prepared in accordance with Senate policy and Board of Regents' policies and forward it to the Governance Coordinating Committee for action.

EFFECTIVE: Immediately

DRAFT
UNIVERSITY OF ALASKA FAIRBANKS - Fairbanks Campus
ACADEMIC CALENDAR 2001-2002
Classes begin after Labor Day for Fall Semester and
after Civil Rights Day for Spring Semester.

FALL SEMESTER-2001

Registration and fee payment for the 2001 fall semester begins	Mon., Apr. 9, 2001
Application for admission deadline for fall semester	Wed., Aug. 1
Orientation for new students	Sun.-Wed., Sept. 2-5
Labor Day (no registration or fee payment)	Mon., Sept. 3
Residence halls open, 9 am	Mon., Sept. 3
First day of instruction	Thurs., Sept 6
Late registration begins	Thurs., Sept 6
Late registration and fee payment end	Fri., Sept. 14
Last day for 100% refund of tuition and materials fees	Fri., Sept. 14
Last day for student-initiated and faculty-initiated drops (course does not appear on academic record)	Fri., Sept. 21
Last day for 50% refund of tuition (only)	Fri., Sept. 21
Low grade reports for freshmen due not later than	Fri., Oct. 12
Last day to apply for 2001 fall graduation	Mon., Oct. 15
Last day for student-initiated and faculty-initiated withdrawals	

(W grade given for course)	Fri., Nov. 2
Registration and fee payment for the 2002 spring semester begin	Mon., Nov. 12
Thanksgiving holidays (no classes)	Thurs.-Sun., Nov. 22-25
Last day of instruction	Fri., Dec. 14
Final examinations	Mon.-Thurs., Dec. 17-20
Residence halls close, noon	Fri., Dec. 21
Grades due to the Registrar's Office	Fri., Dec. 21
Campus closed 5 p.m., Fri., Dec. 21, 2001 - 8 a.m., Wed., Jan 2. 2002	
SPRING SEMESTER-2002	
Application for admission deadline for spring semester	Mon., Dec. 3, 2001
Orientation for new students	Tues.-Wed, Jan. 15-16, 2002
Residence halls open, 9 a.m.	Mon., Jan. 14
Alaska Civil Rights Day (registration and fee payment continue)	Mon., Jan. 14
First day of instruction	Thurs., Jan. 17
Late registration begins	Thurs., Jan. 17
Late registration and fee payment end	Fri., Jan. 25
Last day for 100% refund of tuition and material fees	Fri., Jan. 25
Last day for student-initiated and faculty-initiated drops (course does not appear on academic record)	Fri., Feb. 1
Last day for 50% refund of tuition (only)	Fri., Feb. 1
Last day to apply for 2002 spring graduation	Fri., Feb. 15
Low grade reports for freshmen due not later than	Fri., Feb. 22
Spring recess	Mon.-Sun., Mar. 11-17
Last day for student-initiated and faculty-initiated withdrawals (W grade given for course)	Fri., Mar. 22
Registration and fee payment for the 2002 fall semester begin	Mon., Apr. 8
All Campus Day (no classes)	Fri., Apr. 26
Last day of instruction	Fri., May 3
Final examinations	Mon.-Thurs., May 6-9
Residence halls close, noon	Fri., May 10
Commencement**	Sun., May 12
Grades due to the Registrar's Office	Wed., May 15

**Saturday, May 11 may be an alternate date for Commencement (to coordinate with other MAU's).
Proposed by Ann Tremarello, January 25, 2000.

- 5. Technology Advisory Board Report included in the agenda
- D. President's Report I. Downes

Parking Motion Chancellor Lind disapproved the motion submitted by Staff Council.

Make Student Counts - Staff Council forwarded three names for this prestigious award, along with the 21 nominations received. President Hamilton selected Sheila Chapin from Chemistry for the Make Students Count Award. Congratulations Sheila!

Staff Alliance - The Alliance will hold a retreat in Juneau April 11-13. Representatives were encouraged to send in comments/POMs to their legislators. The Alliance drafted regulation 03.01.01 regarding staff, faculty and student governance participation. Forward your comments to Lydia Anderson, chair of Staff Affairs at fnlma@uaf.edu. The Alliance will also be looking at the fees charged to staff who take courses. ASUAF also feels that the fees have gotten out of hand.

ASUAF - President Downes spoke at an ASUAF meeting regarding the parking motion. ASUAF endorsed the motion with the exception of the 30% decrease. Student were concerned that they would be charged more for parking if the fee was decreased by 30%

President-Elect - The Council will elect a new president-elect to replace Marie Scholle. The Council will also open nominations for president-elect. Elections for the second position will take place at the May 10 meeting. This is a great opportunity for staff. The individual in the position of president-elect and president really learn a lot about the University.

- II Governance Reports
- A. ASUAF S. Banks No report

B. Faculty Senate R. Gatterdam No report

C. Alumni Association C. Branley

The Alumni Association has been working with ASUAF, Statewide and the other Alumni Associations to keep the pressure on the legislature regarding full funding for the University. Cindy Branley just returned from a trip to Juneau. The Alumni has a direct line to Juneau and all faculty, staff and students are encouraged to stop by and call their legislators. Representatives were encouraged to participate in the student rally outside Constitution Hall on Thursday, April 6.

Job Shadow Program - The program was a huge success with 24 students participating in the program. Career Services and Alumni are hoping to offer the program again next year.

III Committee Reports

A. Elections, Membership & Rules D. York

Nominations for the first position of president-elect were opened. First a motion was made and seconded to set aside the bylaws so the individual elected today would take the position immediately.

MOTION PASSED (unanimous)
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Motion to set aside bylaws in order to place first president-elect directly into the position

Effective: Immediately

Representative Scott Culbertson was nominated by Representative Shellie Baumann and Representative Lydia Anderson nominated Gabby Hazelton. Representative Culbertson thanked the Council for the nomination but he declined the nomination. Representative Gabby Hazelton also declined the nomination.

The Council took a five minute recess. Following the break Representative Dekerlegand York nominated Representative Lydia Anderson. Representative Brown asked if alternates can run and if people can be self nominated. Representative Anderson asked for an opportunity to speak with her director and staff prior to accepting the nomination. Representative Anderson also asked about the opportunity to have co-presidents. In order to have co-presidents, the Council would have to review the bylaws. Representative Culbertson accepted the nomination pending speaking with his supervisor. Representative Brown will speak with Alternate Bob Pfutzenreuter to see if he is interested in running for the position of president-elect. Representatives were reminded that there are funds available for buyout and that the Governance Office helps out.

MOTION PASSED (unanimous)
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The UAF Staff Council moves to postpone the election of president-elect until the May 10 meeting. This will enable representatives to speak with their supervisors and speak with alternates who may be interested in the position.

EFFECTIVE: Immediately

RATIONALE: Representatives Anderson and Culbertson have been nominated but requested time to speak with their supervisors. Representative Brown will speak with Bob Pfutzenreuter to see if he is interested in the position.

The nominations for the second position for president-elect will remain open until May 10. The person elected to this position will take the office of president-elect at the June meeting. Representative Anderson nominated Scott McCrea and he accepted the nomination.

B. Rural Affairs H. Simmons

Executive Dean Ralph Gabrielli was the guest speaker at the April committee meeting. Rural staff were thanked for their effort in sending in POMS and letters to the legislature. An increased University budget will benefit the rural sites. The College of Rural Alaska

directors met in Nome to address accreditation. The rural sites are also working on increasing enrollment. Blanche Brunk, Director of Kuskokwim, has been appointed to a special directorship position working on vocational health and workforce development for the College in Fairbanks. John Weise will be the acting director. The last Rural Affairs meeting for the academic year is May 1 at 11:00 a.m. and the topic will be Risk Management.

C. Ad Hoc Committee on University Advocacy S. McCrea

Campus Tour - The tour was a huge success. Chancellor Lind distributed a memo encouraging staff to participate in the tour. Twenty-five staff participated in this tour and there were 25 staff on the wait list. In light of the high demand for the tour, another tour is scheduled for May. ARAMARK sponsored a luncheon. President Hamilton addressed the group. Chancellor Lind met with the group and Ann Tremarello spoke to the group. This is a simple idea of getting staff excited about the University by showing them what is available. Scott McCrea thanked with committee members for their hard work on the campus tour. The committee is looking at proposing an amendment to the bylaws to make the committee a permanent Staff Council committee.

D. Food Service Advisory Board D. Powell

The Food Service Advisory Board will meet on Friday and the announcement will be made shortly on who will be awarded the food service contract.

The Council took a five minute break.

IV Chancellor's Remarks M. Lind

Mission Statement - The Chancellor distributed the mission statement which was forwarded to the Board of Regents. The one sentence is much more clear and concise than the present mission statement. The new mission statement reads as follows: The University of Alaska Fairbanks, as the nation's northernmost land-, sea-, and space-grant university and international research center, advances and disseminates knowledge through creative teaching, research, and public service with an emphasis on Alaska, the North, and its diverse peoples.

Representative Martyn asked what ideas the Chancellor has for distribution of this mission statement. Recommendations included a bumper sticker, a 3x5 card, t-shirts, back of polar express card, etc. and the Chancellor asked for more recommendations.

The mission statement will be used to develop goals from the UAF 2000 plan for the next five years. The goals include gender equity and diversity, Center for Alaska Native Education, quality undergraduate education, international research, and partnerships. Staff will be asked to serve on the committees, which will be looking at these goals.

Within the next couple days, the University will know if the legislature will provide additional funding. The capital budget is still uncertain. There are four major projects for UAF; Hutchison Center, the Museum, addition at Bristol Bay, and Fisheries Center at Nina Point. This does not include the need for further deferred maintenance funding.

Parking - The parking fee will be reduced next year. While the motion was not approved by Chancellor Lind, the parking situation is being looked at and some positive changes will be taking place. Representatives stated that the reduction in the parking fee is a step in the right direction for increasing morale.

Campus Tour - The Chancellor has received good feed back on the campus tour and thanked Scott McCrea and his committee for their hard work.

V Vice Chancellor for Administrative Services Remarks F. Williams

Parking - The fee will be reduced approximately 11% for Fall 2000. The annual fee will be \$199 and the full time student parking fee will be \$139. There won't be a reduction in gold decal prices at this time. Terry Kelly will be working with the parking and there will be a number of changes. Representative White asked why the gold decal spots were not reduced, will they be increased to offset the decrease in the other decals, and are they supplementing the other parking decals. Vice Chancellor Williams stated that the gold decal spots are not

supplementing the other parking and will not be increased to offset the decrease in the regular parking decals. Representatives felt that the letter distributed by Terry Kelly regarding gold decals was taken in a threatening manner.

Organizational Changes - The safety experts in Safety Services have been moved into the Fire Marshal's Office and Facilities Services. This change should enhance the University's ability to address safety issues. Safety issues can be addressed by calling Dispatch at 5413. The safety staff will retain their current phone numbers. Representatives asked that the phone numbers for the safety staff be distributed via the Governance Office. In the past, Risk Management was very prompt in responding to problems and concerns were expressed regarding the response time due to the organization change.

VI Guest Speakers

A. Hild Peters, Provost Office & JoAnn Ducharme, RSS
TOPIC Accreditation

Hild Peters from the Provost Office provided a brief background on the accreditation process. The University of Alaska is accredited by the Northwest Association of Schools and Colleges and every 10 years, the University goes through the re-accreditation process. UAS has already completed their process. UAA will be going through their site visit this year and UAF will go through their site visit in October 2001. Dana Thomas is the chair of the steering committee. UAF will submit a self study, which includes an honest evaluation of the University. The accreditation team looks at the positive as well as the negative aspects in the self study. Staff are reminded that the departmental notebook self study is due May 20. The colleges and writing teams will take the notebooks and their draft will be completed on October 15. Rewrites and revisions will take place until October 2001. It looks like and there may be some redundancy. Information on Banner may not be current and departments are asked to clean up the data sets. The accreditation team looks to see that data comes from one source.

JoAnn Ducharme, director of Rural Student Services, serves on the accreditation steering committee and is also a trained evaluator for the Northwest Accreditation Association and also provided information on the accreditation process. A 13 member team from the Northwest Accreditation Association will be visiting UAF (main campus and rural campuses) in October 2001. It is not uncommon for staff to be contacted by the individuals from the accreditation group during their site visit, which lasts three days. Also, staff were reminded that web sites are very important and should be up-to-date and accurate. The accreditation team will gather preliminary information on UAF through our web site.

Information on the accreditation process is located on the web at:
<http://uaf.edu/www.uaf.edu/provost/accreditation/>

If you have any questions or concerns regarding the accreditation process, contact Hild Peters at 474-5178 or fnhmp@uaf.edu or JoAnn Ducharme at fnjkd@uaf.edu or 474-7871.

VII New Business

A. April Meeting Schedule

April 19 Ad Hoc on Advocacy, 11 a.m., Westridge Café
April 19 Picnic, 3 p.m., Wood Center Conference Room B
April 25 - Career Ladders, 10 a.m., Wood Center Conference Room C
April 26 Staff Training, 2 p.m., Chancellor's Conference Room
April 28 - Administrative, 9 a.m., Wood Center Conference Room A

VIII The meeting was adjourned at 10:27 a.m.

Tapes of this Staff Council meeting are available in the Governance Office, 312 Signers' Hall, if anyone wishes to listen to the complete tapes.

Submitted by Kathy Mosca, secretary of Staff Council.