

MINUTES
UAF STAFF COUNCIL MEETING #117
May 10, 2000
Wood Center Ballroom

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

MEMBERS PRESENT:	MEMBERS ABSENT:
Anderson, L.	Bywater, C.
Baergen, A.	Gray, D.
Baumann, S.	Lewis, M.
Brown, E.	Renfro, C.
Cain, J. (for D. Dekerlegand York)	Rogers, P.
Candler, R.	Seymour, M.
Comstock, S.	Simmons, H.
Culbertson, S.	
Downes, I.	OTHERS PRESENT:
Evans, L.	Duffy, L.
Hagen, D.	Humphrey, M.
Hazelton, G.	Lind, M.
Heineken, H.	McCrea, S.
Ledlow, L.	Mosca, K.
Martyn, P.	Pfifer, N.
Parzick, J.	Skrob, J.
Powell, D.	Williams, F.
White, P.	

B. The minutes to Meeting #116 (April 5, 2000) were approved as distributed via e-mail.

C. The consent agenda was adopted with the Elections, Membership and Rules Committee Report moved up in the agenda to accommodate Representatives White's class schedule.

- 1. Staff Affairs report included in the agenda.
- 2. Motion to approve Regulation 03.01.01

MOTION PASSED (unanimous)
=====

The UAF Staff Council moves to approve University Regulation 03.01.01 regarding faculty, staff, and student governance with the addition of the Governance Coordinating Committee under UAF governance.

EFFECTIVE: Immediately

ADD = Caps

DRAFT UNIVERSITY REGULATION 03.01.010
FACULTY, STAFF AND STUDENT GOVERNANCE
March 9, 2000

A. INTENT

It is the intent of the Board of Regents: 1) that the faculty, staff and students shall share in the governance of the university, 2) that shared governance is an integral part of the business of the university, and 3) that participators in shared governance are empowered by the Board of Regents to carry out their governance responsibilities to the best of their abilities without interference or fear of reprisal.

B. NAMES

The Board of Regents hereby establishes a mechanism for faculty, staff, students and alumni to participate in system governance through the following organizations established for the purpose:

- Faculty Alliance
- Staff Alliance
- Coalition of Student Leaders
- System Governance Council

Governance groups are also established at the University of Alaska Anchorage, the University of Alaska Fairbanks and the University of Alaska Southeast and statewide administration for institution-specific governance issues. These organizations include, but may not be limited to:

- University of Alaska Anchorage
 - UAA University Assembly
 - UAA Faculty Senate
 - UAA Classified Council
 - UAA APT Council
 - Kachemak Bay Student Association
 - Kenai Peninsula College Student Union
 - Kodiak College Student Association
 - Matanuska-Susitna Student Government Council
 - Prince William Sound Community College Student Association
 - Union of Students of the University of Alaska Anchorage
- University of Alaska Fairbanks
 - UAF Faculty Senate
 - UAF Staff Council
 - GOVERNANCE COORDINATING COMMITTEE
 - Associated Students of the University of Alaska Fairbanks
 - Kuskokwim Campus Student Government
 - Northwest Campus Student Body
- University of Alaska Southeast
 - UAS Faculty Council
 - UAS Staff Council
 - United Students of the University of Alaska Southeast-Juneau
 - United Students of the University of Alaska Southeast-Ketchikan
 - United Students of the University of Alaska Southeast-Sitka
- Statewide Administration
 - Statewide Administration Assembly

Additionally, alumni associations are established at the three academic units. These are:

- University of Alaska Anchorage Alumni Association
- University of Alaska Fairbanks Alumni Association
- University of Alaska Southeast Alumni Association

C. AUTHORITY, PURPOSES AND RESPONSIBILITIES

1. Authority

The Faculty Alliance, Staff Alliance, Coalition of Student Leaders and System Governance Council receives their authority by Board of Regents¹ Policy 03.01.01 of the University of Alaska Board of Regents. The Board of Regents derives its authority from the Constitution and statutes of the State of Alaska. These systemwide governance groups shall carry out their functions subject to the authority of the Board of Regents and the President of the University. Similarly, alumni associations receive their authority by Regents¹ Policy P02.08.01. Student governments are also governed by Regents¹ Policy Part IX, Chapter VII, Student Organizations, and corresponding University Regulations.

D. PURPOSES

The purposes of the systemwide governance groups are to:

1. provide an effective means for University students to have representation in matters affecting their educational environment and opportunity;
2. and to provide an effective means for University faculty to have representation in faculty and academic matters;
3. and to provide an effective means for staff to have representation in work-related matters affecting their welfare;
4. and to represent the viewpoints of University faculty, staff and students on Regents' Policy, University

Regulations, and other University to the President, chancellors and Board of Regents;

5. and to advise the President and chancellors of the University on said matters in a timely fashion and in a manner set forth in individual organizational constitutions;

6. and to communicate to faculty, staff and students actions taken by their representatives on their behalf and of information that is of deemed to be of interest and concern to them or the University as a whole;

7. and to advocate the interests of the University to entities and organizations outside of the University on these matters and in a manner consistent with their mission statements and constitutions.

E. ORGANIZATIONAL RESPONSIBILITIES

Responsibilities of the system governance groups are listed below. Responsibilities of the local governance groups are reflected in their respective constitutions. The responsibilities of the alumni are set forth in Regents Policy 02.08.01.

1. Faculty

It is the responsibility of the Faculty Alliance to represent the faculty in areas that may include but are not limited to: coordination on matters relating to academic affairs such as academic program review; the addition, deletion or merging of academic programs; curriculum; subject matter and methods of instruction; degree requirements; grading policy; course coordination and transfer; student probation and suspension; standards of admission and scholastic standards and other matters affecting the faculty, and/or the general welfare of the university and its educational purposes and effectiveness.

2. Staff Alliance

It is the responsibility of the Staff Alliance to represent the staff in areas that may include but are not limited to: staff affairs, excluding those covered by collective bargaining and those relating exclusively to faculty; personnel policies and regulations; compensation and benefits; and other issues affecting the work environment and/or the general welfare of university staff.

3. Coalition of Student Leaders

It is the responsibility of the Coalition of Student Leaders to represent the students in areas that may include but are not limited to: tuition and fees; financial aid and scholarships; residence life; minority and rural services; clubs and social activities; student media in all forms; health and safety; grievances; tools and resources; student employee relations and other issues affecting the educational environment and availability of resources for student use.

4. System Governance Council

It is the responsibility of the System Governance Council to coordinate matters of mutual concern to the Faculty Alliance, the Staff Alliance, the Coalition of Student Leaders and the alumni associations.

F. MEMBERSHIP RESPONSIBILITIES

Members serve on governance groups in accordance with University Regulation 04.10.010.A. which states that serving on university governance groups are considered to be within the regular work duties of university employees and are supported by the university.

1. It is the responsibility of the members to attend the regularly scheduled meetings of the body(s) in which they hold membership.

2. In addition officers require sufficient time to complete

extra duties as assigned with their office.

3. Members who are participating in special projects, research activities, events or committees directed by their organizations require sufficient effort to meet those obligations in a reasonable fashion.

G. MEMBERSHIP AND ORGANIZATION OF SYSTEM GOVERNANCE GROUPS

The respective local governance groups prescribe selection of members to their respective groups and to the system governance groups. Numbers of members and terms of office are proscribed in the constitutions of the respective system governance groups.

G. MEETINGS

Meeting schedules are determined by the governance groups. Meetings may be held on-site or by teleconference. Meeting notices will be published and available through commonly used means.

H. QUORUM

Quorum is established by the governance groups in their constitutions.

I. PARLIAMENTARY AUTHORITY

The parliamentary authority for system governance groups shall be the latest version of Robert's Rules of Order.

J. CONSTITUTIONS AND BYLAWS, AMENDMENTS

Constitutions AND amendments for system governance groups, once passed by the group, shall be transmitted to the president of the university for approval, placed in the Board of Regents and system governance group handbooks and retained in the System Governance Office. Bylaws and amendments shall be submitted to the president of the university for information, placed in Board of Regents¹ and system governance group handbooks and retained in the System Governance office.

Local faculty and staff governance group constitutions and bylaws and amendments thereto, once passed by the groups, shall be transmitted to their respective chancellor, or in the case of the statewide administration assembly to the Vice President for University Relations, for approval. Student government group constitutions, once approved by the individual student government groups shall be transmitted to the president of the university for approval in accordance with University Regulation 09.07.05.

K. REVIEW AND TRANSMITTAL OF PROPOSALS AND ACTIONS

1. Review and Transmittal by Governance

Actions of the system governance groups affecting the university system or system community approved shall be submitted to the President of the University within 40 days of the action taken.

Actions shall be submitted with the original proposal, together with the majority and minority views, in writing to the President of the University for information or action as appropriate. (moved)

The spokesperson for each system governance group may present their group's views, including majority and minority views, in writing directly to the Board of Regents as a regular agenda item of the Board on any issue within the purview of shared governance. The system governance group spokespersons may also present their respective group views to Board committees as appropriate. (moved)

2. Review and Transmittal by Administration

Proposals by the president of the university, the president's designee, or the Board of Regents affecting the staff, faculty and/or students shall be submitted to

the appropriate system governance group(s) in a timely fashion to allow sufficient time for adequate review and response.

Similar proposals requiring immediate implementation for compliance with state or federal law may be implemented prior to review by governance. However, such proposals shall be forwarded to governance in an expedient manner and may be modified after review.

J. ACTIONS OF THE PRESIDENT, AND BOARD OF REGENTS

1. Action by the President

The President of the University shall notify the spokesperson and the executive officer of the sponsoring governance group of the approval, disapproval, or modification of a governance approved action in writing within forty-five (45) days of receiving notification of the action.

2. Modifications by the President

The President of the University may modify a governance action if the modification does not effectively contravene or nullify the purpose or principle involved in the action.

3. Disapproval

The President of the University shall inform the sponsoring governance group of the reason(s) for any disapproval or modification of governance approved action in writing within one month of this decision.

4. Board of Regents notification and action

Governance actions which are modified or disapproved by the President of the University, together with the statement of reasons, shall be placed on the next Board of Regents' meeting agenda for the information of the Board at the request of the Faculty Alliance, Staff Alliance, Coalition of Student Leaders or System Governance Council. Any of the governance groups stated or the President of the University can request that the Board review the modified or disapproved action. The decision of the Board of Regents is final.

3. Rural Affairs report included in agenda

D. Elections, Membership and Rules Committee P. White

DeShana Dekerlegand York, Carol Renfro, Patty White, Kathy Mosca and Scott McCrea met on April 28. The committee addressed the revisions to the bylaws and the committee will focus on recall, duties of the president and president-elect, co-president option, and proxy voting. Revisions to the bylaws should be ready in the fall. DeShana Dekerlegand York and Patty White will be co-chairing the committee. The committee is extremely small and asked for assistance in the revision to the bylaws. Scott McCrea addressed the revision to the bylaws incorporating the Advocacy Committee as a permanent committee. The Elections, Membership and Rules Committee was in support of the addition of the Advocacy Committee.

Nominations were open for the first president-elect position. Scott Culbertson was nominated. The vote was unanimous. Scott Culbertson will take seat immediately.

MOTION PASSED (unanimous)
=====

The UAF Staff Council moves to election Scott Culbertson as president-elect. He will take office as president at the June Staff Council meeting.

EFFECTIVE: Immediately

Nominations were open for the second president-elect position. Scott McCrea was nominated. The vote was unanimous

MOTION PASSED (unanimous)
=====

The UAF Staff Council moves to election Scott McCrea as president-elect. He will take office at the June Staff Council meeting.

EFFECTIVE: Immediately

E. President's Report

President Downes traveled to Bethel to meet with the staff at Kuskokwim. Ergonomics was a major issue of concern and asked Staff Affairs to address this issue next year.

President Downes thanked all the staff for their support this past year and presented the following staff with certificates of appreciation for their hard work: Lydia Anderson, chair, Staff Affairs; Alice Baergen, co-chair, Staff Training; Darlette Powell, co-chair, Staff Training; Debra Hagen, chair, Ad Hoc Picnic Committee; Rudy Candler, staff representative on System Governance; Pamela Sowell, staff representative on the Technology Board; Thom DePace Wylie-Gruenig, chair, Ad Hoc Committee on Parking; Heidi Simmons, chair, Rural Affairs, DeShana Dekerlegand-York, chair, Elections, Membership & Rules; and Scott McCrea, chair, Ad Hoc Committee on University Advocacy. Staff Council also passed a special certificate of appreciation for Kip Harmon and his dedication and support of the Staff Council raffle.

The Staff Council also presented Darlette Powell with a resolution of appreciation for her hard work as chair of the Staff Training Committee.

RESOLUTION PASSED (unanimous)
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RESOLUTION OF APPRECIATION
FOR
DARLETTE POWELL

WHEREAS, Darlette Powell has served as chair of the Staff Training Committee of the University of Alaska Fairbanks Staff Council since its establishment in 1996; and

WHEREAS, Darlette Powell's devotion to staff training and governance, and especially the University of Alaska Fairbanks Staff Training Committee, has served as a positive example and inspiration to enhance participation by others in supervisory training and governance throughout the University of Alaska system; and

WHEREAS, the supervisory training program has grown and evolved through Darlette Powell's hard work and has offered sixty-six training sessions since its establishment; and

WHEREAS, Darlette Powell has worked tirelessly to ensure that rural staff have training opportunities; and

WHEREAS, Darlette Powell's enthusiasm and creativity has also enhanced the staff longevity awards program; and

WHEREAS, Darlette Powell has served the University of Alaska Fairbanks Staff Training Committee as chair in a manner deserving of the University of Alaska Fairbanks staff's greatest admiration, appreciation, and respect; and

WHEREAS, The University of Alaska Fairbanks Staff Council wishes to acknowledge the outstanding service rendered the Council by the hard work and dedication of Darlette Powell as she concludes her term as chair of the Staff Training Committee; now

THEREFORE BE IT RESOLVED, That the University of Alaska Fairbanks Staff Council wishes to acknowledge the many contributions of Darlette Powell and expresses its appreciation for her exemplary service.

Dated this 10th day of May, 2000.

II Governance Reports

- A. ASUAF S. Banks No Report
- B. Faculty Senate L. Duffy

Larry Duffy thanked Staff Council for their hard work on the parking report and the impact this report has had, i.e. reduced rates. Norm Swazo from Philosophy was elected president-elect of the Faculty Senate.

The Faculty Senate met on Monday, May 1st and approved the following motions: Motion to amend the Graduate Degree Requirements--this deletes the use of 300-level courses from graduate degree programs. Motion to delete the BA & BS in Physical Education & Exercise Science. Motion to amend the policy on Minors available for the BA degree--this allows any AAS degree from an accredited institution to be used as a minor. Motion to amend the Bylaws--this combines the two graduate committees.

The Senate presented Ron Gatterdam with a resolution of appreciation for his service to the university.

UAF Chancellor Marshall Lind and Becky Phipps, from the Usibelli Coal Mine presented the following Usibelli Awards. The Distinguished Teaching Award went to John Bruder. Terry Chapin received the Distinguished Research Award. And Jenifer McBeath received the Distinguished Service Award.

New Senate members were seated, the 2000-2001 committee membership was endorsed, and the Senate meeting calendar was passed. The first meeting in the fall will be Monday, September 25.

- C. Alumni Association C. Branley No Report

III Committee Reports

- A. Staff Training D. Powell & A. Baergen

The 2000 Staff Longevity Awards program will be on Thursday, May 11 at 1:30 p.m. in the Wood Center Ballroom. The theme this year is Unity in Diversity. Gospel singers will open the show. A listing of the recipients is available on the web at: www.uaf.edu/uafgov/www/longevity.html

The remaining supervisory training session is Grant Writing on Thursday, May 18 at 3:00 p.m. in Wood Center Conference Room C. Presenter is Pete Pinney, Associate Professor. Academic Programs, TVC-DTC. The granting process is all about building relationships with funding agencies and articulating a vision of the future. This course can serve as a review for those familiar with proposals or an introduction to those who need to familiarize themselves with the process. The instructor would like to receive an e-mail from participants prior to the session in order to customize the information to individual needs. E-mail the instructor at: ffppp@uaf.edu

The committee will be developing the fall training schedule. Forward suggestions for future training sessions to Darlette Powell at fndap@uaf.edu, Alice Baergen at fnajb@uaf.edu, or the Governance Office at fystaff@uaf.edu.

- B. Ad Hoc Picnic D. Hagen

The staff picnic will immediately follow the awards program in the commons area between Gruening and Constitution Hall. Hamburgers and hot dogs will be provided. Staff are asked to bring a dish to share, and the food assignment for your unit is located on the web at: www.uaf.edu/uafgov/www/picnic/bring.html

Debra Hagen thanked her committee for their assistance this year: Shelly Baumann, Carol Renfro, Gabby Hazelton, Julia Parzick, and Juan Guola. The committee has acquired a number of door prizes for the picnic. Cheryl Plowman and her husband

Tom, will be cooking again this year with their large grill "hog heaven." Ed Foster and his crew from Physical Plant will be setting up tables and chairs.

C. Ad Hoc Committee on University Advocacy S. McCrea

The second campus tour will take place Friday, May 19. The tour is almost full from the waiting list from the first tour. ARAMARK has again donated the luncheon for this event.

1. Motion to Approve Amendment to the Bylaws

After a brief discussion, the motion was passed with unanimous approval.

MOTION PASSED (unanimous)
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The UAF Staff Council moves to amend the bylaws as follows:

ADD = Caps

BYLAWS
Staff Council
Sect. 4 (ARTICLE VI. COMMITTEES)

B. PERMANENT COMMITTEES

5. UNIVERSITY ADVOCACY COMMITTEE
- A. THE CHAIRPERSON SHALL BE ELECTED FROM THE COMMITTEE.
 - B. A REPRESENTATIVE FROM THE ALUMNI ASSOCIATION AND ASUAF WILL SERVE ON THE COMMITTEE.
 - C. THE COMMITTEE SHALL HAVE THE FOLLOWING RESPONSIBILITIES:
 - 1. ORGANIZE EVENTS AND FUNCTIONS TO HELP MAKE THE PUBLIC AWARE OF THE VALUE OF UNIVERSITY STAFF, AS WELL AS STUDENTS AND FACULTY.
 - 2. ORGANIZE EVENTS AND FUNCTIONS THAT INCREASE STAFF MORALE AND AWARENESS OF THE UNIVERSITY.
 - 3. OTHER ITEMS TO BE DETERMINED BY THE COMMITTEE ON AN ANNUAL BASIS.

EFFECTIVE: Upon Chancellor's Approval

RATIONALE: The committee has proven to be important enough in its first year to warrant permanent status.

D. Staff Alliance I. Downes

The Staff Alliance held a retreat in Juneau on April 11-13. Representative Hazelton also attended a portion of the retreat. Topics at the retreat included the classification process being worked on by Janet Jacobs, red line salaries, and the staff salary structure. President Downes appointed Scott Culbertson to the Staff Alliance. A new chair of the Staff Alliance will be elected at the June meeting. The regulation 03.01.01 regarding governance will also be addressed. On April 12 the Alliance went to the capital building and distributed cookies to the legislators and thank you notes. President Downes encouraged representatives to send a thank you note to their legislators for the support they gave the University this year.

Representative Parzick thanked President Downes for her hard work this past year.

IV Chancellor's Remarks M. Lind

The Chancellor thanked the Council for the opportunity to speak, as well and the good first year he's had as a result of staff's hard work.

Holiday Closure - There will be a holiday closure next year and information was distributed early enough so that staff can plan accordingly.

Parking As a result of the Staff Council parking report, the parking fee was reduced and administration is looking at ways to improve the parking services.

Campus Tours Chancellor Lind has received numerous positive comments regarding the campus tour provided by the Advocacy Committee and hopes that this event will continue.

Chancellor's Recognition - There was an outstanding line up of nominations this year and he thanked the Council for their work on this effort.

Commencement was a success and Chancellor Lind thanked the staff for their efforts.

University Funding Chancellor Lind thanked staff for getting the message to the legislature that the University needs additional funding. The additional funding will be very beneficial to UAF. An effort will be made to fill the gaps in positions which have been vacant. The challenge now is to demonstrate to the legislator that University is accountable for this additional funding.

Representatives asked the Chancellor how the University is going to convince the people of Alaska that the University is essential to the State. Public perception of the University will have to be changed and each and every member of the University will have to work on this matter. Representative Brown thanked the Chancellor and President for their hard work this last year. A recommendation was made to have magnetic decals that say UAF for employee cars when they go out into the community and provide service or do field work. Representatives also asked where the t-shirts are with the new mission statement. Representatives also recommended a staff achievement brochure.

V Vice Chancellor for Administrative Services Remarks F.
Williams

Additional Funding - The initiatives are broad and cover such areas as restoring core faculty, support for distance delivery, support for orientation programs, support for student recruitment, expanding health care, research, and education programs. Senior administrative staff have been meeting to see how best to spend the additional funds.

Ergonomics - Ergonomics has been a area of concern at the rural site and Vice Chancellor Williams will be sending out a safety officer to address this issue. President Downes stated that this actions will be viewed as a positive measure by the rural sites. Representative Hazelton stated that a couple years ago Marie Scholle visited the Juneau Fisheries Center and some staff received new chairs and desks which have been extremely beneficial to the staff.

Water Vice Chancellor Williams spoke at a recent meeting regarding the water quality. Some engineering students have done senior projects on the campus water and forwarded this information to the person in charge of the water. Once the data has been analyzed, details on the recommendations will be made available at a future meeting.

Ethics Forms - Ethics forms should be filled out. This information will be attached to the faculty contracts. Staff will receive these forms via the mail. Student employees also need to be informed of this information. The Council was asked for their recommendations on how to contact the students. Some representatives stated that they have a contract for their student employees and this information is included in the contract.

Representative McCrea asked about the Vice Chancellor about providing shuttle service for the longevity awards program and the staff picnic from 1-6 p.m. Vice Chancellor Williams told Representative Hagen to call Ed Foster and make it happen.

President Downes thanked Vice Chancellor Williams and Chancellor Lind for their support of Staff Council this past year.

VI Other Business

A. Distribute Raffle Tickets

Raffle tickets were distributed for the Staff Council raffle. The Council will be conducting their annual fund raiser for the Carolyn Sampson Memorial Scholarship. Proceeds from the raffle will benefit this scholarship, established by the UAF Staff Council in June 1990.

Grand Prize: Two coach round-trip tickets to one U.S. destination, served by Alaska Airlines. Tickets courtesy of Alaska Airlines.

Runner-Up Prizes:

- Two season tickets for UAF Hockey, courtesy of UAF Athletics.
- Two tickets for the Top of the World Classic, courtesy of UAF Athletics.
- One individual Student Recreation Center Pass, courtesy of UAF Athletics.
- Quilt, courtesy of Kathe Rich.
- One month trial membership, courtesy of the Fairbanks Athletic Club.
- One Broose Moose and \$50 in gas coupons, courtesy of Tesoro.
- One Broose Moose and \$50 in gas coupons, courtesy of Tesoro.

Tickets are \$5 each, or 5 for \$20 and are available from Staff Council representatives or the Governance Office, 312 Signers' Hall. The drawing will be on Friday, October 6, at the Staff Council meeting. You need not be present to win.

The UAF Staff Council named the scholarship in memory of Carolyn Sampson, former executive secretary in the Governance Office. Carolyn was instrumental in obtaining support services for the Staff Council and provided support for the Faculty Senate and Academic Council while employed at UAF. This scholarship is designed to provide new career paths or retraining to applicants wishing to re-enter the job market or whose work activity may be threatened by economic, health or other factors. For more information, contact your Staff Council representative or the Governance Office.

B. University Holidays

President Hamilton requested input from Staff Council regarding the University holidays for 2002. After a brief discussion, the following motion was made and seconded. The vote was unanimous.

MOTION PASSED (unanimous)
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The UAF Staff Council recommends the followings dates for University holidays:

Christmas: Tuesday, December 24, 2002
Wednesday, December 25, 2002

New Years: Tuesday, December 31, 2002
Wednesday, January 1, 2003

EFFECTIVE: Immediately

C. Overview of Safety and Codes

Edie Curry, UAF Fire Marshal was unable to attend the meeting but did send a handout regarding the overview of safety and codes on campus.

To: Staff Council
FROM: Edie Curry, Assistant Chief/UAF Fire Marshal
Director Safety and Codes
Date: May 2000
Re: Overview of Safety and Codes

First of all I would like to apologize to everyone that I am not here in person to present this overview and to answer any questions you may have. I am hoping to be able to meet with all of you this fall, once Staff Council starts meeting again. The following is a list of subjects or areas that we are currently addressing. They are in no special order and as you can see from the size of the list they will not be accomplished overnight.

However, they are very important and all need to be done.

1. Use web based information systems to facilitate the campus wide process: get as many things as possible on the web system i.e. Special events applications and guidelines, Safety and Policy Manual, Safety Procedures Manual etc.
2. Program assessments: Identify programs that are taking place on campus or at rural campuses: include residence life assessments, athletics assessments etc.
3. Employee Training and Education Identify all the required training necessary for all faculty and staff as well as students. Provide training on a regularly scheduled basis.
4. Handle all insurance issues and simplify the process and forms when possible.
5. Identify all clubs and groups on campus and their activities. Ensure safety guidelines are in place as well as insurance requirements are met.
6. Start Safety and Codes newsletter which will cover scheduled on going training, schedule of inspections, schedule of events, safety regulations etc.
7. Ergonomics Program Continue with work evaluations look at web program for doing personal evaluations prior to formal evaluations. Ensure everyone knows about the program, recommend chairs and work stations, etc.
8. Rural Campuses: Identify services we provide, share information with them, provide informational packets for them etc.
9. Fire Marshal Issues Continue with building inspections, plan reviews, code interpretations, design meetings, on and off campus pre-fires, fire protection system etc.

One of the most important benefits of the reorganization is that Marie Scholle has been assigned to Facilities Services as their safety officer. Marie will be working to identify the training needed by FS workers and ensure that they get that training. Bill Krause, Richard Deck, and Ron Miller, who are responsible for all the hazardous materials related issues, have also been assigned to Facilities Services. They will continue to provide the same services they did before.

On the side of Safety and Codes, we will handle everyone but Facilities Services. Mike Oden, senior safety officer was assigned to assist me. I will also be hiring a second safety officer as well as two students. It is a great opportunity to provide some hands on experience for many of our students who are interested in a career in environmental health and safety.

It is going to be a lot of work, but as you know, you are all worth it!!!

I want to stress that everything that was done is still being done. If you have a question or a problem, contact Mike Oden or myself. If you are a Facilities Services Employee contact Marie Scholle.

VII Comments and Questions

VIII The meeting was adjourned at 10:04 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.