UAF Staff Council Orientation

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UAF Staff Council

UAF Staff Council provides non-exempt and exempt employees an avenue to help formulate new policies, change existing policies or working conditions, and other matters that affect services provided by the support staff of the University of Alaska Fairbanks. With membership elected from all non-bargaining UAF support staff, the Council provides a medium of exchange between the support staff and University administration.

Over the years, Staff Council has been responsible for a number of employee benefit improvements, including: increased educational benefits for employees; additional University holidays - Martin Luther King Jr. Day, extra day at Thanksgiving, Christmas, and New Years, and a personal holiday for non-exempt staff; increase in sick leave benefits; leave share program; and extension of benefits to permanent half-

General Information

Staff Council Website: www.uaf.edu/uafgov/staffcouncil
University Relation's Events calendar: http://www.uaf.edu/events
Staff Council Calendar: http://www.uaf.edu/uafgov/sc_calendar.html
Staff Council newsletters are at: http://www.uaf.edu/uafgov/Newsletter.html
Staff Council's F.A.Q's: http://www.uaf.edu/uafgov/sc_questions.html

UAF Staff Council and Committees Audio Conference Information

Toll Free #: 1-800-893-8850
Participant PIN: 8244236

Contact Information

Governance Office
Room 312 Signers' Hall,
Fairbanks, Alaska 757500-99775
Phone: 907-474-7056 Fax #: 907-474-5213.
E-mail fystaff@uaf.edu

Agenda and Minutesare created and distributed to all unit representatives by the Council secretary.

Attendance: Council representatives should plan to 61 0 Tf2(ul)teandnks8(l)17(e)9(n)22(t)-7</MC0.011 Tt99n(d)22(t)-

2009-2010 Staff Council
President and President -Elect

http://www.uaf.edu/uafgov/staff/scpres.html

The Staff Council President for this fiscal year is Martin Klein, associate director of UAF Transportation & Parking Services.

The Staff Council President-Elect is Maria Russell.

From Sitka, Maria Russell attended UAF as a UA Scholar and graduated with honors in 2004 after earning BA degrees in History and Anthropology. Maria worked for the Bunnell House Early Childhood Lab School while a student and accepted a position with the Institute of Arctic Biology upon graduation. She currently divides her time between the fiscal management of the Specialized Neuroscience Research Program and the coordination of IABs recharge centers. She looks forward to working with Staff Council to strengthen the UAF system.

Revised 10/14/09

Constitution of the University of Alaska Fairbanks Staff Council

Article 1.

F. The President will have the opportunity to occupy the Past President officer position once their term as President has been fully served.

Article 4. Meetings

A. There shall be a minimum of six regular scheduled meetings during each academic year. Other meetings may be called by the President or President's designee or by petition of twenty percent of the representatives.

B. Meetings may be conducted using teleconferencing and other electronic media.

Article 5. Amendments

A. Amendment(s) to the Constitution may be proposed by members of the UAF Staff Council. The proposed amendment(s) shall be sent to all members of the UAF Staff Council.

B. The President shall schedule a first reading and discussion of the proposed amendment(s) at the first scheduled meeting of the UAF Staff Council after distribution.

C. Approval of amendment(s) to the Constitution requires a quorum and two-thirds vote of all representatives present. The proposed amendment(s) shall be subject to a final vote at the

Section 3. Membership

A. Representation

I. The UAF Staff Council of the University of Alaska Fairbanks shall be composed of representative members of the classified and non-classified constituents who shall be elected for two year staggered terms 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.

II. Units will be defined giving due consideration for equitable representation according to a combination of geographic locations, community interest, and population.

III. Representatives shall be elected from and by the unit they will represent.

IV. Units shall have 1 voting representative for every group of 1 to 50 constituents, with a maximum of 4 representatives for any unit.

V. A petition to change unit designations, including adding or dropping units, shall:

a. Be conveyed in writing to the Elections, Membership, and Rules Committee for review,

b. Include language that addresses each of the criteria that define a unit as set forth in Section 2, Article A, Subsection II of the University of Alaska Fairbanks Staff Council Bylaws,

c. Include a current listing of qualified constituents within affected unit(s).

VI. In order to remain a member of Staff Council, each voting representative must serve on at least one permanent committee.

B. Alternates

I. There shall be one non-voting alternate for every representative. Alternates are ranked by number of votes received or date appointed.

II. 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.

III. Vacancy of the alternate seat will be filled in good faith by the representative(s) choosing an eligible person from their unit, with approval by the President through the Elections, Membership, and Rules Committee.

IV. If an elected representative is unable to attend a meeting, the representative will request that a (the) designated alternate attend and act as proxy.

B. The presence of a majority of the representatives or their designated alternates, either in person or by electronic media, shall constitute a quorum.

Section 8.

The UAF Governance Coordinating Committee meets twice each semester. Permanent and special ad hoc committees, with members from the other governance bodies and the general University population, address current issues and concerns of each governance group. If there is an issue you would like the UAF Governance Coordinating Committee to address, please contact the Governance Office at 474-7056 (fygcc@uaf.edu), Room 312B Signers' Hall, Fairbanks.

The Governance Coordinating Committee will receive reports from other committees outside its control who are also concerned with campus issues.

Note, that the committee's officer's change in May and June after the Faculty Senate elections and ASUAF elections are completed. The chairperson shall be elected from the committee; the position rotates annually between governance groups.

MASTER PLANNING COMMITTEE (MPC)

http://www.uaf.edu/mastplan/

This committee's name is the University of Alaska Fairbanks Master Planning Committee (MPC), organized under the authority of the Chancellor of the University of Alaska Fairbanks. Its primary task is to assist in implementing and continually updating the current UAF Campus Master Plan.

MPC: SUBCOMMITTEE ON PARKING AND CIRCULATION (CPS)

http://www.uaf.edu/mastplan/bylaws.html

The Circulation and Parking Subcommittee (CPS) is responsible for making recommendations to the MPC about planning and management of circulation and parking on campus consistent with the Campus

members are appointed by the Provost, and a call out for volunteers is announced at the monthly staff council meeting.

The Committee is charged to:

- Advise the Chancellor on matters related to the annual budget and long-range planning of the University.
- Serve as another venue of communication among the staff, faculty, students, and the administration on budgeting and planning.
- Advise on matters related to capital construction requests for legislative funding.
- Adopt rules for committee governance and operation.

Student Recreation Center Board
http://www.uaf.edu/src/srcboard/srcboard.html

The purpose of the SRC Board is to represent the students' interests and protect their investment in the SRC. The SRC Board recognizes that the Chancellor is the Chief Executive Officer of UAF and has ultimate responsibility for the implementation of Regent's Policies and in meeting the financial obligations of the institution.

Staff Health Care Committee
http://gov.alaska.edu/staff/compcommittee/default.htm

This committee is a Staff Alliance Ad Hoc to the Joint Healthcare Committee. It is created to investigate and report on a particular healthcare matters or concerns.

Bunnell House Advisory Committee

Is held twice a year or as needed to investigate and report on a particular Bunnell House matters or concerns.

External Committees with Staff Council Representatives As of 1/10			
COMMITTEE	Seats	OWNER	STAFF REP(S)/Expires
Master Planning Committee	1	Chancellor Rogers	Gary Newman-12/10
Subcommittee on Parking &			

20092010 UAF STAFF COUNCIL MEETING SCHEDULE

BOR and Staff Alliance Schedules

Times are subject to change please see websites for details.

Board of Regents Schedule	
http://www.alaska.edu/bor/	
Meeting Dates	Location
January 26-27, 2010	RETREAT - Anchorage
February 17-18, 2010	Fairbanks
April 15-16, 2010	Dillingham
June 3-4, 2010	Anchorage
August 10, 2010	SUMMER BRIEFING - audio conference
September 23-24, 2010	Juneau
November 2, 2010	BUDGET APPROVAL - Anchorage
December 9-10, 2010 Fairbanks	Fairbanks

REGENTS' POLICY

PART III – FACULTY, STAFF AND STUDENT GOVERNANCE CHAPTER 03.01 -FACULTY, STAFF AND STUDENT GOVERNANCE

P03.01.010. Faculty, Staff, and Student Governance.

A. The opportunity for faculty, staff and students to participate in the governance of the university is important to its effective operation. The board intends that faculty, staff and student participation in university governance be an integral part of the university community's culture.

B. After consultation with university faculty, staff and students, the president shall establish by university regulation the systemwide governance structure and its constituent organizations. The structure shall include a systemwide organization for faculty, staff and students; an alliance of faculty senates; an alliance of classified and administrative/professional/technical staff; an intercampus student network; and appropriate campus constituent organizations.

C. Constitutions for each systemwide organization are subject to the approval of the president. Constitutions for campus employee organizations are subject to the approval of the cognizant chancellor. Student government constitutions are subject to P09.01. The roles and responsibilities for each systemwide organization shall be entered into university regulation.

D. Governance organizations shall carry out their functions subject to the authority of the board and the president and chancellors. The organizations' purposes are to:

1. provide an effective opportunity for university faculty, staff and students to play a meaningful role in matters affecting their welfare;

2. represent the viewpoints of university faculty, staff and students on regents' policy, university regulation, and other matters affecting the interests of the university;

3. address through legislative action other matters as described in their approved constitutions;

4. advise the president and chancellors in a timely fashion and in a manner set forth in individual organizational constitutions; and

5. communicate to faculty, staff and students information which is of interest and concern to the university.

E. The president and the chancellors shall respond to actions taken by governance groups in a timely fashion as described in the approved constitutions.

F. Participants in governance shall carry out their governance responsibilities in good faith and to the best of their abilities without fear of reprisal. Spokespersons for governance groups may present their views directly to the board in accordance with board procedures.

(02-17-05)

UNIVERSITY REGULATIO NS

PART III – FACULTY, STAFF AND STUDENT GOVERNANCE

CHAPTER 03.01 -FACULTY, STAFF AND STUDENT GOVERNANCE

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 participants in shared governance are empowered by the Board of Regents

2. MAU-Specific

Faculty and staff governance groups at UAA, UAF, UAS and SW receive their authority from their cognizant chancellor, with the Vice President for University Relations serving as the cognizant chancellor for SW.

Student governments receive their authority from Regents' Policy Part IX, Chapter 7, and corresponding University Regulations.

Alumni associations receive their authority from Regents' Policy 02.08.010.

D. Purpose

The purposes of the system governance groups within the University of Alaska are set forth and maintained in Regents' Policy 03.01.010.

E. Organizational Responsibilities

Governance groups shall carry out their functions subject to their respective charters, constitutions, and bylaws.

Responsibilities of the local governance groups are reflected in their respective charters, constitutions and bylaws. Responsibilities of the system governance groups are listed below.

1. Faculty Alliance

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

4. System Governance Council

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

F. Membership Responsibilities

For faculty and staff, it is understood that while governance participants' primary responsibilities are performance of the duties for which they are employed, supervisors and employees will coordinate to ensure that departmental and governance needs are met.

Serving on university governance groups is considered to be within the regular work duties of university employees and is supported by the university.

Students serve on governance groups in accordance with Regents' Policy and University Regulation 09.07.050.

Members who serve as officers or participate in special projects, research activities, events or committees directed by their governance organizations require sufficient time to meet those obligations in a reasonable fashion.

Guidelines for participation in governance that are not included in governance group charters, constitutions or bylaws shall be promulgated by the system governance executive officer and made available for use by all members of the university community.

G. Membership

Numbers of members and terms of office are prescribed in the constitutions, or equivalent documents of the respective system governance groups. MAU-specific governance groups determine the method of selection of their own members and their representatives to the system governance groups.

H. Meetings

Meeting schedules are determined by the governance groups. Meetings may be held on-site or by audio or videoconference or some combination of these methods. Meeting notices will be published and available through commonly used means.

I. Quorum

Quorum is defined by each governance group in their constitutions, or equivalent documents.

J. Parliamentary Authority

1. System Governance Groups

Constitutions and amendments for system governance groups, once passed by the groups,

The President's office shall acknowledge governance recommendations within ten (10) business days following receipt using a means equivalent to that used for transmittal.

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

In cases where this arrangement cannot be satisfied,

UAF STAFF COUNCIL
MEMBERSHIP DIRECTORY BY UNIT

Martin Klein
Maria Russell

Nichole Kloepfer, Executive Secretary
Staff Council Office
Room 312B SIH
P.O. Box 7500-99775
474-7056, fystaff@uaf.edu
http://www.uaf.edu/uafgov/staffcouncil.html

UNIT 1 Rural campuses under College of Rural & Community Development (CRCD)

Reps and Alts

Susan Baird, Rep
Kuskokwim Campus
543-4558 lnsmb1@uaf.edu

E. Robert Mackey, Alt
Chukchi Campus
442-3400 x115 ermackeyiii@alaska.edu

Elizabeth Guthier, Rep
Northwest Campus
443-

CRCD Transfer
Rural Alaska Honors Institute (RAHI)
Rural Student Services (RSS)
Tanana Valley Campus (TVC)
RC Early Childhood
TVC General Education
TVC Voch Tech

UNIT 3 SNRAS, CE&M, INE, SOM

Reps and Alts

Kathy Petersen, Rep
474-6410 kspetersen@alaska.edu

School of Natural Resources & Agricultural Sciences (SNRAS)
SNRAS Office of the Director
Alaska Forestry Experiment Station (AFES)
Department of Forest Sciences
Geography Department
Department of Plant, Animal & Soil Sciences
Department of Resources Management
College of Engineering & Mines (CE&M)
CEM Office of the Dean
Civil and Environmental Engineering
Electrical and Computer Engineering
Mechanical Engineering
Mining and Geological Engineering
Alaska Univ. Transportation Center (AUTC)
Petroleum Engineering and Petroleum Dev. Laboratory
Research Units/CEM/Institute of Northern Engineering (INE)
Alaska Center for Energy and Power (ACEP)
Mineral Industry Research Laboratory (MIRL)
Petroleum Development Laboratory (PDL)
Water & Environmental Research Center (WERC)
Math in a Cultural Context
School of Management (SOM)

UNIT 4 Institute of Arctic Biology (IAB)

Reps and Alts

Margo Griffith, Rep
474-6676 margo.griffith@alaska.edu

Sharon Corbett, Alt
474-6517 sacorbett@alaska.edu

UNIT 5 Geophysical Institute (G.I.)

Reps and Alts

No representation at this time.

UNIT 6 School of Fisheries and Ocean Sciences (SFOS)

Reps and Alts

Nici Murawsky, Rep
224-5261 nmurawsky@alaska.edu

Jennifer Elhard, Alt
224-5261 jaelhard@alaska.edu

Ben Tucker, Rep
235-5643 bdtucker@alaska.edu

Gary Newman, Alt
474-1991 gary@alaska.edu

School of Fisheries and Ocean Sciences Office of the Director
Coastal Marine Institute
Marine Sciences and Limnology
Rasmuson Fisheries and Research Center
Fisheries Division: Juneau Center Fisheries and Ocean Sciences
Global Undersea Research Unit
Marine Advisory Program (MAP)

UNIT 10 College of Natural Science and Mathematics (CNSM)

Reps and Alts

Brad Havel, R

Auxiliary Business
Accounting & Business Operations
UAF Bookstore
Budget & Cost Records
Human Resources
Procurement & Contract Services
Purchasing
Receiving
Support Services
Fire Department
Police Department
Parking Services
Dining Services
UA Tech Center
Grant and Contract Services
Central Receiving
Polar Express
Printing Services
UAF Business Services
Post Office

UNIT 13 Rasmuson Library

Reps and Alts

Chris Van Dyck, Rep
474-7023 crvandyck@alaska.edu

Jennifer Stutesman, Rep
474-2676 jcstutesman@alaska.edu

Walker Wheeler, Rep
474-7173 walker.wheeler@alaska.edu

UNIT 14 International Arctic Research Center (IARC)

Reps and Alts

Travis Brinzow, Rep
474-1960 tbrinzow@iarc.uaf.edu

UNIT 15 Office of Information Technology

Reps and Alts

Richard Machida, Rep
474-7102 rm@alaska.edu

Britton Anderson, Alt
450-8300 britton.anderson@alaska.edu