

FOR MORE INFORMATION, CONTACT:

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AGENDA  
 UAF STAFF COUNCIL MEETING #117  
 Wednesday, May 10, 2000  
 8:30 - 10:10 a.m.  
 Wood Center Ballroom

Time	Item	Length of Time
8:30	I Call to Order Irene Downes	10 Min.
	A. Roll Call	
	B. Approval of Minutes to Meeting #116 (April 5, 2000)	
	C. Adopt Consent Agenda	
	1. Staff Affairs Report (Attachment 117/1)	
	2. Motion to Approve Regulation 03.01.01 (Attachment 117/2)	
	3. Rural Affairs Report (Attachment 117/3)	
	D. President's Report	10 Min.
8:50	II Governance Reports	
	A. ASUAF S. Banks	5 Min.
	B. Faculty Senate L. Duffy	5 Min.
	C. Alumni Association C. Branley	5 Min.
9:05	III Committee Reports	
	A. Elections, Membership & Rules D. York and P. White	10 Min.
	B. Staff Training D. Powell & A. Baergen (Attachment 117/4)	5 Min.
	C. Ad Hoc Picnic D. Hagen (Attachment 117/5)	5 Min.
	D. Ad Hoc Committee on University Advocacy S. McCrea	5 Min.
	1. Motion to Approve Amendment to the Bylaws (Attachment 117/6)	
	E. Staff Alliance I. Downes	5 Min.
9:35	IV Chancellor's Remarks M. Lind	10 Min.
9:45	V Vice Chancellor for Administrative Services Remarks F. Williams	5 Min.
9:50	VI Other Business	
	A. Distribute Raffle Tickets (Attachment 117/7)	10 Min.
	B. University Holidays (Attachment 117/8)	5 Min.
10:05	VII Comments and Questions	5 Min.
10:10	VIII Adjournment	

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 ATTACHMENT 117/1  
 UAF STAFF COUNCIL #117  
 MAY 10, 2000  
 SUBMITTED BY STAFF AFFAIRS

Staff Affairs Committee Report  
 April 12, 2000

The Staff Affairs Committee met and has the following report:

1. LWOP

Evelyn Brown has reported to the Staff Affairs committee concerns regarding LWOP and how it relates to individuals in research positions. Problem is these individuals, generally in term-funded positions, have to be terminated in between finding/securing new funds. This has created low morale and loss of extremely good employees. Also of concern is the JEF process. It was decided to invite Janet Jacob's and the new Statewide analyst to next meeting to discuss our concerns.

We would like to hear the progress being made on re-classification, as well as having an opportunity to have some input.

An e-mail will go out to Staff Council representatives asking for input regarding LWOP and JEF by May 1st.

2. Draft Reg. 03.01.01

Committee will forward to Staff Council with a recommendation to accept. Proposed regulation mirror's policy; no changes suggested.

3. New chair selection-Lydia

Lydia is not planning to continue as chair starting in September 2000. Gabrielle was elected as chair. A recorder will volunteer/be selected at the May meeting.

4. Comments

Parker reported that constituents from his unit have voiced an interest in converting unused sick leave to PERS system. Previous information says such a plan would be difficult to implement; committee will consult with Mike Humphreys. Parker will clarify the conversion, time or dollars.

5. Next meeting is Wednesday, May 31, 2000 at 2:30 p.m. in Wood Center Conference Room B.

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ATTACHMENT 117/2  
UAF STAFF COUNCIL #117  
MAY 10, 2000  
SUBMITTED BY STAFF AFFAIRS

MOTION  
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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

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- 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 Regents' 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

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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 Regents<sup>1</sup> 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.

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ATTACHMENT 117/3  
UAF STAFF COUNCIL #117  
MAY 10, 2000  
SUBMITTED BY RURAL AFFAIRS

Rural Affairs Minutes  
Monday, May 1, 2000

Present: Kelly Dickerson, Barbara Oleson, Karen Johnson, Dora Wainwright, Beth Bruder, Bridget Merritt, and Heidi Simmons.

Guest Presentation by UAF Financial Aide: Director, Donald Scheaffer, and staff Deanna Dieringer, Tamara Hornbuckle, & Lyza Fonte.

An overview of financial aide responsibilities and administrative timelines was shared. Rural staff asked general questions. The need for a detailed pop select from banner to better determine financial aide students at each site is being developed. The presentation was very informative and a tape of the proceedings will be shared with attending rural sites and others upon request.

Dates for the fall Rural Affairs meetings will be available by September. Items of concern to be discussed next term: ergonomics, communication regarding site allocations and other support tips for shared CRA/UALC distance delivered courses.

Participation in Rural Affairs by CRA staff has been very active this year. However, we invite and urge all other rural programs to participate in our meetings so that we can better share ideas, projects and concerns.

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ATTACHMENT 117/4

UAF STAFF COUNCIL #117  
MAY 10, 2000  
SUBMITTED BY STAFF TRAINING

STAFF LONGEVITY AWARDS PROGRAM  
MAY 11, 2000  
1:30 P.M.  
WOOD CENTER BALLROOM

Please join us in honoring staff for their continued years of service at the 2000 Staff Longevity Awards program on Thursday, May 11 at 1:30 p.m. in the Wood Center Ballroom. A listing of the recipients is available on the web at: [www.uaf.edu/uafgov/www/longevity.html](http://www.uaf.edu/uafgov/www/longevity.html)

SUPERVISORY TRAINING SESSION REMAINING  
May 18 Grant Writing  
3:00 p.m., Wood Center Conference Room C

Presenter: 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](mailto:ffppp@uaf.edu)

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ATTACHMENT 117/5  
UAF STAFF COUNCIL #117  
MAY 10, 2000

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- 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.

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ATTACHMENT 117/7  
UAF STAFF COUNCIL #117  
MAY 10, 2000  
SUBMITTED BY ADMINISTRATIVE COMMITTEE

UAF STAFF COUNCIL RAFFLE  
CAROLYN SAMPSON MEMORIAL SCHOLARSHIP

The UAF Staff 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:

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

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ATTACHMENT 117/8  
UAF STAFF COUNCIL #117  
MAY 10, 2000  
SUBMITTED BY ADMINISTRATIVE COMMITTEE

To: Governance groups  
Fr: Pat Ivey, Exec. Officer  
System Governance  
Re: Holiday dates

President Hamilton has asked me to poll governance on the dates of preference for Christmas and New Years for 2002 and 2003.

The choices are:

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

OR

Wednesday, December 25, 2002  
Thursday, December 26, 2002

New Years: Tuesday, December 31, 2002



Wednesday, January 1, 2003

OR

Wednesday, January 1, 2003

Thursday, January 2, 2003

Please send your preferences to me by e-mail to  
snpmi@mail.alaska.edu BY WEDNESDAY, MAY 10.

Thanks.