

FOR MORE INFORMATION, CONTACT:

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AGENDA
UAF STAFF COUNCIL MEETING #133
Friday, March 1, 2002
8:45 – 10:30 a.m.
Wood Center Carol Brown Ballroom

Time	Item	Length of Time
8:45	I Call to Order – Scott McCrea	5 Min.
	A. Roll Call	
	B. Approval of Minutes to Meeting #132	
	C. Approval of Meeting #133 Agenda	
	D. President's Report	10 Min.
9:00	II Governance/Department Reports	
	A. ASUAF – D. Miller	5 Min.
	B. Career Services – T. Trabant	5 Min.
9:10	III Committee Reports	
	A. Staff Affairs – G. Hazelton	5 Min.
	B. Elections, Membership & Rules – D. York	5 Min.
	Motion to Amend Bylaws (Attachment 133/1)	
	Motion to Amend Bylaws (Attachment 133/2)	
	Motion to form IARC as a new unit (Attachment 133/3)	
	C. Rural Affairs – H. Simmons	5 Min.
	D. University Advocacy – S. Comstock	5 Min.
	E. Ad Hoc Staff Training – D. Hagen	5 Min.
	F. Ad Hoc Staff Picnic – A. Linn	5 Min.
	G. Ad Hoc Longevity Awards -	5 Min.
9:45	IV Chancellor’s Remarks – M. Lind	10 Min.
9:55	V New Business	
	A. Chancellor’s Recognition Award (Attachment 133/4)	15 Min.
	B. Community Service Outreach Program	
10:10	VI Guest Speaker	20 Min.
	E. Bowden, Assistant to the Chancellor/EEO/AA	
10:30	VII Adjournment	

ATTACHMENT 133/1
UAF STAFF COUNCIL #133
MARCH 1, 2002

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

EFFECTIVE: Upon Chancellor's Approval

RATIONALE: The Staff Council manages its own definition of units for the purposes of providing staff not otherwise represented by a collective bargaining agency a non-binding method of representation to the university's administration. Petitions to change unit designations should be submitted to the Staff Council and conveyed to the Elections, Membership, & Rules Committee who will work with the petitioning constituents to refine and qualify each petition prior to moving it forward for a vote by the Staff Council body. In order for a petition to be eligible for formal action it must address all criteria for such changes as set forth in the Staff Council's Bylaws and its Constitution. This amendment provides such a process, and also adds language to authorize the Elections Membership & Rules Committee to periodically conduct administrative reviews of existing Unit designations, generate petitions for unit changes based upon these periodic reviews, and, subject to all rules for such petitions, forward them to the Staff Council body for formal action.

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Sect.4 (ARTICLE VI-COMMITTEES)

A. STANDING COMMITTEES

3. Elections, Membership, and Rules Committee

a. ((The chair person shall be elected from the committee.))

A. 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.))
4. REVIEW UNIT DESIGNATIONS AND GENERATE PETITIONS FOR UNIT DESIGNATION CHANGES AS REQUIRED.
5. ACCEPT PETITIONS FOR PROPOSED CHANGES TO UNIT DESIGNATIONS FROM CONSTITUENTS.
6. BASED UPON GUIDELINES SET FORTH IN THE STAFF COUNCIL CONSTITUTION AND ELSEWHERE IN THESE BYLAWS, PRE-QUALIFY UNIT CHANGE PETITIONS PRIOR TO FORWARDING THEM TO THE STAFF COUNCIL BODY AS MOTIONS FOR FORMAL ACTION I) IT WILL BE SUBJECT TO FORMAL ACTION IN THE PRESENCE OF A QUORUM, AND II) SHALL BE APPROVED UPON RECEIVING A TWO-THIRDS AFFIRMATIVE VOTE. THERE IS NO LIMIT TO THE NUMBER OF ORIGINAL OR REVISED UNIT DESIGNATION CHANGE PETITIONS SUBMITTED TO EM&R FOR CONSIDERATION BY A GROUP OF ELIGIBLE CONSTITUENTS.
7. RESPONSIBLE FOR PARLIAMENTARY PROCEDURE OF THE STAFF COUNCIL MEETINGS.

ATTACHMENT 133/2
UAF STAFF COUNCIL #133
MARCH 1, 2002

MOTION

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

EFFECTIVE: Upon Chancellor's Approval

RATIONALE: The proposed changes to the bylaws establish a fair and formal process for constituents to petition for changes to Staff Council unit designations, including the creation of new units. This amendment

also includes language supporting periodic administrative reviews of Unit designations by the Elections Membership & Rules Committee who may then also generate petitions for unit changes which are subject to all rules for such petitions prior to being forwarded to the Staff Council body as motions for formal action.

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Staff Council Bylaws

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))
3. UNITS SHALL HAVE 1 VOTING REPRESENTATIVE FOR EVERY GROUP OF 1 TO 50 CONSTITUENTS.
4. A PETITION TO CHANGE UNIT DESIGNATIONS, INCLUDING ADDING OR DROPPING UNITS, SHALL:
 - a. BE CONVEYED IN WRITING TO THE ELECTIONS, MEMBERSHIP, & RULES COMMITTEE,
 - b. INCLUDE LANGUAGE THAT ADDRESSES EACH OF THE CRITERIA THAT DEFINE A UNIT AS SET FORTH IN ARTICLE IV, SECT. 2 OF THE STAFF COUNCIL CONSTITUTION,
 - c. BE SUBJECT TO THE UNIT CHANGE GUIDELINES SET FORTH IN THIS ARTICLE AND SECT. 4, ARTICLE VI, SECT. A OF THESE BYLAWS,
 - D. INCLUDE A CURRENT LISTING OF QUALIFIED CONSTITUENTS WITHIN AFFECTED UNIT(S).

ATTACHMENT 133/3

UAF STAFF COUNCIL #133

MARCH 1, 2002

MOTION

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The UAF Staff Council accepts the petition of the International Arctic Research Center (IARC) to the Elections, Membership, and Rules Committee to form a new representational unit of the Staff Council comprising eligible staff members of IARC.

EFFECTIVE: Upon Chancellor's Approval

RATIONALE: To better represent the interests, goals, and aspirations of the classified and APT staff of the International Arctic Research Center, a request was made by the IARC staff in late 2000 to form a new unit of Staff Council. Currently the Geophysical Institute unit represents the IARC constituency.

As the Geophysical Institute has grown over the years, the number of staff represented by each elected representative has also grown. The IARC dedicated in August of 1999, is also continuing to add more staff. The two institutes are operating more and more independently. IARC is required by its governing cooperative agreement from the National Science Foundation to be independent by the spring of 2003. IARC's independence is supported and encouraged by Provost Reichardt.

The Elections, Membership & Rules Committee has received a listing of current IARC staff and has ascertained that they are qualified constituents, and furthermore, that the petition for unit designation change has adequately satisfied

the criteria for such changes as defined by the Staff Council Constitution and its Bylaws. In the spirit of representative democracy, the committee recommends formation of this new unit.

ATTACHMENT 133/4
UAF STAFF COUNCIL #133
MARCH 1, 2002

CHANCELLOR'S RECOGNITION PROGRAM

OBJECTIVE

To recognize the University of Alaska Fairbanks staff for their continued service and outstanding contributions toward accomplishment of our institutional mission.

ELIGIBILITY

All staff members occupying any position regardless of employment status in the University of Alaska Fairbanks are eligible to receive recognition as outlined in this program.

PROGRAM OUTLINE

The recognition program will consist of:

- I. Longevity Recognition: For service in increments of five years of employment within the University of Alaska system. The Director of Personnel shall maintain this program and assist the Staff Council in sponsoring a recognition ceremony.
- II. Chancellor's Recognition: For service that is work related or a public relations effort that is noteworthy by any UAF employee. Recognition is a Chancellor's level award. All departments are encouraged to recognize their employees in addition to this award. The Chancellor shall maintain this program in conjunction with the UAF Staff Council. A copy of the award will be placed in the employee's personnel file.
- III. Monetary Recognition: For service that results in cost savings or revenue enhancement for UAF. The Chancellor shall maintain this program. A copy of the award will be placed in the employee's personnel file.

RESPONSIBILITIES

The Staff Council President shall review this program annually prior to the end of the elected term of office and submit suggested changes to the Chancellor for implementation. UAF employees shall review this program and submit suggestions for improvement to the Staff Council President.