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AGENDA  
UAF STAFF COUNCIL MEETING #121  
Wednesday, November 8, 2000  
\*\*8:45 10:05 a.m.  
\*\*Please note new start time.\*\*  
Wood Center Ballroom

Time		Item	Length of Time
8:45	I	Call to Order Scott McCrea	10 Min.
		A. Roll Call	
		B. Approval of Minutes to Meeting #120	
		C. Adopt Agenda	
		D. President-Elect's Report (Attachment 121/1)	5 Min.
9:00	II	Governance Reports	
		A. ASUAF S. Banks	5 Min.
		B. Faculty Senate L. Duffy	5 Min.
		C. Alumni Association C. Branley	5 Min.
9:15	III	Guest Speakers Dana Thomas & Ron Gatterdam TOPIC: Accreditation	20 Min.
9:35	IV	Committee Reports	
		A. Staff Affairs G. Hazelton	5 Min.
		1. Resolution on Take Your Children to Work (Attachment 121/2)	
		2. Questions for Dale Seay on the Reclassification Process (Attachment 121/3)	
		B. Elections, Membership & Rules P. White and D. Dekerlegand York	5 Min.
		1. Motion to Amend Bylaws (Attachment 121/4)	
		2. Election Information (Attachment 121/5)	
		C. Rural Affairs H. Simmons	5 Min.
		D. University Advocacy L. Evans	5 Min.
9:55	V	New Business	5 Min.
		A. Upcoming Meetings (Attachment 121/6)	
10:00	VI	Comments and Questions	5 Min.
10:05	VII	Adjourn	

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ATTACHMENT 121/1  
UAF STAFF COUNCIL #121  
NOVEMBER 8, 2000

Regulation 04.06.110  
A. Holidays

The following paid holidays are observed by the University of Alaska:

1. New Year's Day
2. An additional day before or after January 1, as specified by the president.
3. Martin Luther King, Jr. Day in Celebration of Alaska Civil Rights (third Monday in January)
4. Day of Spring Recess
5. Memorial Day
6. Independence Day

- 7. An additional day before or after July 4, as specified each year by the president.
- 8. Labor Day
- 9. Thanksgiving Day and the day immediately following.
- 10. Christmas Day
- 11. An additional day before or after December 25, as specified each year by the president.

B. Holiday Closure

Annually, the president will specify days to be observed as holiday closure before and/or after the scheduled Christmas and New Year holidays. Employees may take leave without pay or appropriate paid leave during holiday closure.

C. Personal Holiday for Regular Nonexempt Staff

The personal holiday for regular nonexempt staff may be taken only after satisfactory completion of the 6-month probationary period and is granted in proportion to full-time equivalency of the employee. Personal holidays do not accrue from year to year and, therefore, must be taken during the fiscal year in which earned and must be approved in advance by the appropriate supervisor. Personal holidays may not be taken during the pay period which includes July 1.

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ATTACHMENT 121/2  
UAF STAFF COUNCIL #121  
NOVEMBER 8, 2000  
SUBMITTED BY STAFF AFFAIRS

RESOLUTION  
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WHEREAS, the Staff Council recognizes the importance of its employees and their children; and,

WHEREAS, the Staff Council supports the future educational and professional interests of these children; and,

WHEREAS, the Staff Council believes in the importance of exposing these children to different opportunities in the business and educational world to boost self-confidence & self esteem; and,

WHEREAS, the nationally recognized "Take Your Child to Work" day is an occasion to introduce these children ages 5-15 to the varied careers and employment possibilities; now,

THEREFORE BE IT FURTHER RESOLVED, That UAF Staff Council requests the UAF recognize & encourage participation in "Take Your Child to Work" day on the fourth Thursday of April.

Effective this eighth day of November.

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ATTACHMENT 121/3  
UAF STAFF COUNCIL #121  
NOVEMBER 8, 2000  
SUBMITTED BY STAFF AFFAIRS

Dale Seay from Statewide Human Resources will be the guest speaker at the December 8 Staff Council meeting. We would like him to address specific issues in addition to any prepared presentation he may have on the reclassification process.

- Where is he in the process?
- Who has he talked with, specifically, to get input for the new system?
- What is the new, adjusted timeline?
- What are his recommendations so far and/or observations?
- What are the stumbling blocks to completion of the process and are they being dealt with?
- Can we obtain quarterly status reports (can be very brief) to keep our constituents informed?

What are some of the mandates and/or boundary conditions within which this issue is being worked? For example, is the UA Administration now trying to position its compensation above that of the State of Alaska so as to reduce the loss of trained staff to that employer?

Similarly, is the study required to recommend only that which UA can afford (this year, or some other out year)?

If this is a staff-driven, bottom-up effort, then what goals has the UA Administration acknowledged and thus considers as satisfactory to bring successful closure to this effort?

Other questions?

Please respond by Friday Nov 10.

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ATTACHMENT 121/4  
UAF STAFF COUNCIL #121  
NOVEMBER 8, 2000  
SUBMITTED BY ELECTIONS, MEMBERSHIP AND RULES

MOTION  
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The UAF Staff Council moves to amend the bylaws as follows.

EFFECTIVE: Upon Chancellor's Approval

RATIONALE: The changes to the bylaws are editorial changes reflecting terminology changes in employee classification, as well as changes that reflect the current actions of the Council.

ADD = CAPS  
DELETE = (( ))

Revised 5/23/00

BYLAWS  
of the  
UNIVERSITY OF ALASKA FAIRBANKS  
STAFF COUNCIL

Preamble

The UAF Staff Council is a representative organization for all ((Classified)) NON-EXEMPT and ((APT (Administrative, Professional, and Technical))) EXEMPT employees of the University of Alaska Fairbanks in accordance with Article I of the Constitution. The UAF Staff Council's structure provides a means of dealing with issues concerning the welfare of employees and facilitates our role in the self governance process.

Sect. 1 (ARTICLE III. - Purposes, Rights, Responsibilities and Authority)

A. The UAF Staff Council representatives to the UAF Governance Coordinating Committee shall be the President and the President-Elect.

Sect. 2 (ARTICLE IV. - Membership)

A. REPRESENTATION

1. The UAF Staff Council shall be composed of representatives elected by permanent full-time and permanent part-time non-faculty, non-student employees. University employees who hold executive appointments shall be excluded from representation by the UAF Staff Council.
2. Representatives and alternates must be from the unit they represent.
3. Unit representation shall be as follows:

- 1 representative for units of 1 - 50 people
- 2 representatives for units of 51 - 100 people
- 3 representatives for units of more than 100 people

B. ALTERNATES

- 1. There shall be one non-voting alternate for every representative.
- 2. Vacancy of a representative's seat shall be filled by the first alternate of that unit and the alternate shall serve the remainder of the term.
- 3. Vacancy of the alternate seat will be filled in good faith by the representative(s) choosing an eligible person from their unit.
- 4. If an elected representative is unable to attend a meeting, the representative will request that a (the) designated alternate attend and act as proxy.

C. LENGTH OF TERMS

- 1. Elected representatives and alternates shall serve two-year terms beginning January 1 and ending December 31.
- 2. Even numbered unit representatives shall begin their term on an even numbered year. Odd numbered unit representatives shall begin their term on an odd numbered year.

D. ELECTIONS

- 1. The Elections, Membership, and Rules Committee shall be responsible for conducting elections.
- 2. The elections for representatives and alternates shall adhere to the following time frame:
  - a. September - obtain current list of UAF staff employees and prepare nomination ballots.
  - b. THE FIRST WEEK IN October ((, first pay period-)) distribute request for nominations, which are due two weeks later, and prepare election ballots from the nominations.
  - c. THE FIRST WEEK IN November ((, first pay period - )) distribute the ballots which are due two weeks later. The votes shall then be counted and verified.
  - d. December, during the Staff Council meeting - a report shall be presented on the outcome of the elections.
  - e. JANUARY 1 ((, during the Staff Council meeting - )) newly elected representatives take office.
- 3. Elections for President-Elect shall be conducted as follows:
  - a. Notice of election to fill the office of President-Elect shall be announced in the regular meeting in March for the election to be held in May.
  - b. Suggestions for possible candidates shall be presented to the Elections, Membership and Rules Committee in order to prepare a slate of serious candidates for presentation to the Staff Council.
  - c. Call for nominations will take place during the May meeting where the slate of candidates will be presented and any further nominations from the floor will be accepted.
  - d. Voting shall be limited to representatives and designated alternates by using secret ballots on site and using voice vote for the outlying areas.
  - e. Three non-candidate representatives shall count the ballots.
- 4. Special elections for President and President-elect shall be conducted as follows:

- a. One month notice of election for the President-Elect shall be given if that office is vacated.
- b. In the event that both offices are vacated simultaneously, one month notice shall be given for elections to be held for both offices and the chairperson of the Staff Affairs Committee shall assume the duties of President until a person is elected.

Sect. 3 (ARTICLE V. - Officers)

A. PRESIDENT

- 1. The duties of the President shall be to:
  - a. preside over meetings.
  - b. serve as chairperson of the Administrative Committee.
  - c. serve on the UAF Governance Coordinating Committee.
  - d. serve on the System Governance Council, OR APPOINT A DESIGNEE.
  - e. meet with the Chancellor.
  - ((f. approve an operating budget for submission to the Chancellor.))
  - F((g)). appoint ad hoc committees.
  - ((h. appoint chairpersons of the standing committees.))
  - G((i)). provide leadership in issues of concern to UAF staff.
  - H((j)). report to the Staff Council on the outcome of all relevant meetings and events in which the President participates.
  - I((k)). appoint a representative to the System Governance Council and TWO REPRESENTATIVES TO STAFF ALLIANCE ((UAF Budget Council)).
- 2. Term of office shall be for one year, beginning June 1 and ending May 31.

B. PRESIDENT-ELECT

- 1. The duties of the President-Elect shall be to:
  - a. serve on the Administrative Committee.
  - b. serve on the UAF Governance Coordinating Committee
  - c. assume the duties of President when the President is absent.
- 2. Term of office shall be for one year beginning June 1 and ending on May 31.

Sect. 4 (ARTICLE VI. - COMMITTEES)

A. STANDING COMMITTEES

- 1. The Standing Committees shall be:
  - a. Administrative Committee
  - b. Elections, Membership, and Rules Committee
- 2. Administrative Committee
  - a. The President shall be the chairperson.
  - b. Other members of the committee shall be:
    - 1. Chairpersons of the standing and permanent committees.
  - c. The committee shall have the following responsibilities:
    - 1. Prepare the agenda for Staff Council meetings.
    - 2. Provide a committee report to Staff Council.

3. Represent and act on behalf of the Staff Council between Staff Council meetings.

3. Elections, Membership, and Rules Committee

a. THE CHAIR PERSON SHALL BE ELECTED FROM THE COMMITTEE. ((The President shall appoint a chairperson from the elected representatives.))  
b. The committee shall have the following responsibilities:

1. Conduct elections for unit representatives, alternates, and President-Elect.
2. Review unit composition and maintain a membership list.
3. Review the Bylaws and Constitution to reflect the needs of the body.
4. Responsible for parliamentary procedure of the Staff Council meetings.

B. PERMANENT COMMITTEES

1. The permanent committees shall be:  
a. Staff Affairs Committee  
b. Rural Affairs Committee  
c. University Advocacy

2. Staff Affairs Committee  
a. The chairperson shall be elected from the committee.  
b. The committee shall work on policies related to the following:  
1. Benefits  
2. Compensation  
3. Grievance procedures  
4. Position evaluation and hiring procedures  
5. Any matters which effect the health and welfare of the staff.

c. The chairperson of the committee shall establish a subcommittee structure relevant to the issues and to the expertise.

3. Rural Affairs Committee

a. THE CHAIRPERSON SHALL BE ELECTED BY THE COMMITTEE. ((The president shall appoint a chairperson from the elected representatives.))

b. As an ex-officio member of the committee, the president is charged with communicating concerns of the Rural Affairs Committee to the Chancellor and System Governance Council.

c. The committee shall have the following responsibilities:

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.

4. University Advocacy

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.

C. AD HOC COMMITTEES

1. Ad hoc committees shall be appointed by the President and shall report to the UAF Staff Council.
2. Membership is not limited to representatives.
3. A time frame shall be established for the longevity of the committee and a deadline determined for their final report.

Sect. 5 (ARTICLE X. - AMENDMENTS)

- A. Amendments to the bylaws must be proposed in writing by members of Staff Council at an Administrative Committee or Staff Council meeting.
- B. The Administrative Committee shall schedule a vote on the proposed amendment at the first Staff Council meeting after the proposal is submitted. The proposed amendment must be distributed with the agenda for the meeting at which a vote is scheduled.
- C. Approval of amendments to the bylaws requires a two-thirds vote of the Staff Council members present.
- D. Suspension of bylaws must cite the specific section to be suspended and be approved by a two-thirds vote of the Staff Council members present.

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ATTACHMENT 121/5  
UAF STAFF COUNCIL #121  
NOVEMBER 8, 2000  
SUBMITTED BY ELECTIONS, MEMBERSHIP AND RULES

Staff Council Elections for Odd Numbered Units

Ballots for odd numbered units will be distributed on November 6 and are due back in the Governance Office by November 22. Write-in candidates are acceptable; however, their written consent must be on file with the UAF Staff Council Election Committee or accompany the ballot. Results from the election will be announced at the December 8 Staff Council meeting. A special orientation meeting will take place in January for all new members. The meeting will consist of information on various committees, Roberts Rules of Order, and audio conferencing. If you have any questions regarding the election process, contact DeShana Dekerlegand York at [fndd@uaf.edu](mailto:fndd@uaf.edu) or the Governance Office at [fystaff@uaf.edu](mailto:fystaff@uaf.edu). Get involved and make a difference!

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ATTACHMENT 121/6  
UAF STAFF COUNCIL #121  
NOVEMBER 8, 2000  
SUBMITTED BY THE ADMINISTRATIVE COMMITTEE

Upcoming Meetings

- November 1 University Advocacy, Noon, West Ridge Café
- November 7 Rural Affairs, 9 a.m., Wood Center Conference Room A
- November 8 Staff Council, 8:45 a.m., Wood Center Ballroom
- November 13 Elections, Membership & Rules, 10 a.m., Wood Center

Conference Room A

November 15 University Advocacy, Noon, Hutchison

November 23 Happy Thanksgiving

November 24 University Holiday

November 28 Elections, Membership & Rules, 8:30 a.m., Chancellor's  
Conference Room

November 28 Staff Affairs, 9 a.m., Wood Center Conference Room B

November 29 Administrative Committee, 10 a.m., Wood Center  
Conference Room B

November 29 University Advocacy, Noon, Alaska Coffee Roasting  
Company

December 4 Elections, Membership & Rules, 10 a.m., Wood Center  
Conference Room A

December 5 Rural Affairs, 9 a.m., Wood Center Conference Room A

December 8 Staff Council, 8:45 a.m., Wood Center Ballroom

December 13 University Advocacy, Noon, Gambardella's